

**Board of Library Trustees Meeting
March 7, 2006**

7:05 p.m.

[Medway Public Library](#)

Attendees:

Trustees:

MaryAnn Cabibbo, Vice Chairman
David Cole
Patrick Marshall, Director
William Roberts, Secretary
Wendy Rowe, Chairman

Minutes

1. Approval of Mar 7, 2006 agenda

Motion to approve agenda: DC1, WLR2. Passed unanimously

2. Secretary's report

Motion to approve Jan 3 minutes: MAC1, WLR2, passed unanimously

3. Citizens Speak

None present

4. **Budget Report**

5. **Director's Report**

Minuteman Notes:

- Holds no longer specify the specific copy of the item.
- A bug was fixed in the reading history which was slowing everything down

Prepared a [fact sheet](#) to help educate town officials during the budgeting process.

6. **Old business**

7.

a. **Director's Review**

Chairman thanked those that had prepared their evaluations and lambasted those who hadn't. These need to be done forthwith. Actual review will take place next month.

8. **New Business**

9.

. **Walter's retirement – What to do.**

Walter is retiring March 31. He will stage a return performance for the next Players show.

He's shared with town hall. From the library's point of view his is a 30hr position. We need to keep this as the building really requires 30hrs of maintenance and more a week.

His daughter Michelle has been doing some cleaning. She can do more and her friend John, whom Walter recommends can be used as a temp.

Motion. Keep the 30hr maintenance position and employ Michelle and John as temps until it's filled. (MAC1, DC2) passed unanimously

a. **Annual town report submission – Due to town hall prior to 3/17**

b. **Legislative day**

April 5. Chance to meet legislators and lobby for library funding.

c. **Long Range planning – committee and how -to.**

We need to do this. Metrowest will help. Starting with a clean slate since last time the Library was preparing for the building project and that was the focus of the plan.

Need to do a survey. Possibly using survey professionals. There was some concern that citizens might feel we were blowing away their money.

Need to form a committee comprised of some trustees, a couple staff, and some friends. Various focus groups would be interviewed: trustees, staff, friends, town officials, the great unwashed...

Bill, Wendy and MaryAnn volunteered to be on the committee.

d. **FY 07 budget review. (3 different budgets enclosed)**

Patrick presented 3 budget proposals:

1. **Full Funding**
 - Would be as if we'd never laid off anybody

- Would have to give laid off employees chance to get their jobs back
- Expenses would be back as well

Under the general "hope springs eternal" category, Patrick notified the Town Administrator that above and beyond the full funding budget, the Library would need 2 additional part time library assistants to actually remain open the same hours as before. The form making the request is included [here](#)

2. [Reduced with gradual restoration](#)
 - Gradually gets us back to meeting certification requirements
 - By FY09 essentially at full funding levels except for staffing
 - Restores some positions slowly
3. [Reduced Funding](#)
 - continue to languish hopelessly in the pit

Motion: Trustees approve budget proposals as submitted by Director. DC1, MAC2. Passed unanimously

10. Other

11. Next Meeting Apr 4, 2006

12. Adjournment 8:20

Motion to adjourn: MAC1, DC2. Passed unanimously

(Jan/Feb 05 activity)

- Jan 3 –5 – Book sorting in the Friends area with assistance of Mrs. Hunt. Donations had overtaken the room. Friends looking for new sorters.
- 1/5/06 – NELA Conference planning committee meeting – Worcester MA. I've been asked to be on the planning committee for the fall conference in Burlington, VT.
- 1/8/06 – Friends book sale and Southern Rail Concert. Good turnout for both.
- 1/9/06 – Somebody has dumped their household items in our rubbish dumpster filling it up. Police called and individuals discovered. They came back and emptied their stuff. Locks have been placed on the dumpster and recycle bins.
- 1/9/06 – Department head meeting.
- 1/11/06 – Electrician in to repair light in front of service desk that smoked in the fall.
- 1/12/06 – Employee Assistance Program meetings for all staff today.
- Continued weeding of nonfiction collection. Am now in the 600s.
- 1/17/06 – Meet with Frank Feist. He is working with Town Hall to develop better way of tracking budgets and forecasting future expenses.
- 1/18/06 – Plumber in to repair faucets in upstairs bathrooms.
- 1/18/06 – Elevator routine quarterly maintenance performed.
- 1/23/06 – Had to call for plowing. Parking lot was not done from Sunday's blizzard.
- January and February Book orders completed.
- January DVD order completed.
- 2/2/06 – Meet with Millis Library Director – tour of Millis library.
- 2/3/06 – Heavy rains create leaks in large windows in children's area. Walter has re-caulked the frames. Hopeful that this will solve problem. Same thing with staff room window.
- 2/6-2/8/06 – Director on vacation
- 2/9/06 – Meet with Town Administrator – she asks for 3-year projection budgets.
- 2/9/06 – Walter Mahoney announces retirement.
- 2/10/06 – Keyes North Atlantic in to do quarterly service – They seem to have been fairly responsive this winter and, as requested, are sending out the same technician.
- 2/13/06 – Department Head meeting.
- 2/14/06 – Meet with Metro-west regional administrator regarding long range planning.
- 2/15/06 – Meet with Town Administrator to discuss 3-year budget submissions.
- 2/15/06 – Membership meeting at Minuteman
- 2/15/06 – Meet with Selectmen Scott and Rozanski at the library. Wendy and Maryann present.
- 2/16/06 – State elevator inspection – We passed.
- 2/17/06 – Department head meeting.

