

**M. G. Parker Memorial Library
Board of Library Trustees
Meeting Minutes
November 13, 2013**

The meeting was called to order at 4:30pm by Chairwoman Cheryl Storm

In Attendance: Cheryl Storm, James Nolan, Clee Ace, Diane Annunziato, Absent: John Dyer, Linda Trouville, and Director Nanci Milone Hill.

Chairman Cheryl Storm reported on the Director's hospitalization. Clee Ace was upset because no one notified the trustees; she asked why the Senior Reference Librarian Diane Annunziato did not report the director's absence. Diane said she reported the situation to the Chairperson Cheryl Storm who was in Texas at the time. Clee would like a policy in place as to the protocol of notifying the trustees when the director is out.

Community Input- There was no community input

Review of the minutes from October 9, 2013 a motion to accept was made by Cheryl Storm and seconded by James Nolan, with the corrections as noted.

Review of Bills- from the weeks of 10/11/13 to 11/7/13 Clee Ace made a motion to accept the bills and was seconded by James Nolan.

Review of Payroll – from the weeks of 10/6/13 to 11/3/13 a motion to accept was made by Clee Ace and seconded by James Nolan.

Budget and Financial Report – Addendum Attached- Discussion regarding the balances in the library budget

Performance Overview- Addendum Attached- Discussion regarding the falling attendance numbers

Directors Report- Addendum Attached-

Unfinished Business- Staffing and State Aid tabled for discussion

Continuing Business-None

New Business- Trial Sheets briefly discussed what was left in the Grant Accounts, funds are very limited.

Next Meeting- December 11, 2013

Suggestions for Next Meeting- John Dyer submitted an item for the agenda to the director via email; it will be put on the next meeting's agenda: Collection Box Policy Review and The Library Shadowing Program

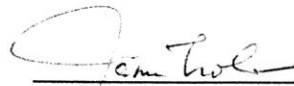
Hearing no objection Chairwoman Cheryl Storm adjourned the meeting 5:10pm

Minutes Approved by:



Clee Ace, Trustee

Linda Trouville, Trustee



James Nolan, Trustee

John Dyer, 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 November 13, 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

NEW BUSINESS

TRIAL BALANCE SHEETS AND BUDGET REPORT

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.

**Parker Memorial Library
DIRECTOR'S REPORT- NOVEMBER 2013**

BUILDING MAINTENANCE

Control Technologies replaced and upgraded the controller unit for the heating and cooling system on October 24th & 25th. The estimated cost was \$3,381.00.

Temperatures in the building have "evened out" and we look forward to a more comfortable winter.

There continues to be an issue with the cleanliness of the public bathrooms, especially the odor from the men's room on the first floor. This will be addressed with the cleaning contractor.

Dave replaced 12 light bulbs in the building. We have placed an order for 106 various replacement light bulbs at a cost of \$627.68.

Dave is buttoning up the building for the winter, including wrapping bushes in burlap and trimming back tree limbs that could be problematic during the winter.

The DPW repaired the deteriorating sidewalk at the staff/delivery entrance in the rear of the building.

COMMUNITY OUTREACH

We celebrated Library Card Sign-Up Month in October. We asked area businesses to partner with us by offering a discount, or other promotion, to customers who showed their Dracut library card during the month. An insert in the Lowell Sun the second week in October highlighted each of the eight businesses and the promotional item or discount they offered. A follow-up with each of our "partners" indicated that the program was an unqualified success, with two businesses volunteering, "we're in for next year!" Overall, the promotion brought in a significant number of new business patrons, as well as increased business from already established customers. The eight businesses participating were:

Owen and Ollie's Restaurant & Pub

Brothers (Two Locations - Sports Bar; Pizza Place)

Brox Farm

Farmer Dave's CSA

Primo Pizza

Orange Leaf (Frozen Yogurt)

True Value Hardware

Scola's Restaurant

We had 54 new library card sign-ups during the month.

The Dracut Garden Club notified us via email on October 23rd, that November 13th, 2013, will be their last monthly meeting at the Parker Library. Beginning in calendar 2014, they will hold their meetings at Harmony Hall. Further, they will no longer be providing a monthly floral arrangement to the library. They would, however, welcome the opportunity to partner with us again for the second annual "Books in Bloom" program in 2014.

