

Agenda Packet 10-14-2014

Sunday, October 12, 2014 2:26 PM

Roxbury Free Library

Board of Trustees Meeting

October 14, 2014 - 5 PM Agenda

Call to Order

Additions/Postponements of Agenda items

Review and approve minutes of 9/9/2014

Review Treasurer's report

Library Director's report

Old Business

- RFL logo
- Arts Bus
- Reports of conferences/meetings attended
 - Roxbury Selectboard MTG – Betty/Ryan
 - Collection Development – Ryan
 - Turning The Page – Betty
 - Edge – Carl

New Business

- Employment Contract Negotiation
- Delegation of Payroll authorization
- Donation policy
- Summer statistics summary
- Draft "Friends Letter"

Executive Session - Personnel

DRAFT: TRUSTEES MEETING ROXBURY FREE LIBRARY, September 9, 2014

Present: Elizabeth Carney, Sandra Carrillo, Carl Ellis, Jane Pincus, Donald Breivogel-Williams, Ryan Zajac Community: Tawnya Kristen, GMTA, and Kim Livillera, Roxbury Planning Commission

Draft Minutes, Budget and Librarian's Reports A motion was made by Carl Ellis to accept the following agenda items - draft minutes, treasurer's report, and library director's report. Vote: 4 yes, 0 abstentions, 0 no. Approved

Logo Discussion tabled

Presentation and Discussion of Possible GMTA Service: Mainly focused on whether there's a need for public/GMTA transportation to and from Roxbury to stores, hospitals and social visits in surrounding areas.

*See discussion below.

Personnel Policy: A motion was made by Jane Pincus to accept PERS 001 as amended. Vote: 5 yes, 0 abstentions, 0 no. Approved

Description of Library Director's Position: A motion was made by Carl Ellis to accept PERS 002 as amended. Vote: 5 yes, 0 abstentions, 0 no. Approved

Donation Policy Discussion: Postponed to gain further information re: tax-deductible issues.

Upcoming meetings: We will meet in Executive Session on October 14th, at 5 pm.

Meeting adjourned at 7:45

***GMTA Discussion:** What are the needs of Roxbury citizens for public transportation? Right now, GMTA provides volunteer drivers for the elderly and disabled. Various agencies and services already provide help for peoples' medical, social and shopping needs, but in this rural town, can more be done? Northfield now has regular bus service to Montpelier and around town. It takes a while for community members to get used to a new kind of transportation service. It might be useful to take a survey of Roxbury townspeople (perhaps at Town Meeting) to discover if added transportation would be desirable. Car pool, van pool opportunities can be

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developed. There's a website called [connecting commuters.org](http://connectingcommuters.org), and people can also use the Northfield Front Porch Forum to reach others.

DRAFT

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Roxbury Free Library Monthly Financial Report

Tuesday, October 14, 2014

Carl Ellis, Treasurer

Tuesday, October 7, 2014

			Change
NSB Checking Account Balance	\$	625.22	\$ -
Library Operating Fund	\$	2,946.02	\$ (1,709.21)
Capital Improvement Fund	\$	925.51	\$ -
Unexpended Annual Budget	\$	19,475.54	\$ (1,978.50)
YTD Fundraising	\$	254.29	\$ 254.29
YTD Donations	\$	579.15	\$ -
Total:		\$ 833.44	\$ 254.29
Budgeted Fundraising FY 2015	\$	1,000.00	
Budgeted Donations FY 2015	\$	2,700.00	
Total:		\$ 3,700.00	
Remaining to Be Earned FY 2015:		\$ 2,866.56	\$ (254.29)

		FY 2014		FY 2015	
		(Per Month)	(Cumulative)	(Per Month)	(Cumulative)
	Jul	\$ 621.50	\$ 621.50	\$ -	\$ -
	Aug	\$ -	\$ 621.50	\$ 579.15	\$ 579.15
	Sep	\$ 25.00	\$ 646.50	\$ 254.29	\$ 833.44
	Oct	\$ 50.00	\$ 696.50		
FUNDRAISING	Nov	\$ 500.00	\$ 1,196.50		
COMPARISON	Dec	\$ 2,001.00	\$ 3,197.50		
	Jan	\$ 598.00	\$ 3,795.50		
	Feb	\$ 330.00	\$ 4,125.50		
	Mar	\$ 461.00	\$ 4,586.50		
	Apr	\$ 200.00	\$ 4,786.50		
	May	\$ 617.00	\$ 5,403.50		
	Jun	\$ 30.00	\$ 5,433.50		

