

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes June 12, 2013**

The meeting was called to order at 4:32pm by Chairwoman Cheryl Storm; Linda Trouville arrived at 4:38pm

Community Input- There was no community input

Review of the minutes from May 2013, adjustment of minutes was made. John Dyer made a motion to approve as corrected and was second by Clee Ace, unanimously accepted.

Review of Bills 5/14/13 to 6/5/13 John Dyer made a motion to accept and was seconded by Clee Ace, unanimously accepted.

Review of Payroll from 5/5/13 to 6/2/13 John Dyer made a motion to accept payroll and was seconded by James Nolan, unanimously accepted. Director reported we will start paying the YA Librarian out of the part-time payroll account starting 7/1/2013.

Budget and Financial Report- Fiscal Year is winding down and it looks like we will be coming in under budget. The Director expressed her wish that line items be adjusted to reflect the actual amounts we spend in each area.

Performance Overview -Numbers were down for the Month of May.

Summer Reading is starting on June 24th. The town DPW will lend the library hats, shovels and vests for the staff to wear for our kick-off; the theme for summer reading this year is "Dig into Reading"

Directors Report- Addendum Attached

Unfinished Business- none

Continuing Business-Discussion continued about the appropriation of state aid. Discussion regarding the report from Treasure Ann Vandal -Addendum Attached, the director recommended we pursue and have it reviewed by an attorney. The general consensus among the trustees was that the library should be getting the amount of state aid without appropriation. John Dyer recommended we forward the letter to Mass. Library Commissioner Diane Carty for review. A Motion was made to send the letter to the commissioner by John Dyer for review and comment, seconded by Clee Ace, motion unanimous.

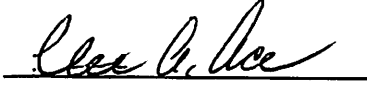
New Business- Professional Development Day September 26, 2013, the building will close in the morning for staff to receive defibrillator training by the fire department and will open to the public at 1pm. John Dyer moved to close the library for training and was seconded by Clee Ace, approved unanimously. John Dyer asked if the trustees could attend training and director agreed.

The next meeting was tentatively set for July 10th.


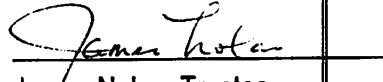
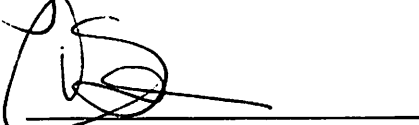
Cheryl Storm asked for items for the next agenda, there were no suggestions.

Hearing no objection Chairwoman Cheryl Storm adjourned the meeting at 5:09pm

Minutes Approved by:



Cleo Ace, Trustee


Linda Trouville, Trustee
John Dyer, Trustee
James Nolan, Trustee
Cheryl Storm, Chair, 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 June 12, 2013 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

STATUS OF STATE AID TO PUBLIC LIBRARIES DISCUSSION

NEW BUSINESS

PROFESSIONAL DEVELOPMENT MORNING

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 - FY13 Budget Report

		FY2013 APPROPRIATION	FY2013 SPENT	FY2013 UNSPENT	FY2013 % UNSPENT
5110	Department Payroll	391,325.00	312,829.19	78,495.81	20.1%
5120	Temp. / PT Payroll	92,000.00	79,906.71	12,093.29	13.1%
5140	Longevity	5,250.00	4,450.00	800.00	15.2%
5210	Electricity	39,000.00	34,358.12	4,641.88	11.9%
5212	Gas	21,000.00	9,659.01	11,340.99	54.0%
5230	Water Charges	1,900.00	1,980.02	(80.02)	-4.2%
5231	Sewer Charges	650.00	565.50	84.50	13.0%
5241	Service Contracts	75,000.00	65,107.05	9,892.95	13.2%
5291	Custodial & Housekeeping	4,000.00	3,644.31	355.69	8.9%
5340	Telephone	1,500.00	1,065.81	434.19	28.9%
5341	Postage	1,200.00	705.16	494.84	41.2%
5420	Office Supplies	1,700.00	1,930.83	(230.83)	-13.6%
5421	Computer Supplies	2,000.00	279.17	1,720.83	86.0%
5423	Duplicating Supplies	300.00	-	300.00	100.0%
5430	Building Main. Expense	5,700.00	11,425.49	(5,725.49)	-100.4%
5432	Security Equipment	300.00	-	300.00	100.0%
5433	Equipment Maint. Expense	800.00	-	800.00	100.0%
5581	Library Supplies	5,000.00	6,377.82	(1,377.82)	-27.6%
5586	Library Programming	1,000.00	918.29	81.71	8.2%
5712	Mileage Reimbursement	400.00	722.00	(322.00)	-80.5%
5730	Dues & Publications	87,000.00	78,081.16	8,918.84	10.3%
5884	Machinery & Equipment	1,000.00	-	1,000.00	100.0%
TOTAL APPROPRIATION		738,025.00	614,005.64	124,019.36	16.8%

