



Bonnie Roalsen, Director
 Dedham Public Library
 43 Church Street
 Dedham, MA 02026
 781.751.9281

Monika Wilkinson, Chair
 Margaret Connolly, Vice Chair
 Tracy Driscoll
 Sarah Santos
 Mary Ann Sliwa

DPL TRUSTEES MEETING MINUTES	
AUGUST 9, 2016, MAIN LIBRARY, 6:00 PM	
MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Discussion Meeting
CHAIRMAN	Monika Wilkinson
SECRETARY	Mary Ann Sliwa
ATTENDEES	Margaret Connolly, Tracy Driscoll, Sarah Santos, Mary Ann Sliwa, Monika Wilkinson, James Flaherty, and Bonnie Roalsen.
PUBLIC ATTENDEES	Elizabeth Martin, Dedham Times

The August 9, 2016 meeting of the Dedham Library Board of Trustees was called to order at 6:11 pm by Chair, Ms. Wilkinson.

Public Input:

None.

Actions Items:

Discussion and vote: Minutes of June 9, 2016; the Open Session minutes of June 30, 2016; the Open Session minutes of July 12, 2016; July 16, 2016.

A motion was made by Ms. Driscoll and seconded by Ms. Santos to accept the minutes of June 9, 2016. All voted in favor.

A motion was made by Ms. Wilkinson and seconded by Ms. Connolly to accept the Open Session minutes of June 30, 2016. All voted in favor.

A motion was made by Ms. Driscoll and seconded by Ms. Connolly to accept the Open Session minutes of July 12, 2016. All voted in favor.

A motion was made by Ms. Santos and seconded by Ms. Sliwa to accept the minutes of July 16, 2016. All voted in favor.

It was noted by Ms. Sliwa that the minutes of June 27, 2016 will need to be voted on in the next monthly meeting along with the Executive Session minutes of June 30, 2016 and July 12, 2016.

Discussion and vote: Financial Reports May 2016, June 2016, and Year End dated 07/01/15 – 06/30/16. A motion was made by Ms. Sliwa and seconded by Ms. Connolly to accept the Financial Report of May 2016. All voted in favor.

A motion was made by Ms. Sliwa and seconded by Ms. Santos to accept the Financial Report of June 2016. All voted in favor.

A motion was made by Ms. Santos and seconded by Ms. Connolly to accept the Year End Financial Report dated 07/01/15 – 06/30/16. All voted in favor. Mr. Flaherty noted the unspent balance of approximately \$31,000 was due to the vacant Library Director position and his Interim Directory salary based on a less than full time position.

Director's Report:

Ms. Wilkinson expressed the Board's gratefulness to Mr. Flaherty for his excellent leadership as Interim Director. Today is the last day that he is on contract. Ms. Wilkinson spoke of how delighted we are to have Ms. Roalsen as our new Library Director.

Mr. Flaherty noted his availability to consult with Ms. Roalsen—as need be by phone without a cost, or if projects arise, under a new contract for consulting services.

Budget Update:

Mr. Flaherty reported on the Town of Dedham's conversion to Munis software for accounting. He commended Ms. Rosemarie Shrewsbury, Assistant Director for Administration, Dedham Public Library, for her work on this to date.

Mr. Flaherty spoke of the status of the Non-Appropriated Funds FY16 (Chart attached). He also provided an accounting of the conditions of the Dedham Public Library Trust Funds dated 6-30-89 (attached). Lastly, he gave a Town report of the Non-Expendable Principal and Expendable Balance of the trust funds (attached as "Rockland".)

As an example, he walked through the Caroline B. Wade Trust Fund which has an Expendable Balance of \$401, 189.83 minus the \$150,000 bequest, so \$251,000 available "for any purposes of the library."

He recommended spending some money now as the library lost \$20,000 in the material budget this past fiscal year due to the change in population formula.

He also recommended finding out how the monies are being invested. He noted that in Brookline and Framingham the library trustees are responsible for the investments of trust funds. They developed a written investment plan and established a committee to oversee the investments. Researching this suggestion is an action item for the trustees.

He noted that the Lucille Fairfield Trust Fund has only one letter in the file for a final contribution of \$9,000 of the original bequest. The letter has the attorney's name; it was recognized as someone still practicing by Ms. Martin. Ms. Roalsen or staff will follow up to determine conditions of the bequest.

He also addressed the State Aid balance of \$72,898.65. He recommends spending this down to a number closer to the amount to be received in a given year. For example, Dedham will receive in the neighborhood of \$28,000 this year although the amount fluctuates and could be as low as \$10,000 in a subsequent year.

Ms. Wilkinson and Ms. Connolly expressed the difficulty the Board has had in finding these numbers and reports. Mr. Flaherty suggested requesting an update on Non-Appropriated Funds from the Town of Dedham twice a year. It is an action item that Ms. Roalsen and Ms. Wilkinson will follow up on.

Road Race Update:

Mr. Flaherty reports that 80 people have signed up for the Road Race on Saturday, August 20, 2016. The costs have been covered along with generous donations: Dedham Savings-200 t-shirts; Whole Foods-bananas; David's Teas-water.

He recommends keeping the Endicott Library staffed and open to the public on that Saturday as people expect it to be open. The Main Library will allow access to the restrooms for race participants. There will also be a book sale by the Friends of the Dedham Public Library on that date. Ms. Patricia Riley, Children's Librarian, has scheduled a puppet show after the race. Staffing and hours were discussed. Ms. Amber Socci is volunteering her time to the race set up and management. Volunteers are still needed.

Ongoing Projects:

Endicott Bike Rack has been selected by the custodial staff and Mr. Joseph Flanagan, Director of Public Works, Town of Dedham. Ms. Connolly expressed her interest in seeing this selection before it is ordered.

Security Systems:

Key Card entry with a name tag for employees has been impact bargained with Ms. Miriam Johnson, Director of Human Resources, Town of Dedham and the union. Contractors have been in both buildings pulling wire. It will be integrated into the handicapped access doors so as to not burn out their motors. The one front door at the Endicott will be keyed as will the front and back doors at the Main. Three additional doors at the Main will be keyed: the staff area in the downstairs, the access door in the downstairs stacks, and the administrative offices on the second floor.

This project appears to be coming in under budget. Ms. Denise Moroney, Director of Facilities and Maintenance, Town of Dedham, is working on its completion.

A printer for plastic cards will need to be ordered.

Staff do not have to use their entire name or even their actual name, but the name tag/ID/key card must be worn. This ensures the patrons who need help know that they are speaking with a staff member.

