

Board of Library Trustees Meeting

February 4, 2014

7:00 p.m.

Medway Public Library

Attendees:

Trustees:

Carol Brown (7:06 p.m.)

Diane Burkhardt

Ed Duggan

Karen Kassel, Secretary

Chris Monahan, Vice Chair

Wendy Rowe, Chair

Margaret Perkins, Library Director

Meeting called to order by Wendy Rowe: 7:03 p.m.

A. Approval of Agenda

Motion to approve agenda: CM1; DB2; passed unanimously.

B. Secretary's Report (January 7)

Motion to approve the minutes as written: DB1; CM2; Yea: DB, ED, CM, WR; Abstain: KK.

C. Citizens Speak

None present.

D. Budget Report

FY2014

The Tuchinsky Fund is making considerably more interest now than in previous years.

FY2015

Margaret has submitted the [proposed FY2015 budget](#). She will meet with Melanie Phillips (Treasurer/Collector) and Carol Pratt (town accountant) on Tuesday (2/11); this is the next step in the budget process.

The FY15 Budget Instructions said that departments should enter a Level Service budget. Margaret asked the Town Accountant's office for clarification, and was told that if we provided a service this year that would require funding in order to be provided in FY15, we should put it in the budget with the associated cost. (Last year we were given a total dollar figure we were not supposed to exceed, but that was not the case this year.)

Therefore, the FY15 budget includes funding for the following:

- Community steward position: \$4680
- Repairs and maintenance: \$7000
- Programs (e.g., toddler story time & others): \$6500
- Books & materials: \$30,000 (\$10,000 of this year's required \$40,000 will have been paid from State Aid)
- In-state travel for staff training: \$400

In FY14, the library received \$26,500 from Town Meeting special articles. Ideally, this amount will be part of our budget, not a one-time thing. Therefore, to calculate a level-service budget for FY15:

$\$245,039$ (FY14 budget) + $\$26,500$ (TM articles for FY14) = $\$271,539$

$\$271,539$ (total funds FY14) + $\$24,382$ (to continue existing services) = $\$295,921$

FY15 level-service budget: \$295,921; about \$24,000 more than FY14

Margaret also included "wish list" items in the proposed budget spreadsheet (the bottom portion of the spreadsheet, shown in bold). These include increasing hours to 48/week (opening on Tuesday and Thursday mornings), as well as funding professional development, repairs & maintenance, and materials. **The inclusion of these wish list items would bring the total FY15 budget to \$337,320.**

WR: John Foresto recommended that we send all of our budget requests to him, and he will advocate for our requests with the Selectmen. Wendy created a [1-page fact sheet for him](#).

Wendy and Margaret will also put together a 1-page fact sheet for the Trustees to use to advocate for the budget.

E. [Director's Report](#)

Margaret has received 2 resumes for the part-time position.

The Junior Architect program is now full at 16, with 5 on the waiting list. Margaret asked the facilitator if she could include more kids if there is someone to help her; she is waiting to hear back.

The iPad is here; there are signs around the library to let people know it is available for patron use.

Tammy's eReader and tablet program was full and there is continuing interest. She is going to offer another.

Margaret would like to get the senior volunteers to sit and read magazines on a tablet, in order to encourage others to try it.

F. Old Business

Library Director Goals & Objectives

Margaret distributed a version of the roles, goals, & objectives with some edits.

Long-Range Plan Update

The goals and objectives from the Library Director document will be incorporated into the long-range plan.

G. New Business

Annual Town Meeting

Margaret submitted [warrant articles for re-authorization of revolving accounts](#):

1- Library printer/copier/fax; and 2- Library meeting room.

Motion to approve two warrant articles as written: CB1; CM2; passed unanimously.

Annual Town Report

Margaret submitted "[Report of Medway Public Library](#)" to be included in Annual Town Report.

Chris recommended adding information about the library's function as an emergency shelter when necessary.

Photos will be added.

A few edits: use more bullets; include more information on the tax-relief volunteers as well as more details about the services all of the volunteers provide.

Motion to approve Annual Town Report narrative with the discussed changes: CB1; ED2; passed unanimously.

Annual Town Election

Wendy's and Chris' terms end this year. Wendy is not running for re-election. Chris is running.

Anyone running will need to pick up nomination papers from the Town Clerk's Office.

Outside Programs

Discussion of programs, their cost, attendance, & value: This discussion postponed to the March meeting.

