

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
March 11, 2015**

The meeting was called to order at 4:30 pm by Chairwoman Clea Ace

In Attendance: Chairwoman Clea Ace, James Nolan, John Dyer, Eric Jackson, and Director Nanci Milone Hill, Linda Trouville was absent.

Community Input- There was no community input

Review of the minutes – a motion to accept the February 11, 2015 minutes was made by John Dyer and seconded by James Nolan. They were unanimously approved.

Review of Bills and Payroll- Bills from the weeks of 2/19/15 to 3/5/15 and Payroll from the weeks of 2/8/15 to 3/7/15 were reviewed. A motion to accept was made by John Dyer and seconded by Eric Jackson. They were unanimously approved.

Budget and Financial Report – Addendum Attached

Director Nanci Hill attended an emergency meeting with Town Department Heads. The Town Manager asked all departments to come back with a 5% reduction to their department's current budget. A five percent cut to the Library's FY15 budget is \$37,000.00. The Director informed Town Hall that we made our municipal appropriation by only \$10,000.00. She recommended the town use \$8,000.00 from our revolving fund if they needed to cut our budget because a \$37,000.00 cut would mean we would not make the Municipal Appropriation Requirement for the State Aide that the Town has already received on our behalf, this could result in the town having to return our State Aide.

Along with John Dyer and Clea Ace, Director Nanci Hill met with the Town Manager and Town Treasurer regarding the library's FY2016 budget request. At that meeting, the level-funded budget that the Director was instructed to present was increase by \$13,000.00.

The Capital Planning Committee approved the \$13,000.00 lighting repairs for the library. John Dyer was unsure of whether or not this request will need to go before Town Meeting.

Performance Overview- Addendum Attached.

Directors Report- Addendum Attached.

Our intern Justin Termini is still with us and has been doing a good job.

We had an incident where a parent called looking for her lost daughter. The girl was located in the library and the child's mother came to the library to pick her up.

Unfinished Business – We have not had an update on parking or traffic from the Town. Clea Ace will contact the Town Manager's Office and ask if there has been any work on the formal parking plan for town hall.

Continuing Business- None.

New Business – John Dyer asked why the new DVDs were being shelved in the lobby with new books. The Director explained this reorganization was done to help patrons find all new items in the same place.

Hot Books Policy –Addendum Attached. For Clarification - Circulation time for Hot Books is 7days.

Bed Bug Policy - Addendum Attached. The library has had an incident with books being returned with bed bugs. The Board of Health was contacted and identified these books as having bed bugs. The books were put in plastic bags to be thrown away and charged to the patrons account. The patron's circulation privileges have been blocked. In addition, the library will no longer accept plastic bag donations from patrons.

Next Meeting- April 8, 2015

Suggestions for Next Meeting - None.

Hearing no objections Chairperson Ace adjourned the meeting at 5:18 pm

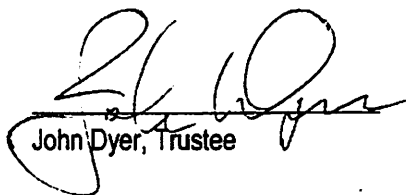
Minutes Approved by:



Cleo Ace, Chairwoman



James Nolan, Trustee



John Dyer, Trustee



Eric Jackson, Trustee

BOARD OF LIBRARY TRUSTEES

Dracut M. G. Parker Memorial Library

28 Arlington St
Dracut, MA 01826
(978) 454-5474
www.dracutlibrary.org

Agenda for March 11, 2015 Trustees Meeting

CALL TO ORDER

ATTENDANCE

COMMUNITY INPUT

REVIEW OF MINUTES FOR PREVIOUS REGULAR MEETING

REVIEW AND APPROVAL OF BILLS

REVIEW AND APPROVAL OF PAYROLL

BUDGET AND FINANCIAL REPORT

DIRECTOR'S REPORT

UNFINISHED OR CONTINUING BUSINESS

PARKING LOT AND TRAFFIC UPDATE

NEW BUSINESS

SHELVING QUESTIONS

HOT BOOKS POLICY

BED BUG POLICY

ITEMS TO BE ADDED TO NEXT MEETING AGENDA

COMMENTS

ADJOURN

Any person who has a qualifying disability as defined by the Americans With Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact: Parker Memorial Library; 28 Arlington Street; Dracut, MA 01462; (978) 454-5474 so that any necessary arrangements can be made to accommodate each request. It is possible that members of and possibly a quorum of members of the governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