A close circuit TV camera will be mounted on the front door of the Endicott Library and the front and back doors of the Main Library. This serves as a deterrent to crime and helps identify criminals if a crime is committed. Eventually the library will need a retention policy for how long the camera tapes are kept. Ms. Roalsen is familiar with this from her experience at the Dover Public Library.

An intrusion alarm system will be installed. Mr. Flaherty recommended that the first call go to custodial staff.

Changing tables in bathrooms at both libraries: Ms. Denise Moroney, Director of Facilities and Maintenance, Town of Dedham, is working on completing this project in both the women and mens rooms.

Main Library front steps and rear handicapped ramp: The Town of Dedham Building Inspector has been involved in assessing these needs. There is a question about the ADA compliance of the ramp and whether the amount allotted can cover these projects.

Building Consultant and Building Program: Mr. Flaherty gave Ms. Roalsen's phone and email contact information to the consultant. It is expected that the consultants will be in touch in the middle to end of September. Mr. Flaherty recommended looking at WHAT we want in the library of the future, not WHERE we want our building(s). He noted the need to build more community support for the library. The consultant has mentioned running focus groups; Mr. Flaherty noted his ability to lead community meetings if we wanted to contract with him. Ms. Sliwa asked that this be an agenda item for a meeting in the near future as it was not printed on the meeting notice distributed for this meeting.

State Aid:

ARIS is in the mail-Mr. Flaherty completed it; it is due August 19, 2016.

Financial Report is due October 7, 2016. Mr. Flaherty is available to help.

FY'17 Compliance-Where, When and How to Add Hours:

Mr. Flaherty recommended having a plan by January 2017. A discussion ensued about surveying the general public to determine their request for when the additional hours will be added. Ms. Wilkinson noted that a survey had been included in a water bill in Norwood, MA, a surrounding community. She also questioned whether to add questions about the building plan in this survey.

Mr. Flaherty reminded the Board and Mr. James Kern, Town Manager that the Town of Dedham took away \$20,000 from the library's materials budget last year.

Ms. Sliwa pointed out that in the past Mr. Flaherty had suggested that hiring and training part-time staff had worked well in other communities for weekend staffing. He noted that there would need to be one permanent staff member on for weekend days and the part-time staff often worked one evening so that training would be ongoing.

He stated that there are a number of areas for collective bargaining which Ms. Miriam Johnson and Ms. Roalsen are aware of.

Collection Development:

Mr. Flaherty noted the amended budget change with less money for materials reflected in his directive to the staff responsible for the new materials budgets. Changes will be tracked. He handed out a memo and the new figures (attached).

Mr. Flaherty advocated the allocation of an additional \$15,000 from the Non-Appropriated funds for the materials budget to Ms. Roalsen. He stated this is a typical expenditure for an incoming Library Director. Ms. Santos asked for clarification on what materials would be purchased.

Mr. Flaherty outlined the need for additional funds for furniture and equipment in the near future. He recommended a \$10,000 allocation immediately.

There was a discussion about amending the current materials development policy to include an additional \$15,000 and an additional \$10,000 for furniture and equipment to be spent by Ms. Roalsen at her discretion. Ms. Driscoll made a motion to allocate the monies; it was seconded by Ms. Wilkinson. All voted in favor.

Mr. Flaherty had revised and distributed the Collection Development Policy document. A motion to amend the existing policy to reflect these changes as per attached document was made by Ms. Wilkinson. Ms. Santos seconded. All voted in favor.

A discussion ensued about the need to find additional funds to offset the materials budget cut of \$20,000 by the Town of Dedham. Materials were defined as anything that circulates in the library. Ms. Roalsen has had some experience raising funds in Dover.

Old/New Business

Mr. Flaherty emphasized the need to work with the Town of Dedham and Mr. Kern to find a way to give tax receipts for substantial donations to the library.

Ms. Roalsen spoke of purchasing and “weeding” the collection going hand-in-hand. Ms. Wilkinson asked if there will be any specific expenses unique to a major weeding effort. None were identified.

Ms. Roalsen addressed access for the community, for all age groups, and to all library materials.

Ms. Roalsen talked about the circulation of electronic devices as a way to address the digital divide, to boost circulation, and to give economic value and access to the community.

Mr. Flaherty outlined the annual appeal process in Brookline which raised over \$75,000 each year; 75% of these monies were spent within the same year.

Mr. Flaherty clarified the Gale Patron Report he shared at an earlier Board meeting. The report generated a large percentage of households with two male adults due to the location of the Norfolk County Correctional Center in Dedham. Ms. Roalsen will decide whether to renew and continue to use this software or not.

Mr. Flaherty reported that he has sent a list of computers to Ms. Andrea Terkelsen, Director of Finance, Town of Dedham. There is a need to replace current library computers. The Town of Dedham is working on a three to four year replacement plan cycle for all departments. Mr. Kern and Ms. Roalsen will need to address the computer replacement needs in the budgeting process.

Ms. Connolly questioned if the library computer replacement would be covered under capital expenditures. Mr. Flaherty responded that he had a conversation with Mr. Kern about the Information Technology needs of the library.

Mr. Flaherty presented a motion by the Board of Trustees, The Public Library of Brookline, wherein they moved to have the Town Librarian and Assistant Town Librarian approve all bills (attached). Ms. Connolly noted that she wants to sign all bills. Ms. Driscoll pointed out that it is not the signing but the request for signing during the weekend hours that is difficult. No one was interested in changing the current policy of three trustees signing the bills on a weekly basis.

Ms. Wilkinson brought up introductions of Ms. Roalsen to the Dedham community in the beginning of September 2016. A meeting was set for August 12, 2016 at 3:00 pm at the Main Library to coordinate this and to vote on the allocation of monies for consultant(s).

A monthly meeting on the regular schedule of the second Thursday evening of each month was set for September 8, 2016 at 7:00 pm at the Endicott Library.

A motion to adjourn was made by Ms. Wilkinson and seconded by Ms. Driscoll; all voted in favor. The meeting was adjourned at 8:22 pm.