Library Director Informal 6-Month Review

WR: I think you are doing a great job. The transition has been very easy.

DB: How do you feel it is going?

MP: Being here all the time & being accessible is wonderful. There's much more time for all kinds of things, from weeding materials to talking to patrons to going to Town Hall and talking to people.

DB: You've really added value, based on how I use the library; I've been finding and taking out more books recently.

CB: Do you feel like the staff is more cohesive now that you are the official Director?

WR: They don't call me any more; it is a great improvement.

MP: Yes, a great improvement. Staff members are coming to me, as are people in the town. We will begin monthly staff meetings next week. Staff members have already created a list of topics to discuss.

MP: I would like to offer more staff training. Not all staff members are comfortable with all the technology we have. I'm really encouraging them to play with the iPad.

DB: Do you think staff morale is better?

MP: Yes.

DB: I see a lift, too. I see more smiling. Have we thought about some kind of outing for the staff?

(Some discussion of ideas for and the feasibility of such an outing.)

ED: I would like to see a more professional presentation of the budget at our meetings. You are always available; I come in to the library often and I see you there.

DB: You're amenable to talk with; you listen well and remember what we talk about. You want the best for our library.

KK: I think you're doing a great job. You're doing so much for us from going to lots of meetings to improving the physical space of the library.

Library Director's Formal Annual Review

To be held in March, per contract.

For next meeting: each Trustee should come to the meeting with Review form filled out: Medway Public Library Director Evaluation, updated 11/5/2013.

WR: Trustees, what would you like to see done at the library?

DB: Water spigots turned on; a light outside.

CB: I would like to see a book club at the library.

KK: I would like to see a book club, too.

DB: I think we should do the "one book, one community" program. This takes a lot of planning of events.

CB and KK: Maybe start with smaller book clubs at the library and within a year or so, try for the "one book, one community" program.

ED: Try to draw more seniors into the library.

H. Special Programs, Fundraising, Sponsorships

None discussed.

I. Adjournment. Meeting adjourned at 8:48 p.m. Next Meeting March 4, 2014.

Chris left at 8:17 p.m.

Motion to adjourn: CB1; DB2; passed unanimously.

Medway Public Library
Director's Report
February 2, 2014

Staff

On January 30th, I posted the Job Announcement for a 12 hour/week Library Assistant to replace the hours that Tammy Page is no longer working in Medway.

The first staff meeting was rescheduled to Wednesday, February 12th, due to the storm on January 21st.

I have completed a review of leave accruals for the staff, and reported problems I found to HR.

Budget

The FY15 Library budget was submitted. Since the FY15 Budget Instructions said that departments should enter a Level Service budget, I asked the Town Accountant's office for clarification, and was told that if we provided a service this year which would require funding in order to be provided in FY15, we should put it in the budget with the associated cost. Last year we were given a total dollar figure we were not supposed to exceed, but that was not the case this year. Therefore, I included the Community Steward, programs, travel for required meetings, funding for Repairs and Maintenance, and \$30,000 for books and materials (\$10,000 of this year's required \$40,000 will have been paid from State Aid). I worked with Wendy Rowe on a one page Executive Summary of the Narrative for the Selectmen.

Programs

Mariah Manley is planning a book club for 8-12 year old children and their parents, and a Fantasy/Science Fiction book club for teens and adults. She is also working on forming a Teen Advisory Council.

The Massachusetts Coordinated Family and Community Engagement program has offered to fund a "Mad Science" (madscience.org) program, and also offered at least partial funding for a literacy program of our choice. The Mad Science program will be held in May, and Mariah is arranging a local author program for children, which will incorporate music and technology.

Jan Ham, a librarian who ran a non-profit through which she taught design and architecture programs to children for a number of years, will run a six hour program, "Junior Architects: Dream House Design Studio" for 5th-8th grade children during February vacation. So far 15 children have signed up, leaving one space.

The second monthly eReader and Tablet tutorial program was held last night. Tammy will hold a second session on February 11th, since there were several patrons on the waiting list. We have also helped a number of patrons who have dropped in during the day with their devices.

We have canceled the upcoming 6 week, 3 1/2 – 5 year old Friday morning story hour session, due to lack of registrations. Lorie Brownell will host a book club for adults in the near future. I am also working with the Community Farm about possibly starting a local agriculture-related book group.

John Root will hold his program on Edible Perennials on May 8th. I have contacted the Medway Community Farm about this program, and plan to share the information with other organizations in

town.

