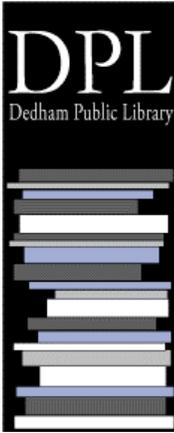


Dedham Public Library
Meeting of the Board of Trustees
Tuesday, January 15, 2013 at the Main @ 7:00 pm

Agenda

1. Public input
2. Minutes of the December meeting
3. Financial report
4. Director's report
5. Unfinished Business
 - a. DPL internet policy final approval
 - b. DPL meeting room policy final approval
 - c. DPL patron behavior policy recap
6. New Business
 - a. DPL policy on children
 - b. Budget for fiscal '14
 - c. Action items



Dedham Public Library

Massachusetts. Minuteman. You.

43 Church St.
Dedham, MA 02026
781.751.9284
<http://library.dedham-ma.gov/>

Joseph D'Amico, Chair
Brad Bauer
Michael Chalifoux
Rachel Tuerck
Tracy Driscoll

DPL TRUSTEES MEETING MINUTES	
JANUARY 15, 2012, MAIN LIBRARY, 7:00PM	
MEETING CALLED BY	DPL Trustees
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Joe D'Amico
SECRETARY	Rachel Tuerck
ATTENDEES	Joe D'Amico, Mike Chalifoux, Mary Ann Tricarico, Rachel Tuerck, Tracy Driscoll
PUBLIC ATTENDEES	Cecilia Butler
PRESS CONTACTS	Electronically recorded for The Dedham Times

1. PUBLIC INPUT:

None.

2. MINUTES:

Mr. Bauer made a motion to approve the December minutes. Mr. Chalifoux seconded the motion. The motion passed; Ms. Driscoll abstained since she wasn't in attendance last month.

3. FINANCIAL REPORT (ATTACHED):

A motion to approve the Financial Report was made by Mr. Bauer, seconded by Mr. Chalifoux, and was approved unanimously.

4. DIRECTOR'S REPORT (ATTACHED):

5. UNFINISHED BUSINESS:

Rosemarie forwarded final versions of the Internet and Meeting Room policies. As part of our new process, we will vote on policies after they have been created in the final format for last review. Even though the policies were completed at the last meeting, it was decided to use our new process and vote them officially tonight. Mr. Chalifoux made motion to approve final version of Internet Policy. Mr. Bauer seconded. Motion passed unanimously. Mr. Chalifoux made a motion to approve meeting room policy, Mr. Bauer seconded, and the motion passed unanimously. Both policies have an approval and effective date now of 1/15/2013.

The Patron Rights, Responsibilities, and Behavior policy (final name pending) review continued. Changes will be given to Rosemarie to be put in the final format for review and a vote next month.

6. NEW BUSINESS:

DLIT requested selling tickets at the library. The trustees discussed and decided not to set precedent of librarians being responsible for money for other organizations.

Mr. Chalifoux made the motion for both presented budgets created by Dr. Tricarico to be used in discussions with Town Hall. Mr. Bauer seconded it. Ms. Driscoll had a question regarding “technical services” under personnel, which Dr. Tricarico explained is all of the processing involved with acquisitions and cataloguing of new materials, no an “IT” position. The motion approved unanimously.

7. ACTION ITEM REVIEW:

Action Item	Person	Date Due
Inquire about minutes on file at town hall - open meeting. Confirm attachments are with hard copies.	Ms. Tuerck	COMPLETED IN DECEMBER
Email Evaluation Form to Trustees	Ms. Tuerck	Following Jan Meeting
Give Rosemarie draft of policy & email draft to Trustees	Mr. D'Amicio	Following Jan meeting
Complete director's evaluation forms and email to Mr. D'Amicio	All trustees	Before February meeting

Action Item	Person	Date Due
Updated policy review list	Mr. Chalifoux	For February meeting

For next meeting agenda:

Code of Conduct policy vote

Evaluation Forms to Mr. D'Amicio; process for upcoming director review in March

Budget updates, in any

Set dates for future meetings:

Feb 13, Wed, 9:15am, at the Main Library

Mar 13, Wed, 7:00pm, at Endicott

Ms. Driscoll made the motion to adjourn at 9:04pm, Mr. Chalifoux seconded. Motion approved unanimously.

