

**WEDNESDAY, February 20, 2013**  
**WOONSOCKET HARRIS PUBLIC LIBRARY**  
**7:00 PM- WOONSOCKET ROOM**  
**REGULAR TRUSTEES' MEETING**

- 1 Call to Order
- 2 Roll Call
- 3 Salute to flag -- prayer
- 4 Approval of Minutes  
January 9, 2013
- 5 Correspondence and Communications
- 6 Report of the Executive Director
- 7 Report of the Assistant Director
- 8 Financial Reports and Expenditures
- 9 Committee Reports
- 10 Unfinished Business
  - A. Miscellaneous Expenditures
  - B. Security System
- 11 New Business
  - A. Budget Fiscal Year 2013-2014
  - B. Deposits on Library Materials
- 12 Announcements & Reminders
- 13 Executive Session, RI General Laws 42-46-4 and 42-46-5
- 14 Adjournment

Enclosed: Agenda, Director's Report, Assistant Director's Report, Minutes 1/9/13  
Petty Cash Balances, Expenditures Report

The public is welcome to any meeting of the Library Board or its committees. If communication assistance (readers/interpreters/captioners) is needed or any other accommodation to ensure equal participation, please contact library management at least three (3) business days prior to the meeting.

**Woonsocket Harris Public Library**  
**Board of Trustees Meeting Minutes**  
**January 9, 2013**  
*Regular Session*

**1. Call To Order:**

The meeting was called to order by Chairperson Diane Rivers at 7:00 PM in the Woonsocket Room.

**2. Roll Call:**

Chairperson Diane Rivers, Trustees Stephanie Roberts, Cathy Ward, Dorian Parker and Buddy DiSpirito were present. Director Leslie Page and Assistant Director Kim Shipala were also present.

**3. Salute to Flag - Prayer:**

The Pledge of Allegiance was lead by Chairperson Rivers followed by a prayer offered by Trustee Parker.

**4. Approval of Minutes-December 12, 2012:**

**Motion 1:** A motion was made by Vice Chairperson Ward and seconded by Trustee Parker to accept the minutes from December 12, 2012 with any additions, deletions or modifications.

Vote is 5-0 and **Motion 1** carries.

**5. Correspondence and Communications:**

Director Page thanked the Trustees for the Holiday Party. In answer to a question from Chairperson Rivers, Director Page explained that new LED exterior lights had been installed in the parking lot as part of a money saving program in which the city is participating.

**6. Report of the Executive Director:**

*\*\*A copy of the Director's Report was included in the Trustee packets*

Director Page reviewed her report with the Trustees and answered their questions.

**Motion 2:**

A motion was made by Trustee Parker and seconded by Trustee DiSpirito to accept the Executive Director's Report.

Vote is 5-0 and **Motion 2** carries.

**7. Report of the Assistant Director:**

*\*\*A copy of the Assistant Director's Report was included in the Trustee packets.*

Assistant Director Kim Shipala reviewed her report with the Trustees and answered their questions.

**Motion 3:** A motion was made by Chairperson Rivers and seconded by Trustee Parker to accept the Assistant Director's Report.

Vote is 5-0 and **Motion 3** carries.

### **8. Financial Reports and Expenditures:**

Director Page answered the Trustee's questions regarding the Financial Reports.

**Motion 4:** A motion was made by Chairperson Rivers and seconded by Trustee DiSpirito to accept the financial reports.

Vote is 5-0 and **Motion 4** carries.

### **9. Committee Reports:**

Director Page distributed the Friends financial report. The in-house book sale earned \$841.75 in December. A carpet cleaner will be purchased using funds from the in-house book sale.

### **10: Unfinished Business:**

#### **A. Miscellaneous Expenditures:**

No action was taken.

#### **B. Budget for Fiscal Year 2012-2013:**

No action was taken.

#### **C. Security System:**

Still obtaining estimates.

### **11. New Business:**

### **12. Announcements and Reminders:**

February 20, 2013 @7:00 PM Regular Trustee Meeting

### **14. Adjournment:**

**Motion 5:** A motion was made by Trustee Parker and seconded by Trustee DiSpirito to adjourn the meeting.

Vote is 5-0 and **Motion 5** carries.

The meeting was adjourned at 8:03 PM.