Snapshot Day is coming up in April, which will give libraries the opportunity to share pictures of programs and activities statewide.

Technology

The iPad has arrived, and is ready for patrons to use in the Library. Zinio, Overdrive, and OneClickDigital apps have been installed. I have downloaded several sample books, and many of the Zinio magazines to which we subscribe. I am in the process of selecting Zinio magazines for the upcoming year.

The Minuteman Library Network will install a new Gigabyte switch at the Library later this month.

Building

The water heater has been installed, and the electrician completed the wiring. The battery for the alarm panel in the closet in the Story Hour room had to be replaced, because it was apparently ruined by electrical surges due to the fire in the NSTAR substation.

There were more issues with the thermostatic controls, requiring a repairman from Howse to come out to replace a part.

Several police officers visited the Library to check on what seemed to be suspicious activity that they viewed via the security cameras. I would recommend that the Trustees consider creating a policy on the use of electronic cigarettes in the Library.

Meetings

I attended the following meetings:

- Minuteman Library Network Board of Directors
- Minuteman Library Network Membership
- Minuteman Library Network Reference Interest Group
- Minuteman Library Network Technology Interest Group
- NELA Information Technology Section
- Toastmasters (2)

I completed the FEMA online course, *Introduction to Incident Command System*, one of the required courses for the Medical Library Association Disaster Information Specialist certificate.

Upcoming meetings include:

- Minuteman Library Network Board of Directors
- Minuteman Library Network Policy Meeting
- NELA Information Technology Section

A patron sent me information on a free online course on Library Advocacy offered through a college consortium, EdX. I have registered for the course, which begins this month, and am encouraging staff to register as well.

Other

I completed a draft of the Annual Report, which is due on February 14th. Town Hall would like to include photographs, etc., in this year's reports. I sent the Meeting Room and the Copier/Printer/Fax Revolving Fund articles to the Town Administrator's office. The maximum amounts we can spend from the accounts are the same as last year, \$1,000 for each of the two revolving funds.

I ran across an offer by the Gloucester Lyceum & Sawyer Free Library to give away three large pieces of furniture containing multiple bins, perfect for the “browsable bins” for picture books. Mariah Manley generously offered to go get the furniture. She has added a number of new categories of picture books, including dogs, cats, and bedtime. The books are circulating very well, and on more than one occasion, the “vehicles” bin has been completely empty.

I am working on weeding the juvenile science collection. We have decided to move some of the science books that are in picture book format and aimed at preschoolers to the “browsable bins.”

The Library closed at 6:00 pm on January 21st due to the storm, but opened at 10:00, as normal, on Wednesday, January 22nd.

The meeting rooms and lounge have been used after hours a total of 315 times so far this fiscal year, by 233 individuals and for 82 meetings.

Margaret Perkins
Library Director

Medway Library At a Glance

Library Hours (40/wk): Mon 10-8, Tues 2-8, Weds 10-8, Thurs 2-8, Fri 10-2, Sat 10-2.
Extended Community Space Hours: Mon-Thurs until 9:30pm (meetings, computer use).
Employees: full-time Library Director and Technical Services (cataloging) Librarian;
part-time Children's/Teen Librarian and 4 Library Assistants.
16 public Internet access computers, WiFi. Public B&W photocopier, B&W printer, fax, scanner.
6,500,000+ items available through inter-library loan thanks to state certification.
88,601 volumes, including books, audio books, CDs, DVDs, and magazines.
70,007 visitors (FY13); 35,371 in the first 6 months of FY14
5104 registered borrowers
2471 volunteer hours shelving books etc
2030 items circulated/week
542 reserved meeting rooms uses
200 evenings with extended community space hours: 34 users/month, 3 meetings/week
80+ public computer users/week
50 databases (journals, newspapers, genealogy, etc)
2 weekly, 4 monthly, 9 one-time programs

FY 2015 Continued Service

- \$7000 routine repairs & maintenance (FY14 Tuchinsky)
- \$900 for annual carpet cleaning of highest-use areas (FY13 Town Meeting Article)
- \$4698 extended community area hours (FY14 Tuchinsky)
- \$400 travel expenses to required meetings (FY14 Donations)
- \$6500 programs e.g. Baby & Toddler story time (FY14 Town Meeting Article)
- \$30,000 materials (FY14 \$10,000 State Aid; \$15,300 TM Article; \$14,700 Donations)

