

**Board of Library Trustees Meeting
March 1, 2011**

7:00 p.m.

[Medway Public Library](#)

Attendees:

Trustees:

Carol Brown
MaryAnn Cabibbo, Vice Chair
Ed Duggan
William Roberts, Secretary
Wendy Rowe, Chair

Citizens:

Chris Monahan, prospective Trustee

Minutes:

A. Approval of agenda

Motion to approve agenda, MAC1, CB2, passed unanimously

B. Secretary's Report

deferred

C. Citizens Speak

D. [Budget Report](#)

E. Director's Report

Ed asked about eBook circulation, here are the FY10 numbers from a day later:

Books: 80,621

Print newspapers and magazines: 3,133

Audiobooks (CD): 5,289

Digital audiobooks (downloaded from Overdrive): 278

eBooks (downloaded from Overdrive): 21

The staff has had customer training (provided by the town).

Had some water in due to ice dams. The weight of the snow on the roof caused some cracks

F. Old Business

- Annual Report (due Mar 4)

Motion to approve the annual report as amended CB1, MAC2, passed unanimously

The approved annual report is [here](#)

G. New Business

- [Meeting Room Use Policy](#)

The meeting room/facilities use policy was discussed and will be discussed further next month.

H. Fundraising

I. Adjournment; next meeting April 5 2011

Motion to adjourn (9:15), MAC1, CB2, passed unanimously

| Account | Acct # | Start Balance | Expen. To Date | End Balance | % Spent |
|------------------------|--------|---------------|----------------|--------------|---------|
| Salaries - Full Time | 5110 | \$78,926.00 | \$51,912.06 | \$27,013.94 | 65.77% |
| Salaries - Part Time | 5111 | \$65,236.00 | \$42,413.74 | \$22,822.26 | 65.02% |
| Longevity | 5150 | \$850.00 | \$850.00 | \$0.00 | 100.00% |
| Electricity | 5211 | \$16,756.00 | \$9,230.84 | \$7,525.16 | 55.09% |
| Heating Fuel | 5212 | \$8,543.00 | \$5,122.08 | \$3,420.92 | 59.96% |
| Trash | 5232 | \$1,800.00 | \$817.09 | \$982.91 | 45.39% |
| Water & Sewer | 5231 | \$400.00 | \$410.75 | (\$10.75) | 102.69% |
| R & M Miscellaneous | 5240 | \$1,562.00 | \$3,136.00 | (\$1,574.00) | 200.77% |
| Telephone | 5341 | \$1,150.00 | \$901.19 | \$248.81 | 78.36% |
| Supplies | 5400 | \$10,001.00 | \$896.76 | \$9,104.24 | 8.97% |
| Postage | 5343 | \$264.00 | \$264.00 | \$0.00 | 100.00% |
| OPS - (Minuteman bill) | 5380 | \$22,664.00 | \$22,667.00 | (\$3.00) | 100.01% |
| Media | 5427 | \$1.00 | | | |
| Books | 5521 | \$1.00 | | | |

| | | | | | |
|-----------------------------|------|--------------|--------------|-------------|--------|
| Travel | 5710 | \$1.00 | | | |
| TOTAL - GENERAL FUND | | \$208,155.00 | \$138,621.51 | \$69,533.49 | 66.60% |

| | | Start Balance | Expen. To Date | Income to Date | Account Bal |
|----------------------------|------------------|---------------|----------------|----------------|--------------|
| Memorial Donations | 5400 | \$23,244.12 | \$21,085.24 | \$16,101.11 | \$18,259.99 |
| Tuchinsky Fund Interest | | \$39,447.11 | \$1,746.94 | | \$37,700.17 |
| Tuchinsky Fund Principal | | \$102,869.11 | | \$234.76 | \$103,103.87 |
| Library Restitution Fund | 024-610-706-4773 | \$13,195.47 | \$1,697.15 | \$965.95 | \$12,464.27 |
| Copier & Printer Rev. Fund | 024-610-722-4840 | \$2,399.74 | \$360.00 | \$608.48 | \$2,648.22 |
| Meeting Room Rev. Fund | 024-610-723-4840 | \$1,574.18 | | \$340.00 | \$1,914.18 |
| Free Public Library | 2017 | \$3,500.63 | \$3,638.92 | \$4,321.00 | \$4,182.71 |
| TOTAL - OTHER FUNDS | | \$186,230.36 | \$28,528.25 | \$22,571.30 | \$180,273.41 |

Annual Report

Report of: Medway Public Library

Medway Public Library is an indispensable part of the community, dedicated to providing residents of all ages with dynamic collections, innovative programs and wide-ranging and sustainable services. We are recognized town-wide as an essential and reliable partner in the delivery of information resources, education, self-advancement, and recreation.