Action Item Table:

Action Item	Person	Date Due
Vote on Minutes of June 27, 2016, August 9, 2016; Executive Session Minutes of June 30, 2016 and July 12, 2016	Trustees	September 2016
Research how trust funds are managed and role of trustees in this.	Trustees	Fall-Winter 2016
Call lawyer to determine conditions of Lucille Fairfield Trust Fund	Ms. Roalsen and/or staff as she determines	Fall 2016
Confirm with Town of Dedham process for updates on Non-Appropriated Funds twice yearly	Ms. Roalsen, Ms. Wilkinson	Fall 2016
Establish policy for retention of close circuit camera tapes	Ms. Roalsen, Trustees	To be determined 2016
Intrusion alarm system first caller	Ms. Roalsen	To be determined 2016
Negotiation with Unions regarding expanded hours for State Aid Compliance	Ms. Roalsen	Fall 2016, plan in place by January 2017
Survey town residents regarding library hours	Ms. Roalsen, Trustees	Prior to union negotiation above
Collection Management changes	Ms. Roalsen, Library Director	Ongoing, report in monthly meetings of 2016
Presentation to Town of Dedham Finance and Warrant Committee regarding budget changes to meet State Aid Compliance	Library Director, Trustees	Fall 2016/Winter 2017
Technology monies	Ms. Roalsen, Mr. Kern	Budget development cycle, Fall 2016/Winter 2017
Parking Study meetings	Ms. Driscoll and Ms. Santos	As scheduled in Fall 2016
Consultant Study on Building Plan	Library Director	Fall 2016

Respectfully submitted,

Mary Ann Sliwa

Attachments:

Agenda

Financial Reports: May 2016, June 2016, Year End

Non-Appropriated Funds FY16

Dedham Public Library Trust Funds dated 6-30-89

Non-Expendable Principal and Expendable Balance of the trust funds (“Rockland”.)

Collection Development Changes memo and budget amendment

Collection Development Policy Motion, Brookline

TOWN OF DEDHAM

MEETING NOTICE

POSTED:

TOWN CLERK

POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 30A SECTION 20 AS AMENDED.

Board or Committee:	Board of Library Trustees
Location:	Main Library
Day, Date, Time:	Tuesday, August 9, 2016, 6:00 PM
Submitted By:	Monika Wilkinson, Chair
Date:	August 4, 2016

AGENDA:

Call to Order
Public Comment

Action Items

Discussion and Vote: Minutes *June 9, 2016; June 30, 2016; July 12, 2016; July 16, 2016*
Discussion and Vote: Financial Reports *May 2016, June 2016, July 2016*

Director's Report

Budget Update

Road Race Update

Ongoing Projects

Endicott Bike Rack

Security Systems

Changing Tables

Main Library Steps and Ramp

State Aid

ARIS Due August 19

Financial Report Due October 7

FY '17 Compliance – Where, When and How to Add Hours

Collection Development

New Budget for FY '17

Collection Development Policy—Possible Vote to Amend

Need for Additional Funds to Offset Budget Cut—Possible Vote to Allocate Funds

Furniture and Equipment—Possible Vote to Allocate Funds

Old/New Business*

Next Meeting: To Be Determined

**This item is included to acknowledge that there may be matters not reasonably anticipated by the Chair that could be raised during the Public Comment period, by other members of the Committee, by staff or others.*



Expense Budget Performance Report

Date Range 07/01/15 - 05/31/16

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
Fund 001 - General Fund									
Department 610 - Library									
EXPENSE									
<i>Personnel Services</i>									
5110	Wages, Perm.								
5110-193	Wages, Perm. Custodial Personnel	94,184.00	1,884.00	96,068.00	7,386.00	.00	87,190.50	8,877.50	91
5110-610	Wages, Perm. Library Director	88,000.00	1,760.00	89,760.00	4,936.25	.00	66,469.06	23,290.94	74
5110-613	Wages, Perm. Professional Librarian	243,477.00	4,997.00	248,474.00	19,138.50	.00	226,546.87	21,927.13	91
5110-614	Wages, Perm. Circulation Supervisor	59,461.00	1,189.00	60,650.00	4,710.00	.00	54,989.70	5,660.30	91
5110-615	Wages, Perm. Library Assistant	278,963.00	5,452.00	284,415.00	21,685.46	.00	255,747.79	28,667.21	90
5110-618	Wages, Perm. Library Page	22,403.00	448.00	22,851.00	1,624.50	.00	21,555.03	1,295.97	94
5110-619	Wages, Perm. Assist Dir of Admin	57,182.00	1,144.00	58,326.00	4,032.00	.00	48,735.34	9,590.66	84
	5110 - Wages, Perm. Totals	\$843,670.00	\$16,874.00	\$860,544.00	\$63,512.71	\$0.00	\$761,234.29	\$99,309.71	88%
5141	Longevity	2,705.00	.00	2,705.00	.00	.00	2,865.00	(160.00)	106
5192	Car Allowance	4,500.00	.00	4,500.00	375.00	.00	4,125.00	375.00	92
5197	Uniforms-Contractual	700.00	.00	700.00	.00	.00	288.92	411.08	41
5199	Protective Shoes-Contractual	300.00	.00	300.00	.00	.00	290.86	9.14	97
	<i>Personnel Services Totals</i>	\$851,875.00	\$16,874.00	\$868,749.00	\$63,887.71	\$0.00	\$768,804.07	\$99,944.93	88%
<i>Overtime / Substitutes</i>									
5130	Overtime	11,000.00	.00	11,000.00	356.76	.00	7,327.99	3,672.01	67
	<i>Overtime / Substitutes Totals</i>	\$11,000.00	\$0.00	\$11,000.00	\$356.76	\$0.00	\$7,327.99	\$3,672.01	67%
<i>Purchase of Services</i>									
5271	Rent/Lease Equipment	12,307.00	.00	12,307.00	512.06	.00	5,120.60	7,186.40	42
5301	Professional/Technical Services	9,015.00	.00	9,015.00	1,404.52	.00	5,256.26	3,758.74	58
5307	Regional Services	40,960.00	.00	40,960.00	.00	.00	40,862.50	97.50	100
5314	Alarm / Security Services	4,287.00	.00	4,287.00	.00	.00	1,159.00	3,128.00	27
	<i>Purchase of Services Totals</i>	\$66,569.00	\$0.00	\$66,569.00	\$1,916.58	\$0.00	\$52,398.36	\$14,170.64	79%
<i>Supplies</i>									
5420	Office Supplies	2,200.00	.00	2,200.00	.00	.00	3,327.16	(1,127.16)	151
5421	Paper	915.00	.00	915.00	.00	.00	783.31	131.69	86
5490	Food	4,050.00	.00	4,050.00	73.12	.00	225.75	3,824.25	6
5510	Educational Supplies	3,400.00	.00	3,400.00	288.00	.00	907.03	2,492.97	27
5580	Other Supplies	5,300.00	.00	5,300.00	.00	.00	5,985.18	(685.18)	113
	<i>Supplies Totals</i>	\$15,865.00	\$0.00	\$15,865.00	\$361.12	\$0.00	\$11,228.43	\$4,636.57	71%
<i>Library Materials</i>									
5581	Library Materials								
5581-611	Library Materials Books	125,356.00	.00	125,356.00	4,615.51	.00	71,091.89	54,264.11	57
5581-612	Library Materials Periodicals	11,000.00	.00	11,000.00	.00	.00	18,025.69	(7,025.69)	164
5581-614	Library Materials DVDs	12,000.00	.00	12,000.00	547.64	.00	14,310.05	(2,310.05)	119
5581-615	Library Materials Ebooks	1,000.00	.00	1,000.00	.00	.00	960.27	39.73	96
5581-617	Library Materials Audio	7,335.00	.00	7,335.00	.00	.00	1,972.46	5,362.54	27