FY 2015 Improved Service

- \$12,599 open at 10:00 am Tues & Thurs, adding 8hrs/week (total 48hrs/wk open)
- \$22,000 additional materials for community-size-appropriate collection
- \$2900 technology: color & wireless printing, auto-feed fax, loanable tablets
- \$1800 provide staff with professional development activities
- \$2100 clean all carpet annually (instead of just highest-use areas)

MBLC Comparison of Medway to Surrounding Towns - FY12

Municipality	Library Population Groupings	Per Capita Materials Expenditures
Medway	10,000 – 14,999	\$3.15
Franklin	25,000 – 49,999	\$3.32
Hopkinton	10,000 – 14,999	\$3.48
Bellingham	15,000 – 24,999	\$4.76
Milford	25,000 – 49,999	\$5.01
Holliston	10,000 – 14,999	\$5.33
Norfolk	10,000 – 14,999	\$6.66
Medfield	10,000 – 14,999	\$8.85
Millis	5,000 – 9,999	\$8.94

A reasonable municipal materials budget would free up Donations and State Aid for programs and service improvements.

Warrant Articles

Revolving Accounts: Annual Authorization

To see if the Town will vote to re-authorize the following revolving funds pursuant to Chapter 44, section 53E $\frac{1}{2}$ of the Massachusetts General Laws for Fiscal Year 2015 as follows:

Fund: Library Printer/Copier/Fax

Revenue Source: Public printer use and copier and fax machine revenues

Authority to spend: Board of Library Trustees

Use of fund: Printer, copier and fax machine expenses

Spending Limit: \$1,000

Fund: Library Meeting Room

Revenue Source: Meeting room use fees

Authority to spend: Board of Library Trustees

Use of fund: Meeting room maintenance, repairs, and upgrades

Spending Limit: \$1,000

Report of Medway Public Library

Medway Public Library is an indispensable part of the community, recognized as an essential and reliable partner in the delivery of information resources, education, self-advancement, and recreation for all ages.

The Library has hired a full-time Director, a position that had been unfilled since 2006. Full-time, the Director is able to interact with people throughout the community to find out what they need and to spread the word about what the Library offers.

We have hired an enthusiastic half-time Children's and Teen Librarian with many great ideas for youth services, to start in January, 2014. We have not had a Children's and Teen Librarian since 2006, and we are excited about expanding our programs and other services for our young patrons.

With the addition of a full-time Director and a half-time Children's and Teen Librarian, we will be able to provide additional programming that will enhance our offerings in areas such as STEM (Science Technology Engineering & Math) education, information literacy, and additional services for under-served populations.

The Library is open 40 hours a week, with the downstairs community area hours extended until 9:30PM Monday-Thursday. Thanks to one-time funding added to our budget again in FY14, we have been able to continue offering our very popular Baby & Toddler Story and Songs program and our extended downstairs community area hours. During these extended evening hours, meeting rooms were used an average of 3 evenings per week from July - December, and an average of 34 individuals per month used the community space. Two full and four part-time staff, as well as a pool of five substitute library assistants, serve the public.

Thanks to our Library certification, Medway residents enjoy borrowing privileges for over six and a half million items in person and through inter-library loan. Items not owned by Medway Library can be requested from other Massachusetts libraries, and generally arrive for pickup within a few days.

Medway Library has 5104 registered borrowers. On average, every week we serve 1346 people of all ages, handle about 40 reference requests, host over 80 public computer internet users, and circulate 2030 items. We host a diverse mix of Library-sponsored programs, art shows, Scout troops and other community groups, sport signups, theatrical performances, Community Education classes, story times, and meetings of town boards.

The Library's collection contains 88,601 volumes, including:

- Books
- Magazines
- Audio Books
- CDs
- DVDs
- eBooks
- Downloadable Audiobooks
- Digital Magazines
- Museum, Park, and Zoo passes
- Medway300 sturdy canvas totebags

Striving to keep our collection current and meet our community's needs, this year we added over 3,000 items to the collection.

Our museum, park, and zoo passes are funded with donations from individuals and local banks, and can be reserved online for pickup at the Library. Museum, park, and zoo passes went out 359 times during FY13.

The Library's electronic presence includes a wide range of resources and services reached from the Library's medwaylib.org website. These include access to eBooks and downloadable audio books provided by the Minuteman Library Network. In addition, we provide both in-library and remote access to many databases provided by Medway Library, the Massachusetts Board of Library Commissioners, and the Minuteman Library Network. These databases include:

- Full text journal articles
- Reference resources
- Job search resources
- Language learning resources for adults and children
- Area newspapers

The library catalog interface provided by Minuteman offers patrons an easy way to find and reserve items, renew checked-out items, pay fines online, and manage library accounts. E-commerce allows patrons to use credit cards to pay fines via computer at any time.