Medway Library has 5,061 registered borrowers. On average, every week we serve 1,200 people of all ages, handle 60 reference requests, host 76 public computer internet users, and circulate nearly 2,200 items. We host a diverse mix of Library-sponsored programs, art shows, Scout troops and other community groups, sport signups, theatrical performances, Community Education classes, story times, and meetings of town boards.

The Library's collection contains well over 69,000 volumes, including books, audio books, CDs, DVDs, and magazines. The Library's electronic presence includes a website and a wide range of electronic resources and services including downloadable audio and e-books, and over 20 databases. We provide both in-library and remote access to many databases provided by Medway Library, the Massachusetts Board of Library Commissioners, and the Minuteman Library Network. These resources include full text journal articles, reference and job search resources, and area newspapers.

Medway Public Library regained certification in December 2009. With certification, the Library received \$6,921 in State Aid, access to inter-library loan, and eligibility for Federal and State grants. Thanks to our library certification, Medway residents enjoy borrowing privileges for over six million items.

The library catalog interface provided by Minuteman offers patrons an easy way to: find and reserve books, audio books, CDs, videos, DVDs, and games from all over Massachusetts; renew items; and pay fines and manage library accounts online. E-commerce functionality allows patrons to use credit cards to pay fines via computer at any time.

Access to all of these resources is available through our medwaylib.org website.

Technology serves a vital library function. We have 10 public Internet access computers at the Library for patrons using office software products, online networks, databases, and connecting to others around the world. Wireless technology, introduced a few years ago, extends services to a new cadre of users equipped with their own laptops and other digital devices. We also have a public photocopy machine and a high quality public printer.

As part of our annual summer reading program, a family music concert and a reading-themed magic show were funded by the Medway Cultural Council. Children were encouraged to read and have people read to them through various activities. The Friends of the Library sponsored a fundraising concert by Southern Rail Bluegrass, and held the annual Gingerbread Festival. Spring and Fall brought live theater by the Medway Players. Our Preschool Storytime series was well attended, and volunteer Girl Scout-led pajama storytimes were enjoyed by all.

Throughout 2010, Medway has had an intermunicipal agreement for Franklin to provide a shared Library Director plus maintenance services to Medway. This past summer the Trustees approved a new Long-Range Plan. The plan lists goals and objectives for the Library, and is required to be eligible for more state grants.

The Library's Fiscal Year 2010 and 2011 budgets include enough money to pay for Library staffing, utilities and most of our maintenance. This budget allows us to meet the minimum Hours Open Requirement and the Municipal Appropriation Requirement, but that alone is not sufficient for certification. At this level, we need to spend approximately \$30,000 from donations and State Aid to meet the material (books *et alia*) requirement.

Most of our donations come from the Friends of the Library. Donations also come from individual donors, bequests, local businesses, and fundraisers. We are very grateful to everyone who has donated to the Library. Donors of at least \$1,000 are honored on a plaque at the Library.

We are very grateful for our dedicated staff and volunteers, and for the continued support by our patrons. Please come visit, and tell us how we can make the Library even more useful and relevant for you.

| | |
|--|---------|
| Medway Library Total Collection Size (FY10) | 69,137 |
| Newspaper and Magazine subscriptions (FY10) | 83 |
| Number of Registered borrowers (FY10) | 5,061 |
| Circulation Transactions (FY10) | 114,095 |
| Digital audiobook downloads (FY10) | 278 |
| Ebook downloads (FY10) | 21 |
| Interlibrary Loans (FY10) | 17,583 |
| Attendance in Library (visits) | 62,302 |

| | |
|--|-------|
| Number of reference transactions | 3,090 |
| Number of children's programs held | 56 |
| Total attendance at all children programs | 519 |
| Participation in the summer programs | 190 |
| Total number of persons volunteering | 17 |
| Number of hours volunteered | 1,390 |
| Number of users of public Internet computers during a typical week | 76 |
| Total number of hours the Library is open per week | 32 |

Respectfully submitted,

Medway Board of Library Trustees & Acting Director Felicia Oti

Medway Public Library Facilities Use Policy

Purpose

The purpose of this policy is to outline the use of the Library's conference/meeting spaces by persons, groups and organizations.