Expense Budget Performance Report

Date Range 07/01/15 - 05/31/16

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
Fund 001 - General Fund									
Department 610 - Library									
EXPENSE									
<i>Library Materials</i>									
5581	Library Materials								
5581-618	Library Materials Databases	14,202.00	.00	14,202.00	317.20	.00	38,453.83	(24,251.83)	271
5581-619	Library Materials Other	168.00	.00	168.00	.00	.00	.00	168.00	0
5581 - Library Materials Totals		\$171,061.00	\$0.00	\$171,061.00	\$5,480.35	\$0.00	\$144,814.19	\$26,246.81	85%
<i>Library Materials Totals</i>		<i>\$171,061.00</i>	<i>\$0.00</i>	<i>\$171,061.00</i>	<i>\$5,480.35</i>	<i>\$0.00</i>	<i>\$144,814.19</i>	<i>\$26,246.81</i>	<i>85%</i>
<i>Other Charges and Expenses</i>									
5305	Meetings & Conferences	4,770.00	.00	4,770.00	.00	.00	2,893.82	1,876.18	61
5710	Travel	700.00	.00	700.00	154.86	.00	558.92	141.08	80
5730	Dues/Memberships	1,430.00	.00	1,430.00	.00	.00	465.00	965.00	33
<i>Other Charges and Expenses Totals</i>		<i>\$6,900.00</i>	<i>\$0.00</i>	<i>\$6,900.00</i>	<i>\$154.86</i>	<i>\$0.00</i>	<i>\$3,917.74</i>	<i>\$2,982.26</i>	<i>57%</i>
EXPENSE TOTALS		\$1,123,270.00	\$16,874.00	\$1,140,144.00	\$72,157.38	\$0.00	\$988,490.78	\$151,653.22	87%
Department 610 - Library Totals		(\$1,123,270.00)	(\$16,874.00)	(\$1,140,144.00)	(\$72,157.38)	\$0.00	(\$988,490.78)	(\$151,653.22)	87%
Fund 001 - General Fund Totals		\$1,123,270.00	\$16,874.00	\$1,140,144.00	\$72,157.38	\$0.00	\$988,490.78	\$151,653.22	
Grand Totals		\$1,123,270.00	\$16,874.00	\$1,140,144.00	\$72,157.38	\$0.00	\$988,490.78	\$151,653.22	



Expense Budget Performance Report

Fiscal Year to Date 06/30/16

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										
<i>Personnel Services</i>										
5110	Wages, Perm.									
5110-193	Wages, Perm. Custodial Personnel	94,184.00	1,884.00	96,068.00	7,386.00	.00	94,576.50	1,491.50	98	90,697.11
5110-610	Wages, Perm. Library Director	88,000.00	1,760.00	89,760.00	4,950.00	.00	71,419.06	18,340.94	80	89,684.70
5110-613	Wages, Perm. Professional Librarian	243,477.00	4,997.00	248,474.00	18,917.33	.00	245,464.20	3,009.80	99	209,646.45
5110-614	Wages, Perm. Circulation Supervisor	59,461.00	1,189.00	60,650.00	4,710.00	.00	59,699.70	950.30	98	57,208.58
5110-615	Wages, Perm. Library Assistant	278,963.00	5,452.00	284,415.00	21,773.10	.00	277,520.89	6,894.11	98	268,414.83
5110-618	Wages, Perm. Library Page	22,403.00	448.00	22,851.00	1,814.50	.00	23,369.53	(518.53)	102	24,232.50
5110-619	Wages, Perm. Assist Dir of Admin	57,182.00	1,144.00	58,326.00	4,032.00	.00	52,767.34	5,558.66	90	48,782.93
	5110 - Wages, Perm. Totals	\$843,670.00	\$16,874.00	\$860,544.00	\$63,582.93	\$0.00	\$824,817.22	\$35,726.78	96%	\$788,667.10
5141	Longevity	2,705.00	.00	2,705.00	.00	.00	2,865.00	(160.00)	106	2,355.00
5192	Car Allowance	4,500.00	.00	4,500.00	375.00	.00	4,500.00	.00	100	4,125.00
5197	Uniforms-Contractual	700.00	.00	700.00	409.72	.00	698.64	1.36	100	502.28
5199	Protective Shoes-Contractual	300.00	.00	300.00	.00	.00	290.86	9.14	97	145.00
	<i>Personnel Services Totals</i>	\$851,875.00	\$16,874.00	\$868,749.00	\$64,367.65	\$0.00	\$833,171.72	\$35,577.28	96%	\$795,794.38
<i>Overtime / Substitutes</i>										
5130	Overtime	11,000.00	.00	11,000.00	1,361.92	.00	8,689.91	2,310.09	79	10,107.40
	<i>Overtime / Substitutes Totals</i>	\$11,000.00	\$0.00	\$11,000.00	\$1,361.92	\$0.00	\$8,689.91	\$2,310.09	79%	\$10,107.40
<i>Purchase of Services</i>										
5271	Rent/Lease Equipment	12,307.00	.00	12,307.00	6,576.38	.00	11,696.98	610.02	95	8,881.28
5301	Professional/Technical Services	9,015.00	.00	9,015.00	820.00	.00	6,076.26	2,938.74	67	10,446.03
5307	Regional Services	40,960.00	.00	40,960.00	.00	.00	40,862.50	97.50	100	41,858.04
5314	Alarm / Security Services	4,287.00	.00	4,287.00	.00	.00	1,159.00	3,128.00	27	3,886.03
	<i>Purchase of Services Totals</i>	\$66,569.00	\$0.00	\$66,569.00	\$7,396.38	\$0.00	\$59,794.74	\$6,774.26	90%	\$65,071.38
<i>Supplies</i>										
5420	Office Supplies	2,200.00	.00	2,200.00	.00	.00	3,327.16	(1,127.16)	151	4,881.45
5421	Paper	915.00	.00	915.00	.00	.00	783.31	131.69	86	682.19
5490	Food	4,050.00	.00	4,050.00	34.01	.00	259.76	3,790.24	6	37.03
5510	Educational Supplies	3,400.00	.00	3,400.00	963.49	.00	1,870.52	1,529.48	55	2,980.68
5580	Other Supplies	5,300.00	.00	5,300.00	.00	.00	5,985.18	(685.18)	113	7,267.96
	<i>Supplies Totals</i>	\$15,865.00	\$0.00	\$15,865.00	\$997.50	\$0.00	\$12,225.93	\$3,639.07	77%	\$15,849.31
<i>Library Materials</i>										
5581	Library Materials									
5581-611	Library Materials Books	125,356.00	.00	125,356.00	18,758.56	.00	89,850.45	35,505.55	72	91,347.13
5581-612	Library Materials Periodicals	11,000.00	.00	11,000.00	.00	.00	18,025.69	(7,025.69)	164	20,507.59
5581-614	Library Materials DVDs	12,000.00	.00	12,000.00	1,409.21	.00	15,719.26	(3,719.26)	131	18,949.14
5581-615	Library Materials Ebooks	1,000.00	.00	1,000.00	.00	.00	960.27	39.73	96	1,596.66
5581-617	Library Materials Audio	7,335.00	.00	7,335.00	.00	.00	1,972.46	5,362.54	27	3,192.20