RESERVE/REVOLVING FUNDS	SPENT
22-3571-0000-5200	3,383.38
22-3571-0000-5400	7,760.54
TOTAL RESERVE/REVOLVING FUNDS	- 11,143.92

TOTAL LIBRARY OPERATING	738,025.00	625,149.56	124,019.36	16.8%
--------------------------------	-------------------	-------------------	-------------------	--------------

PERFORMANCE OVERVIEW

	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	TOP 10	
First Time Checkout	22,328	21,559	16,432	18,457	15,579	13,866	17,796	18,360	17,923	17,511	15,607	DVDs	3,966
OVERDRIVE Uses												JE or JJ	2,170
Desk Renewal	1,092	1,049	670	831	685	671	721	805	741	814	736	Fiction	1,896
OPAC Renewal	1,678	1,561	1,429	1,766	1,253	1,412	1,324	1,657	1,508	1,599	1,524	J DVDs	1,416
Overdrive / Audio	74	103	84	109	75	61	83	38	91	102	125	Nonfiction	1,346
Overdrive / e-Books	212	216	174	178	143	209	164	126	289	265	306	Easy Readers	983
Overdrive / TOTAL	286	319	258	287	218	270	247	164	380	367	431	BCD	607
One Click Digital / TOTAL	22	14	9	0	0	0	0	0	0	0	0	J FIC	597
Total Checkouts	25,406	24,502	18,798	21,341	17,735	16,219	20,088	20,986	20,552	20,291	18,298	J PB Fiction	590
Total Checkins	25,077	24,698	19,749	21,664	21,664	21,664	21,664	19,713	20,602	20,159	19,032	Magazines	573
Requests Placed at mdr	2,466	2,130	2,030	1,806	1,839	1,811	2,149	2,020	1,987	2,029	2,052		
Requests Cancelled	369	354	425	332	248	277	317	255	312	278	304		
Holds Fulfilled	2,099	2,074	1,727	1,746	1,792	1,671	1,901	1,732	1,847	1,975	1,880		
Users Added	119	123	74	73	60	44	68	57	64	83	49		
Copies Added	1,164	1,117	693	510	464	814	545	358	514	480	704		
Bib Records Added	292	398	146	104	82	214	140	53	170	84	115		
Quiet Study Use	30	27	19	51	40	39	50	66	60	41	39		
<i>Community Room Use</i>													
Library Program Use	38	23	10	28	9	6	5	12	12	17	15		
Library Program Hours	111	60	20	51	18	15	15	26	32	34	30		
Community Use	3	2	10	6	6	7	3	4	11	18	9		
Community Use Hours	9	8	44	12	27	24	6	9	27	45	18		
TOTAL Adult Volunteers	5	5	7	8	9	7	6	5	6	5	5		
TOTAL Adult Vol. Hours	68	66	73	140	87	42	45	57	75	54	64		