Our Homebound Delivery Program is getting off the ground with two active homebound patrons receiving services, and three delivery volunteers prepared and cleared to participate.

On December 6th, we will be hosting the American Red Cross Blood Drive from 8:30am to 4:00pm in the Community Meeting Room.

FRIENDS OF THE DRACUT LIBRARY (FOL)

The Friends set up a table in the main library opposite the circulation desk, to celebrate "Friends of the Library Month". The table held informational materials about the Friends, the Museum Pass Program and Membership Forms, as well as a Free Raffle for a canvas tote bag filled with books. John Hassan has reported the response for new memberships was "disappointing".

On October 19th, a crowd of 30 enjoyed the Delvena Theater Company's interactive edutainment production of "Lizzie Borden and the Forty Whacks". The production was enhanced by the presence of an actual Borden relative, our own Catherine Bence. However, the audience did find Lizzie guilty on both murder charges. This program was underwritten by the Friends.

The Friends continue to underwrite many of our programs, including the refreshments for the ongoing "Pizza and a Movie". The next in this series will be Friday, November 15th, at 6pm. The family movie being screened is Disney's PG rated "Treasure Planet".

The Friends Annual Wreath Raffle fundraiser will begin Sunday, December 1st and concludes on Saturday December 31st, 2013.

The next FOL meeting will be held on Wednesday, 11/27, at 6:00 pm.

STAFF

Three staff, Judy Dechenes, Julie Shehan and Laura Sanscartier attended the MLS (Massachusetts Library Systems) Annual Meeting on November 4th at the College of the Holy Cross in Worcester, MA. They returned energized, enthusiastic and full of new ideas.

Reference Librarian, Cathy Bence, spent November 3-9, in Washington, D.C. on the National Genealogical Society D.C. Research Trip. She enjoyed access to all the resources in the National Archives, the Library of Congress, the Daughters of the American Revolution Library and the National Archives in College Park, Maryland. Mentoring was provided by the staff of each institution, as well as experts from the National Genealogical Society. This new experience and knowledge, coupled with Cathy's existing expertise, will benefit our patrons greatly on many levels, in their efforts to connect with their genealogical roots.

The Library will close at 4:30pm on November 27th for the Thanksgiving Holiday. It will reopen at 8:30am on Monday, December 2nd.

Respectfully Submitted,

Diane Annunziato
for Nanci Milone Hill
Library Director

Town of Dracut

Departmental Expenditure Report

From 07/01/2013 to 10/31/2013

01 - GENERAL FUND		Carry Fwd	Orig Bud	Amended	Encumb	Expend	Unencum Bal	% Exp
Account	Description							
5110	Full Time Payroll		391,900.00			123,727.31	268,172.69	31.57 %
5120	Part Time Payroll		92,000.00			27,956.56	64,043.44	30.38 %
5140	Longevity		4,350.00			1,075.00	3,275.00	24.71 %
5210	Electricity		40,000.00			11,245.06	28,754.94	28.11 %
5212	Heating Gas		21,000.00			896.69	20,103.31	4.26 %
5230	Water Charges		1,900.00			992.70	907.30	52.24 %
5231	Sewer Charges		650.00				650.00	0.00 %
5241	Service Contracts		75,000.00			51,271.18	23,728.82	68.36 %
5291	Custodial & Housekeeping		4,000.00		1,491.73	527.20	1,981.07	50.47 %
5340	Telephone		1,500.00			478.20	1,021.80	31.88 %
5341	Postage		1,200.00			249.32	950.68	20.77 %
5420	Office Supplies		1,700.00			796.05	903.95	46.82 %
5421	Computer Supplies		2,000.00				2,000.00	0.00 %
5423	Duplicating Supplies		300.00				300.00	0.00 %
5430	Building & Equipment R&M Suppl		5,500.00			1,163.78	4,336.22	21.15 %
5432	Safety Equipment Supplies		300.00				300.00	0.00 %
5433	R & M - Equipment		800.00				800.00	0.00 %
5581	Library Supplies		5,000.00		1,011.60	1,493.97	2,494.43	50.11 %
5586	Library Programming		1,000.00		400.00	102.62	497.38	50.26 %
5712	Milage Reimbursement		400.00			408.99	-8.99	102.24 %
5730	Dues and Publications		85,000.00		30,547.08	23,661.93	30,790.99	63.77 %
5884	Machinery Equipment		1,000.00				1,000.00	0.00 %
610 Total Library			736,500.00		33,450.41	246,046.56	457,003.03	37.94 %