January and February have been busy times here at the library. FY 07 budget planning has hit full force with the Town Administrator looking for not only for next year budget submissions but also forecasts through FY 09. I have submitted three scenarios all level service funded. The [first one](#) has the library at its current level and, though given slight increases, we would be below the municipal appropriation requirement the entire duration. [Second option](#) shows the library again at current levels but regaining certification status by FY 09. The [last budget](#) submitted showed the library at level services before the 22% cut of this year. The Town Administrator was made aware that the Board of Trustees had not yet approved any budgets and has stated that she is using these as guidelines only.

I have been asked to participate on the NELA Conference Planning Committee. The conference will take place in Burlington, VT in mid October. The commitment is 4 meetings to be held in Wellesley, Burlington, VT, Wilton, NH and Worcester plus the four days for the actual convention. The remainder of the work is done via e-mail and on one's own.

We have scattered three chairs in the nonfiction area of the library. They seem to be proving a popular addition to the furnishings. These were chairs that were in storage downstairs. I am looking into rearranging some other items such as reference and study tables but will wait until summer.

I have also begun discussions to bring Wireless access to the library. Directors from Millis and Medfield expressed an interest in working with us so that perhaps we could get discounts or deals on costs to have buildings surveyed. I'm hoping that I can share their expertise, as I am not familiar with wireless technology.

Circulation continues to be down from this time last year. We are currently circulating 10,000 items less. People counters are showing an average of 350 people a day using the library. I do not have figures to compare as we just installed the counters this fall.

Respectfully submitted,

Patrick W Marshall

Report of the Medway Public Library 2005

In 1994, Isaac Asimov wrote, "I received the fundamentals of my education in school, but that was not enough. My real education, the superstructure, the details, the true architecture, I got out of the public library. For an impoverished child whose family could not afford to buy books, the library was the open door to wonder and achievement, and I can never be sufficiently grateful that I had the wit to charge through that door and make the most of it. Now, when I read constantly about the way in which library funds are being cut and cut, I can only think that the door is closing and that American society has found one more way to destroy itself."

This past year, "the door" of the Medway Public Library has closed a great deal. Drastic budget cuts have resulted in a loss of staffing, service hours, programs and resources. These reductions totaled 22% of the library budget and are stretching remaining staff and resources to their limits.

Staffing changes caused by the budget reduction were most difficult for the library to handle. Muriel Bulman retired after 17 years of dedicated library service. Her position was eliminated. Sandra Faist, a seven year employee, and Renee Hake, who served for four years, were each laid off. The loss of these positions resulted in the library closing its doors entirely on weekends as well as Monday

and Wednesday evenings. In all, staff time has been cut 63 hours and the number of people working at the library has been reduced to levels not seen since the late 1980s.

When compared with 2004, the library is open fifteen hours less per week. These reduced hours not only make it difficult for students and other patrons to get the materials they need, but also impacts the many groups using the library's meeting rooms since there are no longer enough open hours to host popular evening meetings.

In the fall, the library, in order to maintain State Certification, had to apply for a waiver from the State. The Massachusetts Board of Library Commissioners granted the waiver allowing Medway residents the continued opportunity to borrow materials from other Massachusetts libraries. The library is also able to receive over \$18,000 in State grant funds and maintains its eligibility to apply for other federal and state grants.