Respectfully submitted,

Rachel Tuerck, Secretary

Attachments:

~ Agenda

~ Financial Report

~ Director's Report

~ Final Internet Use Policy

~ Final Meeting Room Policy

~ Mr. Chalifoux's introduction to the Patron Behavior Policy (from previous meeting)

Director's Report for Jan. 15, 2013 Library Trustees Meeting

I. Resources and Services

- **Statistics:**

	Oct. 2012	Nov. 2012	December 2012
Circulation:			
Main	4868	5440	4614
Endicott	5550	5690	5273
Total	10,418	11,130	9,887
Inter Library Loans (ILL):			
Items Borrowed from other libraries for:			
Main	955	1151	969
Endicott	1203	1150	145
Total ILL items Borrowed	2158	2301	1114
Items Loaned to other Libraries from:			
Main	2482	2401	2517
Endicott	947	1045	1006
Total ILL items Loaned	3429	3446	3523
Gate Count*:	Oct.	Nov.	December
Main –open 5 days/wk	5735	3563	5292
Endicott -open 6 days/wk	6563	3567	3920

**Gate Counts represent the approximate number of people entering the libraries*

- **Circulation of Library's Deposit Collection of Books at Middle and High Schools:**

- Dedham High School collection: 309 books
 - October 17
 - November 27
 - December 11
- Dedham Middle School collection: 431 books
 - October 9
 - November 34
 - December 9

- **Minuteman Network Report of OverDrive Activity for October – December 2012**

EPUB - Books	Kindle- Books	MP3-Audio	WMA- Audio	Total
240	330	55	57	712

- **Children's Programming**

- Fall session Story Times were held from October 9 through December 6 at 10:30 AM for all ages. A holiday party was held at the Endicott Estate on Saturday, December 8 from 10 a.m. to noon.

- **Special children's events in December were the following:**
 - Dec. 4, Story Time @ Main. Attendance 13 children.
 - Dec. 5, Story Time @ Endicott, Attendance 6 children.
 - Dec. 6, Story Time @ Main. Attendance 4 children.
 - Dec. 7, Miss Marsha's Tot-Time @Endicott, attendance 18 children, 12 adults.
 - Dec. 8, Holiday Party @ Endicott Estate, attendance 35 children.
 - Dec. 11 @ Endicott Miss Marsha's Magic Carpet Story Time, attendance 1 child.
 - Dec. 18, @ Main, Play N Learn, Miss Marsha, ages 2.5 -5, attendance 3 children.
 - Dec. 28 @ Endicott, Miss Sarah's friendship bracelet craft session, attendance 13.

- **Adult Programming: None held in December**

II. Staffing

- Union negotiations will resume January 31. The Town is awaiting information on the Governor's budget and its impact on state aid to cities and towns.
- The staff's holiday dinner was held on Dec 13 at the Manor Restaurant. It was an enjoyable evening for all with tasty food, fun gifts, and entertaining conversations!
- On December 26, Mary Ann and her husband Peter hosted a traditional Irish breakfast at Main for the staff and Trustees, complete with deliciously cooked Irish food all plated and served in our festively decorated History Room.
- On December 28, the annual Endicott Hosts Open House breakfast party was held with holiday treats for staff and patrons.
- Interviews for the three finalists for the Branch Children's position took place on Jan 9 and 10.
- Mary Ann will be attending the American Library Association Mid-Winter Conference in Seattle from January 24 to 30.
- On January 2, Mary Ann attended the town department head's meeting, and we were given instructions by Chris Howell for the preparation of the FY14 Budget requests.
- Mary Ann has met with the director of the Dedham Historical Society; they will be meeting later this winter to discuss cooperative initiatives, such as programming and digitizing collections.

III. Facilities

- The Town Facilities Director has instituted a new automated system for work order requests. It will expedite service requests for all departments.
- A new telephone system will be installed in all town buildings soon.
- We have requested additional telephone and data drops for Main and Endicott to plan for more technology equipment in the next few years.

IV. Operations

- The Strategic Plan provides the guide for operations actions. We are currently working on the following action items:
 - 2:1.2 and 1.4 Job Descriptions
 - 4: 2.1 A through F, Operational Procedures
- Per our Strategic Plan objectives, we have now implemented a system to record and tabulate reference questions asked. The December statistics are the following:
 - Endicott – reference transactions: 177
 - Main Circ Dept. – reference transactions: 204
 - Main Reference Dept. – reference transactions: 191

- Main Children's Dept. reference transactions: 184
Total December reference transactions: 756

- **Budget for FY14:**

On January 2 at the Town Department Heads' Meeting, Financial Analyst Chris Howell presented a Power Point presentation on the preparation for the FY14 Budget. This year's budget process requires more detailed information than past years. Since the January 2 meeting, Chris Howell has met twice with Mary Ann and Rosemarie to finalize our request. In addition, Mary Ann has been in contact with the Board of Library Commissioners to verify the MAR and 15% figures for FY14. The MAR for FY14 is **\$1,039,919** and the library materials 15% requirement is **\$155,988**.