M.G. PARKER MEMORIAL LIBRARY COMPARATIVE CIRCULATION PATRON ATTENDANCE REPORT

CIRCULATION

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
January	8,102	16,424	17,818	21,186	20,677	20,724	20,196	15,948	10,095	17,363
February	7,917	15,700	18,760	21,967	21,459	19,668	21,812	20,938	19,392	16,767
March	10,320	17,832	19,914	23,674	22,823	23,655	22,865	20,555	20,874	
April	762	15,922	18,689	22,166	19,967	20,477	21,206	21,352	18,769	
May	14,145	15,606	17,778	20,116	18,720	19,380	21,591	18,292	17,828	
June	19,006	18,555	18,436	26,120	23,094	22,471	22,115	19,635	19,241	
July	20,571	22,683	28,688	28,526	25,595	24,600	25,077	16,832	21,348	
August	21,518	21,254	22,381	24,728	24,948	26,785	24,502	24,245	20,262	
September	15,278	15,410	19,691	20,258	20,451	20,246	18,531	19,893	11,510	
October	16,460	18,294	20,920	21,789	21,412	20,717	21,054	20,118	19,806	
November	15,010	15,481	18,505	19,889	20,308	21,280	17,517	17,146	15,042	
December	12,294	12,604	16,327	19,606	17,846	17,772	15,949	17,566	16,740	
TOTALS	161,383	205,765	237,907	270,025	257,300	257,775	252,415	232,520	210,907	

PATRON ATTENDANCE

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
January		12,011	12,492	12,750	12,352	10,869	12,191	12,089	10,684	9,102
February*		10,354	13,144	13,183	12,100	11,140	13,141	11,826	12,525	9,770
March		12,687	14,532	14,634	14,649	13,842	13,703	12,568	12,404	
April		11,682	13,726	14,478	12,367	12,767	12,756	13,252	11,331	
May	9,336	10,780	12,172	11,898	11,582	11,969	12,138	11,271	10,664	
June	10,502	10,604	13,903	15,650	13,046	13,063	12,114	10,779	10,849	
July	13,879	14,763	17,528	17,236	14,440	14,343	14,768	14,321	16,025	
August	16,460	15,857	15,684	15,151	14,854	15,663	15,200	14,321	12,361	
September	12,784	10,944	12,812	12,234	12,151	12,425	11,874	11,819	10,312	
October	13,231	12,553	13,158	12,883	12,529	12,960	11,979	11,012	11,832	
November	12,743	10,657	11,665	11,535	11,961	12,414	9,583	9,871	8,812	
December	9,809	9,036	10,415	11,145	10,065	10,879	10,455	9,699	9,111	
TOTALS	98,744	141,928	161,231	162,777	152,096	152,334	149,902	142,828	127,799	

Parker Memorial Library
CIRCULATION POLICY

I. CARD ELIGIBILITY AND REGISTRATION

A library card should be applied for—at least—20 minutes before the closing of the Library.

Youth under 16 years of age must have the permission of their parent or guardian.

A child must be able to write or print their name.

To register for a library card, a Dracut resident needs to:

- Present a current valid driver's license with a current Dracut address OR a current valid government issued photo identification with a current Dracut address
- If neither a driver's license nor a government-issued photo identification with a current Dracut address can be presented:
Present a current valid driver's license OR a government issued photo identification AND present one of the following with the current Dracut address: property tax bill, car registration, excise tax bill, renter's lease, utility bill, and postmarked mail

To register for a library card, a Dracut taxpayer needs to:

- Present a current valid driver's license with a current address AND a property tax bill.