Despite these cutbacks, business at the library continues to be strong though reduced from prior years. In all, nearly 154,000 items were borrowed from the library. This includes all DVD's, books, audio and magazines. The meeting rooms were booked 322 times last year by such groups as girl scouts, Medway Players, Medway Community Education and Friends of Choate Park. Computers also continued to show their popularity with Internet terminals booked more than 120 times per week. All of this business shows that residents continue to view the library as a vital part of the community.

Children's services make up nearly half of the total library business. In 2005, 1900 children participated in 122 programs held at the library. 250 children took part in the summer reading program. Programs held included Pre-school Powerhouse, Books and Cooks, American Girl Tea Time and Wee Ones Lapsit.

The Friends of Medway Library continue to provide much needed support to the library, supplementing many of the programs and services. The Friends provided funding for all children's programs, many books, audios, DVD's and music CD's. Museum passes also continued to be funded by this group including Roger Williams Park Zoo, Boston Children's Museum and Museum of Science. These services would have been cut this year had not the Friends of Medway Library funded them. We continue to thank them for their immense support.

A large and loyal group of volunteers assist the library staff on a daily basis. These hard working people finish the tasks that library staff are unable to get to including shelving of materials and making copies. Volunteers include members of the senior tax relief program, Medway High and King Philip students and members of the Medway community. Combined, they put in well over a thousand hours a year of service every day that the library is open. We thank them deeply for all they do.

Finally, the library staff deserves a large thank you for their hard work and dedication. Despite the persistent funding issues faced by the Town and library, each and every one of them gives their all to bring the highest quality service to the people of Medway. They continue to strive to make Medway Public Library the educational, recreational and cultural center it truly is for the community.

Please visit the library to browse the collection, use the computers, do research or just relax. Our website address is www.medwaylib.org and many of our services, including placing holds, database access and much more, are available from home via the web. Your comments and suggestions are always appreciated. Share them with library staff or by emailing the library director at mwdir@minlib.net.

Respectfully submitted,

Patrick W Marshall – Library Director

Wendy E Rowe – Chair, Medway Public Library Board of Trustees

Budget Report					
Medway Public Library					
1-Mar-06					
Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Longevity	5150	\$500.00	\$200.00	\$300.00	40.00%
Salaries Full Time	5110	\$156,744.00	\$86,002.37	\$70,741.63	54.87%
Salaries Part Time	5111	\$83,545.00	\$78,464.97	\$5,080.03	93.92%
Electricity	5211	\$14,600.00	\$10,294.22	\$4,305.78	70.51%
Heating Fuel	5212	\$8,000.00	\$5,681.87	\$2,318.13	71.02%
Water & Sewer	5231	\$350.00	\$166.09	\$183.91	47.45%
Trash	5232	\$1,200.00	\$1,765.18	\$(565.18)	147.10%
R &M Miscellaneous	5240	\$7,000.00	\$4,408.29	\$2,591.71	62.98%

Telephone	5341	\$1,850.00	\$1,253.72	\$596.28	67.77%
Postage	5343	\$450.00	\$444.00	\$6.00	98.67%
Other Purchased Services	5380	\$1,500.00	\$1,605.90	\$(105.90)	107.06%
Supplies	5400	\$3,500.00	\$1,637.08	\$1,862.92	46.77%
Books /Periodicals	5521	\$3,137.00	\$2,403.37	\$733.63	76.61%
Media Materials	5427	\$1,000.00	\$601.07	\$398.93	60.11%
Dues, Subscriptions, Meetings	5730	\$500.00	\$117.50	\$382.50	23.50%
In State Travel	5710	\$850.00	\$348.72	\$501.28	41.03%
	TOTAL	\$284,726.00	\$195,394.35	\$89,331.65	68.63%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	4773	\$28,968.44	\$22,500.00	\$12,986.47	\$19,454.91
Memorial Donations	6011	\$3,949.10	\$4,446.75	\$1,883.00	\$1,385.35
Free Public Library	2017	\$52,730.48	\$32,863.09	\$30,741.67	\$50,609.06
Tuchinsky Fund					\$-

Full Funding Budget (Level service)

Overview

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[pg_ 2 Personnel Detail](#)
[Pg_ 3 Expense Detail](#)

Sheet 1: Pg_ 1 Department Cover

FY 2007 DEPARTMENT BUDGET COVER SHEET							
			Full Funding Budget (Level service)				
Department Name:	Library						
Department No:	610						
Statement of Programs/Responsibilities/Goals/Legal Mandates							
Mission Statement : To disseminate knowledge, to bring the breadth of human culture into the community and to promote the love of reading.							