**DIRECTOR'S REPORT**  
**2/20/13**

1. We have set up the self-serve fax machine. I've gotten an estimate from American Protective for setting up some additional cameras and alarms.
2. We would like to discontinue the practice of collecting a deposit on certain books at checkout. I have set this as an agenda item.
3. We circulated 14,503 items in January, 14,879 in January 2012. The computers were used 4,593 times and 480 E-Zone items were checked out.
4. We had 17,634 visitors in January, we had 17,096 in January 2012.
5. During February we will offer: Teen Movie Night—February 6, 13, 20, 27, Live & Learn—February 6, 13, 20, 27, Dungeons & Dragons—February 6, 13, 20, 27, Knitting for Kids—February 7, 14, 21, 28, Adult Knitting Circle—February 7, 14, 21, 28, Mandarin Chinese for Kids—February 2, 9, 16, 23, Toddler Time—February 5, 12, Storytime—February 6, 13, Musical Storytime—February 7, 14, 21, 28, Mr. Rowland—February 8, 22, Blood Drive—February 11, AARP Tax Prep—February 13, 20, 27, Build a Pretzel Log Cabin—February 18, Peter Mandel/Children's author—February 19, Film & Craft for ages 6 and under—February 20, Lemon the Duck & Laura Backman—February 21, Drop-In Craft for ages 6 and older—February 22, Backyard Composting Workshop—February 25, Book Club—February 27.















Monthly Computer Usage Figures														
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan-Dec	July-June
<b>2008</b>	5,263	5,127	5,355	5,462	5,400	4,770	4,556	4,388	4,694	4,808	4,273	4,355	<b>58,451</b>	
<i>Minutes</i>	209,102	202,003	215,764	221,550	215,337	193,198	182,413	175,306	192,198	197,962	175,006	178,664	2,358,503	
<b>2009</b>	4,979	4,449	4,906	4,658	3,554	3,898	4,048	3,837	4,286	4,315	4,044	4,152	<b>51,126</b>	<b>53,518</b>
	202,391	187,359	205,048	200,391	149,881	190,632	191,820	183,180	200,640	206,976	200,400	204,320	2,323,038	2,237,251
<b>2010</b>	4,483	4,137	4,848	4,280	3,911	4,128	3,817	4,231	4,255	4,217	3,714	3,855	<b>49,876</b>	<b>50,469</b>
	213,720	195,540	227,550	193,440	180,990	190,230	173,850	205,245	199,890	198,180	171,810	178,020	2,328,465	2,388,806
<b>2011</b>	3,496	3,491	4,227	4,439	4,510	4,494	4,035	4,846	4,406	4,441	4,140	4,231	<b>50,756</b>	<b>48,746</b>
	158,160	160,935	194,797	195,316	199,342	202,230	179,041	212,642	200,473	205,707	194,580	198,434	2,301,657	2,237,775
<b>2012</b>	4,289	5,077	4,404	3,819	4,204	3,927	3,942	4,372	3,798	4,346	3,545	4,098	<b>49,821</b>	<b>51,819</b>
	203,728	203,080	211,392	179,493	193,384	176,715	177,390	201,112	174,708	204,262	166,615	184,410	2,276,289	2,358,669
<b>2013</b>	4,593												<b>4,593</b>	<b>28,694</b>
	220,464												220,464	1,328,961



## Assistant Director's Report

02/20/13

- Ken Corsetti from OSL came in February 1<sup>st</sup> and separated the wireless network from the local area network. He also set up the new, more powerful wireless routers.
- I am contacting the police department to set up a staff in-service on how to handle emergency situations at the library.
- The Book Club selection for February is The Red Thread, by Ann Hood. The meeting is Wednesday, February 27 at 7 p.m.

**Fines and Fees 2013**

	<b>Fines</b>	<b>MA Cards</b>	<b>Deposits</b>	<b>Lost Cards</b>	<b>Lost Books</b>	<b>Book Sale</b>	<b>Fax</b>	<b>Microfilm</b>
<b>January</b>	1,717.83	25.00	35.00	46.00	25.35	751.45	393.50	1.60
<b>February</b>								
<b>March</b>								
<b>April</b>								
<b>May</b>								
<b>June</b>								
<b>July</b>								
<b>August</b>								
<b>September</b>								
<b>October</b>								
<b>November</b>								
<b>December</b>								
<b>TOTAL</b>	1,717.83	25.00	35.00	46.00	25.35	751.45	393.50	1.60



Libray  
Library

**Report Type**

Summary Report

Detail Report

**Base Level**

Fund

**Fund**

010

Force New Page

Print Level Name

Date to Appear on Report  
02/15/2013 10:42:05 AM

Re-Calc Balances  
as of Above Date  
as of Above Date

Design Date: 7/8/2009

Designer:

**Primary Level**

Department

**Department Range**

017

Force New Page

Print Header Line

Sort Only - No Totals

Print Level Name

Additional Sub-Totals

None

Hundreds

Thousands

**Secondary Level**

None

**Final Level**

None

One Account/Page  
Print Transfer Detail

Print PO Detail

Print Transactions

Print Account Key:

Do not print zero appropriation and balance accounts:

Library  
City of Woonsocket

	Orig Budget	Transfers	Adj Approp	Encumbered	Ytd Expended	Balance	%Exp
017 Bd of Library Trust							
1-010-017-51-51110	Permanent Services	\$405,076.00	(\$10,933.00)	\$394,143.00	\$0.00	\$237,073.85	\$157,069.15 60.15%
1-010-017-51-51121	Temporary Clerical	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$35,438.35	(\$10,438.35) 141.75%
1-010-017-51-51141	Overtime Pay	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$1,266.04	\$1,733.96 42.20%
1-010-017-51-51144	Out of Class	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
1-010-017-51-51145	Longevity Pay	\$21,944.00	\$0.00	\$21,944.00	\$0.00	\$18,368.15	\$3,575.85 83.70%
1-010-017-51-51146	Medical Buy Back	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
1-010-017-51-51147	Sick Leave Reimbursement	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00 0.00%
1-010-017-51-51148	Comp Time Reimbursement	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00 0.00%
1-010-017-51-51149	Shift Differential	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$368.91	\$881.09 29.51%
1-010-017-51-51160	Retirement Severance Pay	\$0.00	\$10,933.00	\$10,933.00	\$0.00	\$10,932.23	\$0.77 99.99%
1-010-017-52-52211	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
1-010-017-52-52212	Telephone & Communication	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$4,329.51	\$3,670.49 54.12%
1-010-017-52-52213	Dues & Subscriptions	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$1,196.70	\$1,803.30 39.89%
1-010-017-52-52214	Advertising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
1-010-017-52-52215	Travel - Within City	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
1-010-017-52-52216	Travel Out of City	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
1-010-017-52-52221	Printing & Reproduction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
1-010-017-52-52231	General Maint & Upkeep	\$7,300.00	\$1,000.00	\$8,300.00	\$65.00	\$8,153.52	\$81.48 99.99%
1-010-017-52-52236	Maint - Office Equipment	\$4,000.00	(\$1,000.00)	\$3,000.00	\$211.15	\$2,080.99	\$707.86 76.40%
1-010-017-52-52241	Rental - Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
1-010-017-52-52242	Rental-Vehicles & Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
1-010-017-52-52243	Rent-Buildings & Space	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
1-010-017-52-52244	Rental of Land	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00 100.00%
1-010-017-52-52251	Heating	\$20,000.00	\$0.00	\$20,000.00	\$1,780.16	\$16,607.09	\$1,612.75 91.94%
1-010-017-52-52252	Light & Power	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$19,080.71	\$30,919.29 38.16%
1-010-017-52-52256	Sewer Assessments	\$400.00	\$0.00	\$400.00	\$0.00	\$310.16	\$89.84 77.54%
1-010-017-52-5225A	Heating Temporary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
1-010-017-52-5225B	Light & Power Temp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
1-010-017-52-52262	Moving Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
1-010-017-52-52263	Architect Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
1-010-017-52-52264	MOVING EXPENSE-COMMUNICATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
1-010-017-52-52265	Moving Expense-General Maint	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
1-010-017-52-52271	Rubbish Removal	\$1,530.00	\$0.00	\$1,530.00	\$712.72	\$817.28	\$0.00 100.00%
1-010-017-52-52275	Rodent & Pest Control	\$540.00	\$0.00	\$540.00	\$270.00	\$270.00	\$0.00 100.00%
1-010-017-52-52281	Other Independent Service	\$9,879.00	\$0.00	\$9,879.00	\$0.00	\$9,879.00	\$0.00 100.00%
1-010-017-52-52283	Legal Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
1-010-017-52-52298	Library Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
1-010-017-53-53311	Office Supplies	\$5,000.00	\$0.00	\$5,000.00	\$927.53	\$2,584.31	\$1,488.16 70.24%
1-010-017-53-53321	Gas & Diesel Fuel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 0.00%
1-010-017-53-53335	Water Purchased	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$39.92	\$960.08 3.99%