The FY14 budget proposal is attached with a narrative explication detailing each line item. In addition, a second spreadsheet is attached showing the financial impact of increasing the staffing level by 1 professional; increases in line items also increase the 15% materials expenditure requirement

The time line for the Budget is the following:

- **January 10, Library Director submits budget proposal to Trustees for their review.**
- **January 15 – Trustees vote on budget presented by library director**
- January 23 – all budgets are due to Chris Howell
- Late January early February - Town Administrator meets with Department Heads
- March 9 (Saturday) Fin Com meeting with all Department Heads
- March 18 – Fin Com deliberations
- March 20 – Town Meeting

*Respectfully submitted by
Dr. Mary Ann Tricarico
Library Director
January 10, 2013*



Library Trustee Budget Report to 12/31/12

Fiscal Year to Date 12/31/12

Include Rollup Account and Rollup to Object & Classification

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 001 - General Fund										
EXPENSE										
Department 610 - Library										
Division/Location 610 - Administration / Operations										
5110	Wages, Perm.									
5110-193	Wages, Perm. Custodial Personnel	94,958.00	.00	94,958.00	7,276.50	.00	47,297.25	47,660.75	50	.00
5110-610	Wages, Perm. Library Director	81,062.00	.00	81,062.00	6,153.84	.00	39,999.96	41,062.04	49	.00
5110-613	Wages, Perm. Professional Librarian	226,874.00	.00	226,874.00	6,648.75	.00	13,297.50	213,576.50	6	.00
5110-614	Wages, Perm. Circulation Supervisor	50,337.00	.00	50,337.00	1,896.00	.00	3,792.00	46,545.00	8	.00
5110-615	Wages, Perm. Library Assistant	242,831.00	.00	242,831.00	27,765.55	.00	223,014.95	19,816.05	92	.00
5110-618	Wages, Perm. Library Page	21,141.00	.00	21,141.00	1,566.00	.00	7,074.00	14,067.00	33	.00
5110-619	Wages, Perm. Administrative Assistant I	42,869.00	.00	42,869.00	3,285.00	.00	21,352.50	21,516.50	50	.00
	5110 - Wages, Perm. Totals	\$760,072.00	\$0.00	\$760,072.00	\$54,591.64	\$0.00	\$355,828.16	\$404,243.84	47%	\$0.00
5120	Wages, Temp.									
5120-610	Wages, Temp. Substitutes	11,000.00	.00	11,000.00	431.86	.00	4,036.46	6,963.54	37	.00
	5120 - Wages, Temp. Totals	\$11,000.00	\$0.00	\$11,000.00	\$431.86	\$0.00	\$4,036.46	\$6,963.54	37%	\$0.00
5140	Differentials									
5140-610	Differentials Longevity	3,663.00	.00	3,663.00	230.00	.00	1,860.00	1,803.00	51	.00
	5140 - Differentials Totals	\$3,663.00	\$0.00	\$3,663.00	\$230.00	\$0.00	\$1,860.00	\$1,803.00	51%	\$0.00
5190	Other									
5190-199	Other Personnel Services	15.00	.00	15.00	.00	.00	.00	15.00	0	.00
	5190 - Other Totals	\$15.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00	0%	\$0.00
5270	Rent/Lease									
5270-270	Rent/Lease Equipment	6,000.00	.00	6,000.00	525.56	6.05	3,611.41	2,382.54	60	.00
	5270 - Rent/Lease Totals	\$6,000.00	\$0.00	\$6,000.00	\$525.56	\$6.05	\$3,611.41	\$2,382.54	60%	\$0.00
5300	Prof/Tech									
5300-221	Prof/Tech Alarm Testing / Inspection	15,608.00	.00	15,608.00	.00	.00	1,499.00	14,109.00	10	.00
5300-300	Prof/Tech Professional / Technical	4,000.00	.00	4,000.00	.00	.00	325.00	3,675.00	8	.00
5300-611	Prof/Tech Minuteman Network	40,960.00	.00	40,960.00	.00	.00	38,896.04	2,063.96	95	.00
	5300 - Prof/Tech Totals	\$60,568.00	\$0.00	\$60,568.00	\$0.00	\$0.00	\$40,720.04	\$19,847.96	67%	\$0.00
5420	Office Supplies									
5420-420	Office Supplies General	20,800.00	.00	20,800.00	1,280.00	.00	8,087.04	12,712.96	39	.00
	5420 - Office Supplies Totals	\$20,800.00	\$0.00	\$20,800.00	\$1,280.00	\$0.00	\$8,087.04	\$12,712.96	39%	\$0.00
5580	Other									
5580-581	Other Uniforms	1,000.00	.00	1,000.00	.00	.00	291.98	708.02	29	.00
	5580 - Other Totals	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$291.98	\$708.02	29%	\$0.00
	Division/Location 610 - Administration / Operations Totals	\$863,118.00	\$0.00	\$863,118.00	\$57,059.06	\$6.05	\$414,435.09	\$448,676.86	48%	\$0.00
	Division/Location 611 - Library Materials									
5581	Library Materials									
5581-611	Library Materials Books	110,549.00	.00	110,549.00	1,952.71	.00	46,609.44	63,939.56	42	.00