Trustee Meeting held - October 14th 2014

DIRECTOR'S REPORT

September 2014

Table 1. Summary of library Statistics during the past 6 months

Month	# Children [‡]	# Adults [‡]	Total books	Adult books	Videos	I.L.L. Requests	Ref ?s	New patrons	Computer usage	Universal Class	E-books	Passes
4-2014	32	83	139	52	24	8	11	7	15	0	4	0
4-2013	28	76	150	71	5	3	6	0	25	0	0	0
5-2014	32	83	117	51	15	7	15	1	24	0	15	2
5-2013	42	71	115	44	29	5	8	5	23	0	2	1
6-2014	40	122	169	64	21	25	16	1	32	0	11	0
6-2013	51	115	148	50	19	9	10	2	53	0	0	4
7-2014	56	133	198	69	24	13	21	4	61	0	10	1
7-2013	60	126	171	66	36	8	7	7	59	0	0	4
8-2014	50	93	152	48	19	4	20	0	40	0	13	4
8-2013	49	121	150	66	22	10	16	4	74	0	16	4
9-2014	25	82	101	71	11	6	12	2	32	0	7	2
9-2013	34	82	169	64	12	16	14	2	39	1	13	0

[‡] The data presented in these columns do not include individuals attending program events during the specified month.

Active Patrons - Currently we have 141 (+) active patrons using the RFL. Currently we have 46 patrons registered and using LUV.

Library operations

- Upcoming events
 - Adult Book Club 10/27/2014
 - Friends of the Library Halloween Trunk or Treat on 10/31/2014
 - Halloween open house 10/31/2014
 - VTDOL is hosting the Trustees and Friends Summit on 11/2/2014
 - VOKAL quarterly meeting 10/24/2014
 - Warren library field trip 10/25/2014
 - VOKAL user's day workshop 10/28/2014
 - 12/20/2014 is the official "Go Live" date for the launch of our automated system!

August outreach

- In September the RFL hosted a total of 2 events. Attendance in these events included 0 children and __ adults.
- Our website was viewed 328 times in the month of September.

Circulation

- Number of collection items cataloged to date: 1,168 (not updated from Sept.).
Number of new items in the past month: 16.

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- We have upgraded our 2 public computers. We are still installing software to get them fully up and running but they are providing access to the net right now which is their primary use for most patrons.

Miscellaneous

- I submitted a grant application to the Ashgate Foundation to fund the acquisition of an Apple iPad for the RFL.
- Volunteers providing service in the past month include:

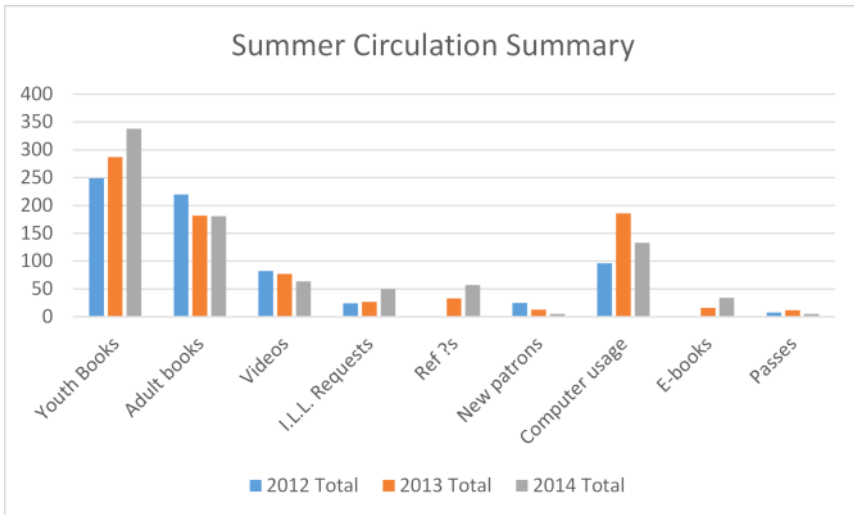
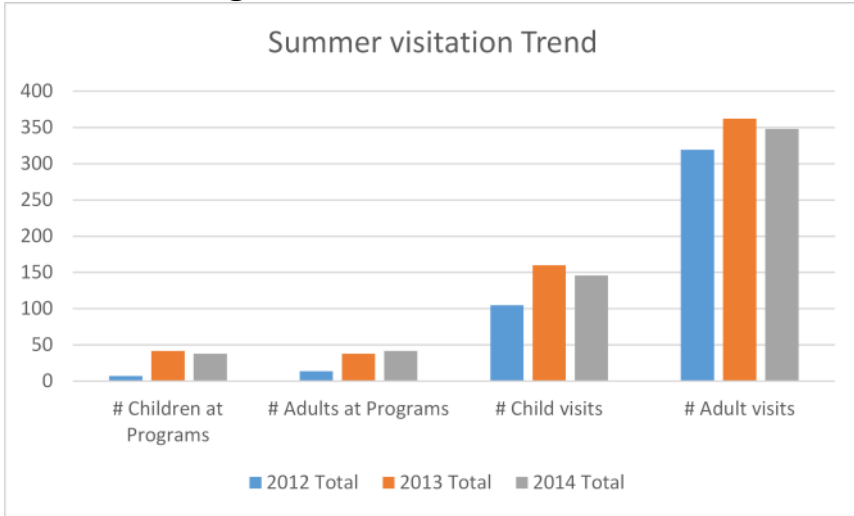


Joan Leary
Anne Schaller
Karin Johnson
Sally Kirn
Fran French
Hannah Zajac

RFL Service description

[Sometime in August 2014 a patron came in searching for a specific item. When we surprised her by having exactly what she wanted she literally threw her hands in the air and exclaimed how exciting this was to find what she needed here.]