PERFORMANCE OVERVIEW

	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	TOP 10	
First Time Checkout	22,328	21,559	16,432	18,457	15,579	13,866	17,796	18,360	17,923	17,511	15,607	DVDs	3,966
OVERDRIVE Uses												JE or JJ	2,170
Desk Renewal	1,092	1,049	670	831	685	671	721	805	741	814	736	Fiction	1,896
OPAC Renewal	1,678	1,561	1,429	1,766	1,253	1,412	1,324	1,657	1,508	1,599	1,524	J DVDs	1,416
Overdrive / Audio	74	103	84	109	75	61	83	38	91	102	125	Nonfiction	1,346
Overdrive / e-Books	212	216	174	178	143	209	164	126	289	265	306	Easy Readers	983
Overdrive / TOTAL	286	319	258	287	218	270	247	164	380	367	431	BCD	607
One Click Digital / TOTAL	22	14	9	0	0	0	0	0	0	0	0	J FIC	597
Total Checkouts	25,406	24,502	18,798	21,341	17,735	16,219	20,088	20,986	20,552	20,291	18,298	J PB Fiction	590
Total Checkins	25,077	24,698	19,749	21,664	21,664	21,664	21,664	19,713	20,602	20,159	19,032	Magazines	573
Requests Placed at mdr	2,466	2,130	2,030	1,806	1,839	1,811	2,149	2,020	1,987	2,029	2,052		
Requests Cancelled	369	354	425	332	248	277	317	255	312	278	304		
Holdings Fulfilled	2,099	2,074	1,727	1,746	1,792	1,671	1,901	1,732	1,847	1,975	1,880		
Users Added	119	123	74	73	60	44	68	57	64	83	49		
Copies Added	1,164	1,117	693	510	464	814	545	358	514	480	704		
Bib Records Added	292	398	146	104	82	214	140	53	170	84	115		
Quiet Study Use	30	27	19	51	40	39	50	66	60	41	39		
<i>Community Room Use</i>													
Library Program Use	38	23	10	28	9	6	5	12	12	17	15		
Library Program Hours	111	60	20	51	18	15	15	26	32	34	30		
Community Use	3	2	10	6	6	7	3	4	11	18	9		
Community Use Hours	9	8	44	12	27	24	6	9	27	45	18		
TOTAL Adult Volunteers	5	5	7	8	9	7	6	5	6	5	5		
TOTAL Adult Vol. Hours	68	66	73	140	87	42	45	57	75	54	64		



Municipal Government Town of Dracut

OFFICE OF THE TREASURER
62 ARLINGTON STREET - SUITE 6
DRACUT, MASSACHUSETTS 01828
TELEPHONE (978) 454-8282
FAX (978) 452-7924
EMAIL: financedirector@dracut-ma.us
EMAIL: treasurer@dracut-ma.us

ANN M. VANDAL
FINANCE DIRECTOR
TREASURER

COLLEEN I. MERRILL
ASSISTANT TREASURER

DATE: May 31, 2013

TO: Board of Library Trustees

FROM: Ann Vandal,
Finance Director/Treasurer

CC: Dennis E. Piendak, Town Manager
Linda Wright, Town Accountant
Nanci Milone-Hill - Library Director

RE: Library State Aid

John Dyer has requested that we provide clarification to the manner in which the Library State Aid is allocated. Library State Aid is received and deposited into a reserve account which is then transferred through the budget and Town Meeting process. The revenue received is transferred to the general fund and used to support the budget. The Library receives a yearly appropriation that takes these receipts into account.

It is my understanding that your interpretation of the manner in which you believe it should be handled differs from the actual procedures that have been used for the past 20 plus years. With this in mind, I have contacted our Auditor's who suggested that I contact the Department of Revenue Legal Department for an opinion. Today, I had a conversation with Attorney John Gannon at the Department of Revenue.

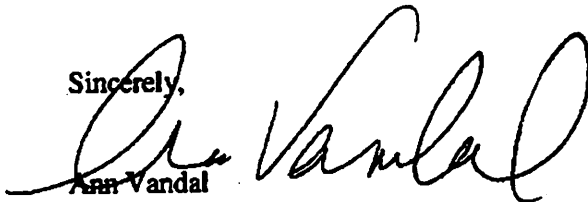
As a point of reference, I will summarize our discussion:

"The Town of Dracut receives the funds and places them in a separate account and then, through the budget process and Town Meeting the funds available from the previous fiscal year are transferred to support the operations of the Library. They are not directly transferred to the Library budget, it is clearly stated in the budget documents that the budget is supported by appropriation and state aid. This procedure has been in place for well over 20 years."

Mr. Gannon's response: "With respect to the state library aid, that aid should be placed into an offset account to partially fund library operations. Nonetheless, these funds are provided by the Commonwealth for operating and capital expenses of the library. M.G.L. c. 78, §19A, et seq. In calculating the library's operating budget, the Town may consider such state aid to be revenue that can be dedicated toward the total allocation of the library budget. There is no requirement of the state library aid conditions that the state library aid be counted as supplemental revenue to the Town's operating budget for the library. The Town may treat such aid as a portion of the entire operating and capital expenses amounts for the Town's library budget."

I trust that this answers any questions with regard to the accounting procedures used as it relates to Library State Aid. If you have any further questions, I would suggest that you contact John Gannon at the Department of Revenue. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Ann Vandal". The signature is fluid and cursive, with a large initial "A" and "V".

Ann Vandal
Finance Director/Treasurer

**Parker Memorial Library
DIRECTOR'S REPORT– JUNE 2013**

BUILDING MAINTENANCE

The work that needed to be done on the roof units has been completed. The A/C now seems to be in working order.

