

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

DECEMBER 9, 2013 MAIN LIBRARY, 9:15 A.M.

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	Rosemary Shrewsbury

The December 9, 2013 monthly meeting of the Library Board of Trustees was called to order at 9:33 a.m. by Chairperson Ms. Driscoll.

1. **Public Input:** No public present.
2. **Minutes :**
 - Nov. 4, 2013:** Mr. Bauer made the motion to approve the minutes as written, Ms. Tuerck seconded, all voted for approval.
 - Nov. 12, 2013:** Ms. Emery Butler suggested that Mini be inserted before Town Meeting. Ms. Tuerck made the motion for approval with the change, Mr. Bauer seconded, all voted for approval.
 - Nov. 14 2013:** Ms. Driscoll made the motion to approve minutes as written, Mr. Bauer seconded, all voted for approval.

3. **Financial Report:** Dr. Tricarico made the statement that Chris Howell said not to start the Budget Planning as of yet. New World, the computer program that the Town uses for accounting data is coming out with a new format. Dr. Tricarico also added we have to figure out what the MAR will be and that will determine the budget. Contracts will be signed this year and there will be retroactive raises. Contract negotiations have gone on for 18 months. Dr. Tricarico will inquire with the MBLC as to what our MAR will be. Dr. Tricarico has spoken to the Town Administrator regarding our employee staffing issues. Dr. Tricarico suggested that we write a supplemental budget for what we need according to the Wisconsin Standards. Dr. Tricarico then added we have three employees out sick at the Main, and one employee has resigned. We are terribly short staffed. Ms. Driscoll has received the information regarding the amount of State Aid. Ms. Wilkinson asked what the \$3,500.00 from Dedham Savings was for. Ms. Shrewsbury said that it for furniture at the Endicott. Ms. Tuerck made the motion that we accept the Financial Report, Mr. Bauer seconded, all present voted for acceptance.
4. **Directors Report:** The Directors report was the Grant Proposal. Mr. Bauer questioned 41,907 on page 5, number 2, b, under Library Statistics. The number for last year was 120,000. Dr. Tricarico will include a qualifying statement that the counters where not working properly. Mr. Bauer then questioned the percentage for patrons using the library at 4:00 a.m. according to the data it is 6.6% on page 30. Dr. Tricarico made the statement this chart is a benchmark, if next year it shows an increase or decrease in usage. At this time this data means nothing. Dr. Tricarico has met with the Town Administrator regarding the Grant Proposal. She will meet with Mr. Alani at 1:00 p.m. today. Dr. Tricarico is working on a Federal Grant to digitize some of the Dedham Collection and newspapers. She will also apply to Dedham Savings Bank and Blue Hills Bank. Dr. Tricarico stated that we need every bit of data that is in the grant proposal. Dr. Tricarico added that we can still do the Building Statement because Mr. Alani is an OPM.
5. **Old/New Business:** Ms. Driscoll inquired how will we deal with trying to expand our staff base. Mr. Bauer then asked are the job descriptions up to date regarding the necessary computer skills. Dr. Tricarico added most of the library employees have been working for a long time, the skill level has changed. When they started they were dealing with a card catalog and typewriters. New hires have a very different skill level. The unions are going into mediation. Mr. Bauer wanted to know how are we covering for the number of sick employees. Dr. Tricarico said we do a body count before we open each day. Mr. Bauer then added we need to use overtime first, we need to increase the overtime budget. Dr. Tricarico said we do not have enough employees to move the library into the future.
6. **Action Items:** Ms. Driscoll said the Public Relations Committee has met, and they need to come up with a saying. The committee consists of Ms. Driscoll, Ms. Tuerck, Ms. Ingemi, and Ms. Conklin. Ms. Conklin has written the marketing plan and has made a print calendar for Dec. and Jan. Ms. Driscoll added that questions have been forwarded to Town Counsel. Ms. Tuerck made the suggestion that we should look at a MOU and how to deal with the easement. It is a legal issue. Ms. Driscoll will call Ms. Goldberg about the easement. Dr. Tricarico said that during a snow storm she would call Ms. Driscoll or Mr.