To register for a "Dracut-Only" library card, an out-of-state resident needs to:

- Purchase a "Dracut-Only" card. (See Fine and Fee Schedule.)
- Present a current valid driver's license with a current address OR a current valid government issued photo identification with a current address

To register for a "MVLC" library card for inter-library loan, an out-of-state resident needs to:

- Purchase a "MVLC" card. (See Fine and Fee Schedule.)
- Present a current valid driver's license with a current address OR a current valid government issued photo identification with a current address

II. LOST CARD

If a *Parker Memorial Library* card is lost, a patron may apply for a new card by showing valid identification, paying a non-refundable replacement fee, and clearing any existing fines and fees on their account.

Patrons are responsible for all materials checked out on a card until that card is reported as lost.

III. BORROWING

To borrow materials or access their account in Dracut, residents of Dracut or other Merrimack Valley Library Consortium (MVLC) communities need to:

- Provide their MVLC library card OR a current valid driver's license with a current address OR current valid state identification card with a current address

To borrow materials or access their account in Dracut, residents of other MA communities need to:

- Provide the library card from their city or town of residency.
- Present a current valid driver's license with a current address OR a current valid government issued photo identification with a current address

Children who do not have their library card may not check out materials.

The Library assumes that the person using a library card is the owner of that card or has the permission of the owner to use the card.

A parent or guardian may allow their children under 16 access to the video and DVD collections; their permission must on file at the circulation desk.

IV. BORROWING PERIODS, LIMITS, AND RENEWALS

Material	Borrowing Period	Borrowing Limit	Renewals
HOT Books	1 week	Unlimited	No
HOT DVDs	3 days	3 maximum	No
HOT CDs	3 days	3 maximum	No
Fiction Books	3 weeks	Unlimited	Once
Non-Fiction Books	3 weeks	**Variable Limit	Once
Magazines	1 week	Unlimited	No
DVDs & VHS	1 week	Unlimited	Once
Music CDs	3 weeks	Unlimited	Once
Video Games	2 weeks	3 maximum	No
Museum Passes	<i>See Section IV.</i>	2 per month	No

***We ask that patrons check out only a reasonable number of books on a single subject at one time. The library reserves the right limit to items to three per subject for school projects.*

After the 6 week borrowing period, a returned item must be shelved before being taken out again. It must remain shelved for 24 hours before being taken out by the patron who just returned the item.

An item is only renewable if no holds on the item exist.

V. MUSEUM PASS BORROWING

Museum passes are available to:

1. Patrons with a current valid Parker Memorial Library card—including purchased library cards.
2. Patrons with a current valid MVLC or Massachusetts library card and a current “individual” membership in the Friends of the Dracut Library.

Patrons reserving passes must be 18 years or older, and their cards must have fines less than \$5.00.

Museum passes are reserved on a “first come, first serve” basis.

Families may reserve 1 pass a day and a total of 4 passes in a 60-day period.

Returnable passes are due back by 9:15am the next day the library is open. Passes may be returned in the book drop if the library is closed.

Please call the library if your plans change and you will not need the pass. If you reserved your pass online, you can cancel up to 24 hours in advance.

A "per day" fine (See Fine and Fee Schedule) will be charged until returned. A patron is responsible for the replacement cost of lost or damaged passes.

VI. FINES AND FEES

See Fine and Fee Schedule.

VII. REPLACEMENT COSTS

See Fine and Fee Schedule.

VIII. SPECIAL SERVICES

INTERLIBRARY LOAN (ILL)

Patrons may request that the Library locate and borrow for their use, a specific material that is not available in the Merrimack Valley Library Consortium (MVL) or the Virtual Catalog. ILL requests may take 2-3 months to arrive; and in some cases, an ILL request may not be available. Depending on the lending library, a processing fee may be applicable.

HOLDS

Patrons may reserve a specific item that is checked out by another patron. When the item is available, a patron will have 7 days to pick up those materials. HOT materials cannot be reserved.

IX. DENIAL OF BORROWING PRIVILEGES

To ensure that no one patron accrues an excessively high fine, patrons will have their borrowing privileges denied if fines exceed \$5 or if their account has 1 or more items billed.

X. RESPONSIBILITY

Library patrons are responsible for all materials checked out on their own cards or on the cards of children for whom they have assumed responsibility.

