

**Winthrop Public Library
Board of Library Trustees Meeting Agenda
Wednesday, May 12, 2010, 6:30 p.m.**

1. Reading and acceptance of minutes from the previous (April 14, 2010) meeting.
2. Director's update
 - ** Town Hall update**
 - ** Budget/Financials**
 - ** Long-Range Strategic Plan update**
 - ** Winthrop Public Library Foundation, Inc. update**
 - ** Town-Wide Yard Sale (BookEnds and WPL&M)**
 - ** Summer hours (June 1 – September 3, 2010)**
3. Old Business
 - ** Materials Donations policy [action]**
 - ** Interlibrary Loan Policy[action]**
4. New Business
 - ** Survey Monkey subscription [discussion/action]**
 - ** Fund transfer: \$2000 to utilities from payroll [action]**
 - ** Basch Room [discussion]:**
 - Dedication date? Ceremony?**
 - Furnishings etc.**
5. Executive session
6. Date of Next Meeting
7. Motion to adjourn

FY10 LIBRARY FINANCIALS as of 11 MAY 2010

LINE ITEMS	1 JULY 09	Current \$\$ Available	\$\$ Spent	% Spent
Payroll	336,847.00	61,683.07	275,163.93	81.69%
S&E Non-Materials (see Non-Materials details below)	18,000.00	-692.70	18,692.70	103.85%
S&E Materials** (see compliance levels below)	74,966.00	7,372.97	67,593.03	90.16%
NOBLE	48,282.00	864.44	47,417.56	98.21%
Contract Services	3,800.00	3,800.00	0.00	0.00%
Utilities	15,929.00	551.87	15,377.13	96.54%
Conference	1,500.00	1,397.54	102.46	6.83%
OVERALL	499,324.00	74,977.19	424,346.81	84.98%
DISCRETIONARY FUNDS				
	7/1/2009	Expen'tures	FY10 Deposits	Current \$\$ Available
. State Aid	15,228.84	2,623.99	6,080.49	18,685.34
. George Hyde Fund	12,667.37	4,412.73	315.00	8,569.64
. Hazlett Children's Fund	805.03	600.00	775.00	980.03
. New Book Fund	2,170.21	0.00	136.00	2,306.21
. Carr Museum Fund	777.00	0.00	110.00	887.00
S&E NON-MATERIALS DETAIL				
	18,000.00	Current \$\$ Available	% Spent	
S&E Admin	6,000.00	357.92	94%	
S&E Bldg Mnt	6,000.00	-2,731.04	146%	
S&E Tech Serv	6,000.00	1,680.42	72%	
Remaining Overall		-692.70		
****S&E MATERIALS COMPLIANCE				
	Spent			
59,918.88	67,593.03	112.81%		<--Spent toward 12% compliance
67,408.74	67,593.03	100.27%		<-- 13.5%
74,898.60	67,593.03	90.25%		<-- 15%
TOTAL S&E (Materials minus Non-Materials deficit)				
7,372.97 minus 692.70		6,680.27		

WINTHROP PUBLIC LIBRARY SUMMER HOURS

(June 1 – September 3, 2010)

	<u>ADULT</u>	<u>CHILDREN'S</u>
Monday:	10 a.m. – 6 p.m.	1 p.m. – 6 p.m.
Tuesday:	12 p.m. – 8 p.m.	1 p.m. – 7 p.m.
Wednesday:	10 a.m. – 6 p.m.	1 p.m. – 6 p.m.
Thursday:	12 p.m. – 8 p.m.	1 p.m. – 6 p.m.
Friday:	10 a.m. – 6 p.m.	1:30 p.m. – 6 p.m.
Saturday & Sunday:	CLOSED	

There are no Children's Story Hours during the summer months. They will resume after Labor Day.



Winthrop Public Library & Museum
2 Metcalf Square
Winthrop, Massachusetts 02152-3159

Materials Donation Policy and Guidelines

General: The library gratefully welcomes donations of print and non-print materials. Donated items are accepted without donor preconditions and immediately become property of the library. The library reserves the right to handle, distribute and dispose of donated materials as it sees fit. Donated materials cannot be returned. The library reserves the right to refuse donations.

Please make all donations in person. The library accepts donations between the hours of 12 p.m. and 5 p.m., Tuesday through Saturday. Please call us ahead of time at (617) 846-1703 to coordinate a time and date for delivery of your items. Do not leave donations in the drop box out front. Any donations left in the drop box take up space needed for returned items and will be thrown away. Do not leave donations outside the library as inclement weather or vandals may damage them, rendering them useless to us.