	Actual	Actual	Requested*	Budget	YTD 1/31/06	Request**	Forecast	Forecast
	FY' 04	FY' 05	FY' 06	FY' 06	FY' 06	FY' 07	FY' 08	FY' 09
Salaries:	\$266,300	\$272,696	\$288,331	\$240,789	\$142,308	\$297,983	\$298,399	\$299,721
Expenses:	\$98,312	\$93,847	\$116,450	\$43,937	\$26,217	\$112,300	\$117,900	\$124,450
Total Dept Budget:	\$364,612	\$366,543	\$404,781	\$284,726	\$168,525	\$410,283	\$416,299	\$424,171
Employees (Individuals not positions/slots/FTE's)								
Full-Time:	3	3	3	3		3	3	3
Part-Time	8	8	8	5		8	8	8
On Call Inspectors								
FTE's (Full-time equivalents)								
Total:								
			* FY'05 level service budget					

			requested for FY'06 prior to \$2.7 million cut						
			** Level service budget compared to FY'06						

Sheet 2: pg_ 2 Personnel Detail

FY 2007 DEPARTMENT BUDGET PERSONNEL DETAIL												
					Full Level service funding							
	Department Name:	Library 610										
	Department Code:	Salaries/ Longevity										
	Job Title	Grade/Step	July 1, 2006 Pay Rate	Hours/ wk	Actual FY' 04	Actual FY' 05	Request* FY' 06	Budget FY' 06	YTD 1/31/06 FY' 06	Request** FY' 07	Forecast FY' 08	Forecast FY' 09
1	Director		Salary		\$59,360	\$56,500	\$58,500	\$56,106		\$58,269	\$57,789	\$57,789
2	Children's Lib	8/4	\$22.89	35	\$40,531	\$40,731	\$37,838	\$37,838		\$41,714	\$41,860	\$42,882
3	Tech	5/5	\$19.14	35	\$31,476	\$31,904	\$34,016	\$34,016		\$35,080	\$35,217	\$35,217

Sheet 3: Pg_3_Expense Detail

FY 2007 DEPARTMENT BUDGET EXPENSE DETAIL												
				Full Level Service Funding								
	Department Name:	Library										
	Department Code:	610 Expenses										
Acct No	Account Name	Actual FY' 04	Actual FY' 05	Request* FY' 06	Budget FY' 06	YTD 1/31/06 FY' 06	Request** FY' 07	Forecast FY' 08	Forecast FY' 09	Explanation/Calculations/Other Information		

	Total:	\$98,313	\$100,009	\$116,450	\$43,937	\$26,235	\$112,300	\$117,900	\$124,450	
				FY'05 level service budget * requested for FY'06 prior to \$2.7 million cut						
				** Level service budget compared to FY'06						

Reduced/Current Funding Budget (Level service)

Overview

[Pg_1 Department Cover](#)

[pg_2 Personnel Detail](#)

[Pg_3 Expense Detail](#)

FY 2007 DEPARTMENT BUDGET COVER SHEET

				Reduced/Current Funding Budget (Level service)					
Department Name:	Library								
Department No:	610								
Statement of Programs/Responsibilities/Goals/Legal Mandates									
<p>Mission Statement : To disseminate knowledge, to bring the breadth of human culture into the community and to promote the love of reading.</p>									
	Actual	Actual	Requested*	Budget	YTD 1/31/06	Request**	Forecast	Forecast	
	FY' 04	FY' 05	FY' 06	FY' 06	FY' 06	FY' 07	FY' 08	FY' 09	

Salaries:	\$266,300	\$272,696	\$288,331	\$240,789	\$142,308	\$243,323	\$243,660	\$244,882
Expenses:	\$98,312	\$93,847	\$116,450	\$43,937	\$26,217	\$49,700	\$73,300	\$94,900
Total Dept Budget:	\$364,612	\$366,543	\$404,781	\$284,726	\$168,525	\$293,023	\$316,960	\$339,782
Employees (Individuals not positions/slots/FTE's)								
Full-Time:	3	3	3	3		3	3	3
Part-Time	8	8	8	5		5	5	5
On Call Inspectors								
FTE's (Full-time equivalents)								
Total:								
			FY'05 level service budget * requested for FY'06 prior to \$2.7 million cut					
			** Level service budget compared to FY'06					