Town of Dracut

Trial Balance

From 07/01/2013 to 10/31/2013

25 OTHER STATE & FED GRANT FUNDS							
3497-3400		Unreserved FB - Designated		Jrnl Pkt	Debits	Credits	Balance
07/01/2013	GLSOY	FB Designated for State Grants - SOY CFW		25219	0.00	3,861.56	-3,861.56
		3520-FB Designated for State Grants			0.00	3,861.56	-3,861.56
		Unreserved FB - Designated Total			0.00	3,861.56	-3,861.56
3497-3900		Fund Balance Other - Actual		Jrnl Pkt	Debits	Credits	Balance
07/29/2013	ACCRV	1215	Revenue Control - Cntl-JULY 2013	25053	0.00	2.23	-2.23
08/27/2013	ACCRV	1216	Revenue Control - Cntl-AUGUST 2013	25240	0.00	2.13	-4.36
09/19/2013	ACCRV	1217	Revenue Control - Cntl-SEPTEMBER 2013	25407	0.00	2.13	-6.49
10/18/2013	ACCRV	1218	Revenue Control - Cntl-OCTOBER 2013	25517	0.00	2.06	-8.55
		3910-Revenue Control			0.00	8.55	-8.55
		Fund Balance Other - Actual Total			0.00	8.55	-8.55
Subfund 3497		Library Construction Grant Ending Bal			0.00	3,870.11	-3,870.11

Town of Dracut

Trial Balance

From 07/01/2013 to 10/31/2013

18 PRIVATE GRANTS					
07/01/2013	Unreserved FB - Designated	Jrnl Pkt	Debits	Credits	Balance
GLSOY	Private Donations - SOY CFW	25219	0.00	595.18	-595.18
3405-Private Donations			0.00	595.18	-595.18
Unreserved FB - Designated Total			0.00	595.18	-595.18
Subfund 3517 Library Memorial Donations Ending Bal			0.00	595.18	-595.18

Town of Dracut

Trial Balance

From 07/01/2013 to 10/31/2013

18 PRIVATE GRANTS					
	Unreserved FB - Designated	Jrnl Pkt	Debits	Credits	Balance
07/01/2013 GLSOY	Private Donations - SOY CFW	25219	0.00	461.66	-461.66
3405-Private Donations			0.00	461.66	-461.66
Unreserved FB - Designated Total			0.00	461.66	-461.66
Subfund 3504 Library General Donations Ending Bal			0.00	461.66	-461.66