The Library's strong technology infrastructure gives patrons access to the catalog, interlibrary loan, office software products, online networks, and databases, and connects them with other people around the world.

The Library is equipped with a self-checkout station, a photocopier, a high quality public printer, a fax machine, a scanner, and 16 public Internet access computers. Wireless technology, introduced a few years ago, extends services to a new cadre of users equipped with their own laptops and other digital devices. The Library worked with Information Services Department to replace all the Library's Windows XP computers with new Windows 7 computers, and installed 8 additional computers for patrons. The downstairs computers were available during our extended evening hours as well as throughout the day, increasing access for people who don't have wireless devices.

The video setup in the Cole Room provided through the Medway Cable Advisory Board has been utilized for well-attended free monthly movies hosted by the Friends of the Library, multimedia presentations during programs, and computerized slide shows during business and municipal meetings. The Cole Room and other reserved meeting rooms were used 542 times in 2013. We added online room reservation software to make it easier for our patrons to book meeting rooms.

Fifty-five volunteers spent a total of 2471 hours helping with book shelving and similar tasks, and running programs such as anime art and the LEGO club. That service would have cost nearly \$20,000 if paid for at minimum wage. In addition, fourteen senior tax relief program participants worked at the Library for a total of 1569 hours, saving money on their taxes while providing the town with \$12,500 worth of service at the Library.

We rearranged the Adult Fiction area to consolidate the paperback and AV collections. This freed up the architecturally pleasing central space for comfortable reading and laptop use. We are in the process of reorganizing the picture book collection, placing many of the books in bins by

topic to make it easy for young children to browse.

Our electronic resources continue to grow in popularity. In FY13, ebook and audiobook circulations reached 3651 checkouts. Muzzy Online children's language learning program and Zinio e-magazine subscription service were added through a joint purchase deal with Holliston Library, adding to our previous jointly purchased Career Cruising database and Mango Languages.

We are working with the school librarians and the reading specialists on promoting literacy and providing resources to students. We worked with the Middle School Art Department to arrange a large and attractive display of art work by Middle School students at the Library. We installed an art hanging system in the Conference Room, where we can display a changing collection of framed artwork.

As we do routinely, we secured Medway Cultural Council grants for programs for children and families, and offered a Summer Reading Program to encourage literacy. We received an NEH grant awarding us the Muslim Journeys Bookshelf, a trustworthy and accessible collection of 25 books, 3 films, and access for one year to *Oxford Islamic Studies Online* that provides an introduction to the complex history and culture of Muslims in the United States and around the world.

We promoted STEM (Science Technology Engineering Math) learning with programs attended by up to 60 people:

- 4-H science club which meets monthly at the Library
- Family program on earth science presented by NOVA education coordinator
- Fossils and Dinosaurs

We offered programs for children and teens, attended by up to 50 people:

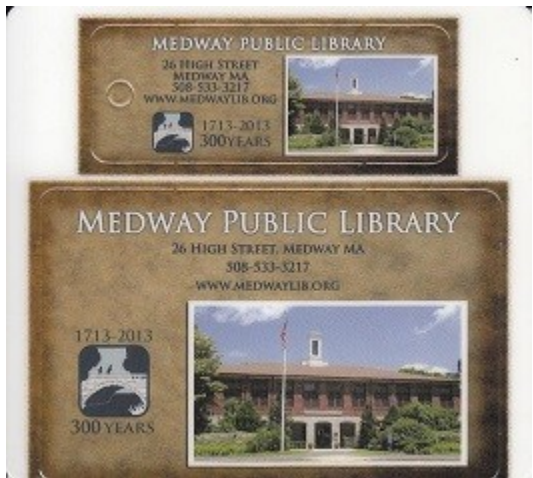
- Baby & Toddler Story and Songs program – two sessions/week year round
- Story hour for 3-5 year olds – two 6 week sessions
- Monthly “Paws to Read” program, which gives children the opportunity to read to a trained therapy dog
- “Paper Personalities” with local artist
- Hands-on History program on Revolutionary War artifacts
- American Textile History Museum Workshop
- Story Cube Workshop
- Book discussion with local children’s author

We offered programs for adults, attended by up to 70 people

- It’s Not About the Hike (inspirational)
- Career Center Services
- Sisters in Crime (mystery writers)
- Murder Mystery Theater
- Straw Weaving
- Program on energy independence by Millis author
- 1801 Fairbanks Murder Mystery
- NEH Bridging Cultures: Muslim Journeys Grant: Documentary screening and discussion

We coordinated with other town organizations to arrange concerts/shows in Choate Park (held at the Library in case of rain). Programs were each attended by 60-100 people.