Expense Budget Performance Report

Fiscal Year to Date 06/30/16

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										
<i>Library Materials</i>										
5581	Library Materials									
5581-618	Library Materials Databases	14,202.00	.00	14,202.00	6,000.00	.00	44,453.83	(30,251.83)	313	24,678.85
5581-619	Library Materials Other	168.00	.00	168.00	.00	.00	.00	168.00	0	.00
5581 - Library Materials Totals		\$171,061.00	\$0.00	\$171,061.00	\$26,167.77	\$0.00	\$170,981.96	\$79.04	100%	\$160,271.57
<i>Library Materials Totals</i>		<i>\$171,061.00</i>	<i>\$0.00</i>	<i>\$171,061.00</i>	<i>\$26,167.77</i>	<i>\$0.00</i>	<i>\$170,981.96</i>	<i>\$79.04</i>	<i>100%</i>	<i>\$160,271.57</i>
<i>Other Charges and Expenses</i>										
5305	Meetings & Conferences	4,770.00	.00	4,770.00	.00	.00	2,893.82	1,876.18	61	4,739.63
5710	Travel	700.00	.00	700.00	76.68	.00	635.60	64.40	91	741.25
5730	Dues/Memberships	1,430.00	.00	1,430.00	137.00	.00	602.00	828.00	42	1,418.05
<i>Other Charges and Expenses Totals</i>		<i>\$6,900.00</i>	<i>\$0.00</i>	<i>\$6,900.00</i>	<i>\$213.68</i>	<i>\$0.00</i>	<i>\$4,131.42</i>	<i>\$2,768.58</i>	<i>60%</i>	<i>\$6,898.93</i>
EXPENSE TOTALS		\$1,123,270.00	\$16,874.00	\$1,140,144.00	\$100,504.90	\$0.00	\$1,088,995.68	\$51,148.32	96%	\$1,053,992.97
Department 610 - Library Totals		(\$1,123,270.00)	(\$16,874.00)	(\$1,140,144.00)	(\$100,504.90)	\$0.00	(\$1,088,995.68)	(\$51,148.32)	96%	(\$1,053,992.97)
Fund 001 - General Fund Totals		\$1,123,270.00	\$16,874.00	\$1,140,144.00	\$100,504.90	\$0.00	\$1,088,995.68	\$51,148.32		\$1,053,992.97
Fund 002 - Special Articles-GF										
Department 610 - Library										
EXPENSE										
<i>Purchase of Services</i>										
5302	Prof / Tech Special Articles									
5302-286	Prof / Tech Special Articles Long-Range Plan	.00	18,700.00	18,700.00	.00	.00	1,792.00	16,908.00	10	.00
5302 - Prof / Tech Special Articles Totals		\$0.00	\$18,700.00	\$18,700.00	\$0.00	\$0.00	\$1,792.00	\$16,908.00	10%	\$0.00
<i>Purchase of Services Totals</i>		<i>\$0.00</i>	<i>\$18,700.00</i>	<i>\$18,700.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,792.00</i>	<i>\$16,908.00</i>	<i>10%</i>	<i>\$0.00</i>
EXPENSE TOTALS		\$0.00	\$18,700.00	\$18,700.00	\$0.00	\$0.00	\$1,792.00	\$16,908.00	10%	\$0.00
Department 610 - Library Totals		\$0.00	(\$18,700.00)	(\$18,700.00)	\$0.00	\$0.00	(\$1,792.00)	(\$16,908.00)	10%	\$0.00
Fund 002 - Special Articles-GF Totals		\$0.00	\$18,700.00	\$18,700.00	\$0.00	\$0.00	\$1,792.00	\$16,908.00		\$0.00
Fund 254 - Library Lig/Meg State Grant										
Department 610 - Library										
EXPENSE										
<i>Other Charges and Expenses</i>										
5790	Other Expenses									
5790-799	Other Expenses Other Fund Expenditures	27,307.00	.00	27,307.00	.00	.00	16,573.16	10,733.84	61	7,160.08
5790 - Other Expenses Totals		\$27,307.00	\$0.00	\$27,307.00	\$0.00	\$0.00	\$16,573.16	\$10,733.84	61%	\$7,160.08
<i>Other Charges and Expenses Totals</i>		<i>\$27,307.00</i>	<i>\$0.00</i>	<i>\$27,307.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$16,573.16</i>	<i>\$10,733.84</i>	<i>61%</i>	<i>\$7,160.08</i>
EXPENSE TOTALS		\$27,307.00	\$0.00	\$27,307.00	\$0.00	\$0.00	\$16,573.16	\$10,733.84	61%	\$7,160.08
Department 610 - Library Totals		(\$27,307.00)	\$0.00	(\$27,307.00)	\$0.00	\$0.00	(\$16,573.16)	(\$10,733.84)	61%	(\$7,160.08)
Fund 254 - Library Lig/Meg State Grant Totals		\$27,307.00	\$0.00	\$27,307.00	\$0.00	\$0.00	\$16,573.16	\$10,733.84		\$7,160.08



