

Medway Public Library Board of Trustees Meeting

January 6, 2015

7:00 p.m.

Medway Library

**Trustees**

Diane Burkhardt, Vice Chairperson

Ed Duggan

Karen Kassel, Secretary

Chris Monahan, Chairperson

Margaret Perkins, Library Director

Meeting called to order at 7:04 p.m.

**A. Approval of Agenda**

**KK: Motion** to approve agenda as written: KK1, ED2; unanimously approved.

**B. Secretary's Report** (December 2, 2014)

**ED: Motion** to approve Secretary's Report from December 2, 2014 meeting: ED1, DB2; unanimously approved.

**C. Citizens Speak**

None present.

**D. Budget Report**

The budget for FY16 is due in Munis on January 7, 2014. Margaret distributed the [Library's proposed budget](#) to the Trustees.

In a few weeks, Margaret will meet with the finance team. This meeting will give her a better idea of how much of the requested

funds the Library will receive. This meeting is no guarantee; the budget needs to go to the BOS for approval.

The proposed budget includes funding to make the Children's/Young Adult Librarian position full time (an increase from 20 hours to 40); this increase would also allow the Library to be open earlier on Tuesdays and Thursdays.

Margaret also distributed the [budget for December 2014](#); there is nothing out of the ordinary to report.

#### **E. Director's Report**

Purchases this month include a Kindle Fire HD Kids Edition tablet (which will be attached to the long table in the children's area) and a new printer, which is working well.

DPS received an estimate of \$1600 for installation of an automatic door opener for the downstairs door. They are waiting on an estimate for the electrical work.

The Library's contribution to the Town Annual Report for calendar year 2014 is due the 13th of February. Margaret will revise the report from last year. Photos are needed.

Please let Margaret know if you have any information or photos that should be included in the annual report. Last year's Annual Report will be sent in a separate document.

#### **Children's and Teen Services Report**

Mariah's last day is January 13, 2014. The staff will cover all of the programs scheduled for January.

We discussed the process of searching for a new Children's/YA Librarian. We decided to wait to begin the search until we know if

the position will be funded at 20 or 40 hours per week; whether the position is part or full time will likely make a difference in the applicant pool.

Margaret will investigate the possibility of hiring a temporary librarian through Bibliotemps until we have a clearer sense of what the Children's/YA Librarian position will look like.

## **F. Old Business**

### Use of Open Basement Space

The Medway Players has cleaned out all that they are taking from the basement back room. They are donating some things to the library, such as furniture and lights; Margaret has a list of these items. The Trustees and/or Margaret will go through what remains in that room and determine what to do with it.

The estimate for installing dehumidifiers will be redone; it does include the basement back room. Chris requested that it also include an option to install another dehumidifier in case a wall is put in to separate the book sale area from the potential MakerSpace area.

Chris distributed a document of reference information on MakerSpaces, including links to many existing spaces. We discussed the many possibilities that go along with this idea, such as getting the teen advisory group involved, soliciting patron ideas, using the cable access materials to start the space, and soliciting donations from local businesses, among other things.

### Medway Cable Access Activity Follow up

John Foresto is not here. Chris will follow up with him.

### Review of Long-range Plan

The new Long-range Plan will cover 2016-2020. It needs to be submitted to MBLC by October 1, 2015.

We may want to create a committee to revise the long-range plan. The committee may include Trustees, the Director, staff, regular patrons, Friends members, school librarians, selectmen, teenagers, and other interested parties. The committee will meet separately from the Trustees.

At our February Board meeting, we will determine the process of revising the long-range plan.

Margaret will review the existing long-range plan and remove the items that are no longer appropriate.

#### Review of Director Evaluation Document

The Library Director's formal evaluation will be done at the March meeting. The evaluation document needs to be finalized at the February meeting. We briefly reviewed the document and discussed some changes. [The document, with suggested edits shown in color, is attached to these minutes](#). Trustees should review this document so they are prepared to discuss and finalize at the February meeting.

