



Dedham Public Library

Massachusetts

Dr. Mary Ann Tricarico
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Tracy Driscoll, Chair
Rachel Tuerck
Cecilia Emery Butler
Brad Bauer
Monika Wilkinson

DPL TRUSTEES MEETING MINUTES

SEPTEMBER 16, 2013, MAIN LIBRARY, 9:15 AM

MEETING CALLED BY	DPL Trustees
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Tracy Driscoll
SECRETARY	Cecilia Emery Butler
ATTENDEES	Brad Bauer, Cecilia Emery Butler, Dr. Tricarico, Rachel Tuerck, Tracy Driscoll, Monika Wilkinson
PUBLIC ATTENDEES	Rosemarie Shrewsbury, Mike Chalifoux, Dianne Bauer, Lauren Goldberg, Nancy Baker, Kristen Overman, Hana Janjigian Heald with The Dedham Times

The September 16, 2013 meeting of The Dedham Library Board of Trustees was called to order at 9:21 am by Chairperson Ms. Driscoll.

- 1. Discussion regarding Charter and By-Law Changes:** It was decided to take Town Counsel Lauren Goldberg and Assistant Town Administrator out of order and allow them to go first. All the Trustees and Dr. Tricarico introduced themselves. Ms. Driscoll stated that several questions have arisen between the Charter and By-Laws. Mr. Bauer made the comment that there are conflicts between By-

Laws and Charter. Ms. Tuerck referred to section 61-4 that the Trustees no longer handle the Trust Funds. Ms. Baker made the comment that By-Laws can be changed or amended at any Town Meeting. The General Court will review the Charter and then the Charter is returned to the voters. Ms. Driscoll then asked the question what is the process regarding the Charter? Ms. Goldberg stated there are two processes to do a Charter review; one is with an elected Charter Commission, which works within a specific mandate of time, and the second is an appointed Charter Committee. The Charter Committee places the new Charter on the Town Warrant to be voted at Town Meeting, the Charter will be returned to the voters of Dedham for a vote. We have 2 things going on at this time, The Charter and a recodification of the By-Laws. Changes for the Charter will consist of non-substantive, minor substantive and major substantive changes. An example of non-substantive changes includes capitalizing all proper nouns and positions, using the same form of citation throughout, and correcting sentence structure. The recodification started when General Code did the first pass through, by capitalizing and leaving more room to add new By-Laws, and adding an editorial heading. General Code asked questions about specific By-Laws and how we handled them. Non-criminal disposition was removed from individual By-Laws and a specific fee schedule was added. Animal Control was also added due to a new law in Massachusetts. In Chapter 61 regarding the Library in section 61-3 the Finance Committee and Book Committee were removed to reorganize it to make it consistent with actual practice. Ms. Driscoll was concerned about a change to the Charter regarding the care and custody of the Library property. Mr. Bauer was concerned that no one asked the Library Trustees to attend the By-Law hearings. Ms. Baker stated that everyone was asked. Ms. Driscoll made the statement that June 26 was the Public Hearing for the Charter, no one from the Trustees was able to attend. We are involved in this community, and we somehow missed the biggest issue, and that is when change happens, we have no input. Ms. Goldberg made the statement that not a lot changed in the Charter for the Library. The Charter Advisory Committee decided to recommend that all Directors would report to the Town Administrator. Mr. Bauer said that this does not agree with Chapter 78 of MGL which covers the Library. Ms. Goldberg said that the appointing authority can be changed, it is a policy decision, everyone who is a Director should be treated the same, a clear line of authority. This is happening already within the Town. Mr. Bauer then said this is not consistent with the Superintendent of Schools. Ms. Goldberg replied the Ed Reform Act is an all-encompassing law that covers Education. The Town Administrator would make an appointment with the support of the Trustees. Ms. Driscoll then asked who would do the evaluation? Ms. Goldberg replied that the Town Administrator would do the evaluation. Mr. Bauer made the statement if the Town administrator is the Library Director's supervisor, then the Library Board of Trustees would not have to sign the payroll. Ms. Goldberg stated the having all Directors under the Town Administrator is a policy that we are in favor of. Mr. Bauer then asked who has responsibilities? If the Town Administrator is the direct supervisor to the Director, then the Library Trustees would have no say or control. Ms. Goldberg then gave an example, if the Library Director was only working from 11:00 am till 3:00pm, and the Library Trustees were not aware of this, the Town Administrator would deal with the personnel issue. Ms. Goldberg added the Town Administrator shall supervise on the day to day operations. Appointed and Elected Boards are Policy making Boards. Ms. Wilkinson asked why the Library Trustees would continue to sign the bills. Ms.

Goldberg answered The Library Trustees would be aware of the expenses that the Library incurs. Ms. Tuerck stated libraries are coming to a crossroad, if the Library Director needs to push back against the Town Administrator for more employees and money. Mr. Bauer then brought up a specific issue that had happened in the past. The Library Director lives outside of Dedham, the Town Administrator does not live in Dedham. It had snowed the previous night. The Library custodian stated that the parking lots had not been plowed, a Trustee made the call to keep the Libraries closed. The Town Administrator was upset with the decision. Ms. Baker made the statement a phone call to the Director of the DPW, saying that the Library would have a delayed opening to allow the DPW enough time to plow the parking lots. Ms. Baker said that other Directors would have the Town Administrator as a supervisor, Parks & Recreation, Board of Health and Board of Assessors. Ms. Goldberg stated that other changes that the Charter was bringing were term limits and limiting the ability to sit on no more than 2 boards or committees. Ms. Baker made the statement that a red-lined version will be on the Town's Website. Ms. Driscoll then asked if the Library Trustees have any say in contract negotiation or will the Town Administrator have the power in contract negotiation? Ms. Baker replied the Police Chief, Fire Chief, Town Administrator, Library Director and Finance Director will all have contracts. She continued by saying we had a key meeting with all the players that are involved with the Special Town Meeting, and the Moderator would like to be aware of what the substitute motions could be before the night of the Special . Ms. Goldberg stated the policy purpose behind the change, was an administrative change to assist people at the same level with support. Mr. Bauer then asked how do these Charter changes make the Library run better? Ms. Goldberg answered it is a plan to address across the town and to treat employees at the same level with the same support. The only difference is policy. Ms. Tuerck then raised the question regarding the care and custody of the Library property moving to Town Administrator? Ms. Goldberg replied it is a question of interpretation and intent. Policy boards are still here and making policy. The appointment of the Town Administrator, the goal is clear, the intent is to allow the Library to handle rental and room use, otherwise the interior of the building. The Town Administrator would handle the exterior of the building and this would enable the town to get better prices on services and equipment. The goal is we have to have the ability to take care of the facilities, be able to utilize resources across the board. Ms. Tuerck made the statement that there are issues with the parking lot and that the Library Director was not consulted about a planned fix to it until a contractor showed up. Ms. Goldberg then stated that the Board of Selectmen have removed the article from Special Town Meeting regarding the change in care and custody of property, and it will be sent to the Town Meeting in the Spring. Everyone involved will have a voice, and your job is to advocate for the Library. By-Laws can be changed at any time. Mr. Bauer made the following statements regarding the By-Laws 61-2 fine, 61-3 current practice, and 61-4 this does not reflect current practice. Ms. Goldberg made the statement the goal of the By-Laws was to make a short term fix. The current Charter says that staff is appointed by the Library Director. The Attorney General may not look at the Charter, as long as it is consistent with State Law. The By-Laws can only do what the Charter says it can do. By-Laws cannot be applied inconsistently with the Charter. Decisions made by the trustees are books on shelves and meeting room policies. The idea of a Charter is to set forth a framework, most