Expense Budget Performance Report

Fiscal Year to Date 06/30/16

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 407 - Library Miscellaneous Grants										
Department 610 - Library										
EXPENSE										
<i>Other Charges and Expenses</i>										
5791 Gift Accounts										
5791-611	Gift Accounts Dedham Inst Savings Foundation	.00	.00	.00	.00	.00	7,264.97	(7,264.97)	+++	.00
	5791 - Gift Accounts Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,264.97	(\$7,264.97)	+++	\$0.00
	<i>Other Charges and Expenses Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,264.97	(\$7,264.97)	+++	\$0.00
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,264.97	(\$7,264.97)	+++	\$0.00
	Department 610 - Library Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$7,264.97)	\$7,264.97	+++	\$0.00
	Fund 407 - Library Miscellaneous Grants Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,264.97	(\$7,264.97)		\$0.00
	Grand Totals	\$1,150,577.00	\$35,574.00	\$1,186,151.00	\$100,504.90	\$0.00	\$1,114,625.81	\$71,525.19		\$1,061,153.05



Expense Budget Performance Report

Date Range 07/01/15 - 06/30/16

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
Fund 001 - General Fund									
Department 610 - Library									
EXPENSE									
<i>Personnel Services</i>									
5110	Wages, Perm.								
5110-193	Wages, Perm. Custodial Personnel	94,184.00	1,884.00	96,068.00	8,863.20	.00	96,053.70	14.30	100
5110-610	Wages, Perm. Library Director	88,000.00	1,760.00	89,760.00	8,923.75	.00	75,392.81	14,367.19	84
5110-613	Wages, Perm. Professional Librarian	243,477.00	4,997.00	248,474.00	22,745.03	.00	249,291.90	(817.90)	100
5110-614	Wages, Perm. Circulation Supervisor	59,461.00	1,189.00	60,650.00	5,652.00	.00	60,641.70	8.30	100
5110-615	Wages, Perm. Library Assistant	278,963.00	5,452.00	284,415.00	26,127.72	.00	281,875.51	2,539.49	99
5110-618	Wages, Perm. Library Page	22,403.00	448.00	22,851.00	2,755.00	.00	24,310.03	(1,459.03)	106
5110-619	Wages, Perm. Assist Dir of Admin	57,182.00	1,144.00	58,326.00	4,838.40	.00	53,573.74	4,752.26	92
	5110 - Wages, Perm. Totals	\$843,670.00	\$16,874.00	\$860,544.00	\$79,905.10	\$0.00	\$841,139.39	\$19,404.61	98%
5141	Longevity	2,705.00	.00	2,705.00	.00	.00	2,865.00	(160.00)	106
5192	Car Allowance	4,500.00	.00	4,500.00	375.00	.00	4,500.00	.00	100
5197	Uniforms-Contractual	700.00	.00	700.00	409.72	.00	698.64	1.36	100
5199	Protective Shoes-Contractual	300.00	.00	300.00	.00	.00	290.86	9.14	97
	<i>Personnel Services Totals</i>	\$851,875.00	\$16,874.00	\$868,749.00	\$80,689.82	\$0.00	\$849,493.89	\$19,255.11	98%
<i>Overtime / Substitutes</i>									
5130	Overtime	11,000.00	.00	11,000.00	1,717.24	.00	9,045.23	1,954.77	82
	<i>Overtime / Substitutes Totals</i>	\$11,000.00	\$0.00	\$11,000.00	\$1,717.24	\$0.00	\$9,045.23	\$1,954.77	82%
<i>Purchase of Services</i>									
5271	Rent/Lease Equipment	12,307.00	.00	12,307.00	6,576.38	.00	11,696.98	610.02	95
5301	Professional/Technical Services	9,015.00	.00	9,015.00	2,199.48	.00	7,455.74	1,559.26	83
5307	Regional Services	40,960.00	.00	40,960.00	.00	.00	40,862.50	97.50	100
5314	Alarm / Security Services	4,287.00	.00	4,287.00	399.01	.00	1,558.01	2,728.99	36
	<i>Purchase of Services Totals</i>	\$66,569.00	\$0.00	\$66,569.00	\$9,174.87	\$0.00	\$61,573.23	\$4,995.77	92%
<i>Supplies</i>									
5420	Office Supplies	2,200.00	.00	2,200.00	.00	.00	3,327.16	(1,127.16)	151
5421	Paper	915.00	.00	915.00	.00	.00	783.31	131.69	86
5490	Food	4,050.00	.00	4,050.00	34.01	.00	259.76	3,790.24	6
5510	Educational Supplies	3,400.00	.00	3,400.00	963.49	.00	1,870.52	1,529.48	55
5580	Other Supplies	5,300.00	.00	5,300.00	.00	.00	5,985.18	(685.18)	113
	<i>Supplies Totals</i>	\$15,865.00	\$0.00	\$15,865.00	\$997.50	\$0.00	\$12,225.93	\$3,639.07	77%
<i>Library Materials</i>									
5581	Library Materials								
5581-611	Library Materials Books	125,356.00	.00	125,356.00	18,758.56	.00	89,850.45	35,505.55	72
5581-612	Library Materials Periodicals	11,000.00	.00	11,000.00	.00	.00	18,025.69	(7,025.69)	164
5581-614	Library Materials DVDs	12,000.00	.00	12,000.00	1,409.21	.00	15,719.26	(3,719.26)	131
5581-615	Library Materials Ebooks	1,000.00	.00	1,000.00	.00	.00	960.27	39.73	96
5581-617	Library Materials Audio	7,335.00	.00	7,335.00	.00	.00	1,972.46	5,362.54	27