We are happy to provide written acknowledgment of all accepted gifts provided the donor requests it at the time of the donation. A copy of our Donation Verification Form is attached. This form will list the item(s) donated but will not include an assessed value for them. It is the responsibility of the donor to set a value on donated items for tax-reporting purposes.

Museum-Quality Items: Items of historical significance – specifically, items related to local history (specifically: maps, historic papers/documents, portraits/paintings, and/or other objects of local historical significance) may, if accepted, be added to our museum collection. Contact the library director at (617) 846-1703 to arrange an evaluation of items which might have historical significance before bringing them to the library.

Non-Museum-Quality Items: Other donated items that are in excellent shape and fill a need in the library's collection may be added to it. However, most other, non-museum-worthy, donated items will, if accepted, go to BookEnds, the bookstore in our basement operated by the Friends of the Winthrop Public Library, whose proceeds help fund library programs. Please be certain your materials are clean and dry. Dirty, moldy, musty, malodorous or poor-quality/condition items will not be accepted.

The library accepts non-museum books and media in good to excellent condition. Please observe the following guidelines and standards when donating materials to the library:

Winthrop Public Library & Museum, Materials Donation Policy and Guidelines

- 1. Hardcover Books:** Hardcover books must have intact covers, no underlining, no handwriting or marking on their pages and must not be moldy, musty, malodorous or dirty.
- 2. Paperbacks:** Paperbacks must not be yellowed or have cracked spines (many dry out within ten years if stored improperly) and must not be moldy, musty, malodorous or dirty. Paperbacks must have covers.
- 3. No Magazines:** We do not accept magazines. Exceptions can be made only with the personal approval of the director and/or consent of the proprietor of BookEnds. We have stopped taking *National Geographic* and other heavily pictorial magazines because they do not sell. We have no interest in back issues of magazines for our collection (to replace those lost or stolen) because most titles are available online.
- 4. No Encyclopedia and Reference Sets:** Encyclopedia and reference sets will not be accepted. Such materials take up a large amount of space and we have found that they do not sell.
- 5. CDs, DVDs, and Videos:** Compact discs, vinyl records (with cover), DVDs and videos in good condition or better, regardless of age, will be accepted as long as they are in their original packaging. We cannot accept black box or no-box videos and DVDs, nor do we accept non-copyright-compliant recordings of music, television shows, movies or events.
- 6. No Artifacts:** We do not accept knick-knacks or appliances. Exceptions can only be made with the personal approval of the director or consent of the proprietor of BookEnds. If you have items you believe may be of value to our museum collection, please contact the Director (see Museum-Quality Items above).
- 6. Furniture:** We will accept furniture in excellent condition but only with the approval of the Director.
- 7. Framed Art:** We will not accept framed art with broken/damaged frames, tears, stains or other damages. All framed art donations must be clean and wholly-intact. If you believe the framed art you are donating is museum-worthy, please contact the Director (see Museum-Quality Items above).

Please call us at (617) 846-1703 if you have any questions about donations that are not covered by these guidelines.

The following are organizations that may also accept book and materials donations. To avoid inconvenience, we recommend consulting with them before dropping anything off.

- Morgan Memorial Goodwill

230 Elm Street (Davis Square)

Somerville, MA

(617) 628-3618

Winthrop Public Library & Museum, Materials Donation Policy and Guidelines

<http://www.goodwillmass.org/stores/store-locations-and-hours.html>

Got Books

978-284-2500

<http://www.gotbooks.com>

(Note: The First Church of Winthrop United Methodist, 217 Winthrop Street, in Winthrop has a *Got Books* drop box located in the parking lot behind the church)

- Salvation Army Family Store

295 Broadway; Chelsea, MA 02453

617-884-0260

Approved _____

James Matarazzo, Chair

Board of Library Trustees

(date)



Winthrop Public Library & Museum
 2 Metcalf Square
 Winthrop, Massachusetts 02152-3159

DONATION VERIFICATION FORM

This document verifies that _____ has donated
 (printed donor name and address)

items to the Winthrop Public Library & Museum that have been viewed and approved by the Library's administration. The number of items accepted for donation and received are:

_____ Hardcover books

_____ Paperback books

_____ VHS tapes

_____ DVD(s)

_____ CD(s)

_____ Other (please describe): _____

[If donor desires, he/she may attach a bibliographic list or other descriptive document to this form. The donor must provide that list and have all donated items ready for verification at the time of donation]

_____ (donor's signature)

_____ (date)

_____ (WPL&M staff signature)

_____ (date)

_____ (WPL&M director's signature)

_____ (date)

- According to the IRS, the library cannot offer any statement of value
- The library does not keep records of donations (one item or one set, as defined by the IRS) worth \$500 or less. The donor is responsible for compliance with all relevant IRS regulations.