#### Handicap Accessibility of the Building

Discussed with Director's Report.

#### **G. New Business**

##### Children's/YA Librarian Replacement

Discussed with Director's Report.

#### Staff & Trustee Matters

**ED:** we should look into the possibility of the staff wearing name

tags. I've seen this in other libraries; it would be helpful.

**MP:** this could be a union issue; I will look into it.

**CM:** should we have Trustee office hours?

The Trustees agreed that we are open to offering office hours.

#### **H. Special Programs, Fundraising, Sponsorships**

None discussed.

#### **I. Adjournment – 8:55 p.m. Next meeting February 3, 2015**

**ED: Motion** to adjourn, ED1, DB2, unanimously approved.

Medway Public Library  
Director's Report  
January 2, 2014

**Programs** (see also Children's/Teen Librarian's report)  
in December:

- Living with Coyotes (26 patrons; recorded by Cable Access)

Special upcoming programs include:

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

Patriot Place has given the Library passes for free admission to Winter Skate at Patriot Place. These passes have proved very popular.

**Building**

DPS replaced the light that was out on the left side of the Library, near the steps. The light on the pole by the street is scheduled to be replaced soon. The electrician will replace the two lights on poles near the building with new LED lights, which should make the parking lot much brighter. If those work well, they will then replace the equivalent lights in the back parking lot with LED lights.

DPS obtained a quote for installing an automatic door opener on the door facing the street, and has requested a quote for the associated electrical work.

The gutters and downspouts above the ramp will be replaced with larger ones, which should alleviate the icing problem.

**Technology**

Our color printer in the Circulation Office is on its way out, making a loud grinding noise. A few months ago the color printer on the Circulation Desk stopped working, and one of the printers in Technical Services also stopped working awhile ago. All of our printers are about 6-7 years old. I purchased a new color printer. It has automatic duplex (double sided) printing, so we will be able to save money on paper, and be more "green."

Also purchased this month was a Kindle Fire HD Kids Edition tablet, which comes with a year's subscription to FreeTime, including 5,000 children's books, movies, education apps and games, etc., and a two year warranty. Mariah and I plan to attach it to the long table in the Children's Room.

**Meetings**

I attended the following meetings/trainings in December:

- Town of Medway Department Head Meeting
- Minuteman Library Network Board of Directors
- Health Statistics Book Discussion Planning Webinar
- Disaster Health Information Sources: The Basics (webinar)

- U.S. Response to Disasters and Public Health Emergencies (recorded webinar)
- FEMA National Incident Management System: An Introduction (online)
- Staff Meeting
- Toastmasters

Meetings and events in January include:

- Town of Medway Department Head Meeting
- Minuteman Library Network Board of Directors
- Readers' Advisory Roundtable (hosted here)
- Minuteman Library Network Technology Interest Group
- Minuteman Library Network Reference Interest Group
- Information Roles in Disaster Management (webinar)
- NELA/ITS meeting
- HATCH Makerspace (Watertown) Grand Opening
- Staff Meeting
- Toastmasters

### **MBLC**

The Medway Public Library was certified for State Aid for FY15 at the December meeting of the Massachusetts Board of Library Commissioners, and has received the first of the two payments.

### **Other**

Our patrons are very happy with the new three-week loan period.

During November, the lower level community space was used after hours for 10 meetings and 23 individuals.

Margaret Y. Perkins  
Library Director

# Children's & Teen Services

## December 2014

### Staff Update

I (Mariah) will be sadly leaving Medway Library and my last day is January 13, 2015. I have loved working at Medway! It has been a privilege to get to know the staff and community. There are lovely people here whom I will miss very much. I will be wrapping up projects and preparing any budgets, grants, and other information for my replacement during my last few days in January.