decentralized form of government. As town has become more centralized and professional, Charter and By-Laws working together. The Charter must be read as an entire document.

2. **Minutes of August 22, 2013:** Mr. Bauer pointed out that after Ms. Driscoll's name in the heading there should be a comma. Mr. Bauer made the motion to approve the minutes of Aug 22, 2013, with the one change, Ms. Emery Butler seconded, all voted for approval.
3. **Financial Report: Attached:** The Trustees are still waiting for the final report of fiscal year 2013. Mr. Bauer made the motion, to approve the Financial Report of Aug.31, 2013. Ms. Tuerck seconded, all voted for approval.
4. **Director's Report: Attached:** Dr. Tricarico said that the first pages are a statistical summary. Ms. Tuerck asked can the Mom's Book Group be included? Dr. Tricarico replied I have not gotten any data. Ms. Tuerck said that she would supply Dr. Tricarico with the data. Dr. Tricarico continued with Overdrive is participating in the Big Read Project this year. Fancy Nancy Super Sleuth is being made available through Minuteman; everyone who has an e-reader can download this book. The Fancy Nancy tea party is scheduled for Sept. 28 at 11:00 am at the Endicott. Ms. Conklin is very good at getting social media into the hands of the public. Ms. Wilkinson asked why Tail Waggin was not on the schedule? Dr. Tricarico replied the arrangements were completed after her report was written. There are 2 German Shepherds one for each Library. One comes to the Endicott on Tuesday evening and one to the Main on Wednesday evening. The statistics on page 4 must be reported to the MBLC and will be included each month. Dr. Tricarico will be meeting with Mr. Alani to discuss how we will survive until another custodian can be hired. The Director may be calling on Trustees to close the Library. Not sure what the long term permanent solution will be. We are entering mediation regarding the union negotiations. We are dealing with two unions the custodians and Ms. Shrewsbury and then the rest of the staff. Dr. Tricarico stated that we need to do as much staff development as possible. The MLA will have a staff development at the DCU in Worcester on May 7 & 8 2014. Some communities will shut their library so their employees can attend. A useful workshop and team building experience. The program for each day will be available by late Feb. 2014. Mr. Bauer asked if there were any courses specifically for electronic media? Dr. Tricarico replied that Laura, Amber and Julie have taken a webinar on Overdrive and they will train the other staff at the Oct. staff meeting. Dr. Tricarico is trying to develop leadership skills at the department head level. The air conditioning is installed and working. Mr. Bauer asked have we been billed for the air conditioning? Dr. Tricarico said that we have been billed for and paid for the parts and Mr. Alani's department did the labor. Mr. Bauer asked that we be told what the entire cost was? Dr. Tricarico then moved on the Strategic Plan Actions Items all that are highlighted in yellow are the responsibility of the Trustees. Dr. Tricarico made the comment that Ms. Emery Butler volunteered to attend the Oct 1 workshop in Millis for the grant application. Millis will be having an Open House for their new Library this Saturday Sept 21 at 11:00 am and if anyone is available they should try to make it. Libraries are not going to be warehouse's for books in the future, and we should look at both Westwood and Millis for design space that we may need. The grant application is due Jan. 22, 2014. Should we not win the grant we are able to still prepare the Building Program Statement because we have mitigation funds available.
5. **Old/New Business: Endicott Utility Cost:**

A. Ms. Emery Butler was concerned at the utility cost at the Endicott after learning that cost the Town \$9,000.00 in fiscal 2013. She remembered that several years ago Siemens Corp. was to do an energy audit of all town buildings except the Middle School and the old Avery School. She asked Mr. Keegan for a copy of the report regarding the Endicott Library. Mr. Keegan finally responded saying there was nothing in the report for the Endicott. The changes that did happen were to centralize the thermostat and changed some lights. Mr. Keegan made the statement that Mr. Alani would do an energy audit of the Endicott. Ms. Driscoll asked will Mr. Alani get back in touch with us? Ms. Emery Butler answered that she would get in touch with Mr. Keegan and ask that we be notified of the results.

B. Public Relation Committee Status:

Ms. Driscoll stated that they have some members and are trying to fill other positions. They hope to have a meeting next week. The committee consists of Ms. Driscoll, Ms. Tuerck, Ms. Conklin, Ms. Ingemi, and Ms. Evans. They are looking for others that have a background in marketing or public relations. Dr. Tricarico made the statement that this committee could evolve, get a foundation built, and we can improve from there.

6. Public Comment: Mr. Chalifoux stated that they should review the Executive Session for union negotiations. The question regarding the new Library could be asked as a ballot question. He also suggested that perhaps we could gain more parking by moving the sidewalk on Norfolk Street closer to the Library. Mr. Bauer then replied that when you make a change like that, you have to follow current Planning regulations.

7. Future Meeting dates:

Sept. 23 Monday Main History room 9:15 am

Oct. 17 Thursday Endicott 7:00 pm

Nov. 4 Monday Main History Room 9:15 am

Dec. 9 Monday Main History Room 9:15 am

8. Action Item Review

Action Item	Person	Date Due
Send you list of questions to Ms. Driscoll for Town Counsel	Ms. Driscoll	On going
Creation of Public Relations Committee	Ms. Driscoll and Ms. Tuerck	Established and ongoing

Action Item	Person	Date Due
Letter of Intent	Dr. Tricarico	Accomplished
Air Conditioning update	Dr. Tricarico	Accomplished
Trustee preference for liaison assignments	All trustees	Ongoing
Attendance for Oct 1 MBLC in Millis		Accomplished
Review FY 2013 Final Report	All Trustees	Ongoing

Respectfully submitted,

Cecilia Emery Butler

Attachments:

Agenda

Financial Report

Director's Report

OverDrive –Fancy Nancy

Chapter 61 of the By-Laws

Future Meetings:

Sept. 23 Monday 9:15 am Main History Room

Oct. 17 Thursday 7:00 pm Endicott

Nov. 4 Monday 9:15 am Main History Room

Dec. 9 Monday 9:15 am Main History Room.