Sheet 2: pg_ 2 Personnel Detail

FY 2007 DEPARTMENT BUDGET PERSONNEL DETAIL												
					Reduced / Current Level service funding							
	Department Name:	Library 610										
	Department Code:	Salaries/ Longevity										
	Job Title	Grade/Step	July 1, 2006 Pay Rate	Hours/ wk	Actual FY' 04	Actual FY' 05	Request* FY' 06	Budget FY' 06	YTD 1/31/06 FY' 06	Request** FY' 07	Forecast FY' 08	Forecast FY' 09
1	Director		Salary		\$59,360	\$56,500	\$58,500	\$56,106		\$58,149	\$57,789	\$57,789
2	Children's Lib	8/4	\$22.89	35	\$40,531	\$40,731	\$37,838	\$37,838		\$41,714	\$41,860	\$42,882
3	Tech Services	5/5	\$19.14	35	\$31,476	\$31,904	\$34,016	\$34,016		\$35,080	\$35,217	\$35,217
4	Circulation	5/5	\$19.14	30	\$27,056	\$28,687	\$30,917	\$28,985		\$29,897	\$30,014	\$30,014
5	Outreach	5/5	\$19.14	21	\$18,886	\$19,022	\$20,289	\$20,289		\$20,928	\$21,010	\$21,210
6	Lib Asst	3/5	\$16.42	0	\$18,726	\$18,857	\$20,193	\$3,156		\$0	\$0	\$0
7	Lib Asst	3/5	\$16.42	20	\$14,086	\$15,334	\$16,578	\$16,578		\$17,098	\$17,160	\$17,160
8	Lib Asst	3/5	\$16.42	0	\$11,179	\$11,697	\$16,578	\$2,869		\$0	\$0	\$0

Sheet 3: Pg_3_Expense Detail

FY 2007 DEPARTMENT BUDGET EXPENSE DETAIL										
							Reduced/ current level Service funding			
	Department Name:	Library								
	Department Code:	610 Expenses								
Acct No	Account Name	Actual FY' 04	Actual FY' 05	Request* FY' 06	Budget FY' 06	YTD 1/31/06 FY' 06	Request** FY' 07	Forecast FY' 08	Forecast FY' 09	Explanation/Calculations/Other Information
5211	Electricity	\$13,721	\$14,025	\$14,500	\$14,600	\$9,216	\$16,000	\$16,500	\$17,000	Attempt to get us at DOE forecasts
5212	Heating Fuel	\$7,041	\$7,821	\$8,500	\$8,000	\$4,056	\$10,000	\$10,000	\$10,000	based on DOE Forecast
5231	Water/ Sewer	\$503	\$604	\$600	\$350	\$184	\$400	\$450	\$450	Plan on 2% increase during period
5232	Trash	\$1,287	\$1,179	\$1,300	\$1,200	\$1,765	\$2,000	\$2,000	\$2,100	Plan on 2% increase during

Employees (Individuals not positions/slots/FTE's)								
Full-Time:	3	3	3	3		3	3	3
Part-Time	8	8	8	5		5	6	7
On Call Inspectors								
FTE's (Full-time equivalents)								
Total:								
			FY'05 level service budget * requested for FY'06 prior to \$2.7 million cut					
			** Level service budget compared to FY'06					