### Collection Development

#### Acquisitions

In December, I ordered 86 children's items for \$652.61 (all prices taken after discount is applied). This included: 36 picture books, 28 juvenile chapter books, 4 easy readers, 7 non-fiction, 7 board books, and 4 graphic novels. I also ordered 42 replacement items for \$317.08. I only replaced titles which are considered "classics" such as the Paddington series and Ramona Quimby books, that won prestigious children's literature awards, or had extremely high circulation statistics.

For YA materials, I ordered 63 items for \$649.35. These include 16 non-fiction items, and 47 fiction titles. For YA non-fiction I have focused on building a collection of music books covering a range of popular artists and Broadway musicals, as well as gaming manuals.

As of December 31, 2014 26% of the Children's materials budget remains and 32% of the YA materials budgets remains.

#### Weeding

We have finished weeding the juvenile collection and easy readers based solely on circulation statistics. I have been working on more thoroughly weeding the juvenile collection to get rid of outdated or destroyed materials and have finished A-H.

### Children's and Teen Programming

This month we held 7 programs for children.

Program	Date	# Attendees
Toddler Jam	12/3/2014	24
Toddler Jam	12/10/2014	22
Toddler Jam	12/17/2014	24
Toddler Jam	12/31/2014	34
Friday Story Time	12/5/2014	26
Friday Story Time	12/12/2014	27
Paws-to-Read	12/3/2014	15

Total: 172

I used most of December to plan for January-March programming. Unfortunately, because I am leaving next week most of these plans need to be



cancelled. The following is the schedule for January with the person in charge of the program in parentheses.

### **Upcoming Children's Programs**

- Wed. January 7: Paws-to-Read, 6-8 PM, grades K-2 (Lorie)
- Fri. January 9: Friday Story time, 11 AM, 10 months-5 years (Mariah)
- Tues. January 13: Hands-on Art History, 4-5 PM, ages 7-9 (Mariah)
- Wed. January 14: Toddler Jam, 11 AM, ages 0-18 months (Amy)
- Wed. January 14: Goldiblocks, 4-5 PM, ages 3-7 (Margaret)
- Fri. January 16: Friday Story time, 11 AM, 10 months-5 years (Lorie)
- Fri. January 16: Movie Showing, 11:30 – 1:30 PM, families (Friends)
- Wed. January 21: Toddler Jam, 11 AM, ages 0-18 months (Amy)
- Thur. January 22: Lego Club, 4 PM, grades K+ (Friends)
- Fri. January 23: Friday Story time, 11 AM, 10 months-5 years (Lorie)
- Tue. January 27: STEM Club, 4-5 PM, ages 8-11 (Tracy from Holliston)
- Wed. January 28: Toddler Jam, 11 AM, ages 0-18 months (Amy)
- Fri. January 30: Friday Story time, 11 AM, ages 10 months-5 years (Lorie)

### **Social Media and Community Outreach**

Our Facebook page received over 9 new “likes” this month. Our posts are most effective when they include an image or a video along with information. My Pinterest pages have also been getting more views, especially as I’ve linked them into my emails. The email lists are slowly growing.

## **Medway Public Library Director Evaluation**

*Approved 11/5/2013, proposed revisions Jan 2015*

Red = Margaret

Green = Ed

Purple = Karen

The Medway Library Board of 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 a 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.
- To identify clearly the objectives for the coming year and have a jointly written document agreed upon by the Board and the Director.
- To identify and provide the Board and the Director a formal opportunity to evaluate and discuss the Director's job description and adjust it as necessary.

### 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 and library patrons
- Elected officials, the Board of Selectmen, and the Town Administrator 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 (what does this mean? General public is already mentioned)
- The Friends of the Library groups
- The Library Board of Trustees 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.

#### Evaluation

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.~~ Monthly budget reports are presented to the Board; Reports are clear and accurate.

\_\_\_ The proposed budget covers all necessary expenses.

\_\_\_ Funds are allocated or reserved for unanticipated contingencies to the extent possible given budgetary constraints.

\_\_\_ 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.