These minutes were approved on 9-23-2013, with the following changes. On page 2 after MGL change "with" to 'which" and one page 4 #3 Financial Report change to All Trustees.

**Library Director's Report for
September 16, 2013 Trustees Meeting @ Main**

• **Resources and Services:**

1. Statistics:

FY14	JULY	AUG
CIRCULATION:		
Main	6785	6433
Endicott	7367	7029
Total	14152	13462
INTER LIBRARY LOANS:		
Number of Items Borrowed from other libraries for:		
Main	1234	1166
Endicott	1338	1396
Total ILL items Borrowed	2572	2562
Number of Items Loaned to other Libraries from:		
Main	2721	1659
Endicott	1291	585
Total ILL item Loaned	4012	2244
GATE COUNT*:		
Main –open 5 days/wk	4805	5823
Endicott -open 6 days/wk	5230	7287

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

Children's Programming – August 2013

Date	Program	Age Group	Attendance: Main	Attendance: Endicott	Other Locations
1	Mad Science – Dry Ice	Ages 7 – 12	21		
6	Storytime	Preschool	14		
6	Creature Teachers Animal Program	All ages	58		

7	Storytime	Preschool		8	
7	Chess Class	Ages 7 and older	4		
12	Entertainment: Mystic Drumz	All ages	30		
13	Lego Program	Ages 5 and older		17	
13	Storytime	Preschool	13		
14	Storytime	Preschool		7	
14	Chess Class	Ages 7 and older	5		
15	Teddy Bear's Picnic- Entertainer Philip Alexander	All ages			100 @ Endicott Estate
21	Storytime	Preschool		4	
28	Storytime	Preschool		5	
	<i>Subtotals</i>		<i>145</i>	<i>41</i>	<i>100</i>
	August 2013 Children's Programming Total	286			

2. Children's Programming Scheduled for September 2013:

1. Sept 9 – Preschool Storytime @ Endicott, 10:30 a.m.
2. Sept. 16 – Preschool Storytime @ Endicott, 10:30 a.m.
3. Sept. 23 – Preschool Storytime @ Endicott, 10:30 a.m.
4. Sept. 28 – Fancy Nancy Tea Party, all ages @ Endicott, 11 a.m.
5. Sept. 30- Preschool Storytime @ Endicott, 10:30 a.m.
6. Storytimes at Main begin in October

3. Adult Programming – July and August 2013

Date	Program	Location	Attendance	Comments
July 17	Author Night – John Nardizzi	Main	11	Author read from his first novel. Program well received
Aug 7	Author Night – Dennis Vanesse	Main	5	Author read from his book about bullying. Program will be repeated in the Fall

4. Adult Programming Scheduled for September 2013

1. Sept. 3 – Women's Book Group, @ Endicott 7 p.m.
2. Sept. 17 – Co-Ed Book Group, @ Endicott, 7 p.m.
3. Sept. 18 – Book Group, @ Main, 7 p.m.

5. Reference Statistics – August 2013

Type of question	Directional		Informational		Ready Reference		Research		Sub-Totals	Total
	In Person	Phone	In Person	Phone	In Person	Phone	In Person	Phone		
Circ - Main	23	14	37	42	157	54	2	0	329	
Children's Main	23	2	11	38	206	22	4	0	306	
Reference Main	42	4	13	6	212	18	4	1	300	
Total Main										935
Endicott	32	15	159	42	249	31	21	24		573

- **Staffing:**

1. Patricia Cronin, part-time library assistant, remains out on extended medical leave due to a stroke on June 30.
2. John Flynn's last working day is September 30. The staff has planned a retirement party for him in October.
3. Mary Ann will be meeting with Town Facilities Director Taissir Alani on September 19 to develop plans for the interim custodial replacement and the permanent position.
4. Union negotiations are continuing with little progress. The next meeting is September 11.
5. **Request to the Trustees:** As part of our strategic planning objectives, we are actively encouraging staff development opportunities. One such opportunity is the Massachusetts Library Association Annual Conference. The 2014 conference will be May 7 and 8 at the DCU Center in Worcester. I would like to request that the Trustees vote to close the library for one day, either May 7 or May 8 (depending upon the program offerings each day), for a Staff Development Day, and pay for all library staff to attend the conference together for one day. We have funding in the budgeted for all of the staff to attend. Other libraries do this regularly, *i.e.*, close the library for one day to attend the MLA Conference for a staff development experience.

- **Facilities:**

1. The office AC unit for the second floor of the Main Library has been installed and is fully functioning.

- **Operations:**

1. The FY14 Strategic Plan Action Items have been reviewed and revised by the library Department Heads and are appended at the end of this report on pages 6 to 24.
 - The FY14 Action Items pertaining to the Trustees are highlighted in yellow and are the following:
 - 1:8.1 Resources and Services Goal- page 13
 - 2:1.5 Staffing Goal – page 15

- 3:1.2-C Facilities Goal- page 16
 - 4:6.1 Operations Goal- page 18
 - 4:10.1 Operations Goal- page 19
2. The Planning and Design Grant Letter of Intent was submitted to the Massachusetts Board of Library Commissions on August 23 following the Trustees' approval at their August 22 meeting.
 3. Per the requirements of the Planning and Design Grant, the individuals responsible for preparing the grant proposal must attend a mandatory all-day workshop. Mary Ann, Rosemarie, and Cecilia Butler will be attending the workshop on Tuesday, October 1 at the Millis Public Library.
 4. Per the requirements of the Planning and Design Grant, updated or revised Strategic Plan Action Items indentifying the library's intent to apply for a grant must be submitted to the MBLC. Mary Ann submitted our updated Action Items on August 27 and on August 29 we received a letter from the MBLC accepting the Action Items and approving us to apply for the Planning and Design Grant.