If a patron allows others to check out materials on his or her card, those materials are still the responsibility of that patron.

XI. CONFIDENTIALITY OF USER RECORDS

See Confidentiality Policy.

Approved by the Board of Library Trustees on February 8, 2012.

Amended on January 11, 2012.

Parker Memorial Library
DIRECTOR'S REPORT- MARCH 2015

BUILDING

On February 17th, we discovered a roof leak in the Mezzanine area where the windows are above the nonfiction audiobooks. There were massive ice dams extending from the roof just outside the window. Christine and Carole removed all items in danger of getting wet and Christine set about drying all of the items that were affected. Carole placed a bucket under the leak to catch the drips. There was also another rivulet of water coming down the wall just to the left of the window with the leak. In addition to the water dripping onto the shelves, an area of the rug approximately 3ft by 4ft was saturated. Diane noticed another leak on the second floor. This one was between the emergency exit and the staff bathroom. Town hall was contacted. Jayne Boissoneault contacted several contractors and was able to schedule JC Construction to come to the library in the afternoon. Jayne also filed a claim with MIIA Insurance. Tom Donaldson is our Claims Coordinator. Our Claim # is M15PR85775.

Junior and the crew from JC Construction came out on the afternoon of February 17th and began removing the snow from the roof. On February 18th, they continued to chip away at the ice and snow on the slate roof of the old building. He quoted us \$3,300.00 for snow and ice removal. They removed the snow from the roof on the 2nd floor where there was damage as well.

Chris from Service Master came out on February 19th and set up fans and dehumidifiers to work on the rug. The dehumidifiers were left on overnight. The fans could not be left on overnight because of the possibility of tripping the security system.

The insurance adjuster, Lee Zdanys, Jr. (USA, Inc.) came out on February 20th to look at the damage. There is extensive damage to the carpet, which may need to be replaced. There is staining running down the walls and "slubbed" paint in the window boxes, sills and down the walls. The shelving will need to be removed so that the wall can be opened to determine if the insulation is wet and needs replacing. The wooden sills and wall board will then need to be replaced and repainted. Some ceiling tiles will also need replacing.

Upstairs, near the Emergency exit, there are carpet issues as well as ceiling paint bubbles and discoloration. The dropping of water inside the wall to the left of the Emergency Exit door necessitates Service Master opening the wall at the base to determine the extent of the water issue. The wall may need to be opened and insulation replaced.

Lee said that if we want to go with one of the vendors USA, Inc. uses, we can, or we can use a vendor of our own choosing. The COA has a claim with them. We determined that we would use the same company.

On February 27th, Don Allan from Rebuildex stopped by to assess the damage. This is the company that will be doing our repairs. They will be paid directly from the Insurance Company, though there is a

\$1,000.00 deductible that we will be responsible for. Don took some pictures of the damage. He informed us that the repairs will not be made until the weather improves and more of the snow has a chance to melt (in case there is more damage). In the meantime, Service Master will come in and open the walls to check for damage.

On February 27th we received a letter from Seth Hyde of Delta Beckwith Elevator Company. Our State inspection has been scheduled for Wednesday, March 11th.

On March 2nd, we noticed water damage to the rug outside of the maintenance closet near the Meeting Room. Dave took a look at the carpet and looked in the men's room, the ceiling and the walls. Nothing was wet anywhere else on that side of the building and the hallway is in the middle, away from the exterior walls. We determined that the cleaning crew either spilled a bucket of water, or left a faucet on. Carole took photos of the rug damage and emailed them to TNT Cleaning. The owner, Tony Rodriguez, responded immediately that he would have someone out right away to take care of it. We checked the rug again on March 3rd and it was still stained. Carole contacted TNT to let them know that they would need to clean it again. They said they would come back and use stronger products. If that does not work, we may need to file a claim with TNT's insurance company.