\_\_\_ Coordinates with other libraries where appropriate to share resources and minimize costs.

Comments:

##### 2. Managing the Staff

\_\_\_ Positive management/staff relations are maintained.

\_\_\_ Fair and equitable policies are proposed for Board adoption and then fairly administered.

\_\_\_ When appropriate, concerns of the staff flow through the Director and are discussed with the Board.

Comments:

### 3. Professional Awareness

\_\_\_ Innovative and creative methods of service delivery and technical processes are studied thoroughly before action is implemented.

\_\_\_ Innovations are implemented only after they fit the needs of the institution and are proven are highly likely to be cost effective.

\_\_\_ The Director maintains an adequate knowledge of current library science practices.

\_\_\_ Staff are encouraged and provided the opportunity 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 (seems vague; what is this getting at?).

\_\_\_ Director is objective in making the necessary decisions.

\_\_\_ Director is consistent in decisions that affect the staff and/or public.

\_\_\_ Director fully and enthusiastically effectively supports Board decisions.

\_\_\_ Director ~~sets an example for~~ expresses motivation and enthusiasm to the staff through professional conduct, high principles, and a business-like approach appearance and attainable expectations.

Comments:

### 6. Use of the Library

\_\_\_ Effectively communicates library services to the public.

\_\_\_ Imaginative, innovative, and timely ways are utilized to communicate library services to the patrons and the public. (in place of first sentence)

\_\_\_ 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.~~(same as first one)

Comments:

7. Development of Staff

\_\_\_ Potential managers **and technical specialists** are identified, encouraged to develop and assisted in their pursuit of career goals.

\_\_\_ **Individual staff strengths and expertise are recognized, developed, and utilized.**

\_\_\_ 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 accounts for the use of such funds.

\_\_\_ Cross-training is utilized to provide adequate service to the public.

\_\_\_ **Staff have the opportunity to participate in professional development activities.**

\_\_\_ **Job descriptions are developed, reviewed, and updated on a regular basis.**

\_\_\_ **Staff annual performance evaluations are prepared and administered in a timely fashion.**

Comments:

8. Utilization of Staff

\_\_\_ ~~Staff are aware of the separation of professional and clerical tasks and responsibilities.~~ **Staff are aware of the responsibilities of professional and paraprofessional positions.**

\_\_\_ 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 **or an appropriate staff member** is available for speaking engagements in the community. **(I'm thinking of the children's librarian participating in programs at the schools)**

Comments:

10. Activity in Professional Organizations

\_\_\_ Director participates in and holds office in professional organizations, **regional and state consortia, and collaboratives**, as appropriate.

Comments:

11. Policy Recommendations to Board

\_\_\_ Adequate staff research **and documentation** is completed prior to presentation to the board.

\_\_\_ Policy recommendations are necessary and appropriate to the efficient operation of the library.

\_\_\_ The Board is 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.

\_\_\_ Whenever practical, problems presented to the Board are accompanied with possible solutions and/or alternate methods of handling.

Comments:

#### 12. Friends of the Library

\_\_\_ Director actively promotes the maintenance of a Friends group.

\_\_\_ Positive Director/Friends relations are maintained.

\_\_\_ ~~Director and staff provide adequate support to the Friends organization (this sounds the same as the first one).~~

\_\_\_ 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 short- and long-range plans 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:

Department Name:	Library				
Account #	Account Name	Budget Amt for FY2015	Requested for FY16	Increase/(Decrease) in FY16	Explanation
01610001-5110	Library Full Time Salaries	\$110,246	\$155,185.92	44,940	Library Director \$30.77/hr x 40 hrs/week x 52.4 weeks = \$64,493.92. Staff Librarian (Technical Services 5-5) \$22.14/hr x 40 hrs/week x 52.4 weeks = \$46,405.44. Children's/YA Librarian (7-1) \$19.73/hr x 40 hrs/week x 6 weeks; \$21.31/hr x 40 hrs/week x 46.4 weeks = \$44,286. Assumes Children's/YA librarian hired beginning of February, 2015 and works 40 hrs/week beginning no later than 7/1/15. This 20 hr/week increase in Children's/YA Librarian position will allow Library to open at 10:00 Mon. Sat., an increase of 8 hours/week.
01610001-5111	Library Part Time Salaries	\$80,487	\$68,164.03	(12,323)	Library Assistant II (4-5) \$20.54/hr x 18 hrs/week x 52.4 weeks = \$19,373.33. Library Assistant I (3-5) \$19.00/hr x 19.5 hrs/week x 52.4 weeks = \$19,414.20. Library Assistant I (3-5) \$19.00/hr x 5 hrs/week x 52.4 weeks = \$4,978.00. Library Assistant I (3-5) \$19.00/hr x 5 hrs/week x 52.4 weeks = \$4,978.00. Library Assistant I (3-2) \$15.56/hr x 1 hrs/week x 13.1 weeks; (3-3) \$16.73/hr x 12 hrs/week x 3 weeks = \$10,335.90. Community Area Steward \$14.42/hr x 2 hrs/day x 198 days/year = \$5710.32. Substitute hours to cover illness/vacations, based on usage during first half of FY15: \$14.42/hr x 234 hrs/year = \$3,374.28.
01610001-5150	Library Fringe Longevity	\$1,200	\$1,200	-	No change expected
01610002-5211	Library Electricity	\$19,300	\$22,100	2,800	Based on DPS' projection
01610002-5212	Library Heat Fuel Natrl Gas	\$6,000	\$7,800	1,800	Based on DPS' projection



01610002-5231	Library Water Sewer	\$270	\$291	21	Based on current spending, and DPS' projected increase 20% in sewer and 4% in water
01610002-5232	Library Trash	\$1,671	\$2,734	1,063	Based on current spending, and DPS' projection of no change. Cost in FY15 significantly more than in FY14 due to correction in billing formula for town departments.
01610002-5240	Library RM Miscellaneous	\$7,792	\$8,500	708	Based on spending in FY14 and projected spending in FY15. In addition, includes \$1,100 for cleaning half of the 9,854 square feet of carpet, based on replacing half of the carpeting in FY15 from Capital Improvement funds. This amount would vary, depending on amount approved for carpet replacement.
01610002-5341	Library Telephone	\$1,200	\$1,200	-	Based on spending in FY14 and first half of FY15
01610002-5343	Library Postage	\$250	\$100	(150)	Based on reduced costs due to email date due reminders
01610002-5380	Library Other Purchase Srvcs	\$23,315	\$23,203	(112)	Medway's Minuteman Library Network membership fees likely decrease by 0.48% in FY15 to \$23,203
01610002-5380	Library Other Purchase Srvcs	\$6,492	\$6,000	(492)	Based on spending in FY14 and first half of FY15
01610002-5400	Library Supplies	\$2,600	\$3,000	400	Based on spending in FY14 and first half of FY15
01610002-5427	Library Media Materials	6,000	\$6,000	-	<i>No change. See Library Books Periodicals below</i>
01610002-5421	Library Books Periodicals	4,000	\$46,000	42,000	Increases 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 General Fund portion of Medway Library's materials' budget in FY2005. The minimum materials expenditure requirement for full compliance with the state standard is 16% of Medway's municipal appropriation. In FY14, the amount spent included \$10,000 from the General Fund, approximately \$24,500 from Town Meeting articles, and the remainder from State Aid and Donations.
01610002-5710	Library Instate Travel	400	\$400	-	Based on spending in FY15
01610002-5780	Library Professional Development		\$1,150	1,150	Conference Fees \$500, Substitute pay to cover staff time for workshops and conferences \$650. Not in FY15 budget
<b>TOTAL</b>		<b>271,223.00</b>	<b>353,027.95</b>	<b>81,804.95</b>	