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

Strategic Plan FY14			
Action Items	Staff	Time Frame	Notes
Goal #1	Resources & Services		
1:1.1	Danielle, Lisa	Summer 2013 - on	
1:1.2	MAT	Fall 2013	
	Danielle, Lisa	on-going	
1:1.3	Danielle, Lisa, Amber	Spring 2014	
1:2.1	Lisa	Summer, Fall 2013	
1:2.2	MAT	Oct. - Dec. 2013	
1:2.3	Danielle, Lisa	Dec. '13 - March '14	
1:3.1	All staff	on-going	
1:3.2	MAT, Rosemarie, Isabella	Jan-Mar, 2014	
1:3.3	MAT, Rosemarie	end of FY14	
1:3.4	Isabella	on-going	
1:3.5	Pat R., Danielle	on-going	
1:4.1	Danielle, Lisa, Amber	on-going	
1:4.2	Lisa	on-going	
	Rosemarie	September	
1:5.1	not in FY14		
1:5.2	MAT	on-going	
1:5.3	Laura, Amber, Lisa, Danielle	Fall 2013	
1:6.1	Amber, Lisa, Danielle, Friends	on-going	
1:7.1	Isabella, Lisa, Danielle	Aug-Dec	
1:7.2	Lisa, Isabella	September	
1:7.3	Danielle, Lisa	Begin in Aug	

Action Items	Staff	Time Frame	Notes
1:8.1	Trustee PR Subcommittee, Lisa, Danielle	Fall 2013	
	Amber, Laura	Begin in Aug	
1:8.2	Danielle, Lisa, Pat R.	on-going	
1:9.1	Danielle	September	
1:9.2	Danielle	September	
1:9.3	Danielle	September	

Action Items	Staff	Time Frame	Notes
Goal # 2	Staffing		
2:1.1	Laura, Amber, Julie	Begin in Sept.	
2:1.2	MAT	on-going	
2:1.3	Amber, Laura	Sept	
2:1.4	MAT	Fall	
2:1.5	MAT, Trustees,		
	PR subcommittee	all of FY14	

Action Items	Staff	Time Frame	Notes
Goal # 3	Facilities		

3:1.1	Laura, Amber	end by April '14	
	Children's and Ref	end by April '14	
	Amber	Fall	
3:1.2 -A	Lisa	August	
3:1.2 -B	MAT	Sept	
3:1.2 -C	MAT, Trustees	by Jan. 22,2014	
3:1.3	MAT, Taissir, Wally	Sept	
	BPS committee	summer 2014	
3:1.4	Mat, Taissir	Sept	
3:1.5	BPS committee	summer 2014	
3:2.1	BPS committee	Summer 2014	
3:2.2	Trustees	Completed in FY13	

Action Items	Staff	Time Frame	Notes
Goal # 4	Operations		
4:1.1	MAT, Trustees	October	
	Danielle, Amber	begin in September	
4:2.1	Rosemarie	on-going	
	Rosemarie	Sept	
4:3.1	Circ, Ref - Amber, Lisa	August-Sept	
	Children's - Pat R, Danielle	Sept-Nov	
	Tech Services - Isabella	Sept-Nov	
	Amber - rotating desk schedules	begin in September	
Action Items	Staff	Time Frame	Notes
4:4.1	Amber	Fall	
	Dept heads list tasks	Sept and on-going	

4:5.1	MAT	on-going	
	MAT	Sept/Oct	
	Lisa	Spring 2014	
4:6.1	MAT, Trustees, PR subcommittee, FinCom	Winter 2014	
4:7.1	BPS committee	Summer 2014	
4:8.1	BPS committee	Summer 2014	
4.9.1	Danielle	September	
	Lisa	Fall 2013	
4:10.1	Danielle, Lisa, Trustee PR subcommittee	on-going	
4:10.2	Rosemarie	August-Sept	
	Lisa, Danielle	begin in September	
4:10.3	Danielle, Pat R.	September	
4:11.1	Laura - coordinate project	Summer 2013	
		through April 2014	

STRATEGIC PLAN ACTION ITEMS FOR FY14

FY2013-2014 Goal #1 Resources and Services	To provide outstanding resources and services with state of the art technology to anticipate and fulfill the needs of our community by sharing materials, inspiring ideas, and enriching lives Resources & Services- Goal 1- FY14
#1 Objectives FY14 I:1	Action Items FY14 I:1.1

<p>By the end of FY2014, the DPL will promote, maintain and improve the library's website for patrons to retrieve library information and resources, as well as relevant links for school, town, and community.</p>	<p>Use social networking tools and other software to keep up-to-date and to provide timely information on the website. Summer 2013 and ongoing. Danielle, Lisa</p> <p>I:1.2 Budget and fund website upgrading software, such as Dreamweaver, to keep website current. – do after website upgraded MAT – to follow up with Paul Reynolds and to contact ALA vendors for new website – Fall, 2013</p> <ul style="list-style-type: none"> • Danielle, Lisa to keep website information up-to-date <p>I : 1.3 In FY14, selected staff will be trained to use Dreamweaver or similar software packages to keep website current. Danielle, Amber, Lisa – after new website redesigned – Spring 2014</p>
<p>I:2 During FY2014 and FY2015, a plan will be created for the preservation of historical documents, books and sources of information.</p>	<p>I:2.1 Historical materials will be assessed and re-evaluated based on current and past recommendations. Lisa – summer and fall 2013</p> <p>I:2.2 When MBLC grant funding is announced, file a Letter of Intent to apply for a grant for digitizing of historical documents project. MAT. Oct – Dec 2013</p> <p style="text-align: center;"><u>Resources & Services -Goal 1- FY14 – continued</u></p> <p>I:2.3 Grants and other funding sources for this type of project will be researched and submitted for funding Lisa, Danielle. December - March</p>
<p>I:3 The DPL will provide a variety of resources for every library user.</p>	<p>I:3.1 By the end of FY2014, the library will maintain and augment the collection of print and non-print materials based on patron's needs and interests. All staff assigned to collection development. On-going</p> <p>1:3.2 Book budget will be reviewed and a formula-based acquisition system examined</p>

	<p>MAT, Rosemarie, Isabella. Jan –Mar, 2014</p> <p>1:3.3 A materials budget will be evaluated and established to ensure meeting State Aid requirements. MAT, Rosemarie. End of FY14</p> <p>1:3.4 An English Language Learner collection will be developed based on community needs. Isabella, on-going</p> <p>1.3.5 Children’s English Language collection. On-going. Pat R. and Danielle.</p>
I:4 The DPL will provide updated reference services.	<p>1.4.1 Increase awareness and media promotions of reference services available in the library and through remote access. On-going. Danielle, Lisa, Amber</p> <p>1.4.2 Publicize and promote reference services Lisa, Rosemarie – purchase a cart for Ref new book display, Sept. • Lisa use social media to promote reference. ongoing</p>
I:5 Provide patron access to Ebooks, Kindles, Books , iPads, and other new electronic devices, include more children’s materials. 1.5 I continued Provide patron access to Ebooks, Kindles, Books , iPads, and other new electronic devices, include more children’s materials.	<p>1:5.1 Survey users regarding accessibility, training and preferences for electronic devices to be provided by the DPL. Not in FY14</p> <p>1:5.2 Examine training opportunities for new technology for staff and for users. MAT will notify staff of ML5 and other training workshops. Ongoing <u>Resources & Services -Goal 1 –FY14 continued</u></p> <p>1.5.3 Purchase more Kindles, update collection on current Kindles, and add Children’s titles– Laura, Amber, Lisa, Danielle. Summer and Fall 2013</p>
I:6 Update Museum Pass Program	<p>1:6.1 Continue to advertise on Library Website, Bookmarks, and Fliers and with the media that we have added museum passes available for the public to borrow. Friends, Amber, Lisa, Danielle - ongoing. Feature regular info on selected passes.</p>
I:7 Provide state of the-art databases to patrons	<p>1:7.1 Evaluate current database holdings and usage; make recommendations for acquisition of</p>