Expense Budget Performance Report

Date Range 07/01/15 - 06/30/16

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
Fund 001 - General Fund									
Department 610 - Library									
EXPENSE									
<i>Library Materials</i>									
5581	Library Materials								
5581-618	Library Materials Databases	14,202.00	.00	14,202.00	6,000.00	.00	44,453.83	(30,251.83)	313
5581-619	Library Materials Other	168.00	.00	168.00	.00	.00	.00	168.00	0
5581 - Library Materials Totals		\$171,061.00	\$0.00	\$171,061.00	\$26,167.77	\$0.00	\$170,981.96	\$79.04	100%
<i>Library Materials Totals</i>		<i>\$171,061.00</i>	<i>\$0.00</i>	<i>\$171,061.00</i>	<i>\$26,167.77</i>	<i>\$0.00</i>	<i>\$170,981.96</i>	<i>\$79.04</i>	<i>100%</i>
<i>Other Charges and Expenses</i>									
5305	Meetings & Conferences	4,770.00	.00	4,770.00	1,176.38	.00	4,070.20	699.80	85
5710	Travel	700.00	.00	700.00	76.68	.00	635.60	64.40	91
5730	Dues/Memberships	1,430.00	.00	1,430.00	137.00	.00	602.00	828.00	42
<i>Other Charges and Expenses Totals</i>		<i>\$6,900.00</i>	<i>\$0.00</i>	<i>\$6,900.00</i>	<i>\$1,390.06</i>	<i>\$0.00</i>	<i>\$5,307.80</i>	<i>\$1,592.20</i>	<i>77%</i>
EXPENSE TOTALS		\$1,123,270.00	\$16,874.00	\$1,140,144.00	\$120,137.26	\$0.00	\$1,108,628.04	\$31,515.96	97%
Department 610 - Library Totals		(\$1,123,270.00)	(\$16,874.00)	(\$1,140,144.00)	(\$120,137.26)	\$0.00	(\$1,108,628.04)	(\$31,515.96)	97%
Fund 001 - General Fund Totals		\$1,123,270.00	\$16,874.00	\$1,140,144.00	\$120,137.26	\$0.00	\$1,108,628.04	\$31,515.96	
Fund 002 - Special Articles-GF									
Department 610 - Library									
EXPENSE									
<i>Purchase of Services</i>									
5302	Prof / Tech Special Articles								
5302-286	Prof / Tech Special Articles Long-Range Plan	.00	18,700.00	18,700.00	.00	.00	1,792.00	16,908.00	10
5302 - Prof / Tech Special Articles Totals		\$0.00	\$18,700.00	\$18,700.00	\$0.00	\$0.00	\$1,792.00	\$16,908.00	10%
<i>Purchase of Services Totals</i>		<i>\$0.00</i>	<i>\$18,700.00</i>	<i>\$18,700.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$1,792.00</i>	<i>\$16,908.00</i>	<i>10%</i>
EXPENSE TOTALS		\$0.00	\$18,700.00	\$18,700.00	\$0.00	\$0.00	\$1,792.00	\$16,908.00	10%
Department 610 - Library Totals		\$0.00	(\$18,700.00)	(\$18,700.00)	\$0.00	\$0.00	(\$1,792.00)	(\$16,908.00)	10%
Fund 002 - Special Articles-GF Totals		\$0.00	\$18,700.00	\$18,700.00	\$0.00	\$0.00	\$1,792.00	\$16,908.00	
Fund 254 - Library Lig/Meg State Grant									
Department 610 - Library									
EXPENSE									
<i>Other Charges and Expenses</i>									
5790	Other Expenses								
5790-799	Other Expenses Other Fund Expenditures	27,307.00	.00	27,307.00	.00	.00	16,573.16	10,733.84	61
5790 - Other Expenses Totals		\$27,307.00	\$0.00	\$27,307.00	\$0.00	\$0.00	\$16,573.16	\$10,733.84	61%
<i>Other Charges and Expenses Totals</i>		<i>\$27,307.00</i>	<i>\$0.00</i>	<i>\$27,307.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$16,573.16</i>	<i>\$10,733.84</i>	<i>61%</i>
EXPENSE TOTALS		\$27,307.00	\$0.00	\$27,307.00	\$0.00	\$0.00	\$16,573.16	\$10,733.84	61%
Department 610 - Library Totals		(\$27,307.00)	\$0.00	(\$27,307.00)	\$0.00	\$0.00	(\$16,573.16)	(\$10,733.84)	61%
Fund 254 - Library Lig/Meg State Grant Totals		\$27,307.00	\$0.00	\$27,307.00	\$0.00	\$0.00	\$16,573.16	\$10,733.84	



Expense Budget Performance Report

Date Range 07/01/15 - 06/30/16

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
Fund 407 - Library Miscellaneous Grants									
Department 610 - Library									
EXPENSE									
<i>Other Charges and Expenses</i>									
5791 Gift Accounts									
5791-611	Gift Accounts Dedham Inst Savings Foundation	.00	.00	.00	.00	.00	7,264.97	(7,264.97)	+++
	5791 - Gift Accounts Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,264.97	(\$7,264.97)	+++
	<i>Other Charges and Expenses Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,264.97	(\$7,264.97)	+++
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,264.97	(\$7,264.97)	+++
	Department 610 - Library Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$7,264.97)	\$7,264.97	+++
	Fund 407 - Library Miscellaneous Grants Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,264.97	(\$7,264.97)	
	Grand Totals	\$1,150,577.00	\$35,574.00	\$1,186,151.00	\$120,137.26	\$0.00	\$1,134,258.17	\$51,892.83	

Non-Appropriated Funds FY16

254-610-610-5790-799* State Aid	Balance	2-610-5302-286* Articles Long-Range Plan	Balance	407-1050-999	Balance	467-610-610-4830* Contributions and Donations	Balance	Balance in Funds
	\$62,102.21	Mitigation	\$18,700.00	407-610-610-5791-611* Dedham Institute for Savings Grant	\$7,569.68		\$1,455.69	
10/5/15 Inception Technologies -ST View Scanner	\$8,565.00	11/5/15 Consulting Fee for Aaron Cohen	\$1,792.00	9/14/15 Paint Children's Room/Varnish Wood	\$7,050.00			
10/19/15 Paranormal Program - S.P.I.R.I.T.S of New England (Jack Kenna)	\$200.00			10/15/15 Children's Room Lettering	\$214.97			
10/19/15 Inception Technologies - Computer, hard drive, mouse for use with VT Scanner	\$418.05							
11/2/15 License for VT Scanner	\$1,295.00							
11/17/15 State Aid Rec'd	\$13,633.52							
2/2/16 3 Chairs for Endicott	\$1,703.86							
2/19/16 2 Chairs for Endicott	\$1,382.34							
2/25/16 Lounge Chairs for Endicott	\$2,164.50							
3/2/16 5 Computer Chairs - Maln	\$1,360.74							
3/21/16 State Aid Rec'd	\$14,252.41							
CURRENT BALANCE	\$72,898.65		\$16,908.00		\$304.71		\$1,455.69	\$91,567.05

06/18/1940

DEDHAM PUBLIC LIBRARY
TRUST FUNDS

FUND	DATE	REQUEST	BALANCE	CONDITIONS
			6-30-89	
CHARLES BULLARD	1872	\$ 3,000	\$ 8,631.86	"Must be permanently held as a fund whose income alone shall be annually expended in the purchase of books."
JAMES FORD	1929	\$ 1,000	\$ 1,582.53	Unestablished.
GEORGE HATTON	1876	\$ 1,000	\$ 1,538.07	"No conditions, but the Trustees have regarded it as a permanent fund, and have used the income for books alone."
CATHERINE M. LAMSON	1912	\$ 3,000	\$ 5,042.90	"The income from this legacy will be of great assistance in improving the equipment of the Library."
EDWARD A. PENNIMAN	1914	\$ 5,000	\$ 8,913.50	"To be used as they deem fit and these my legacies are to be denominated 'The Penniman Fund.'"
CAROLINE B. WADE	1955	\$150,000	\$404,177.18	"The principal to be intact and the income only to be used for any purposes of the Library."
DANFORTH P. WIGHT	1874	\$ 1,000	\$ 2,833.06	"This bequest shall be held as a fund and the income applied to the purchase of books."
MARY DENNY WILLISTON	1970	\$ 2,000	\$ 5,481.18	"To be used ... for the purchase of books."