Bauer about the conditions. Dr. Tricarico emailed libraries within the Minuteman System and inquired who made the decision about closing the library due to snow. The authority to make the decision was either the Town Administrator or the Trustees; it was not consistent within Minuteman. Dr. Tricarico stated that there is a phone chain to notify employees as to what is happening at the library. Ms. Driscoll said that she would call the Town Administrator regarding the snow policy. Ms. Emery Butler then added that the Snow Policy was discussed in March 2012 and should have been voted on at the April 2012 meeting but that did not happen. Dr. Tricarico then informed the Trustees that there will be pizza parties for students at the library for midterms and final study groups. The Committee is Ms. Tuerck, Ms. Walker Overman, Mr. Langenhorst, and Ms. Crowley. Mr. Bauer made the motion to adjourn, Ms. Wilkinson seconded, all voted to adjourn at 11:04 a.m. Respectfully submitted,

Cecilia Emery Butler

Attachments:

Agenda

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Financial Report

Future Meetings:

Jan. 27th Monday 9:15 a.m. Main

Feb. 24th Monday 9:15 a.m. Main

March 10th Monday 9:15 a.m. Main

April 16th Wednesday 7:00 p.m. Endicott

P.S. These minutes were approved as written on Jan. 27, 2014



Budget Performance Report

Date Range 07/01/13 - 11/30/13

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										
EXPENSE										
Department 610 - Library										
5110	Wages, Perm.									
5110-193	Wages, Perm. Custodial Personnel	94,959.00	.00	94,959.00	19,244.34	.00	49,473.78	45,485.22	52	.00
5110-610	Wages, Perm. Library Director	84,990.00	.00	84,990.00	9,692.31	.00	35,538.47	49,451.53	42	.00
5110-613	Wages, Perm. Professional Librarian	229,752.00	.00	229,752.00	27,526.50	.00	95,276.13	134,475.87	41	.00
5110-614	Wages, Perm. Circulation Supervisor	52,090.00	.00	52,090.00	5,883.75	.00	21,573.75	30,516.25	41	.00
5110-615	Wages, Perm. Library Assistant	252,143.00	.00	252,143.00	28,981.95	.00	106,267.15	145,875.85	42	.00
5110-618	Wages, Perm. Library Page	21,141.00	.00	21,141.00	3,039.75	.00	8,923.50	12,217.50	42	.00
5110-619	Wages, Perm. Administrative Assistant I	44,397.00	.00	44,397.00	5,103.00	.00	18,711.00	25,686.00	42	.00
	5110 - Wages, Perm. Totals	\$779,472.00	\$0.00	\$779,472.00	\$99,471.60	\$0.00	\$335,763.78	\$443,708.22	43%	\$0.00
5130	Overtime	11,000.00	.00	11,000.00	865.24	.00	3,071.04	7,928.96	28	.00
5141	Longevity	3,880.00	.00	3,880.00	585.00	.00	1,630.00	2,250.00	42	.00
5271	Rent/Lease Equipment	12,307.00	.00	12,307.00	525.56	.00	2,627.80	9,679.20	21	.00
5301	Professional/Technical Services	9,015.00	.00	9,015.00	1,085.00	.00	2,169.07	6,845.93	24	.00
5305	Meetings & Conferences	4,770.00	.00	4,770.00	65.54	.00	901.07	3,868.93	19	.00
5307	Regional Services	40,960.00	.00	40,960.00	.00	.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	6,250.00	.00	6,250.00	583.70	.00	2,196.07	4,053.93	35	.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	268.00	.00	449.93	2,950.07	13	.00
5580	Other Supplies	5,300.00	.00	5,300.00	747.14	.00	7,859.67	(2,559.67)	148	.00
5581	Library Materials									
5581-611	Library Materials Books	111,750.00	.00	111,750.00	8,581.36	.00	38,625.95	73,124.05	35	.00
5581-612	Library Materials Periodicals	11,000.00	.00	11,000.00	9,978.69	.00	17,305.71	(6,305.71)	157	.00
5581-614	Library Materials DVDs	12,000.00	.00	12,000.00	1,385.24	.00	6,774.51	5,225.49	56	.00
5581-615	Library Materials Ebooks	1,000.00	.00	1,000.00	412.59	.00	651.34	348.66	65	.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	.00	.00	15,240.00	(1,588.00)	112	.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	\$20,357.88	\$0.00	\$78,597.51	\$78,307.49	50%	\$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	175.00	.00	1,400.00	3,500.00	29	.00
5730	Dues/Memberships	1,430.00	.00	1,430.00	.00	.00	80.00	1,350.00	6	.00
	Department 610 - Library Totals	\$1,045,791.00	\$0.00	\$1,045,791.00	\$124,729.66	\$0.00	\$476,935.59	\$568,855.41	46%	\$0.00
	EXPENSE TOTALS	\$1,045,791.00	\$0.00	\$1,045,791.00	\$124,729.66	\$0.00	\$476,935.59	\$568,855.41	46%	\$0.00
	Fund 001 - General Fund Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	1,045,791.00	.00	1,045,791.00	124,729.66	.00	476,935.59	568,855.41	46	.00