Town of Dracut

Trial Balance

From 07/01/2013 to 10/31/2013

22 REVOLVING FUNDS						
571-3400	Unreserved FB - Designated		Jrnl Pkt	Debits	Credits	Balance
07/10/2013 ACCRV	1215	Fund Balance - Revolving Funds - Cntl-JULY	25053	0.00	826.65	-826.65
07/12/2013 ACCRV	1215	Fund Balance - Revolving Funds - Cntl-JULY	25053	0.00	471.50	-1,298.15
07/18/2013 ACCRV	1215	Fund Balance - Revolving Funds - Cntl-JULY	25053	0.00	678.40	-1,976.55
07/29/2013 ACCRV	1215	Fund Balance - Revolving Funds - Cntl-JULY	25053	0.00	683.40	-2,659.95
3560-Fund Balance - Revolving Funds				0.00	2,659.95	-2,659.95
Unreserved FB - Designated Total				0.00	2,659.95	-2,659.95
571-3900	Fund Balance Other - Actual		Jrnl Pkt	Debits	Credits	Balance
08/02/2013 ACCRV	1216	Revenue Control - Cntl-AUGUST 2013	25240	0.00	627.80	-627.80
08/08/2013 ACCRV	1216	Revenue Control - Cntl-AUGUST 2013	25240	0.00	839.40	-1,467.20
08/15/2013 ACCRV	1216	Revenue Control - Cntl-AUGUST 2013	25240	0.00	696.40	-2,163.60
08/23/2013 ACCRV	1216	Revenue Control - Cntl-AUGUST 2013	25240	0.00	656.60	-2,820.20
08/29/2013 ACCRV	1216	Revenue Control - Cntl-AUGUST 2013	25240	0.00	470.00	-3,290.20
08/29/2013 RVENT		Revenue Control - Cntl-August Entry	25338	23.00	0.00	-3,267.20
09/09/2013 ACCRV	1217	Revenue Control - Cntl-SEPTEMBER 2013	25407	0.00	543.30	-3,810.50
09/13/2013 ACCRV	1217	Revenue Control - Cntl-SEPTEMBER 2013	25407	0.00	631.90	-4,442.40
09/20/2013 ACCRV	1217	Revenue Control - Cntl-SEPTEMBER 2013	25407	0.00	870.85	-5,313.25
09/27/2013 ACCRV	1217	Revenue Control - Cntl-SEPTEMBER 2013	25407	0.00	671.00	-5,984.25
10/04/2013 ACCRV	1218	Revenue Control - Cntl-OCTOBER 2013	25517	0.00	681.20	-6,665.45
10/11/2013 ACCRV	1218	Revenue Control - Cntl-OCTOBER 2013	25517	0.00	630.60	-7,296.05
10/18/2013 ACCRV	1218	Revenue Control - Cntl-OCTOBER 2013	25517	0.00	372.00	-7,668.05
10/25/2013 ACCRV	1218	Revenue Control - Cntl-OCTOBER 2013	25517	0.00	589.18	-8,257.23
10/31/2013 ACCRV	1218	Revenue Control - Cntl-OCTOBER 2013	25517	0.00	445.80	-8,703.03
3910-Revenue Control				23.00	8,726.03	-8,703.03
09/26/2013 APWAR	160	Expenditure Control - Warrant 160	25359	2,950.00	0.00	2,950.00
3930-Expenditure Control				2,950.00	0.00	2,950.00
Fund Balance Other - Actual Total				2,973.00	8,726.03	-5,753.03
Subfund 3571 Library Revolving Ending Bal				2,973.00	11,385.98	-8,412.98

CIRCULATION

	2006	2007	2008	2009	2010	2011	2012	2013	% Change
January	8,102	16,424	17,818	21,186	20,677	20,724	20,196	15,948	-26.6%
February	7,917	15,700	18,760	21,967	21,459	19,668	21,812	20,938	-4.2%
March	10,320	17,832	19,914	23,674	22,823	23,655	22,865	20,555	-11.2%
April	762	15,922	18,689	22,166	19,967	20,477	21,206	21,352	0.7%
May	14,145	15,606	17,778	20,116	18,720	19,380	21,591	18,292	-18.0%
June	19,006	18,555	18,436	26,120	23,094	22,471	22,115	19,635	-12.6%
July	20,571	22,683	28,688	28,526	25,595	24,600	25,077	16,832	-49.0%
August	21,518	21,254	22,381	24,728	24,948	26,785	24,502	24,245	-1.1%
September	15,278	15,410	19,691	20,258	20,451	20,246	18,531	19,893	6.8%
October	16,460	18,294	20,920	21,789	21,412	20,717	21,054	20,118	-1.0%
November	15,010	15,481	18,505	19,889	20,308	21,280	17,517		
December	12,294	12,604	16,327	19,606	17,846	17,772	15,949		
TOTALS	161,383	205,765	237,907	270,025	257,300	257,775	252,415		

PATRON ATTENDANCE

	2006	2007	2008	2009	2010	2011	2012	2013	% Change
January		12,011	12,492	12,750	12,352	10,869	12,191	12,089	-0.8%
February*		10,354	13,144	13,183	12,100	11,140	13,141	11,826	-11.1%
March		12,687	14,532	14,634	14,649	13,842	13,703	12,568	-9.0%
April		11,682	13,726	14,478	12,367	12,767	12,756	13,252	3.7%
May	9,336	10,780	12,172	11,898	11,582	11,969	12,138	11,271	-7.7%
June	10,502	10,604	13,903	15,650	13,046	13,063	12,114	10,779	-12.4%
July	13,879	14,763	17,528	17,236	14,440	14,343	14,768	14,321	-3.1%
August	16,460	15,857	15,684	15,151	14,854	15,663	15,200	14,321	-6.1%
September	12,784	10,944	12,812	12,234	12,151	12,425	11,874	11,819	-0.5%
October	13,231	12,553	13,158	12,883	12,529	12,960	11,979	11,012	-0.8%
November	12,743	10,657	11,665	11,535	11,961	12,414	9,583		
December	9,809	9,036	10,415	11,145	10,065	10,879	10,455		
TOTALS	98,744	141,928	161,231	162,777	152,096	152,334	149,902		