Library Trustee Budget Report to 12/31/12

Fiscal Year to Date 12/31/12

Include Rollup Account and Rollup to Object & Classification

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 001 - General Fund										
EXPENSE										
Department 610 - Library										
Division/Location 611 - Library Materials										
5581	Library Materials									
5581-612	Library Materials Periodicals	15,000.00	.00	15,000.00	.00	.00	2,798.00	12,202.00	19	.00
5581-614	Library Materials DVDs	13,070.00	.00	13,070.00	376.29	.00	3,113.15	9,956.85	24	.00
5581-615	Library Materials Ebooks	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5581-616	Library Materials Video	.00	.00	.00	.00	.00	3,645.21	(3,645.21)	+++	.00
5581-617	Library Materials Audio	8,655.00	.00	8,655.00	.00	.00	1,129.29	7,525.71	13	.00
5581-618	Library Materials Databases	5,000.00	.00	5,000.00	.00	.00	4,402.53	597.47	88	.00
5581-619	Library Materials Other	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5581 - Library Materials Totals		\$154,274.00	\$0.00	\$154,274.00	\$2,329.00	\$0.00	\$61,697.62	\$92,576.38	40%	\$0.00
Division/Location 611 - Library Materials Totals		\$154,274.00	\$0.00	\$154,274.00	\$2,329.00	\$0.00	\$61,697.62	\$92,576.38	40%	\$0.00
Department 610 - Library Totals		\$1,017,392.00	\$0.00	\$1,017,392.00	\$59,388.06	\$6.05	\$476,132.71	\$541,253.24	47%	\$0.00
EXPENSE TOTALS		\$1,017,392.00	\$0.00	\$1,017,392.00	\$59,388.06	\$6.05	\$476,132.71	\$541,253.24	47%	\$0.00
Fund 001 - General Fund Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		1,017,392.00	.00	1,017,392.00	59,388.06	6.05	476,132.71	541,253.24	47	.00
Fund 001 - General Fund Totals		(\$1,017,392.00)	\$0.00	(\$1,017,392.00)	(\$59,388.06)	(\$6.05)	(\$476,132.71)	(\$541,253.24)		\$0.00
Grand Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		1,017,392.00	.00	1,017,392.00	59,388.06	6.05	476,132.71	541,253.24	47	.00
Grand Totals		(\$1,017,392.00)	\$0.00	(\$1,017,392.00)	(\$59,388.06)	(\$6.05)	(\$476,132.71)	(\$541,253.24)		\$0.00

610 Library FY14 Budget Narratives

Requirements:

- **MAR for FY14 = \$1,039,919**
- **15% Materials Expenditure requirement = \$155,988**

1. 610-5100 Personnel Services: \$778,397.66

The Library staffing consists of 4 professional librarians, 1 circulation supervisor, 5 library assistants, 2 part-time library assistants, 2 custodians, 1 administrative assistant, 1 director, and 45 hrs/wk of part-time pages. Total FTE is 16.2; the number of personnel devoted to direct library service to the public is 13.2 FTE.