Control Technologies has presented us with quotes for three projects that need to be completed. They are as follows:

- The expansion tank is leaking. After inspecting the tank, they determined that the tank was leaking due to the bushing that connects the air vent to the expansion tank being rusted out. The bushing needs to be replaced. Total price: \$482.00
- AHU1 had a 91.8 degree supply air temp. The space temp was 66 degrees. They checked the heat valve to make sure that it wasn't leaking. He checked the sensor and found it to be bad. The recommendation is to replace the supply air sensor. Total price: \$580.00
- While checking the operation of the new controllers, they found that RTU#2 has the economizer unwired. In RTU#1, they found the contactors need to be replaced on the unit that is running. The recommendation is to install an actuator in the economizer so that they can regulate the outside air. Total price: \$1,612.00
- Mercier Electric came out on June 11th to replace the floor plugs and put in additional outlets.
- Cathy Bence and I are still working with Conway Office Supplies on replacing our photocopiers.
- I heard from Jason Mercier. He has pushed our application back to the utility company to see if we could adjust the application for this year's rates. He was able to have them change the \$100.00 per fixture rebate to \$200.00. They are also offering a 24 month, 0% interest if we pay through our utility bill. We will be meeting sometime next week to go over this new plan.

INCIDENTS

On Tuesday, June 4th, Kerry Zoghopoulos reported to Julie Sheehan, that her daughter had been playing with the library furniture and fell flat on her face on the rug. Ms. Zoghopoulos said that she was going to take her daughter to either the doctor's office or the emergency room, to be checked for a broken nose. Julie followed up with a call to her that evening to see how her daughter was doing. She was told that they would be going to a specialist on Monday (June 10th) because their doctor examined her and thought she may have fractured her nose. Tuesday morning (June 11th), I called and left a message for Ms. Zoghopoulos. At the time of this report, I have not heard back from her.

COMMUNITY INVOLVEMENT

Conway Freight conducted a fundraiser last week. They called the Town Manger's office because they wanted to donate 50% of the proceeds to the town. The Town Manager told them that they should contact the library because "they can use the money." Diane McDermott from Conway Freight contacted Diane Annunziato. They donated \$109.00 to us, which we will be handing over to the Friends of the Library.

FRIENDS OF THE DRACUT LIBRARY (FOL)

The Friends will be holding a Lowell Spinners Fundraiser. They are purchasing 100 tickets for \$500.00. For every ticket they sell, they receive \$2.00-\$4.00, depending on the section of the seats. These tickets are good for the August 4th game at 5:05 pm.

AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE

I will be attending the ALA Annual Conference in Chicago from June 26th through July 2nd. I will be taking time off on July 3rd and 5th. I will be available via email, or phone, during that time. Diane Annunziato will be taking care of things here while I am gone.

Respectfully Submitted,

Nanci Milone Hill
Library Director

Customer Relationship Profile

MOSES GREELEY PARKER MEMORIAL	Tax ID Number 04-3211183	Teller
28 ARLINGTON ST	Main Phone	
DRACUT MA 01826	Email Address kevin@friendsofkevin.com	
	Keyword	
	Address Type Customer Primary Address	
Preferred Name	Birth Date	
Name On Card MOSES GREELEY PARKER MEMOR	Identification	
Date Established 05/27/2004	Privacy Act Do not share information	
Last Updated 06/01/2013	Reg O	
Branch Number	Messages No	
Officer	Activities No	
	Red Flag No	

Commercial / Multi-Personal Accounts / Relationships

MOSES GREELEY PARKER MEMORIAL

Deposit Accounts	Account	Current Balance	Available Balance	Rate	Open / Renew Date	Maturity Date	Direct Deposit	Relationship
12 Month CD	<u>0103001938</u>	10,020.09	10,020.09	0.5000	9/5/2012	9/5/2013	No	Bus-Cmpy-Org
12 Month CD	<u>0206000056*</u>	73,449.16	73,449.16	0.5000	8/28/2012	8/28/2013	No	Bus-Cmpy-Org
18/65 Checking	<u>0275007276*</u>	18,996.06	18,996.06	0.0500	5/27/2004		No	Bus-Cmpy-Org
Diplomat Checking	<u>0275007821*</u>	17,337.10	17,337.10	0.2500	12/27/2006		No	Bus-Cmpy-Org
Free Business	<u>0275006035</u>	3,150.01	3,150.01	No Rate	6/11/2005		No	Bus-Cmpy-Org
Deposit Total		122,952.42	122,952.42					

* Indicates an Account level address status

Services

Name	Effective Date
Retail Online	6/1/2013 Last Accessed: 6/1/2013