FY 2007 DEPARTMENT BUDGET PERSONNEL DETAIL

					Reduced funding restored to certification levels							
Department Name:	Library 610											
Department Code:	Salaries/ Longevity											
Job Title	Grade/Step	July 1, 2006 Pay Rate	Hours/wk	Actual FY' 04	Actual FY' 05	Request* FY' 06	Budget FY' 06	YTD 1/31/06 FY' 06	Request** FY' 07	Forecast FY' 08	Forecast FY' 09	
1 Director		Salary		\$59,360	\$56,500	\$58,500	\$56,106		\$58,149	\$57,789	\$57,789	
2 Children's Lib	8/4	\$22.89	35	\$40,531	\$40,731	\$37,838	\$37,838		\$41,714	\$41,860	\$42,882	
3 Tech Services	5/5	\$19.14	35	\$31,476	\$31,904	\$34,016	\$34,016		\$35,080	\$35,217	\$35,217	
4 Circulation	5/5	\$19.14	30	\$27,056	\$28,687	\$30,917	\$28,985		\$29,897	\$30,014	\$30,014	
5 Outreach	5/5	\$19.14	21	\$18,886	\$19,022	\$20,289	\$20,289		\$20,928	\$21,010	\$21,210	
6 Lib Asst	3/5	\$16.42	0	\$18,726	\$18,857	\$20,193	\$3,156		\$0	\$0	\$0	
7 Lib Asst	3/5	\$16.42	20	\$14,086	\$15,334	\$16,578	\$16,578		\$17,098	\$17,160	\$17,160	
8 Lib Asst	3/5	\$16.42	20/15	\$11,179	\$11,697	\$16,578	\$2,869		\$0	\$0	\$12,870	
9 Lib Asst	3/5	\$16.42	12	\$10,807	\$10,883	\$11,604	\$9,947		\$10,259	\$10,296	\$10,296	
10 Lib Asst	3/5	\$16.42	15	\$11,579	\$11,606	\$12,433	\$1,722		\$0	\$12,870	\$12,870	
11 Maintenance	5/5	\$19.14	30	\$27,280	\$27,475	\$29,385	\$29,385		\$30,297	\$30,314	\$30,314	

Sheet 3: Pg_ 3_Expense Detail

FY 2007 DEPARTMENT BUDGET EXPENSE DETAIL										
							Reduced funding restored to certification levels			
	Department Name:	Library								
	Department Code:	610 Expenses								
Acct No	Account Name	Actual FY' 04	Actual FY' 05	Request* FY' 06	Budget FY' 06	YTD 1/31/06 FY' 06	Request** FY' 07	Forecast FY' 08	Forecast FY' 09	Explanation/Calculations/Other Information
5211	Electricity	\$13,721	\$14,025	\$14,500	\$14,600	\$9,216	\$16,500	\$17,500	\$19,000	Brings us to current DOE forecasts
5212	Heating Fuel	\$7,041	\$7,821	\$8,500	\$8,000	\$4,056	\$10,000	\$10,200	\$10,400	based on DOE forecasts + 2% increases
5231	Water/Sewer	\$503	\$604	\$600	\$350	\$184	\$400	\$450	\$450	Plan on 2% increase during period
5232	Trash	\$1,287	\$1,179	\$1,300	\$1,200	\$1,765	\$2,000	\$2,000	\$2,100	Plan on 2% increase during period
5240	Repair/	\$6,108	\$5,872	\$7,000	\$7,000	\$3,424	\$8,000	\$8,500	\$9,000	Much has been covered by state

	Maintenance									aid in past
5341	Phone	\$1,749	\$1,862	\$1,700	\$1,850	\$1,097	\$1,900	\$1,900	\$1,900	No increase
5343	Postage	\$888	\$444	\$900	\$450	\$444	\$500	\$550	\$550	Postage expected to rise again
5380	Other Purch Serv	\$3,102	\$3,088	\$5,600	\$1,500	\$1,358	\$3,000	\$3,000	\$3,000	Return to past levels
5400	Supplies	\$6,050	\$5,679	\$7,500	\$3,500	\$1,220	\$5,000	\$5,500	\$6,000	Includes all custodial/ and prep supplies
5427	Media/ audio Materials	\$10,730	\$10,304	\$12,000	\$1,000	\$601	\$4,000	\$8,000	\$12,000	Uses up all state aide yr 1. Must spend 16%
5521	Books/ Periodicals	\$45,582	\$47,260	\$55,000	\$3,137	\$2,403	\$35,000	\$45,000	\$50,000	to qualify for state certification
5710	Instate Travel	\$532	\$1,024	\$750	\$850	\$349	\$1,000	\$1,000	\$1,000	Remaining at current levels
5730	Dues/ subs/ meets	\$1,020	\$847	\$1,100	\$500	\$118	\$500	\$500	\$750	Contract calls for stipend if 3 wkshps attend
										Though remaining at current levels.
	Total:	\$98,313	\$100,009	\$116,450	\$43,937	\$26,235	\$87,800	\$104,100	\$116,150	
				FY'05 level service budget requested for FY'06 prior to \$2.7						

				million cut						
			**	Level service budget compared to FY'06						

Explanation of Fiscal 2007 New Personnel and Programs

Any NEW personnel and programs not included in your FY'07 budget that you would like to add. These are NEW and do not include restoration of personnel or services previously funded. These new costs:

- should NOT be included with the Fiscal 2007 budget forms
- should NOT represent restorations from your FY'05 budget
- should be for NEW services or personnel not previously included in your Department's budget.