- Music and Movement children's program
- Shakespeare in the Park
- Songs of the Ceilidh concert



In honor of Medway's 300th anniversary, the Library has made available new, branded library cards, with a photograph of the Library and one of the Medway300 logos. Patrons receive both a wallet sized card and a key chain card, an option which has proved very popular.

We continue to reach out increasingly through Facebook and local news outlets (papers, radio, and online) to get the word out to more people about what the Library offers.

Our Director continues working on our emergency readiness planning. The Library is a potential shelter for people needing power, internet, phones, water, heat, or air-conditioning, in case of weather and other emergencies.

Many of our programs, including the Lego Club, the Anime Club, and the Gingerbread Festival, are organized and funded by the Friends of the Library. In addition, most of our donations come from the Friends. Donations also come from individual donors, bequests, local businesses, and fundraisers. We are very grateful to everyone who has donated to the Library. Donors of at least \$1,000 are honored on our “Bibliophile” plaque located in the downstairs lobby. We are also very grateful for our dedicated staff and volunteers, and for the continued support by our patrons. Please visit the Library or complete the survey on our website at www.medwaylib.org and tell us how we can make the Library even more useful and relevant for you.

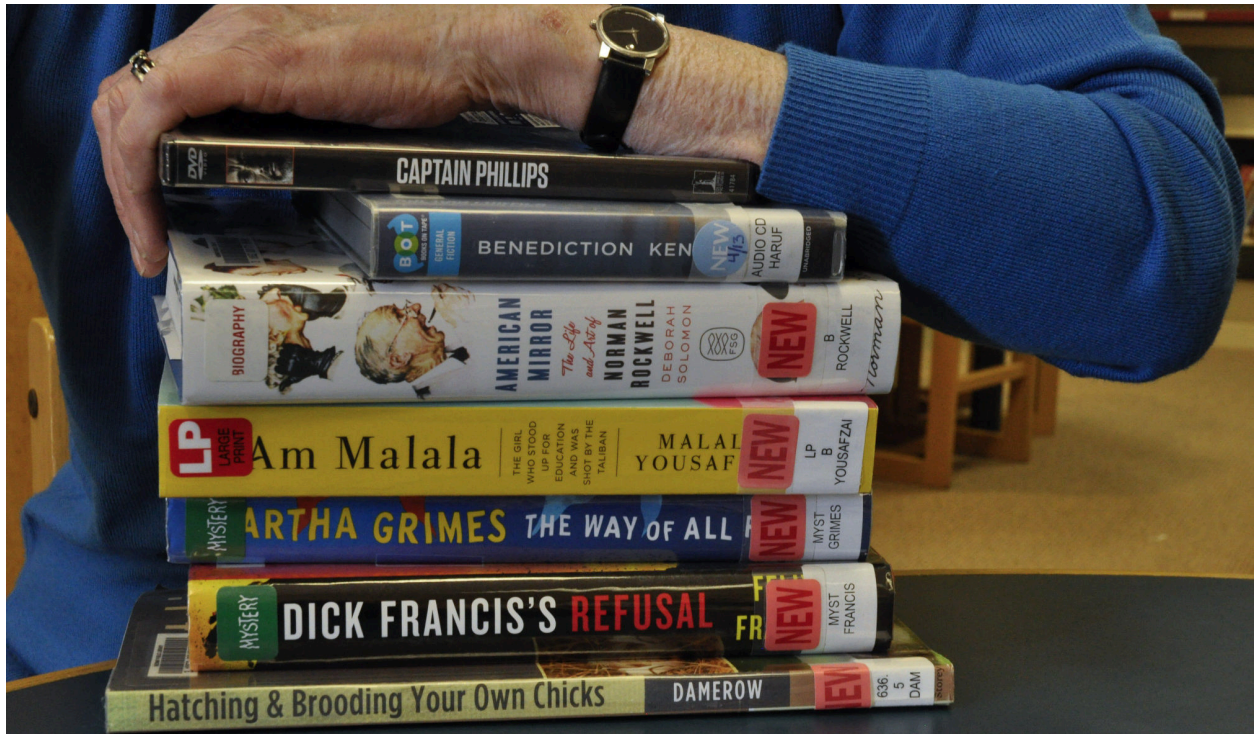
Medway Library Total Collection Size (FY13)	88,601
Print & Other Serial subscriptions (FY13)	145
Number of Registered borrowers (FY13)	5,104
Circulation Transactions (FY13)	105,550
Digital audiobook downloads (FY13)	909
Ebook downloads (FY13)	2,742
Interlibrary Loans (FY13)	29,966
Attendance in Library (visits)(FY13)	70,007
Number of reference transactions (FY13)	2,028
Number of children’s and teen programs held (FY13)	67
Total attendance at all children and teen programs (FY13)	873
Participation in the summer reading program	97
Total number of persons volunteering(FY13)	55
Number of hours volunteered (FY13)	2,471
Users of public Internet computers during a typical week (FY13)	82
Total number of hours the Library is open per week	40