On March 4th, Dave informed us about a problem with the stairwell in the basement that exits on the same side of the building where the snow and ice had to be removed. In any given year when the snow slides off this roof it falls partly into the cellar stairwell. In addition since this stairwell is uncovered, snow accumulates whenever it snows and Dave must shovel it out. This year with all the snow and ice, Dave has spent a significant number of hours digging and chipping away at the snow. This is also the area where the water comes into the basement and floods in the spring and has been an ongoing issue since you moved into the building. One of the remedies that Dave has suggested is a roof structure. He suggests something that will butt the wall of the library and angle downward so the rain and snow will fall onto the grass and not in the stairwell. This has been added to the long list of things the library should be looking at to keep the building from damage that occurs from flooding.

FRIENDS

The Friends held their Annual meeting and author talk with Rebecca Duda on the evening of February 25th. Fifteen people attended. The winner of their "Cold Nights, Cozy Reads" raffle was Christine Hassan. The next Friends meeting is scheduled for March 25th at 6:30 pm. They will meet in the Director's Office.

PROGRAMS

Wednesday, 3/11 – 6:00 pm to 7:30 pm. Teen Tech Week: Go Retro with Technology. Celebrate Teen Tech Week by coming to see the technology that your parents and grandparents used. Bring them with you and they can share stories of their youth surrounded by the technology of their time.

Monday, 3/12 from 6:30 pm – 8:00 pm. The Traveling Librarian Visits Transylvania. Join Jeff Klapes, the "Traveling Librarian," as he shares slides and stories of Transylvania and a discussion of the geography and culture of that area. Jeff will take you on a personal journey through this historical region in the central

part of Romania. Bounded on the east and south by the Carpathian mountain range, historical Transylvania extended in the west to the Apuseni Mountains. You'll take several easy daytrips to the sights in the region.

Wednesday, 3/25 from 7:00 pm – 8:00 pm – Need Help Teaching Your Child to Read? Every parent wants to know how they can support their child and make learning to read easy and interactive at home. This workshop will show you how to make learning to read fun for you and your child. The most important skills they need to master are rhyming, the relationships between letters and sounds, how to recognize that each letter makes a specific sound, and how to put together the individual sounds to read the word. Step-by-step, we can incorporate each of these skills with activities that you can continue with your child in your home.

Thursday, 3/26 from 7:00 pm to 8:30 pm at the Nevins Library in Methuen – An Evening with Neil Swinley. Spend an evening with Author and Boston Globe reporter, Neil Swidey, at the Nevins Memorial Library, in Methuen. Neil will be talking about his award winning book, "Trapped Under the Sea: One Engineering Marvel, Five Men and a Disaster Ten Miles into the Darkness.", Neil's book is a gripping account of the men, (the "sandhogs"), who were hired to finish a project few dared to attempt. These unsung heroes were the final workers on the Deer Island Sewage Outfall Pipe Project, the major operation to clean up Boston Harbor. They risked their lives while politics and ego played out behind the scenes. Please note that this program is being presented jointly by the Friends of Nevins Library and the Friends of Dracut Library.

TECHNOLOGY

On February 26th, we turned the wireless access on full-time. At the same time, Cathy Bence did a screen shot of the current wireless connections. There were 16 active users at the time. The router log for connections showed 253 connections between February 9th and February 26th. That is about 100 connections per week.

The Parker is receiving a memorial gift of an Orion StarBlast 4.5-inch Astro Reflector Telescope, equipped with an 8-24mm zoom eyepiece. This telescope will be available for check-out to Dracut residents, over the age of 18, for a period of one-week. Supportive materials and training for staff will also be provided.

The Parker will have on-going support through The Aldrich Astronomical Society, Inc., Adopt a Library Program. This will include maintenance of the scope, as well as donations of books about astronomy and space exploration. Additional services include support for Summer Reading Programs through hands-on STEM activities and power point presentations about current topics in astronomy and space exploration.

The Aldrich Society, Inc. works in collaboration with the Cornerstones of Science (based in Brunswick, Maine), to support the Library Telescope Program. The goal of this combined effort is to foster scientific literacy, stimulate interest in astronomy, and provide to all the excitement and wonder first experienced when observing the heavens through a (quality) telescope.