<b>Medway Public Library Budget Report 1/2/2014</b>							
<b>Account</b>	<b>Acct #</b>	<b>Start Balance</b>	<b>Expen. To Date</b>	<b>End Balance</b>	<b>% Spent</b>	<b>Current Month Expenditures</b>	<b>Materials Expenditures</b>
Salaries - Full Time	5110	\$110,246	\$64,965.89	\$45,280.11	58.93%	\$15,207.66	
Salaries - Part Time	5111	\$80,487	\$32,329.01	\$48,157.99	40.17%	\$7,365.37	
Longevity	5150	\$1,200	\$1,200.00	\$0.00	100.00%	\$300.00	
Electricity	5211	\$19,300	\$9,232.18	\$10,067.82	47.84%	\$1,095.90	
Heating Fuel	5212	\$6,000	\$1,331.36	\$4,668.64	22.19%	\$821.63	
Trash	5232	\$1,671	\$1,366.88	\$304.12	81.80%	\$683.44	
Water & Sewer	5231	\$270	\$131.68	\$138.32	48.77%	\$72.32	
R & M Miscellaneous	5240	\$7,792	\$2,672.00	\$5,120.00	34.29%	\$1,032.00	
Telephone	5341	\$1,200	\$499.40	\$700.60	41.62%	\$112.84	
Supplies	5400	\$2,600	\$1,786.91	\$813.09	68.73%	\$493.58	
Postage	5343	\$250	\$13.60	\$236.40	5.44%	\$9.03	
OPS - (Minuteman bill)	5380	\$23,315	\$23,315.00	\$0.00	100.00%	\$0.00	
OPS - (programs)	5380	\$6,492	\$2,765.68	\$3,726.32	42.60%	\$160.00	
Media Materials	5427	\$6,000	\$2,564.27	\$3,435.73	42.74%	\$198.50	\$2,564.27
Books & Periodicals	5521	\$4,000	\$3,900.67	\$99.33	97.52%	\$30.13	\$3,900.67
Travel	5710	\$400	196.79	\$203.21	49.20%	\$0.00	
<b>TOTAL - GENERAL FUND</b>		<b>\$271,223.00</b>	<b>\$148,271.32</b>	<b>\$122,951.68</b>	54.67%	<b>\$27,582.40</b>	
TM: After Hours Staff		\$4,698.00		\$4,698.00	0.00%	\$0.00	
TM: Expenses		\$15,302.00	\$9,521.43	\$5,780.57	62.22%	\$1,626.42	\$9,521.43
<b>TOTAL - TM</b>		<b>\$20,000.00</b>	<b>\$9,521.43</b>	<b>\$10,478.57</b>	47.61%	<b>\$1,626.42</b>	
		<b>Start Balance</b>	<b>Expen. To Date</b>	<b>Income to Date</b>	<b>Account Bal</b>	<b>Current Month Net</b>	
Memorial Donations	5400	\$27,220.67	\$10,351.66	\$1,681.13	\$18,550.14	-213.5	9,201.32

Tuchinsky Fund Interest		\$29,334.87		\$48.31	\$29,383.18	10.9	
Tuchinsky Fund Principal		\$102,869.11		\$280.59	\$103,149.70	55.1	
Library Restitution Fund	706-4773	\$50.17	\$127.29	\$681.37	\$604.25	103.9	
Copier & Printer Rev. Fund	722-4840	\$6,113.42	\$310.99	\$907.06	\$6,709.49	105.8	
Meeting Room Rev. Fund	723-4840	\$3,080.76		\$75.00	\$3,155.76	50.0	
Free Public Library	2017	\$6,802.08	\$6,146.39	\$7,684.52	\$8,340.21	7,684.5	\$6,146.39
<b>TOTAL - OTHER FUNDS</b>		<b>\$175,471.08</b>	<b>\$16,936.33</b>	<b>\$11,357.98</b>	<b>\$169,892.73</b>	<b>\$7,796.62</b>	<b>\$31,334.08</b>

