

**Board of Library Trustees Meeting  
February 5, 2008**

**7:00 p.m.**

[Medway Public Library](#)

**Attendees:**

Trustees:

MaryAnn Cabibbo, Vice Chairman  
Elliott Edwards  
William Roberts, Secretary  
Wendy Rowe, Chairman

Citizens:

Margaret Perkins

**Minutes:**

A. Approval of agenda

Motion to approve agenda: MAC1, EE2, passed unanimously

B. Secretary's report

Motion to approve January minutes, MAC1, WLR2, passed unanimously

C. Citizens Speak

Margaret attended the Minuteman strategic planning meeting, enjoyed a good lunch and discussed general site issues.

D. Budget Report

Various budget flavors have been submitted and they've been assured that any funding over the bare minimum would be welcome, even if it didn't rise to the "extra" budget levels.

#### E. Acting Director's Report

- Town Administrator budget meeting this morning

Wendy had a pleasant meeting with the Town Administrator. They liked her budget overview

- [Earmark project status](#)

New computers are in the works. The molds' days are numbered.

#### F. Old business

- May election: Chuck and Wendy nomination status

Wendy has her papers and those present signed them.

- Annual Town Meeting warrant articles submitted as approved

#### G. New Business

- Former teacher volunteers to run storyhours Friday mornings

A former preschool teacher and Medway mom has offered to do a children's program consisting of stories and books. Seemed a good idea and will take place a week from Friday

- Annual Report due

As happens every year. Wendy would welcome pithy phrases describing our operations. The secretary feels very guilty at this moment because he clean forgot and he's of course typing up these notes the day of the next month's meeting.

Anyhow

Motion authorizing Elliot, Wendy and Margaret to form a subcommittee to write the annual report and then circulate the draft amongst the trustees and further to delegate approval of the report to the subcommittee so that it can be submitted on time. MAC1, WLR2, passed unanimously

#### H. Fundraising

On Sunday, May 4, volunteers from a local temple are going to shelve books preparatory to the Friends booksale which will then be on a weekend afterwards.

#### I. Next Meeting: Tues Mar 4 7pm

Welcome Adjournment: 7:37, EE1, WLR2, all rose

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## Attachments

- [Actual Earmark Budget](#)
  - [Earmark Spending halfway](#)
  - [one-page backup roughing out all sources of funding we'll actually use to fund FY09 operations assuming we're level funded by the Town.](#)
  - [Town's multipage budget form as corrected by the Town Accountant](#)
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## Town's multipage budget form as corrected by the Town Accountant

### Overview

#### Overview

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[Pg\\_3\\_Expense\\_Detail](#)  
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Sheet 1: *Pg\_1\_Department Cover*

## FY 2009 DEPARTMENT BUDGET COVER SHEET

Department Name:

Library
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Department No:

610
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Salaries:

Actual FY07	BUDGET FY08	YTD 12/31/07 FY08	LEVEL FUNDED FY09	LEVEL SERVICE FY09	SUPPLEMEN FY09
	\$91,767	\$45,214	\$91,767	\$91,767	\$13

Expenses:  
 Employee Benefits:  
 Total Dept Budget:

	\$9,991	\$631	\$15,575	\$19,406	\$9
	\$5,584				
<b>\$0</b>	<b>\$107,342</b>	<b>\$45,846</b>	<b>\$107,342</b>	<b>\$111,173</b>	<b>\$22</b>

**Statement of  
 Programs/Responsibilities/Goals/Legal  
 Mandates**

If level funded (dollars or service) in FY09, the Library will deplete its donations/trust fund and will have to shut down partway through FY10 unless fully funded. Any amount of money from the Supplemental Budget that you are able to fund will prolong the Library's life. To be eligible in FY10 for state certification (and hence grants and resource sharing), the Library must be open at least 32hrs/wk including some evenings September 2008 -June 2009, must not charge for regular library service, and must expend an amount equal to at least 12.8% of its town allocation on books and other materials. The Library is not eligible for state certification in FY09.

Sheet 2: pg\_2 Personnel Detail

**FY 2009 DEPARTMENT BUDGET PERSONNEL DETAIL**

Department Name:	Library
Department No:	610

	Job Title	Grade/Step	July 1, 2008 Pay Rate	Hours/wk	BUDGET	YTD 12/31/07	LEVEL FUNDED	LEVEL SERVICE	SUPPLEMENTAL
					FY08	FY08	FY09	FY09	FY09
1	Tech Services	5-5	\$19.24	40	\$40,019		\$40,019	\$40,019	\$44,824
2	Circ Lib	5-5	\$19.24	35	\$35,017		\$35,017	\$35,017	\$35,017
3	Lib Assistant	3-5	\$16.50	15.5	\$16,731		\$13,299	\$13,299	\$16,731
4	Lib Assistant	3-5	\$16.50	4			\$3,432	\$3,432	\$3,432
5	Lib Assistant	3-3	\$14.53	12					\$6,451
6	Lib Assistant	3-2	\$13.52	4					\$2,001
7	Director's Assist.	NA	\$25.00	19.5					\$25,350
8				40		\$45,214	\$0	\$0	\$0
	<b>Total</b>				<b>\$91,767</b>	<b>\$45,214</b>	<b>\$91,767</b>	<b>\$91,767</b>	<b>\$133,806</b>

**Employees (Individuals not positions/slots/FTE's)**

**Full-Time:**

2	2	2	2	2
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**Part-Time**

1	2	2	2	5
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**On Call Inspectors**

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**FY 2008 DEPARTMENT BUDGET EXPENSE DETAIL**

Department Name:

**Library**

Department No:

**610**

Acct No	Account Name	BUDGET	YTD 12/31/07	LEVEL FUNDED	LEVEL SERVICE	SUPPLEMENTAL	Explanatio Informatio
		FY08	FY08	FY09	FY09	FY09	
	Longevity	\$400		\$600	\$600	\$600	
	Telephone	\$1,500		\$1,500	\$1,500	\$1,500	
	OPS	\$8,091	\$631				
	Minuteman			\$13,475	\$13,839	\$19,592	
	Electricity				\$3,467	\$20,967	
	Heating Fuel					\$8,806	
	Water/Sewer					\$400	
	Trash					\$1,800	
	Repairs & Maintenance					\$8,000	
	Postage					\$500	
	Supplies					\$3,500	
	Books/Periodicals/Media					\$27,000	
	Dues, Meetings					\$100	
	In State Travel					\$400	
	+EmployeeBenefits FY08	\$5,584					
							See additio sheet for e
							All but \$20 Budget EX
							Paid for by in both Le
							Also in thi consulting
							assistant is donation-p



			increase	
2.	Electricity increase over FY08	\$3,466.79	Electricity paid for by non-Town funds, but this funds the forecast increase	\$111,172
3.				\$111,172
4.				\$111,172
5.				\$111,172
6.				<b>\$111,172</b>

**Total Level Service**

ITEM	DESCRIPTION	COST	RATIONALE	CUMULATIVE TOTAL
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<b>Supplemental</b>				
1.	Salaries	\$42,039.47	Additional staff hours to meet minimum requirements, Sat. hrs & PT Director help	\$153,212
2.	Rest of Minuteman Membership Fee	\$5,753.00	Otherwise must be paid for with donations	\$158,965
3.	Other Operating Expenses	\$41,006.00	Otherwise must be paid for with donations	\$199,971
4.	Books & Materials	\$27,000.00	Meets minimum requirement at this expenditure level; otherwise less bought, via donations	\$226,971



5.				\$226,971	
6.				<b>\$226,971</b>	<b>Total Supplemental</b>

**Total Budget - 2/5/2008 W.E.Rowe  
Medway Public Library  
FY 09**

<b>Account</b>	<b>Level Budget</b>	<b>Level Fund Source</b>	<b>Level Serv Source</b>	<b>Supplemental Budget</b>
Salaries Full Time	\$75,036	general lib	General lib	\$79,841
Salaries Part Time	\$16,731	general lib	General lib	\$53,965
Longevity	\$600	general lib	General lib	\$600
Telephone	\$1,500	general lib	General lib	\$1,500
Other Purchased Services *	\$25,350	Tuchinsky	Tuchinsky	\$0
Minuteman	\$19,592	\$13,475 general lib +\$6,117 Tuchinsky	\$13,839 general lib +\$5,753 Tuchinsky	\$19,592
Electricity	\$20,967	Tuchinsky	\$3,467 Genlib, rest T	\$20,967
Heating Fuel	\$8,806	Tuchinsky	Tuchinsky	\$8,806
Water & Sewer	\$400	Tuchinsky	Tuchinsky	\$400
Trash	\$1,800	Tuchinsky	Tuchinsky	\$1,800
R & M Miscellaneous	\$8,000	Tuchinsky	Tuchinsky	\$8,000
Postage	\$500	Mem donation	Mem donation	\$500
Supplies	\$3,500	Mem donation	Mem donation	\$3,500
Books /Periodicals/Media	\$24,000	Mem donation	Mem donation	\$27,000
Dues, Meetings	\$100	Mem donation	Mem donation	\$100
In State Travel	\$400	Mem donation	Mem donation	\$400
<b>Total</b>	<b>\$207,282</b>	<b>\$207,282</b>	<b>\$207,282.00</b>	<b>\$226,971</b>
		\$107,342 Town \$99,940 Donations	\$111,173 Town \$96,109 Donations	Shifts all costs to Town; Moves PT Dir to Salary;

\*OPS funds PT Director help  
(MLS degreed Librarian)

Ups PT staff by \$16,689 & Materials up \$2,000 To meet State minimum Requirements
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Account	Dec 31 2007		MOTT reimburse	Account Balance
Free Public Library Grant	\$0			\$0
Memorial Donations	\$21,884		\$24,273	\$46,157
Tuchinsky Donation Interest	\$32,919		\$4,200	\$37,119
Tuchinsky Donation Principal	\$83,641		\$19,228	\$102,869

**Level Funded Budget Uses**

**\$207,282 from:**

General Library account = \$  
107,342

Tuchinsky interest = \$37119  
(all of the Fund's interest)

Combined donations  
including Tuchinsky  
principal = \$62,821

**Earmark Spending halfway**

Financial & Program Report, January 2008: \$250,000 Earmark for the Medway Public Library

The Library is open increased hours thanks to the grant, and were able to hire a few additional part-time staffers to work those hours. We are making great strides in updating

our outdated reference collection and buying new library materials for other areas. The first-tier maintenance has been completed and the issues requiring repair are underway. Technology improvements are in the final stage before going out for quotation.

Grant expenses through January 2008:

Materials (Book/Periodical/Newspaper/Book-on-CD/DVD) \$7,206

Technology Improvements \$4,200

Additional Maintenance and Repair \$8,412

Operating Expenses Not Funded by Town \$12,603

(excluding books and other materials purchased)

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TOTAL \$32,421

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**Actual Earmark Budget**

Attachment B, Budget: FY08 \$250,000 Earmark for the Medway Public Library

Materials (Book/Periodical/Newspaper/Book-on-CD/DVD) \$70,000

Technology Improvements \$26,400

Additional Maintenance and Repair \$60,500

Operating Expenses Not Funded by Town \$93,100

(excluding books and other materials purchased)

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TOTAL \$250,000