The telescope has been modified for library patron use. There is nothing to assemble. All removable parts are attached with flexible cords. It is easy to use and has a strong, swiveling wooden base. Although of manageable size, it has a relatively large optical tube, which means that the Moon and deep sky objects

will show with excellent detail. A laminated copy of the telescope user guide, an Audubon Society Constellation book, red light headlamp, and software for finding stars and constellations at night, are included in the secure padded tote, which houses the scope.

This gift is given in loving memory of David Annunziato, M.D., by his daughter, Diane.

STAFF NEWS

The staff welcomes Roger Schwitalla as our new Adult Page. Roger will be working 18 hours per week.

Respectfully Submitted,

Nanci Milone Hill
Library Director



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FRIENDS OF MOSES GREELEY PARKER
MEMORIAL LIBRARY
C/O KEVIN WILLETT
175 MYRON ST
DRACUT MA 01826

SUMMARY OF YOUR ACTIVITY

STATEMENT DATE	JAN 30 15
STATEMENT NUMBER	0275007821
BEGINNING BALANCE	16204.56
DEPOSIT AMOUNT	+ .00
WITHDRAWAL AMOUNT	- 125.01
SERVICE CHARGE	- .00
INTEREST PAID	+ 3.37
ENDING BALANCE	= 16082.92

DEBITS 3

Diplomat Checking		02-75007821				BALANCE SUMMARY	
ACTIVITY BEGINNING		JAN 01 15		WITHDRAWALS	DEPOSITS		
JAN 12	CHECK NUMBER	260	REF #916450401	25.00		\$	16179.56
JAN 16	CHECK NUMBER	261	REF #901568013	33.22		\$	16146.34
JAN 26	CHECK NUMBER	264	REF #932232730	66.79		\$	16079.55
JAN 30	INTEREST PAID	1/01 THROUGH 1/30			3.37	\$	16082.92

CHECKS PAID ON YOUR ACCOUNT

CHECK	DATE	AMOUNT	CHECK	DATE	AMOUNT	CHECK	DATE	AMOUNT
	260	01/12	25.00	**				
	261	01/16	33.22	264	01/26	66.79		

** = Gap in Sequence

.25% ANNUAL PERCENTAGE YIELD EARNED IS BASED ON \$ 3.37 INTEREST EARNED FOR 30 DAYS

SUMMARY OF YOUR DEPOSIT ACCOUNTS

ACCOUNT DESCRIPTION	ACCOUNT NUMBER	ACCOUNT BALANCE	MATURITY DATE
Diplomat Checking	02-75007821	\$ 16,082.92	
TOTAL OF YOUR DEPOSIT ACCOUNTS		\$ 16,082.92	



Budget Update FY2015 - Board Report

	FY2015 APPROPRIATION	FY2015 SPENT	FY2015 UNSPENT	FY2015 % UNSPENT
5110 Department Payroll	399,800.00	260,713.49		34.8%
5120 Temp. / PT Payroll	92,000.00	52,276.56		43.2%
5140 Longevity	4,600.00	3,525.00		23.4%
5210 Electricity	40,000.00	11,490.25		71.3%
5212 Gas	21,000.00	6,289.29		70.1%
5230 Water Charges	1,900.00	1,486.36		21.8%
5231 Sewer Charges	650.00	260.00		60.0%
5241 Service Contracts	75,000.00	70,776.77		5.6%
5291 Custodial & Housekeeping	4,000.00	3,116.35		22.1%
5340 Telephone	1,500.00	656.76		56.2%
5341 Postage	1,200.00	95.40		92.1%
5420 Office Supplies	1,700.00	1,078.07		36.6%
5421 Computer Supplies	2,000.00	1,318.82		34.1%
5423 Duplicating Supplies	300.00	-		100.0%
5430 Building Main. Expense	5,500.00	7,584.77		-37.9%
5432 Security Equipment	300.00	-		100.0%
5433 Equipment Maint. Expense	800.00	-		100.0%
5581 Library Supplies	5,000.00	5,013.91		-0.3%
5586 Library Programming	1,000.00	1,081.30		-8.1%
5712 Mileage Reimbursement	400.00	968.32		-142.1%
5730 Dues & Publications	90,000.00	56,773.42		36.9%
5884 Machinery & Equipment	1,000.00	642.17		35.8%
TOTAL APPROPRIATION	749,650.00	484,504.84	265,145.16	35.4%
RESERVE/REVOLVING FUNDS		SPENT		
571-0000-5200		7,651.20		
571-0000-5400		2,328.99		
TOTAL RESERVE/REVOLVING FUNDS		9,980.19		
TOTAL LIBRARY OPERATING	749,650.00	494,485.03	265,145.16	35.4%