Winthrop Public Library & Museum
2 Metcalf Square
Winthrop, Massachusetts 02152-3159

Interlibrary Loan Policy

General: The Winthrop Public Library & Museum (WPL&M) is a commonly held public resource, shared and supported by the Town of Winthrop and the Commonwealth of Massachusetts. Our purpose is to ensure that members of the Winthrop community have the right and means to free and open access to information and ideas. The Library protects intellectual freedom, promotes literacy and encourages life-long learning.

Interlibrary loan service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. Interlibrary loan should serve as an adjunct to, not a substitute for, collection development at the local level.

The WPL&M is part of the North of Boston Library Exchange (NOBLE). The conditions of this service are set by the NOBLE Interlibrary Loan Code; the MassCat Interlibrary Loan Code; the National Interlibrary Loan code, 1980; and U.S. Code Title 17 concerning copyright law.

What is an Interlibrary Loan (ILL)?: The loaning of library materials between two different libraries. The purpose of interlibrary loan is to obtain library material not available in the WPL&M, and to loan material found at the WPL&M to other libraries.

Who can use ILL?: Interlibrary loan is offered to all registered borrowers in good standing of the WPL&M or NOBLE. Interlibrary loan is transacted only from library to library. Individual patrons from other libraries should request this service from their own library.

How do I request material from Interlibrary Loan?: You may make your Interlibrary Loan request at the Circulation Desk. You may also make your request online at <http://www.noblenet.org> using your PIN number. If you don't have a PIN number or have forgotten your PIN number, come to the Circulation Desk for assistance. We will try to find the requested item at another NOBLE library. If we cannot locate the item within the NOBLE system, we will refer the request to the Massachusetts Regional Library System.

What information do I need to make a request?: To request a book you will need the author, title and if possible, the year of publication. To request a CD or DVD you will need title, and if possible, the publication date. If you don't have all of the information, we will still try to fill your request, but may not be successful.

How long does it take to receive an Interlibrary loan item?: The WPL&M belongs to the Massachusetts Regional System. Requested items are delivered each weekday that the WPL&M is open. It usually takes about 2-3 business days to receive requested materials, depending on item availability. If the material is not located in

Winthrop Public Library & Museum: Interlibrary Loan Policy

the state, it may take longer. We work hard to have your request sent out within 24 hours. Once your request is sent out, it takes the other libraries time to process your request, and then it takes more time to ship the material to us. If the item is not available for ILL at a library which owns the material, another library will be asked to loan the item.

Do you charge a fee for Interlibrary Loan?

No, there is no fee for placing an Interlibrary Loan request. Nor is there is a fee for Interlibrary Loans from Massachusetts Regional Library System libraries. However, many out-of-state libraries and libraries which are not part of the Massachusetts Regional Library System charge to ship materials to us. They may also require specific return shipping arrangements (e.g. FedEx, UPS, Certified Mail, Insured Mail etc.) Shipping fees usually run from \$5.00 to \$50.00, depending on the policies of the loaning library. Once we've established the shipping arrangements and costs with the loaning library, you will be asked whether you are willing to pay the fees. Unfortunately, the WPL&M must pass these fees along to you due to budgetary constraints.

How long can I keep Interlibrary Loan materials?

Typically, books are available for 1-3 weeks at the discretion of the loaning library. The loaning library may impose restrictions, such as in-library use or no renewals. If you need additional time to use the material, please contact the Circulation Desk as soon as possible. Renewal requests may be refused. The loaning library grants permission for renewals, not WPL&M staff.

Interlibrary Loan is dependent upon the generosity of and goodwill between libraries. Please be careful with the loaning library's property and return it on time.

Approved by _____

James Matarazzo, Chair

Board of Library Trustees

_____ (date)

COMPARISON: SURVEY MONKEY PLANS

	<u>BASIC</u>	<u>PRO</u>	<u>UNLIMITED</u>
Cost	Free	\$19.95/mo.	\$16.67/mo. (or billed as \$200/yr.)
No. of surveys you can do	Unlimited	Unlimited	Unlimited
Max no. of questions per Survey	10	Unlimited	Unlimited
Max no. of responses per Survey	100	1,000 per month*	Unlimited
"Skip Logic" feature available?	No	Yes	Yes
Billing	n/a	Monthly/quarterly	Annual
Create Print Version (PDF) of survey?	No	Yes	Yes
Customize with logos?	No	Yes	Yes

* 5 cents fee per response overage

NOTE: Other online survey products sampled (Zoomerang, SurveysPro, Key Survey, QuestionPro) have similar features and nearly identical costs.

Recommendation: Unlimited Plan. This will keep it available to us for future usage.