Budget Performance Report

Date Range 07/01/13 - 11/30/13

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 Totals		(\$1,045,791.00)	\$0.00	(\$1,045,791.00)	(\$124,729.66)	\$0.00	(\$476,935.59)	(\$568,855.41)		\$0.00
Fund 254 - Library Lig/Meg State Grant										
REVENUE										
Department 610 - Library										
Division/Location 610 - Administration / Operations										
4680	State Grant	.00	.00	.00	(485.56)	.00	(6,236.48)	6,236.48	+++	.00
	Division/Location 610 - Administration / Operations Totals	\$0.00	\$0.00	\$0.00	(\$485.56)	\$0.00	(\$6,236.48)	\$6,236.48	+++	\$0.00
	Department 610 - Library Totals	\$0.00	\$0.00	\$0.00	(\$485.56)	\$0.00	(\$6,236.48)	\$6,236.48	+++	\$0.00
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	(\$485.56)	\$0.00	(\$6,236.48)	\$6,236.48	+++	\$0.00
EXPENSE										
Department 610 - Library										
Division/Location 610 - Administration / Operations										
5120	Substitutes									
5120-999	Substitutes Miscellaneous Personnel	.00	.00	.00	87.84	.00	4,611.60	(4,611.60)	+++	.00
	5120 - Substitutes Totals	\$0.00	\$0.00	\$0.00	\$87.84	\$0.00	\$4,611.60	(\$4,611.60)	+++	\$0.00
	Division/Location 610 - Administration / Operations Totals	\$0.00	\$0.00	\$0.00	\$87.84	\$0.00	\$4,611.60	(\$4,611.60)	+++	\$0.00
	Department 610 - Library Totals	\$0.00	\$0.00	\$0.00	\$87.84	\$0.00	\$4,611.60	(\$4,611.60)	+++	\$0.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$87.84	\$0.00	\$4,611.60	(\$4,611.60)	+++	\$0.00
Fund 254 - Library Lig/Meg State Grant Totals										
	REVENUE TOTALS	.00	.00	.00	(485.56)	.00	(6,236.48)	6,236.48	+++	.00
	EXPENSE TOTALS	.00	.00	.00	87.84	.00	4,611.60	(4,611.60)	+++	.00
	Fund 254 - Library Lig/Meg State Grant Totals	\$0.00	\$0.00	\$0.00	(\$573.40)	\$0.00	(\$10,848.08)	\$10,848.08		\$0.00
Grand Totals										
	REVENUE TOTALS	.00	.00	.00	(485.56)	.00	(6,236.48)	6,236.48	+++	.00
	EXPENSE TOTALS	1,045,791.00	.00	1,045,791.00	124,817.50	.00	481,547.19	564,243.81	46	.00
	Grand Totals	(\$1,045,791.00)	\$0.00	(\$1,045,791.00)	(\$125,303.06)	\$0.00	(\$487,783.67)	(\$558,007.33)		\$0.00