FY 2015 PERFORMANCE OVERVIEW

	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15
First Time Checkout	18,985	16,409	14,641	15,771	12,168	13,116	13,734	13,064
Desk Renewal	982	1,109	869	909	689	861	806	839
OPAC Renewal	2,237	2,079	1,986	2,344	2,044	1,964	1,874	2,141
Overdrive / Audio	37	90	77	107	125	110	138	118
Overdrive / e-Books	184	283	229	236	277	287	370	282
Overdrive Streaming Video	NA	NA	NA	NA	NA	2	4	7
Overdrive / TOTAL	221	373	306	343	402	399	512	407
Freegal Downloadable Music	395	292	265	439	323	400	437	316
Total Checkouts	22,820	20,262	18,067	19,806	15,626	16,740	17,363	16,767
Total Checkins	21,348	20,468	18,585	18,543	15,042	17,605	15,571	15,600
Requests Placed at mdr	2,445	2,284	2,223	2,424	1,935	2,179	2,049	2,008
Requests Cancelled	431	399	338	324	333	378	258	292
Holds Fulfilled	2,227	2,164	2,114	2,231	1,730	2,000	2,113	1,921
Users Added	101	99	65	71	51	39	48	52
Copies Added	798	499	547	560	575	521	202	333
Bib Records Added	222	126	154	128	113	110	21	51
<i>Children's Programs</i>	48	23	19	20	7	21	10	18
Children's Attendance	1,571	641	441	414	165	319	155	300
<i>Young Adult Programs</i>	4	5	3	2	9	5	4	5
Young Adult Attendance	45	36	86	14	26	34	28	32
<i>Adult Programs</i>	2	0	9	20	10	9	6	13
Adult Attendance	87	0	101	171	101	164	53	108
<i>Community Meetings</i>	10	10	5	5	5	2	5	3
Community Meeting Attendance	73	65	96	81	2930*	27	46	44
<i>Quiet Study Use</i>	58	50	56	61	46	71	54	56
Quiet Study Room Attendance	100	95	103	104	77	118	84	102
TOTAL Adult Volunteers	7	6	5	5	5	4	4	4
TOTAL Adult Vol. Hours	92	51	63	52	49	48	39	21

TOP 10

- ADULT DVE 3,592
- Adult Fictic 1,874
- JE or JJ Boi 1,730
- J DVDs 1,242
- J Easy Reac 983
- J FICTION 801
- Adult Musi 496
- Adult BOCI 461
- Adult LP 422

* Includes election

M.G. Parker Memorial Library

PROCEDURE REGARDING BEDBUGS IN LIBRARY MATERIALS

Any items with visible insects on them should immediately be double bagged in whatever bags you can find and put in the back entry hall with a note clearly marking it. Please do not check in the items: mark them lost (or check them in damaged) as they will need to be paid for. If the item was in a book drop or book return then every item that was in that same drop should also be placed outside the building. In this case, the items will need to be checked in, since we have no way of knowing which customer is responsible for the bedbugs. See your supervisor who will coordinate how the items are to be checked in. Your supervisor will contact the Board of Health (978-453-8162) to come over and identify the bugs.

If you know who the patron was that returned the item, they will not be allowed to check anything out until we know their home is bug free. Put a note on their account and tell your supervisor so that we can communicate with the patron directly. The patron will need a letter from a landlord or pest control to assure us their home is free of bedbugs. They will not be allowed to borrow any materials or return any materials that they still have out, until they have provided a note from their landlord or pest control.

Remember to treat the patron with the same respect and consideration you would like to receive if this happened to you. Bedbugs are disgusting, but they are neither a health hazard nor a result of any criminal or unsavory behavior.