Summer Usage Trends



Example 1

GIFTS AND DONATIONS

Thank you for your materials and/or monetary donation to the Westford Public Library. We welcome gifts and bequests; the thoughtfulness of past donors has greatly contributed to both the collection of the Westford Public Library and the building it is housed in.

In accepting gifts and donations, the Library reserves the right to decide whether the donated materials should be added to the Library's collection, in accordance with the guidelines of the Westford Public Library policies. All gifts and donations become the property of the Westford Public Library, and the Library reserves the right to display, store, discard, or sell all gifts and donations for the benefit of the Library in accordance with the wishes of the Board of Trustees.

The Library is unable to give an evaluation of an item for tax purposes. Assessment of value is the responsibility of the donor. However, attached below is a form for the written acknowledgment of the receipt of the gift or donation, which may be filled out by the donor and signed by a representative of the Library.

Thank you,

The Westford Public Library Board of Trustees
Reviewed November 2004

WESTFORD PUBLIC LIBRARY
POST OFFICE BOX 86
WESTFORD, VERMONT 05494

Date: _____

Library representative: _____

We acknowledge with gratitude your donation of the following items to the Westford Public Library:

_____ Books

_____ Magazines

_____ Audio materials

_____ Monetary donation

_____ Other

Example 2

4.3 GIFT/DONATION POLICY

The Chelmsford Board of Library Trustees welcomes and encourages gifts and donations which are consistent with the Library's Mission Statement.

Print and Non-Print Materials

The Library is pleased to accept print (books) and non-print (DVDs, CDs, etc.) materials when they comply with the Library's Material's Selection Policy. All gifts are accepted with the understanding that if the Library is unable to use the materials, they will be donated to the Friends of the Library Book Sale. Unused donations cannot be returned to the donor. This should be clearly stated to the donor at the time of the donation.

We're sorry, but we cannot accept donations of the following items: Magazines (including National Geographic), encyclopedias or textbooks more than 4 years old, Reader's Digest Condensed books.

Monetary Donations

Monetary donations may be made in a number of ways:

- Memorial gifts: The Library will be pleased to select appropriate titles in memory of a relative or friend, as indicated on the donation form. A gift plate will be added to each purchased item with the name of the person being honored. Notification of the gift will be sent to the person designated on the donation form.
- Chelmsford Public Library Gift Fund: These funds, donated by individuals, groups or corporations will be spent as requested on the donation form. A gift plate will be placed in each purchased item with the name of the donor. Funds can be designated to purchase materials:
 - In a particular subject area
 - For a particular department
 - For the main library or the branch
 - Or as an unrestricted gift.
- Chelmsford Library Endowment Fund: Funds will be preserved for future library needs, such as library expansion or capital improvements, that public funding alone cannot meet.
- Gifts of Appreciated Assets: Through gifts of publicly traded securities such as stocks, bonds, or mutual fund shares, you have the advantage of seeing your donation at work helping the Library. Gifts of highly appreciated stock or securities provide you with a charitable tax deduction, avoidance of capital gains tax, and the satisfaction of helping the Library. You can also receive similar benefits from gifts of appreciated real estate.
- Bequests: A bequest to the Chelmsford Public Library creates a legacy for generations of children of families. Many generous donors have remembered the Library as they prepare or revise their wills.

Other Gifts

Gifts and donations other than items which can be used in the Library's collection (such as art, furniture, etc.) or monetary gifts (as listed above) must be discussed with the Library Director. All conditions pertaining to the donation must be clearly stated at that time. The Library Board of Trustees will make the final determination to accept or decline the gift.

These gifts will be considered in light of the following criteria:

- Relevance to the Library's Mission Statement
- Space required to house or store the gift(s)
- Cost to maintain or preserve the gift(s)

All gifts and donations accepted by the Board of Library Trustees become the property of the Chelmsford Public Library and may be sold or discarded as the Board sees fit.

Gifts to Library Staff

Individual Library staff cannot accept valuable gifts or any form of currency for the services they provide as library staff. Appreciative patrons are encouraged to make contributions to the library as a whole, or provide a gift that all staff can enjoy equally. This policy is to ensure that staff will treat all members of the public equally, and that no preferential treatment is shown or expected.

Receipts

The Library can provide receipts for gifts only in the following cases:

- Cash or check donations: a receipt will be sent in the form of a letter stating the amount donated.
- Gifts of Appreciated Assets: a receipt will be sent in the form of a letter describing the assets. The donor is responsible for assigning and documenting monetary value for tax purposes.
- All other donations: a receipt will be given only at the time of the donation, if requested. The receipt will list the number and type of donation only. The donor is responsible for assigning and documenting monetary value for tax purposes.
- The Library cannot give receipts for previously donated material.

ROXBURY



FREE LIBRARY