	<p>additional subject-specific or general interest databases. Isabella, Lisa, Danielle. Aug-Dec, 2013.</p> <p>1:7.2 Purchase new recommended databases and train staff. New A-Z database –Lisa, Isabella, train staff in Sept</p> <p>1:7.3 Advertise new databases on Website, Bookmarks and Fliers, and with the local media. Danielle and Lisa – database of month on social media. Begin in August</p>
<p>1:8 Provide expanded programming</p>	<p>1:8.1 By the end of FY2014, increase attendance at programs by targeted, continuous, and enhanced advertising. Trustee PR subcommittee with Lisa and Danielle. Fall. Danielle use PR Newswire</p> <ul style="list-style-type: none"> • Amber and Laura begin in August – make monthly bookmark for upcoming events, featured resources <p>1:8.2 Provide at least one program per month for adults and Quarterly for Young Adults and multiple programs per month for children in addition to regular age-specific story programs. Danielle, Lisa, Pat R. on-going</p>
<p>1:9 <i>Partner with Dedham Schools to encourage reading</i> 1:9 <i>Partner with Dedham Schools to encourage reading</i></p>	<p>1:9.1 Contact schools to ensure their participation in the <i>Encourage Reading</i> program. Danielle, starting in September</p> <p style="text-align: center;"><u>Resources & Services -Goal 1 –FY14 continued</u></p> <p>1:9.2 Advertise <i>Encourage Reading</i> programs and begin reading programs. Danielle, starting in September</p> <p>1:9.3 Schedule times for reading at the Library and/or school Danielle, starting in September</p>

**Goal #2 - Staffing
FY2013-2014**

To recruit and develop qualified library staff who maintain a friendly, team-oriented environment while meeting the needs of the user population

Staffing – Goal 2- FY14

#2 Objective FY14

2: 1
Training and Staff Development

Action Items FY14

- 2:1.1 Conduct staff training for circulation, system upgrades, and PC applications for all staff as needed. **Laura, Amber, Julie participated in Overdrive training. They will conduct staff workshop or find webinars for all other staff to be held at staff meeting. Begin in September**
- 2:1.2 Conduct two in-house staff development days for customer service training and for technology training to ensure all staff members have the most current information and procedures. **MAT will check with Town Hall (Nancy Baker/new HR director) for staff training workshops, and investigate MLS to conduct on-site trainings.**
- 2:1.3 Ensure staff members are up-to-date on technological procedures, have a working knowledge of library collections, **through wedding project**, and are proficient in ready reference services. **Overdrive training, September. Amber, Laura**
- 2:1.4 Develop a structured plan for training staff at all levels in customer service and in determining resources needed to conduct the training program. **MAT to investigate Town Hall's planned customer service training workshop.**
- 2:1.5 Include budget request to increase staffing by 3 full-time staff members over next 3 years
MAT, Trustees, PR subcommittee. Throughout FY14

Facilities – Goal 3-FY14

<p>Goal #3 - Facilities</p>	<p>To provide a well-maintained, welcoming facility with a safe environment that encourages learning and research and supports the on-going needs of users, collections, staff, and services</p>
<p>#3 Objectives FY14</p> <p>3:1 Improve space utilization within the facility to better serve our Patrons and enhance working conditions for the staff</p>	<p>Action Items FY14</p> <p>3:1.1 Evaluate the current organization of materials in the buildings and investigate better arrangements. By April, 2014 complete weeding project.</p> <ul style="list-style-type: none"> • Amber and Laura, make recommendations on improved arrangement of collections and direct moving of 800s to stacks. • Complete Children's and Reference weeding by April • Amber – investigate mobile shelving units (like Ref. ones) Fall. <p>3:1.2-A Provide better and more plentiful public seating and tables with funding from the Friends and the Dedham Library Innovation Team through book or bake sales, cookbooks, and special events. Lisa to contact bank for donations to fund Children's Corner furniture at Endicott. August.</p> <p>3:1.2B Submit Letter of Intent to MBLC for Planning and Design Grant to hire consultant to prepare a Building Program Statement (BPS) for the Dedham Library of the future. MAT. Letter of Intent due September 13, 2013</p> <p>3:1.2C Submit grant proposal to the MBLC for Planning and Design Grant for BPS Project. MAT and Trustees. Grant due January 22, 2014.</p> <p>3:1.3 Provide facilities that are inviting, safe, and well maintained and available during hours of greatest convenience to the community. Install locks on public restrooms with key at circulation desk. MAT, custodians, and Taissir Alani. Sept 2013. Building Program Statement will address other issues. BPS project to begin summer 2014</p> <p style="text-align: right;">Facilities – Goal 3 – FY14- continued</p> <p>3:1.4</p>

	<p>Install automatic or timed security locks on both buildings. MAT and Facilities Director Taisir Alani. Begin in Sept.</p> <p>3:1.5 Provide improved meeting spaces for the public to encourage information sharing and collaboration. To be included in the BP\$. Begin summer 2014</p>
<p>3:2 Update procedures for meeting room use</p>	<p>3:2.1 Consider needs of the community and adapt procedures for clear understanding on use of space. To be included in the BP\$. Begin summer 2014</p> <p>3:2.2 Develop schedule for coverage of library buildings during events that need custodial service. Outside groups will contract with Library custodians. If Custodians are not available, group must contact Town Facilities Department for custodial services. Trustees' policy. Completed FY13</p> <p style="text-align: right;">Operations – Goal 4 - FY14</p>
<p>Goal #4 Operations</p>	