Quantitative standards for library service staffing based on population have been developed by the State of Wisconsin. For communities of 10,000 to 24,999, basic staffing would be .7 FTE per thousand, moderate staffing levels would be .8 FTE per thousand, and excellent level of staffing service would be 1.1 FTE per thousand. For the town of Dedham with a population of 24,729, this translates to the following:

Basic level of staffing: $.7\text{FTE} \times 24.729 = 17.3 \text{ FTE}$

Moderate level of staffing: $.8 \text{ FTE} \times 24.729 = 19.7 \text{ FTE}$

Excellent level of staffing: $1.1 \text{ FTE} \times 24.729 = 27.2 \text{ FTE}$

A resignation in FY13 allowed for us to reorganize staffing by filling a vacancy at Main with a Branch Children's Librarian. This action accomplishes an objective in the Strategic Plan of enhancing children's services at the Endicott Branch.

2. 610-5130 Overtime: \$11,000

Overtime is required for the following:

- custodial coverage for snow shoveling
- emergency responses for issues such as leaks, HVAC system failures, alarms,
- vacation /longevity/sick coverage
- closing Main library per union contract requirements
- maintaining minimum level of staffing per union contract
- assisting with children's programming
- providing coverage to maintain core services

3. 619-5200 Purchase of Services: \$66,569

The Services line item covers daily operations, maintenance, repairs to buildings and equipment, membership in Minuteman Library Network, rental of photocopiers and other equipment, software support, license for module for circulation of museum passes, service contracts for equipment and alarm systems, subscription to Overdrive for electronic books and audio items.

4. 610-5400 Purchase of Supplies: \$16,865

The Supplies line item covers general office supplies, library processing and technical services supplies, book covers, spine labels, library cards, bar codes, book jackets, building and custodial supplies, uniforms, and grounds keeping supplies, printer supplies

5. 610-5581 Library Materials: \$155,988

Per state regulations mandated by the Massachusetts Board of Library Commissioners, 15% of the Total Municipal Income (TAMI) or 15% of the Municipal Appropriation Requirement (MAR), whichever is higher, is required for library materials expenditures. The MAR for FY14 is **\$1,039, 919** and 15% of that is **\$155,988** which must be expended for library materials for the users. Library materials are books, periodicals, DVDs, e-books, videos, audios, online databases, and realia (three-dimensional objects).

6. 610-5700 Other Charges and Expenses: \$11,100

The Other Charges and Expenses line item includes monthly stipend for custodial use of personal vehicles for library deliveries and services, dues and memberships in professional library associations including the American Library Association, the Massachusetts Library Association, the Public Library Association, and the New England Library Association. It also provides for and supports library staff development and continuing education opportunities by allowing staff to attend and participate in professional meetings, local, regional, and national library conferences and workshops and training opportunities to improve skills and enhance knowledge of library services, practices, technology, and resources. Participating in professional development opportunities allows the staff to enhance their skills and knowledge, to become aware of the latest technology and informational opportunities for expanded and up-to-date services for the Dedham community.

FY14 Library Budget Request Summary

Requirements:

- **MAR for FY14 = \$1,039,919**
- **15% Materials Expenditure requirement = \$155,988**

FY14 Budget Proposal

610-5100 Personnel Services:	\$778,397.66
610-5130 Overtime:	\$11,000
619-5200 Purchase of Services:	\$66,569
610-5400 Purchase of Supplies:	\$16,865
610-5581 Library Materials:	\$155,988
610-5700 Other Charges and Expenses:	\$11,100
MAR Compliant TOTAL	\$1,039,919.66

Budgetary Impact of increased staffing:

From spreadsheet: FY14 Budget Increased by 1 New Hire:

➤ **New Personnel Request: \$53,138**

A staffing objective per the Strategic Plan is to increase staffing by adding one professional librarian for technology services to augment the library's ability to provide expanded technology services for the citizens.

To accomplish this, one new professional position would be needed at the union pay scale of \$47,950.50 - \$58,929, with an estimated starting salary at mid range is \$53,138

Increasing staffing also requires increasing materials expenditure to total 15% of the increased budget.

Increasing the FY14 budget proposal by one professional librarian at the rate of \$53,138 increases the total budget to \$1,102,712 and increases the 15% materials expenditure to \$165,438. See chart below from spreadsheet **FY14 Budget Increased by 1 New Hire:**

Example	
Increasing staffing level by 1	
Personnel	\$831,740.00
Overtime	\$11,000.00
Library Materials 15% requirement	\$165,438.00
Services	\$66,569.00
Supplies	\$16,865.00
Other Charges	\$11,100.00
Total	\$1,102,712.00

1/10/13 Tricarico