PART 1C: GENERAL AND LIBRARY INFORMATION

Population and Library

1. Population of applicant municipality

- a) 2010 U.S. Census Population 24,729
- b) Later official census population, if different than above n/a
- c) Cite the source(s) used to update census population n/a
- d) Estimated 2034 Population 27,822
- e) Cite the source(s) used, but supply one single projection for the 2034 population
Metropolitan Area Planning Council, and Dedham Town Planner, Richard McCarthy.

2. Library Statistics (Pages 1-9 FY2012 as reported on MBLC FY2013 ARIS Report)

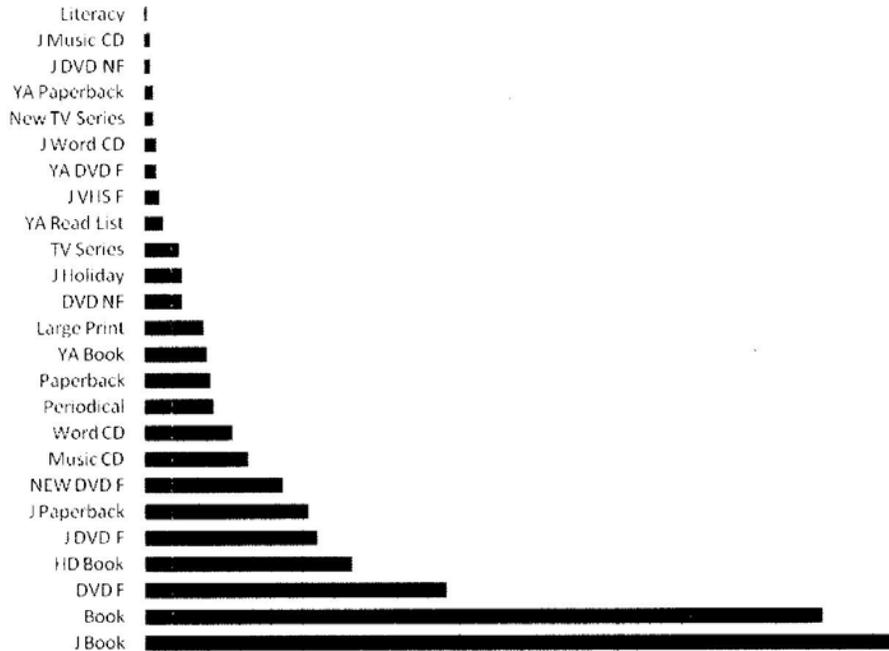
- a) Population served by library 24,729
- b) Attendance 41,907 – count unavailable for full year, figure represents only partial year data
- c) Number of registered borrowers 10,265
- d) Total holdings
 - 1) Books (Print) 103,022
 - 2) Audio (Compact discs (not CD-ROMs)), cassettes, or other 3544
 - 3) Video cassettes/discs/DVDs, or other 5693
 - 4) Print periodicals, newspapers & other print serials 553
- e) Circulation activity 140,065 ILL 44,762
- f) Hours 2146
 - 1) Total hours main library was opened 2146
 - 2) Total hours the branch(es) were opened 2131
- g) Public use of internet computers 86 hours per week
- h) Number of hours worked per average week by staff 589
- i) Operating Income \$1,016,838
- j) Operating Expenditures \$963,138

3. Automated Library System- as reported by Networks

- a) Member network Minuteman Library Network (MLN)
- b) Type of membership full membership
- c) Stand-alone system _____

activity in FY12 shows that Dedham provided more materials to other libraries than it requested, however, in FY13, the ILL transaction rate was slightly higher for requested items.