FY14 (2013-2014)	To maintain and sustain the daily operations of the library in a professional, cost-effective manner with advanced equipment, technology, and systems
# 4 Objectives FY14 4:1 The DPL will examine current operating hours at both locations to determine if they best meet the needs of the community.	Action Items FY14 4:1.1 By the end of FY2014 if new staffing positions have been added, the DPL will examine operating hours and propose a new schedule to meet the needs of the community. 1) MAT. Present to Trustees in October. Consider open at 9 a.m. daily, close 8 p.m. at Main Mon., Wed; Tue at Endicott. 2) Danielle, Amber prepare night count tabulations, Sept
4:2 The DPL will partner with the Town IT department to improve the functions of staff computers and library systems.	4:2.1 Work with the IT department to arrange an ongoing schedule of system upgrades 1) Rosemarie to be liaison with IT. On-going 2) Need new printers at Main and Endicott. Rosemarie will call Don Langenhorst in Sept.
4:3 The DPL staff will develop and implement a library procedures handbook.	4:3.1 Develop and prepare a handbook to help staff be familiar with procedures. 1) Circ handbook to- date on S Drive 2) Dept. Heads (Amber ,Lisa, Isabella, Danielle, Pat R) prepare key functions for their departments Circ, Ref –Aug/Sept; Child – Sept-Nov; Tech- Sept-Nov 3) Amber to develop rotating schedule for circ desk duty at both libraries. Sept
4:4 The DPL will create a fully operating volunteer system for high school students	4:4.1 Contact the High School Guidance Department, High School Adjustment Counselor, School Superintendent's Office, and the Youth Commission to share resources and to develop a volunteer program, and Ursuline Academy 1) Amber coordinate volunteer program, contact Guidance Dept and Ursuline. Dept. 2) Heads add list of tasks for volunteers to S Drive folder. Sept and on-going

Operations – Goal 4 - FY14 continued

<p>4:5</p> <p>The DPL management will emphasize staff morale, applaud staff achievement, and encourage staff professional development.</p>	<p>4:5.1</p> <p>Staff will attend professional development meetings and workshops hosted by MLA and MLS and other continuing education or professional associations.</p> <ol style="list-style-type: none"> 1) Mat will forward MLS workshop notices to staff. On-going 2) Mat will contact Nancy Baker for information on town staff development workshops. Sept/Oct 3) Lisa will investigate MLA 2014 conference location for possible all-day staff development day.
<p>4:6</p> <p>The annual budget request will reflect an efficiently-run organization's needs and will ensure sufficient funds to operate the facility, support qualified staff and meet patron expectations.</p>	<p>4:6.1</p> <p>Library management in conjunction with the Trustees and Town officials will work to create a budget that addresses current trends and needs, especially highlighting technology and staffing needs.</p> <p>Mat, trustees, PR subcommittee, Fin Com – beginning with start of FY15 budget cycle</p>
<p>4:7</p> <p>The DPL will consider location of individual collections.</p>	<p>4:7.1</p> <p>Reference and children librarians will examine current location of fiction, non-fiction and audio visual materials to determine if location is optimal for patron accessibility. Analyze underutilized space for possible expansion.</p> <p>To be included in the BPS. Begin summer 2014</p>
<p>4:8</p> <p>The DPL will seek public input via the use of surveys and other means.</p>	<p>4:8.1</p> <p>Use the data from current survey to determine the immediate needs of the community and discuss implementation at staff meetings.</p> <p>Include in FY15 Building Program Statement project</p>
<p>4:9</p> <p>The Dedham Public Library will prepare a disaster plan</p>	<p>4:9.1</p> <p>Collect information on disaster planning by visiting neighboring libraries throughout the year</p> <ol style="list-style-type: none"> 1) Danielle – begin in Sept. 2) Lisa – investigate CPR training. Fall, 2013 <p style="text-align: right;">Operations – Goal 4 - FY14 continued</p>
<p>4:10</p>	<p>4:10.1</p>

<p>The DPL will market itself to the community through outreach programs.</p>	<p>Expand advertising with local media and online publications via meetings with representatives of these organizations, such as The Dedham Times, Dedham Transcript, Patch.com, social media, etc.</p> <p>1) Danielle, Lisa, Trustee PR Subcommittee</p> <p>2) Develop programs for DIY projects, local authors, genealogy, cooking, and Parents & Kids events at same time.</p> <p>4:10.2 Library staff will make public appearances at civic events such as student government days, town meeting and various town groups, Civic Pride, Dedham Square Circle, etc.</p> <p>1) Rosemarie – investigate membership in Dedham Square Circle. August</p> <p>2) Lisa and Danielle coordinate civic engagement efforts. Begin in Sept.</p> <p>3) Library needs to join organizations and be a visible presence in the community</p> <p>4:10.3 DPL will establish relationships with the schools through after-school story times and young adult book discussions to meet the needs of the students.</p> <p>Danielle and Pat R. begin in September</p>
<p>4:11 Collections will be examined and weeded.</p>	<p>4:11.1 All collections at the Main and Endicott libraries will be evaluated, weeded, and updated using specific professional guidelines, including by not limited to <i>Public Library Core Collection</i>, <i>Fiction and Non-Fiction Core Collection</i>, <i>Best Books for High School Grades 9 to 12</i>, and <i>Best Books for Middle School Grades 6 to 9</i>.</p> <p>Laura - coordinate weeding project using CREW methodology. Summer 2013 through April 2014</p>

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- **Technology Plan**

- I. Goal 1: Dedham Public Library will be an information hub for the community, utilizing current technologies and high speed Internet access to improve library services for the community including links to schools, Town agencies, businesses and organizations.
 - Objective 1.1. We will expand and enhance public access through technology.
 - Action 1. By the end of FY14, we will increase access to subscription online databases, providing access within the library, as well as from home.
 - Action 2. By the end of FY14, a complete and comprehensive technology equipment inventory will be done.
 - Objective 1.2. By the end of FY14, we will provide staff with hardware, software and training required to provide excellent service.
 - Action 1. By the end of FY14, all new staff hires must be computer literate.

- II. Goal 2: The Dedham Public Library will improve and maintain network services, including wireless and telecommunication services.
 - Objective 2.1 By the end of FY14, we will provide the fastest Internet connection as delivery of information formats requires.
 - Action 1. By the end of FY14, we will work with MLN on upgrades for the integrated library automated system.

 - Objective 2.3 *we will provide high speed telecommunications connections that will allow the library to provide excellent service for staff and patrons.*
 - Action 1. By the end of FY14, upgrades for new phone equipment and new phone lines will be budgeted and added as necessary.
 - Action 2. By the end of FY14, cost feasibility to use fax machine for patron use will be investigated.