FY2014 Performance Overview

FY 2014 PERFORMANCE OVERVIEW

	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	TOP 10	
First Time Checkout	24,837	19,852	16,457	17,076				Adult DVDs	2,621
Desk Renewal	1,020	1,154	730	856				JE or JJ Books	2,905
OPAC Renewal	2,167	1,900	1,780	2,186				Adult Fiction	1,967
Overdrive / Audio	114	100	91	101				Adult Nonfiction	1,673
Overdrive / e-Books	378	317	262	284				Easy Readers	1,219
Overdrive / TOTAL	492	417	353	385				J Fiction	901
Freegal Downloadable Music	295	486	220	U				Adult BOCD	681
Total Checkouts	28,811	23,809	19,893	20,118				Adult Periodicals	601
Total Checkins	26,564	24,245	20,383	20,095				Adult Music CDs	605
								J PB Fiction	616
Requests Placed at mdr	2,589	2,195	2,065	2,252				Adult Large Print	421
Requests Cancelled	389	369	309	339					
Holds Fulfilled	2,226	2,035	1,970	2,262					
Users Added	122	114	86	54					
Copies Added	263	160	695	856					
Bib Records Added	143	2	85	192					
Quiet Study Use	44	68							
Children's Programs	30	12	8	10					
Children's Attendance	1,538	462	306	415					
Young Adult Programs	4	2	3	5					
Young Adult Attendance	54	18	30	33					
Adult Programs	8	11	5	18					
Adult Attendance	95	17	96	233					
Community Meetings	3	11	10	6					
Community Meeting Attendance	31	97	2251*	98				*Town Election	
Quiet Study Use	49	68	37	43					
Quiet Study Room Attendance	12	17	63	87					
TOTAL Adult Volunteers	4	5	5	5					
TOTAL Adult Vol. Hours	63	56	61	51					

FY2014 Budget Update

		FY2014 APPROPRIATION	FY2014 SPENT	FY2014 UNSPENT	FY2014 % UNSPENT
5110	Department Payroll	391,325.00	196,386.78	194,938.22	49.8%
5120	Temp. / PT Payroll	92,000.00	29,995.93	62,004.07	67.4%
5140	Longevity	5,250.00	1,075.00	4,175.00	79.5%
5210	Electricity	39,000.00	14,635.35	24,364.65	62.5%
5212	Gas	21,000.00	868.73	20,131.27	95.9%
5230	Water Charges	1,900.00	493.66	1,406.34	74.0%
5231	Sewer Charges	650.00	266.50	383.50	59.0%
5241	Service Contracts	75,000.00	49,825.23	25,174.77	33.6%
5291	Custodial & Housekeeping	4,000.00	715.10	3,284.90	82.1%
5340	Telephone	1,500.00	477.19	1,022.81	68.2%
5341	Postage	1,200.00	10.46	1,189.54	99.1%
5420	Office Supplies	1,700.00	952.63	747.37	44.0%
5421	Computer Supplies	2,000.00	-	2,000.00	100.0%
5423	Duplicating Supplies	300.00	-	300.00	100.0%
5430	Building Main. Expense	5,700.00	1,163.78	4,536.22	79.6%
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	1,743.28	3,256.72	65.1%
5586	Library Programming	1,000.00	45.98	954.02	95.4%
5712	Mileage Reimbursement	400.00	462.08	(62.08)	-15.5%
5730	Dues & Publications	87,000.00	27,792.64	59,207.36	68.1%
5884	Machinery & Equipment	1,000.00	-	1,000.00	100.0%
TOTAL APPROPRIATION		738,025.00	326,910.32	411,114.68	55.7%

RESERVE/REVOLVING FUNDS		SPENT
22-3571-0000-5200		2,950.00
22-3571-0000-5400		-
TOTAL RESERVE/REVOLVING FUNDS		2,950.00

TOTAL LIBRARY OPERATING	738,025.00	329,860.32	411,114.68	55.7%
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