Library  
City of Woonsocket

	Orig Budget	Transfers	Adj Approp	Encumbered	Ytd Expended	Balance	%Exp
1-010-017-53-53345 Books for Library	\$15,000.00	\$0.00	\$15,000.00	\$2,490.32	\$11,323.25	\$1,186.43	92.09%
1-010-017-53-53346 Cleaning & Hskpg Supplies	\$3,000.00	\$0.00	\$3,000.00	\$597.10	\$2,402.90	\$0.00	100.00%
1-010-017-53-53369 Clothing Allowance	\$2,025.00	\$0.00	\$2,025.00	\$0.00	\$1,570.50	\$454.50	77.56%
1-010-017-54-54433 City Employees Pension	\$35,814.00	\$0.00	\$35,814.00	\$0.00	\$0.00	\$35,814.00	0.00%
1-010-017-54-54434 FICA Employer Cost	\$38,034.00	\$0.00	\$38,034.00	\$0.00	\$0.00	\$38,034.00	0.00%
1-010-017-54-54452 Insurance-Workmen's Comp	\$5,724.00	\$0.00	\$5,724.00	\$0.00	\$0.00	\$5,724.00	0.00%
1-010-017-54-54456 Insurance-Group Life	\$2,892.00	\$0.00	\$2,892.00	\$0.00	\$0.00	\$2,892.00	0.00%
1-010-017-54-54471 Blue Cross Blue Shield	\$180,556.00	\$0.00	\$180,556.00	\$0.00	\$0.00	\$180,556.00	0.00%
1-010-017-54-54472 Delta Dental	\$11,970.00	\$0.00	\$11,970.00	\$0.00	\$0.00	\$11,970.00	0.00%
1-010-017-54-54498 Promotions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-010-017-55-55511 Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-010-017-55-55523 Building Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-010-017-55-55574 Lease/Purchase	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-010-017-55-55577 Office Furn & Equip	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-010-017-55-55578 Computer Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1-010-017-55-55579 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Department 017 Bd of Library Trust</b>	<b>\$870,434.00</b>	<b>\$0.00</b>	<b>\$870,434.00</b>	<b>\$12,053.98</b>	<b>\$384,093.37</b>	<b>\$474,286.65</b>	<b>45.51%</b>
<b>Fund 010 GENERAL FUND</b>	<b>\$870,434.00</b>	<b>\$0.00</b>	<b>\$870,434.00</b>	<b>\$12,053.98</b>	<b>\$384,093.37</b>	<b>\$474,286.65</b>	<b>45.51%</b>

**Library  
City of Woonsocket**

	Orig Budget	Transfers	Adj Approp	Encumbered	Ytd Expended	Balance	%Exp
<b>Grand Total for Report</b>	\$870,434.00	\$0.00	\$870,434.00	\$12,053.98	\$384,093.37	\$474,286.65	45.51%

11/15/12	Li'l General	newspapers	\$1.00		\$284.34
11/15/12	Olly's Pizzeria	refreshments for program	\$46.58		\$237.76
11/15/12	Lowe's	Hardware	\$8.50		\$229.26
11/16/12	Li'l General	newspapers	\$1.00		\$228.26
11/16/12	Aseabrafoods	refreshments for program	\$20.70		\$207.56
11/16/12	AMSCO	Hardware	\$75.36		\$132.20
11/18/12	Cumberland Farms	newspapers	\$3.00		\$129.20
11/19/12	Walgreen's	newspapers	\$1.00		\$128.20
11/20/12	Li'l General	newspapers	\$1.00		\$127.20
11/21/12	Li'l General	newspapers	\$1.00		\$126.20
11/28/12	Shaw's	refreshments for program	\$13.97		\$112.23
11/28/12	Rite Aid	refreshments for program	\$12.02		\$100.21
12/5/12	Rite Aid	refreshments for program	\$21.97		\$78.24
12/12/12	Rite Aid	refreshments for program	\$16.07		\$62.17
12/18/12	Rite Aid	refreshments for program	\$15.60		\$46.57
12/19/12	Walmart	humidifier filter	\$9.57		\$37.00
1/14/13	Deposit			489.53	\$526.53
1/23/13	Rite Aid	refreshments for program	\$15.60		\$510.93
					\$510.93

American Protective Company  
American Fire Alarm

P. O. Box 840

Greenville, RI 02828

232-2210 - 789-5530- Fax# 934-0793 e-mail-amerprotectfire@aol.com

January 15,2013

Leslie Page

Woonsocket Library

[lp@woonsocketlibrary.org](mailto:lp@woonsocketlibrary.org)

Leslie,

In response to our conversation this is the proposal for a Recording/Camera System at the Woonsocket Library, Woonsocket , RI.

Installation of One Ever Focus 16 channel DVR Recorder  
with 1000g

Installation of Three Outdoor night vision cameras

Installation of Two Wireless Passive Infra-red motion detectors

The cost is \$3337.00 not including labor

If you have any questions regarding this proposal please feel free to contact me at any time.

Sincerely,

Wayne Nicholson