Technology - continued

- III. Goal 3: The Dedham Public Library will promote, maintain and improve the library's website for patrons to retrieve library information, as well as relevant links for school, town, etc.
- *Objective 3.1 By the end of FY14, we will expand usefulness, functionality and access to current information.*
 - Action 1. By the end of FY14, we will evaluate the current website design and its functionality and ease of use by patrons.
 - Action 2. By the end of FY14, we will promote the Library website through such means as news releases, school newsletters, and online sources like Facebook.
 - Action 3. By the end of FY14, staff will be trained on web software.
 - Action 4. By the end of FY14, we will be using social networking tools and other software to keep up-to-date and timely information on the website.
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 - *Objective 3.2 We will provide information and links related to schools, town, e-government, etc. through the Library's website.*
 - Action 1. By the end of FY14, schools and town websites will be encouraged to include the Library's website link to their websites.
 - Action 2. By the end of FY14, we will investigate school and town links to put on library website.
 - Action 3. By the end of FY14, we will research e-government sites for relevant links and information.

- **Architectural Building and Furnishings Study
Code, Accessibility and Life Safety Analysis and Furniture and Signage Analysis for the Existing Facilities of the
Dedham Public Library**

EXECUTIVE SUMMARY – DEDHAM PUBLIC LIBRARY and ENDICOTT BRANCH LIBRARY

The architects reviewed and surveyed the existing Dedham Public Library – Main Library and Endicott Branch facilities for compliance with 780 CMR the Massachusetts State Building Code, 8th Edition (International Building Code 2009 w/ amendments), the Americans with Disabilities Act (ADA) and Americans with Disabilities Act Accessibility Guidelines (ADAAG) effective March 2012, and the 521 CMR Architectural Access Board guidelines for the Commonwealth to evaluate what building components shall be included in the proposed substantial repairs and alterations program requested by the Client.

The architects surveyed each room in the facility for accessibility compliance and performed a detailed analysis of the building egress and life safety components under 780 CMR and identified key recommendations for alterations as part of the overall repair and alteration program for the facility. In addition, the furnishings and signage in each facility were examined and evaluated.

A summary of some of the major findings include the following:

- **Main Library:**

1. Accessible entrance ramp's existing surface conditions are not in compliance
2. First level toilet room needs to be retrofitted for compliance
3. Controls for life safety components (fire alarm pull boxes, door push bars, lever handles) need to be relocated for code compliance
4. Drinking fountains need to be changed
5. Signage and wayfinding aides need to be redesigned for entire facility
6. Parking lot striping needs to be repainted to ensure visibility and contrast
7. Door hardware knobs not compliant
8. Thresholds at entrances to the stacks are not in compliance
9. Existing Grand Stair that connects all building levels has deficiencies in riser heights, dimensional uniformity and does not have required guards
10. Handrails at existing Church Street entrance do not comply with code
11. Building is not sprinkled; need to install approved automatic fire suppression system
12. Double doors should be replaced with single doors, proper panic hardware, and the ability to maintain smoke tight zones throughout the building
13. HVAC equipment located in public areas is unenclosed and in code violation
14. HVAC system is residential grade equipment and not suitable for commercial applications. Units need to be enclosed with proper access doors or relocated and ducted
15. Five categories of seating are recommended for replacement; they are staff, task, children's, lounge, and stacking

- **Endicott Branch Library:**

1. Replace and regrade paved route from parking area into building to ensure full compliance, accessibility, usability, and safety
2. Re-stripe and repair parking surface
3. Remove all obstructions in corridors, reading rooms, and stacks to ensure egress paths are clear

4. Reposition stacks to allow required access aisle widths
5. Replace all existing exit signs and add directional arrows
6. Replace both egress doors and frames with new doors for size compliance and regrade exterior egress routes
7. Replace door hardware for compliance
8. Install approved automatic fire suppression system
9. Install portable fire extinguishers
10. For energy efficiency, remove existing fibrous acoustical material installed between trusses. Install at the underside of roof only, a closed-cell, spray-in foam insulation system, then install gypsum wallboard with acoustical plaster finish
11. Alter existing toilet rooms for compliance
12. Reinstall drinking fountain at required height
13. Retrofit entire facility with accessible room, directional, and wayfinding signage
14. Five categories of seating are recommended for replacement; they are staff, task, children's, lounge, and stack

End - FY14 Action Items

Chapter 61

LIBRARY

[HISTORY: Adopted by the Town Meeting of the Town of Dedham as Ch. 11 of the 1996 By-laws. Amendments noted where applicable.]

§ 61-1. Board of Trustees to have custody of library.

The Board of Trustees of the Dedham Public Library shall consist of five members who shall have custody and management of the running of the Library.

§ 61-2. Regular and special meetings.

Regular meetings of the Board shall be held on days designated by the Trustees in April, June, September and December in each year, or at such other times as the Trustees may vote. Special Meetings may be called at the request of the Chairman of the Board of Trustees or of any two Trustees.

§ 61-3. Trustees to organize and appoint librarian.

At the regular meeting in April, the Board of Trustees shall choose from their number, by ballot, a Chairman Vice Chairman, and a Secretary. The Board of Trustees shall also appoint a Library Director who shall be responsible for the management of the Library under the direction of the Trustees.

§ 61-4. Financial records, invest library fund and approve expenditures.

The Board of Trustees shall have charge of the Library's books of account, and shall safely invest and reinvest all funds held for the use of the Library in sound securities and vary investments according to their discretion; provided, that said Board shall not invest the same in any securities not generally considered acceptable by the Commonwealth for the investment of funds by Trustees. The Board of Trustees shall also have charge of the preparation of an annual budget for presentation to the Town Administrator. All orders on the Treasurer-Collector for payments for the Library purposes shall be countersigned by at least three members of the Board of Trustees.

§ 61-5. Treasurer-Collector to have custody of library funds.

The Treasurer-Collector shall have custody of the securities and funds of the Library and shall make payments from income thereof and from other funds available for Library purposes according to appropriations made by the Town for Library purposes.

§ 61-6. Financial transactions to be done by Treasurer.

Mortgages in which the Library Fund may have been invested shall, on payment thereof, be discharged by the Treasurer-Collector in the name of the Town, and transfers of mortgages, bonds, or other securities, and all evidences of indebtedness, shall be made by the Treasurer-Collector, all as provided in § 57-7 of these by-laws. All such transfers and conveyances shall be countersigned by at least a majority of the Board of Library Trustees.

§ 61-7. Board of Trustees to be responsible for staffing.

The Library Director shall be responsible for approving all hiring and termination of Library staff; with the approval of the Town Administrator, for setting policy for staff; and for approving job descriptions.

Comment [LFG1]: This revision brings this section into accord with the Town Charter with respect to staff.

§ 61-8. Trustees to submit annual report.

The Board of Trustees shall no later than 10 days after the close of each fiscal year, at the request of the Town Administrator, or on such other date as may be required by statute, charter or by-laws, prepare, approve and submit to the Selectmen a report and recommendations as required by sections 39-10 and 78-6 of these By-laws.

