

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
Library Meeting room
Tuesday, September 17th, 2013 at 5:30pm

Approval August 20th 2013 Minutes

New Business

- Focus on Sub-committees
- Budget discussion for 2013-2014
- Library ARIS Report

Updates

- Friends of the Library/Pig Roast
- Little Free Libraries
- Seismograph progress
- Tree planting date & Ceremony ideas
- Director's Report
- Personnel
- Building & Grounds

Next Meeting

- Set future agenda items
- Set date

Adjournment

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY
19 Sandwich Road
Bourne, MA 02532

Minutes of the September 17, 2013 Trustees Meeting
Jonathan Bourne Public Library Meeting Room

Trustees Present

Heather DiPaolo
Joan Simpson
Kathryn Tura
Claudine Wrighter
Kristine Maginnis

Staff Present

Patrick Marshall

Trustees Absent

Stephanie Kelly

Guests

Paul Gately, Reporter
The Bourne Courier

Heather DiPaola called the meeting to order at 5:35 pm.

Minutes – K. Tura moved that the August 20th meeting minutes be approved with the following corrections. Spelling of her name is Kathryn and not Katherine and that the motion to adjourn was done by Joan as it would be tough for her to both make the motion and second it. K Maginnis seconded. Motion was carried by unanimous vote.

Budget Discussion for 2013-14 – P Marshall stated that this was actually an item about FY 15 budget preparation and asked Board members to think about programs of service for the upcoming budget prep for next year. What programs would the Board like to see emphasized next fiscal year? He also made mention that there were some shifts to this year's budget as salary line items will be shifted to reflect the new part time tech services position as well as the reduced rate for the new circulation assistant.

Library ARIS Report – P Marshall briefly went over the submitted ARIS report to the state. Statistics show that circulation increased from last year to just over 156,000 items, Bourne is still a net borrower with 23,055 items sent to us from other libraries while we lend out 19,921 items to other libraries. The children's department served 7,554 people in 438 programs and that the number of non-subsidized volunteer hours (i.e., no senior tax write off, etc) was 1,089 hours.

Trustee Sub-Committees – The trustees discussed the roles of the subcommittees they formed (**Fundraising** is Stephanie and Joan, **Marketing/PR** is Kristine and Heather, and **External Partnerships** is Claudine and Kathryn). It was mentioned how all are interconnected. A more detailed discussion about the fundraising group and how this includes grant writing and liaison for Friends of JBPL Inc, as well as a contact for any private group wanting to donate to the library. Board members will look at goals and projects for the upcoming year as well as begin thinking about the Strategic Plan process for next year.

Friends of the Library/ Pig Roast – J Simpson provided a quick update. As of now, the Pig Roast raised a bit over \$3,000 for the seismograph.

Little Free Library – Upper Cape students will do a prototype of the unit to show to town officials. Group needs to think of town property locations where these can go up. A cost estimate for each unit is also needed so that those boards and individuals we need to talk to will get all the information required.

Seismograph – S Kelly has completed a grant application for the Cape Cod Foundation and just needs some final information from P Marshall.

Tree Planting – P Marshall is waiting to hear when the new front tree will be planted. Board members would like a ceremony of some sort to invite the community in to celebrate the planting. A tentative weekend for the ceremony looks to be the first weekend of November but will be firmed up once we get dates for the actual planting.

Director's Report – No written report this month. New thermostats are being installed from Rise Engineering. Part of a town wide energy saving program. An offer has been made to a new circulation assistant to fill the slot vacated by the resignation of Melissa Chase. New person would start in October. Applications are being accepted

for the part time technical services assistant position. A mouse was seen lurking around the book sale over the weekend. The library custodian has been seen sporting safari gear in the hopes of catching the intruder.

Next Meeting – The next meeting is set for October 15, 2013 at 5:30 p.m. at the library.

Motion to adjourn at 7:15 – K Tura, J Simpson (2nd) vote - Unanimous.

Respectfully submitted

Patrick W. Marshall

Library Director

(For Stephanie Kelly)

Budget Report
Jonathan Bourne Public Library
FY 14 (Sep 17, 2013)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 92,950.00	\$ 21,368.04	\$ 71,581.96	22.99%
Salaries - Supervisors	5112	\$176,450.00	\$ 40,565.76	\$ 135,884.24	22.99%
Salaries - Clerical/ Secretary	5113	\$121,782.00	\$ 29,304.46	\$ 92,477.54	24.06%
Salaries - Hourly Employees	5117	\$ 25,254.00	\$ 4,486.56	\$ 20,767.44	17.77%
Salaries - Longevity	5141	\$ 2,111.00	\$ 256.00	\$ 1,855.00	12.13%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 380.00	\$ 1,420.00	21.11%
TOTAL SALARY		\$420,347.00	\$ 96,360.82	\$ 323,986.18	22.92%
Electricity	5211	\$ 16,500.00	\$ -	\$ 16,500.00	0.00%
Heating Fuel	5212	\$ 11,000.00	\$ 36.23	\$ 10,963.77	0.33%
Non Energy - Water	5230	\$ 300.00	\$ 166.75	\$ 133.25	55.58%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 1,216.10	\$ 6,783.90	15.20%
R &M Office Equipment	5245	\$ 500.00	\$ 306.00	\$ 194.00	61.20%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 2,669.00	\$ 4,031.00	39.84%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 32,396.53	\$ 12,603.47	71.99%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 1.10	\$ 898.90	0.12%
Postage	5341	\$ 750.00	\$ -	\$ 750.00	0.00%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ -	\$ 900.00	0.00%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 250.30	\$ 449.70	35.76%
Bldg/equip supplies-operational	5430	\$ 4,000.00	\$ 706.00	\$ 3,294.00	17.65%
Bldg/equip supplies- other	5435	\$ 500.00	\$ -	\$ 500.00	0.00%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 558.41	\$ 1,441.59	27.92%
Other supplies - Books	5580	\$ 75,000.00	\$ 19,816.74	\$ 55,183.26	26.42%

Other supplies - Magazines	5581	\$ 7,250.00	\$ 1,073.46	\$ 6,176.54	14.81%
Other Supplies - Misc.	5595	\$ 300.00	\$ 17.26	\$ 282.74	5.75%
Travel	5710	\$ 400.00	\$ -	\$ 400.00	0.00%
Dues	5730	\$ 250.00	\$ 150.00	\$ 100.00	60.00%
TOTAL EXPENSES		\$181,200.00	\$ 59,363.88	\$ 121,836.12	32.76%
	TOTAL	\$601,547.00	\$ 155,724.70	\$ 445,822.30	25.89%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,620.56	\$ 5,561.65	\$ 3,245.91	\$ 7,304.82
Library Gifts & Donations	4849	\$ 12,238.64	\$ 2,748.98	\$ 2,773.96	\$ 12,263.62
Lib Incentive & MIG Grant	3402	\$ 37,795.07	\$ 18,049.72	\$ -	\$ 19,745.35
Teens & Tweens **** (FY 12)	3463	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
Teens & Tweens **** (FY 13)		\$ 7,500.00	\$ 7,500.26	\$ -	\$ (0.26)
****Goes by Federal FY(Oct-Sep)					