Respectfully submitted,
Medway Board of Library Trustees & Director Margaret Perkins



Paws To Read









Medway Public Library Budget Report 01/31/2014						
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expend.
Salaries - Full Time	5110	\$108,386.00	\$56,465.43	\$51,920.57	52.10%	\$9,551.01
Salaries - Part Time	5111	\$80,087.00	\$41,439.65	\$38,647.35	51.74%	\$4,542.26
Longevity	5150	\$1,450.00	\$1,000.00	\$450.00	68.97%	\$0.00
Electricity	5211	\$18,900.00	\$10,084.71	\$8,815.29	53.36%	\$1,181.45
Heating Fuel	5212	\$5,500.00	\$2,530.75	\$2,969.25	46.01%	\$1,436.20
Trash	5232	\$1,671.00	\$289.72	\$1,381.28	17.34%	\$0.00
Water & Sewer	5231	\$270.00	\$142.35	\$127.65	52.72%	\$0.00
R & M Miscellaneous	5240	\$792.00	\$2,068.50	(\$1,276.50)	261.17%	\$0.00
Telephone	5341	\$1,100.00	\$674.40	\$425.60	61.31%	\$111.08
Supplies	5400	\$2,800.00	\$1,132.97	\$1,667.03	40.46%	\$0.00
Postage	5343	\$250.00		\$250.00	0.00%	\$0.00
OPS - (Minuteman bill)	5380	\$23,833.00	\$23,883.00	(\$50.00)	100.21%	\$0.00
Travel	5710		\$172.10	(\$172.10)	0.00%	\$0.00
TOTAL - GENERAL FUND		\$245,039.00	\$139,883.58	\$105,155.42	57.09%	\$16,822.00
TM: Library Programs	5521	\$6,500.00	\$2,574.00	\$3,926.00	39.60%	\$936.00
TM: Expenses	5200	\$20,000.00	\$6,112.98	\$13,887.02	30.56%	\$3,138.14
TOTAL - TM		\$26,500.00	\$8,686.98	\$17,813.02	32.78%	\$4,074.14
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net

Memorial Donations	5400	\$19,308.75	\$19,550.69	\$2,269.10	\$2,027.16	-489.53
Tuchinsky Fund Interest		\$28,985.68		\$91.80	\$29,077.48	\$6.17
Tuchinsky Fund Principal		\$102,869.11		\$173.46	\$103,042.57	\$56.85
Library Restitution Fund	706-4773	\$274.10	\$1,346.02	\$1,483.25	\$411.33	\$23.79
Copier & Printer Rev. Fund	722-4840	\$4,656.87		\$811.96	\$5,468.83	\$100.40
Meeting Room Rev. Fund	723-4840	\$2,660.76		\$320.00	\$2,980.76	\$25.00
Free Public Library	2017	\$10,532.42	\$9,888.59	\$5,031.91	\$5,675.74	
TOTAL - OTHER FUNDS		\$169,287.69	\$30,785.30	\$10,181.48	\$148,683.87	(\$277.32)
Encumbrances - Tuch.		\$252.13	\$252.13		\$0.00	\$0.00
TM Initiatives		\$1,382.25	\$1,382.25		\$0.00	\$0.00