Graph 3 below shows that the highest circulating items are Children's and Adult Book followed by DVDs. *(HD= High Demand, e.g. best sellers on reserve)*



Graph 3 - Circulation of library materials by Item Type in FY13 *(HD = High Demand Book)*

The times of day our patrons use the library as indicated by Minuteman Circulation statistics will help us to plan for our remote users as well as for walk-in patrons. The following chart identifies the time of day transactions occur. Afternoons represent the highest time for walk-in circulation activity, yet early morning hours (4 to 5 a.m.) and other times when the library is closed represent a significant number of remote transactions. This data will assist us as we plan for more technological services and electronic collections to meet the needs of all users at all times.

Hourly Circulation	% of total Circulation	Hourly Circulation	% of total Circulation
4 - 5 p.m.	11.6%	9 - 10 a.m.	4.9%
3 - 4 p.m.	10.4%	6 - 7 p.m.	4.8%
2 - 3 p.m.	9.4%	7 - 8 p.m.	4.4%
11 a.m. -12 p.m.	8.7%	8 - 9 p.m.	3.7%
1 - 2 p.m.	7.8%	8 - 9 a.m.	1.3%
12 - 1 p.m.	7.8%	9 - 11 p.m.	0.8%
10 - 11 a.m.	7.5%	7 - 8 a.m.	0.8%
5 - 6 p.m.	6.8%	11 p.m. - 1 a.m.	0.4%
4 - 5 a.m.	6.6%	5 - 6 a.m.	0.1%

2. The staff will create a preliminary “planning task force” comprised of two to three staff members. This group will work closely with the consultant, and be responsible for gathering personal assessments from staff, as well as gathering data regarding comparable local libraries. This will include surveys as well as visits to local libraries, gathering information about recent renovations, and facility updates that make programming easier, such as a sink and craft area near the children’s room or “maker spaces” for adults.
3. The Town of Dedham is an actively engaged and civic-minded community. In recent years many large scale improvements have come to fruition because of the grass-root efforts of its citizens. Through well-articulated campaigns combined with a commitment by town officials to focus on upgrading municipal buildings, Dedham has actively begun the process of rebuilding its infrastructure.

Over the past fifteen years, Dedham has dramatically changed its strategic planning and fiscal policy regarding facility maintenance and construction. For decades Dedham fixed their facilities and infrastructure on an as-needed basis. However, in the early 2000s, town officials recognized that Dedham needed to create a comprehensive capital improvement plan to effectively address facility deficiencies. At this time, Dedham’s Town Meeting created the Building Planning and Construction Committee (BPCC). This Committee was charged with assessing the conditions of all town facilities. The Committee conducted the first Municipal Facilities Assessment Study in 2004, and continues annually to assess facility priorities. Dedham created the Special Purpose Stabilization Fund at 2009 Town Meeting. This fund is dedicated only to major facility projects and is subsidized through meals and hotel taxes. In May 2013 *Standard and Poor’s* gave Dedham the exceptional AAA credit rating, due to its financial planning strategies.

In the past decade, Dedham has approved five major capital projects (Dedham High School Science and Language Labs, Dedham Middle School, Avery Elementary School, Dedham High School Athletic Fields and the Dedham Square Revitalization Project.) Three of these projects received state reimbursement, which was a major factor in their passage (Dedham Middle School, Avery Elementary School and Dedham Square). All of the projects, except Dedham Square (which only required Town Meeting approval), were approved first by Town Meeting and then by the voters of Dedham.

The Dedham Public Library is in a unique position because it benefits from two booster groups (The Friends of Dedham Public Library, and the Dedham Library Innovation Team), which are both active in the community. They have been instrumental in elevating the image of the library throughout town and have laid the ground work for citizen support for the library’s needs in the future. Dedham also has a record of prioritizing capital projects when reimbursement is available. Together these factors place the Dedham Public Library in a very positive position to receive support from the community going forward.