(all or income?)

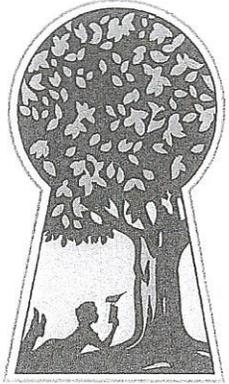
LOUCILLE FAIRFIELD

ROCKLAND

Non-Expendable Principal	Name	Expendable Beg Balance 6/30/2016	Non-Expendable Additions	Expendable Additions	Withdrawals	Fees	Interest Received	Interest Market Value Change	Expendable Balance 7/31/2016	Total Balance 7/31/2016	Unclaimed Awards	Adjusted Expendable Balance	Interest Earned Fiscal YTD
	Library Trust Funds												
2,000.00	Mary Denny Whitton - Library	15,597.29				-4.70	19.09	110.07	13,721.69	15,721.69			19.09
3,000.00	Charles Bullard - Library	20,845.77				-7.19	29.19	1,081.28	11,036.05	24,036.05			29.19
1,000.00	James Ford - Library	3,320.40				-1.30	5.29	30.49	3,354.88	4,354.88			5.29
1,000.00	George Hutton - Library	3,214.29				-1.27	5.16	29.74	3,247.92	4,247.92			5.16
3,000.00	Katherine M. Lamson - Library	6,097.82				-2.74	11.14	64.30	6,170.42	9,170.42			11.14
5,000.00	Edward Peneman - Library	10,446.92				-7.06	28.67	165.26	10,603.79	23,603.79			28.67
155,734.00	Caroline B. Wade - Library	395,780.88				-365.60	676.35	3,899.20	401,255.33	556,924.83			676.35
31,510.02	Dorothy F. Wright - Library	31,860.31				-13.41	77.57	447.22	32,495.99	69,876.01			77.57
0.00	Sophia Wright - Library	2,114.16				-0.67	2.71	15.69	2,231.89	2,231.89			2.71
0.00	Ludile Fairfield - Library	997,599.90				-59.56	241.81	1,394.08	1,091,116.23	1,091,116.23			241.81
202,244.02	Sub-Total - Library Trust Funds	893,877.80	0.00	0.00	0.00	-270.20	1,095.58	6,324.17	700,896.69	909,230.85	0.00		2,056.97

FY'17 MATERIALS BUDGET \$149,981.00 UPDATED 7/8/16

	ADULT	CHILDREN	YA	Manager
BOOKS				
Main	\$34,000.00	\$12,000.00	\$4,000.00	
Endicott	\$20,000.00 Isabella	\$6,000.00 Pat	\$2,000.00 Catelyn	Manager
	\$14,000.00 Lisa	\$6,000.00 Lisa	\$2,000.00 Lisa	
PERIODICALS	\$19,000.00			
DATABASES				
Inc. Overdrive, Hoopla, all centralized	\$35,000.00			Catelyn
NON-PRINT				
Main	\$28,500.00	\$4,500.00	\$2,000.00	
Endicott	\$14,250.00 Isabella	\$2,250.00 Pat	\$1,000.00 Pat	
	\$14,250.00 Lisa	\$2,250.00 Lisa	\$1,000.00 Lisa	
UNALLOCATED	\$10,981.00			
TOTAL	\$149,981.00			



Dedham
PUBLIC LIBRARY

James Chuck Flaherty
Interim Director
Dedham Public Library
43 Church Street
Dedham, MA 02026
781.751.9281
jflaherty@dedham-ma.gov

Monika Wilkinson, Chair
Margaret Connolly Co Chair
Tracy Driscoll
Sarah Santos
Mary Ann Sliwa

TO: AMBER, CATELYN, ISABELLA, LISA, PAT
FROM: CHUCK FLAHERTY
JULY 14, 2016
RE: COLLECTION DEVELOPMENT CHANGES

I want to thank you all for your cooperation in developing the changes we are implementing to the collection development process. The attached document, FY '17 MATERIALS BUDGET 071216 is a first step, intended to provide the basis to make more informed decisions on collection development matters in the future. We want to keep a bit better track of where our materials dollars are going, and how changes to the allocations impacts patron satisfaction.

The first problem we face is the fact that we have \$20,000 less than last year in the municipal budget. This has forced some hard decisions. I am discussing with the Board the possibility of identifying some outside money to supplement the Town appropriation. I also want to emphasize that the new Director will likely want to reallocate some of these amounts to better reflect changing priorities. Until something changes however, these are the numbers.

All staff members who have been participating in the ordering process are encouraged to continue to do as they have been, submitting their orders directly to Isabella. The person listed in the Manager column, next to each budget allocation, will be responsible for overseeing that expenditure. Every two months Isabella will produce a financial report and distribute it to each "manager." Depending on how spending goes, managers may have to speak to those staff members ordering in their areas and ask them to either pick up or slow down the pace. In addition to the above, we have made a few more basic changes. Amber and Lisa will be responsible for checking the high demand hold list and ordering an additional copy for every 5 outstanding holds.

If Isabella has an order in hand for a single copy at one facility, she will order an additional copy for the other library if she deems it appropriate. She will also order multiple copies for both branches if she feels an item will be popular.

If you have any questions or concerns, please speak to me. THANKS!

8/9/16

PAnnual Motions: Moved that the Board authorize, pursuant to Chapter 41 Section 56 and Chapter 78 Section 11 M.G.L., the Town Librarian and, in his absence, the Assistant Town Librarian to approve all bills, drafts, orders and payrolls chargeable to the respective appropriations of which we have responsibility for same, except for any charges relating to the repair or renovation of a library facility, which is coordinated through the Building Commission. Such approval shall be given only after an examination to determine that such charges are correct and that the goods, materials or services charged for were ordered and that such goods and materials were delivered and that the services were actually rendered to or for the Town as the case may be. This motion was seconded and passed unanimously. A motion to use trust funds to pay for Mass Library Trustee Association dues for those Trustees so wishing was seconded and passed unanimously. It was moved to continue to meet the second Tuesday each month at 7:30 p.m. This motion was seconded and passed unanimously.

JF from Brookline