Proposed Budget for FY15

Department Name:	Library					Note: Unfunded initiatives are at the bottom of the spreadsheet, in bold.	
Account #	Account Name	Budget Amt for FY2014	Requested for FY15	Increase/(Decrease) in FY15	Explanation		
01610001-5110	Library Full Time Salaries	108,386	110,246.40	1,860			
01610001-5111	Library Part Time Salaries	80,087	85,185.25	5,098	In FY14, \$4,680 for Community Steward paid from fall TM article		
01610001-5150	Library Fringe Longevity	1,450	1,200.00	(250)	Decrease due to employee retirement.		
01610002-5211	Library Electricity	18,900	19,300.00	400			
01610002-5212	Library Heat Fuel Natrl Gas	5,500	6,000.00	500			
01610002-5231	Library Water Sewer	270	270.00	-			
01610002-5232	Library Trash	1,671	1,671.00	-			
01610002-5240	Library RM Miscellaneous	792	7,792.00	7,000	Amount spent on repairs and maintenance to keep the Library even minimally repaired and maintained is far more than amount in FY14 budget based on current and last year's spending; \$7,000 in costs expected to be shifted to Tuchinsky Interest in FY14. Includes annual carpet cleaning of highest use areas, other than in meeting rooms (Meeting rooms \$300 will be paid with Room Use Revolving Funds)		
01610002-5341	Library Telephone	1,100	1,200.00	100			
01610002-5343	Library Postage	250	250.00	-			

					Medway's Minuteman Library Network membership fees will decrease by 2.41% in FY15 to \$23,307. In FY14, \$6,500 for toddler/preschool storytimes and other programs and for movie public performance license paid for from Annual TM article	
01610002-5380	Library Other Purchase Srvcs	23,833	29,807.00	5,974		
01610002-5400	Library Supplies	2,800	2,600.00	(200)		
01610002-5427	Library Media Materials		6,000.00	6,000	In order to meet the 16% Materials requirement in FY15, based on a budget of \$295,921.65, Library needs to spend ~\$47,500 on Media, Books & Periodicals, and in FY14, based on a budget of \$245,039, ~\$40,000. In FY14, \$10,000 of the total will have been paid from State Aid, \$15,300 from fall TM article, & \$14,700 from Donations. In FY15, \$10,000 of the total will be paid from State Aid & \$7,500 from Donations.	
01610002-5421	Library Books Periodicals		24,000.00	24,000	See Library Media Materials	
01610002-5710	Library Instate Travel		400.00	400	Based on current spending	
Funding from TM Articles		26,500		(26,500)		
TOTAL LEVEL SERVICE		271,539.00	295,921.65	24,382.65		
01610002-5780	Library Professional Development		1,150.00	1,150	Conference Fees \$500, Substitute pay to cover staff time at workshops and conferences \$650	Proposed Initiative: Additional Funding
01610002-5710	Library Instate Travel		650.00	650	Travel to workshops and conferences	Proposed Initiative: Additional Funding

01610002-5240	Library RM Miscellaneous		2,100.00	2,100	Cleaning of entire carpeted area once a year, in order to maintain appearance of the building and reduce carpet wear. This is in addition to the cleaning of heavily used areas once a year already included in Repairs & Maintenance.	Proposed Initiative: Additional Funding
01610002-5400	Library Supplies		2,900.00	2,900	Color/wireless printer for patrons, \$700, fax with autofeed, \$200, tablets \$2,000	Proposed Initiative: Additional Funding
01610001-5111	Library Part Time Salaries		12,599.00	12,599	Requested increase for proposed initiative: Increase the number of hours open to 48/week by opening at 10:00 am Tues. & Thurs.; Lib Assist. 3-1, 4 hrs/wk, \$14.42/hr for 9 weeks, 3-2, 4 hrs/wk, \$15.56/hr for 43.2 weeks, \$3,208; Lib Assist. 3-1, 12 hrs/wk, \$14.42/hr for 26 weeks, 3-2, 12 hrs/wk, \$15.56/hr for 26.2 weeks, \$9,391	Proposed Initiative: Additional Funding
01610002-5427	Library Media Materials		15,000.00	15,000	Increase the municipal appropriation for the materials budget to \$52,000, more in line with the budgets of surrounding towns of similar size and with the Medway Library's materials' budget in FY2005.	Proposed Initiative: Additional Funding
01610002-5421	Library Books Periodicals		7,000.00	7,000	See Library Media Materials	Proposed Initiative: Additional Funding
Total including unfunded initiatives		245,039	337,320.65	92,282		