Funding of new personnel and programs is dependent on available funds

New Personnel/Program Title:

Department Priority: __1__ of __1__

Personnel Costs: \$ 25,629

Expense Costs: \$

Total Cost: \$25,629

The library is in need of 2 part time library assistants each working 19 hours per week. These positions are above the full funding budget (full restoration budget) and would allow the library to be open the same hours it was before the 22% cut. Library staff was stretched too thin prior to the cut, with only 2 people scheduled for Saturdays and evenings. Any switch in coverage resulted in shortages at other times during the week.

One of these part time positions would be for children's services. Currently, all prep work (cutting, set up, etc) for storyhours and crafts is handled by the children's librarian (the only other professional position on staff) which results in time away from assisting children, school and community visits and collaboration with other community groups.

The second position would have a focus on technology and computer maintenance. Currently, the library director handles all computer upgrades, virus scans and everyday maintenance. This person would also be able to assist patrons with basic computer questions, show how to access online resources and handle day-to-day maintenance of library computers.

Both positions would also cover the service desk of the library. This would allow for better coverage and staffing flexibility.

Library FY 07 Fact Sheet

1. Budgets past few Fiscal years:

Year FY 04 FY 05 FY 06

Salaries \$266,300 \$272,696 \$240,789

Expenses \$98,312 \$93,847 \$43,937

TOTALS \$364,612 \$366,543 \$284,726

2. Certification Requirements: In order for the library to remain a certified library in Massachusetts, allowing it to be eligible for state aid, grants (both federal and state) and reciprocal borrowing privileges with all other Massachusetts libraries, the library must meet certain requirements. These include:
1. The town must fund the library the average of the past 3 years plus 2.5% of its Municipal Appropriation Requirement.
 2. Spend 16% of its municipal budget on materials (books, audios, CD's, etc.)

3. Be open a minimum of 40 hours a week, including some evenings.

3. The Medway Public Library Municipal Appropriation Requirement is as follows***:

1. FY 05 - \$389,046
2. FY 06 - \$393,217
3. FY 07 - \$398,357
4. FY 08 - \$403,379
5. FY 09 - \$408,275

D. *** Note the MAR may change depending on what the municipality actually funds the library. If the library is funded more than the MAR then the municipal funding figure is used. Board of Library Commissioners use the municipal funding OR the MAR, whichever is higher.

E. Please note that the library is able to count its revolving fund towards the MAR. As a result, this year we will have \$22,500 going towards this amount. In years past, the revolving fund has been around \$18,000. In a nutshell, one can take, on average, \$20,000 off of the above figures AS LONG AS TOWN MEETING CONTINUES TO VOTE FOR THE REVOLVING FUND.

4. State Aid: - In general, the library receives about \$16,000 in state aid yearly. This year the library looks to get roughly \$18,500. This money has been used for the past number of years to fund shortfalls in the overall operating budget. These numbers include:

1. FY 04 - \$6,989 used to make the 16% requirement as well as surprise repair and maintenance to the building
2. FY 05 - \$20,703 used to make 16% requirement as well as nearly \$10,000 towards building repairs when the library was hit by lightning TWICE.

3. FY 06 – Entire account will be used for 16% requirement leaving nothing left for overspent accounts and or surprise building repairs.

PLEASE NOTE: It has always been the goal of the Board of Trustees and library administration to never go before Town Meeting requesting a transfer because accounts were overspent. That measure is believed to be only for extreme, dire circumstances. After this year, we will no longer have that cushion to handle unknown circumstances.

5. With full understanding of the Town's situation, I believe it's important to know the state that the library is in. The next two fiscal years are critical for the survival of this department. The library can apply for waivers but **THERE IS NO GUARANTEE** one will be given. The norm is that if a library is applying for waivers multiple years, improvement must be seen in the budget. By statute, **ONLY** 10 waivers are allowed a year. Only if the State budget language includes it are there more than the 10 waivers allowed.

More importantly, the fiscal soundness of the library is in peril. Please note:

1. This year, all state aid will be spent to purchase books, DVD's and other materials. We do have a payment coming this year since we received a waiver but it will not be enough to meet the 16% requirement for FY 07.
2. Most expense items (according to projections given by DPS) show that the library is already under-funded for heating and electricity.