Comment [LFG2]: It has been suggested that both of these sections could be deleted.



Expense Budget Performance Report

Date Range 07/01/13 - 08/31/13

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										
Department 610 - Library										
EXPENSE										
5110 Wages, Perm.										
5110-193	Wages, Perm. Custodial Personnel	94,959.00	.00	94,959.00	7,276.50	.00	14,553.00	80,406.00	15	.00
5110-610	Wages, Perm. Library Director	84,990.00	.00	84,990.00	6,461.54	.00	12,923.08	72,066.92	15	.00
5110-613	Wages, Perm. Professional Librarian	229,752.00	.00	229,752.00	17,056.63	.00	32,682.63	197,069.37	14	.00
5110-614	Wages, Perm. Circulation Supervisor	52,090.00	.00	52,090.00	3,922.50	.00	7,845.00	44,245.00	15	.00
5110-615	Wages, Perm. Library Assistant	252,143.00	.00	252,143.00	19,321.30	.00	38,642.60	213,500.40	15	.00
5110-618	Wages, Perm. Library Page	21,141.00	.00	21,141.00	1,379.25	.00	2,108.25	19,032.75	10	.00
5110-619	Wages, Perm. Administrative Assistant I	44,397.00	.00	44,397.00	3,402.00	.00	6,804.00	37,593.00	15	.00
5110 - Wages, Perm. Totals		\$779,472.00	\$0.00	\$779,472.00	\$58,819.72	\$0.00	\$115,558.56	\$663,913.44	15%	\$0.00
5130	Overtime	11,000.00	.00	11,000.00	246.30	.00	1,122.80	9,877.20	10	.00
5141	Longevity	3,880.00	.00	3,880.00	.00	.00	115.00	3,765.00	3	.00
5270 Rent/Lease										
5270-270	Rent/Lease Equipment	.00	.00	.00	(525.56)	.00	.00	.00	+++	.00
5270 - Rent/Lease Totals		\$0.00	\$0.00	\$0.00	(\$525.56)	\$0.00	\$0.00	\$0.00	+++	\$0.00
5271	Rent/Lease Equipment	12,307.00	.00	12,307.00	1,051.12	.00	1,051.12	11,255.88	9	.00
5300 Prof/Tech										
5300-300	Prof/Tech Professional / Technical	.00	.00	.00	151.75	.00	151.75	(151.75)	+++	.00
5300-330	Prof/Tech Meeting & Conference Fees	.00	.00	.00	29.95	.00	29.95	(29.95)	+++	.00
5300-611	Prof/Tech Minuteman Network	.00	.00	.00	(40,189.65)	.00	.00	.00	+++	.00
5300 - Prof/Tech Totals		\$0.00	\$0.00	\$0.00	(\$40,007.95)	\$0.00	\$181.70	(\$181.70)	+++	\$0.00
5301	Professional/Technical Services	9,015.00	.00	9,015.00	266.32	.00	266.32	8,748.68	3	.00
5305	Meetings & Conferences	4,770.00	.00	4,770.00	.00	.00	.00	4,770.00	0	.00
5307	Regional Services	40,960.00	.00	40,960.00	40,189.65	.00	40,189.65	770.35	98	.00
5314	Alarm / Security Services	4,287.00	.00	4,287.00	.00	.00	.00	4,287.00	0	.00
5420 Office Supplies										
5420	Office Supplies	6,250.00	.00	6,250.00	462.56	.00	644.42	5,605.58	10	.00
5420-420	Office Supplies General	.00	.00	.00	(434.79)	.00	27.77	(27.77)	+++	.00
5420 - Office Supplies Totals		\$6,250.00	\$0.00	\$6,250.00	\$27.77	\$0.00	\$672.19	\$5,577.81	11%	\$0.00
5421	Paper	915.00	.00	915.00	.00	.00	.00	915.00	0	.00
5510	Educational Supplies	3,400.00	.00	3,400.00	.00	.00	.00	3,400.00	0	.00
5580 Other Supplies										
5580	Other Supplies	5,300.00	.00	5,300.00	.00	.00	38.85	5,261.15	1	.00
5580-610	Other Supplies Library Operations Materials	.00	.00	.00	162.92	.00	162.92	(162.92)	+++	.00
5580 - Other Supplies Totals		\$5,300.00	\$0.00	\$5,300.00	\$162.92	\$0.00	\$201.77	\$5,098.23	4%	\$0.00
5581 Library Materials										
5581-611	Library Materials Books	111,750.00	.00	111,750.00	11,539.32	.00	13,853.74	97,896.26	12	.00
5581-612	Library Materials Periodicals	11,000.00	.00	11,000.00	261.38	.00	2,794.26	8,205.74	25	.00
5581-614	Library Materials DVDs	12,000.00	.00	12,000.00	3,010.68	.00	3,010.68	8,989.32	25	.00



Expense Budget Performance Report

Date Range 07/01/13 - 08/31/13

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										
Department 610 - Library										
EXPENSE										
5581	Library Materials									
5581-615	Library Materials Ebooks	1,000.00	.00	1,000.00	238.75	.00	238.75	761.25	24	.00
5581-617	Library Materials Audio	7,335.00	.00	7,335.00	.00	.00	.00	7,335.00	0	.00
5581-618	Library Materials Databases	13,652.00	.00	13,652.00	8,820.00	.00	10,185.00	3,467.00	75	.00
5581-619	Library Materials Other	168.00	.00	168.00	.00	.00	.00	168.00	0	.00
	5581 - Library Materials Totals	\$156,905.00	\$0.00	\$156,905.00	\$23,870.13	\$0.00	\$30,082.43	\$126,822.57	19%	\$0.00
5584	Uniforms	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5710	Travel	4,900.00	.00	4,900.00	350.00	.00	700.00	4,200.00	14	.00
5730	Dues/Memberships	1,430.00	.00	1,430.00	.00	.00	.00	1,430.00	0	.00
	EXPENSE TOTALS	\$1,045,791.00	\$0.00	\$1,045,791.00	\$84,450.42	\$0.00	\$190,141.54	\$855,649.46	18%	\$0.00
	Department 610 - Library Totals	(\$1,045,791.00)	\$0.00	(\$1,045,791.00)	(\$84,450.42)	\$0.00	(\$190,141.54)	(\$855,649.46)	18%	\$0.00
	Fund 001 - General Fund Totals	\$1,045,791.00	\$0.00	\$1,045,791.00	\$84,450.42	\$0.00	\$190,141.54	\$855,649.46		\$0.00
	Grand Totals	\$1,045,791.00	\$0.00	\$1,045,791.00	\$84,450.42	\$0.00	\$190,141.54	\$855,649.46		\$0.00