Policy

The Medway Public Library encourages the widest possible use of its conference/meeting spaces and will ensure their availability for informational, educational, cultural and recreational activities. Use of the rooms for Library & Municipal purposes shall take precedence over all other uses. In scheduling the use of rooms priority will be granted as follows:

1. Library-sponsored programs.

2. Groups and organizations affiliated with the Library.
3. Town of Medway Municipal departments.
4. Town of Medway boards and committees.

When not in use by the above, the rooms may be used on a first come, first served basis by local and external non-profit and for profit groups, organizations or agencies.

Conditions of Use

- All programs/events shall be open to the public. No person shall be excluded from attendance, except in order to comply with the occupancy limits.
- All groups seeking to use a room must complete and submit an application form for each requested use of a room. An authorized adult (21 years or older) representative of the group must request use of the room, fill out the application form and be in attendance. By signing the form the applicant.
 - Agrees that the rules for use has been read and understood.
 - Accepts financial responsibility for any damage or theft of any library property caused by members or guests of the group/organization
- Reservations shall be made through the Library Director or his/her designee and Reservations may be made up to a year in advance or on the day of the event.
- Groups shall, at their own expense, procure any license or permit necessary for the conduct of their meetings.
- The Story Room is only available upon special request approved by the Library Director.
- Meeting rooms are not available for commercial enterprises.
- Groups using meeting rooms may arrange the available tables and chairs as they choose, provided that all pieces of furniture are returned to their original positions at the close of the meeting/event. Groups who leave space in disorder will be prohibited from future reservations.
- Light refreshments may be served. No food is allowed outside of the rooms or to be left on the premises. Intrusion of any group activities into other areas is not allowed. Groups are responsible for cleaning up after use.
- State law prohibits smoking or the use of alcohol or illegal substances in public buildings. No open flame is permitted at any time.
- No posters, decorations or other items may be displayed on room walls, furniture or glass without prior approval by the Library Director.
- The Town of Medway, the Library staff, and the Board of Trustees assume no responsibility for the loss, theft or damage incurred by any group/org while using library facilities.
- The group is responsible for security, safety and behavior of the group. Children must be supervised by adults at all times.
- Meetings or gatherings of any kind that would interfere with the Library's operation (noise levels that disturb other users), safety and `peaceful and

- respectful environment, or impede staff in the performance of their duties or endanger the building or collection will not be permitted.
- If a meeting is cancelled the Library should be notified promptly.
 - Use of the Library's meeting rooms does not constitute endorsement of the subject matter or viewpoints presented by the participants.
 - Groups using meeting rooms agree to indemnify and hold harmless the Medway Public Library, Town of Medway, their officers, agents and representatives, from any and all lawsuits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings or its equipment.

Admission Fees

No outside group, organization or individual shall use the meeting room to:

- Charge an admission fee, sell tickets or solicit donations.
- Sell or promote any material or service for private profit or gain.
- Engage in fundraising activities.

Exceptions may be granted by the Library Director or the Board of Trustees.

Room Fees

A fee of \$25 per "booking date" will be charged for all private, individual or "for profit" activities, except organizations that qualify for a fee waiver. Waivers apply to those funded primarily through donations, fundraising or membership dues. A "booking date" is any period up to four hours.

Hours of Operation

With the exception of the Library, Municipal Departments, Municipal Boards and Committees, the meeting rooms may be used only during hours the Library is open to the public. All meeting room activities must conclude 15 minutes before closing-time. Groups needing additional setup time should allow for it in their reservations.

Equipment

Equipment available for use in the Library meeting rooms is listed on the reservation form. Requests for use of the equipment must be made when reserving the room.