

The meeting was called to order at 7:32 p.m. by Chair Matt Lowrie. Present were Trustees Mark Carthy, Mary Keenan, Sarah Phillips, and Matt Sullivan, and Director Maureen Connors. Trustee Elaine Alligood was absent.

The minutes for the meeting of September 20, 2011 were unanimously approved on a motion by Trustee Carthy seconded Chair Lowrie.

OLD BUSINESS:

Capital Budget - The only request is the new building. Director Connors presented a five year plan showing the needed repairs in that time based on an analysis by Johnson Robert Associates. A narrative will accompany this Capital Budget which is due November 1. Trustee Carthy asked that an initial paragraph be added to clarify the presentation if there is no new building. Once again the elevator has been out of service with the technician explaining that we are on "borrowed time." Chair Lowrie moved to approve the submission of FY 2014-2019 Capital Budget as presented at the trustees meeting and a Capital Project FY 2013 budget for a new building were that to happen with the addition of a paragraph to be drafted and approved by the Director and the Chair. Seconded by Trustee Phillips, this motion was voted unanimously.

Friends, Foundation, and Fundraising - Director Connors has spoken with President of FOBL Nancy Dignan who noted that the FOBL would be happy to support the Belmont Library Foundation (BLF) in their fundraising efforts but they will not fundraise as a separate entity. Chair Lowrie stated that people will not commit funds until a site is definite. Director Connors asked if it would be of value for the BLF to raise awareness now with a letter; Chair Lowrie disagreed as a significant fundraising effort needs a site. Trustee Phillips urged action on the part of the BLF to create a dynamic Board. Trustee Carthy summarized the need for a reconstituted board. Trustee Phillips has been seeking the BLF By-laws and Articles of Association. The trustees are still waiting to hear the decision by Town Counsel on the parallel roles of the BLF and the Trustees. Earlier a conflict had been found by the Commonwealth. Chair Lowrie stressed the need to be active on the issues facing the January Town Meeting regarding land acquisition.

NEW BUSINESS:

Report from the Friends Of the Belmont Public Library (FOBL) - Trustee Phillips reported on the October Board meeting; there are almost 400 active members with on-going work on the membership rolls. A "friendraiser" event is planned for later in the year. The Friends see their function as supporting programs at the current library. Recent donations from the Friends to the Library include \$5000 for the Overdrive Advantage Program and \$2500 for landscaping services. Director Connors explained that the Garden Club historically has taken care of the grounds but is unable to continue. Trees are under the Library Maintenance Budget. The

Trustees gratefully accept the generous donations of the Friends and their continued support of the library. Chair Lowrie made a motion for this; seconded by Trustee Sullivan, it passed unanimously.

Director Connors said that with the soaring popularity of third party use of Kindles and Overdrive, there are privacy issues which patrons need to be aware of. Amazon keeps a record of consumer usage and uses it for advertising. Warner Home Video is following the Harper Collins procedure of withholding DVDs for 26 days after the first release of a DVD. Harper Collins also restricts usage to 26 times for the entire Minuteman Network.

Director Connors reported on Ms. Allison's generous offer of \$5,000 to purchase eight of the latest Kindles (e-ink, no touch screen) as well as eight Kindle Touch (touch e-ink) and one Kindle Fire for training of staff and patrons. Chair Lowrie moved to accept this offer and thank Ms. Allison. Seconded by Trustee Sullivan, the motion passed unanimously. Trustee Carthy raised the issue of setting up a local cloud.

There is a Massachusetts Board of Library Commissioners Design Review meeting on January 25 at Milton with Trustees Phillips and Carthy, Director Connors, Architect J. S. Roberts, and from town and library feasibility committees -Pat Bruschi, Frank Kennedy, Steve Sala.

Michael Libenson, Chair of the Facilities Consolidation Committee for the Town of Belmont will attend the November trustees meeting to provide background on this endeavor. Director Connors explained that the Massachusetts Board of Library Commissioners (MBLC) will rework figures for meeting the MAR if custodial items are removed from a library's budget.

Action Item: Director Connors will investigate the placement of an item for the inclusion of the Library in the Town Facilities Consolidation on the Warrant for the January Town Meeting.

Investigation into digitization for local papers at the Library continues. Director Connors reminded the trustees that the Capital Budget Committee approved a Reader. Chair Lowrie stated that the trustees should turn back the money to act responsibly as digitization is the future. Ms. Connors mentioned the possibility of grant money or as a budget item.

Action Item: Director Connors will ask if the local paper has digital versions.

Volunteers - Director Connors explained the revised web site section for Volunteers; more work is needed as a skills based questionnaire is forthcoming as is an article in the local paper. Trustee Carthy asked that tasks that need to be done be posted on the web site.

Reception - The November 1st reception to honor Heli Tomford and Hal Shubin for their years of service as trustees are on-going.

Long Range Plan (LRP) Action Items must be completed for FY12. The trustees need to approve same at the November meeting as they are due December 1.

Action Item: an e-mail on Action Items for FY12 will be forthcoming from the Director.

Appreciation - The Library staff is pleased with the results of the patrons' survey and treats by the trustees; hence \$20 Sunshine Fund donations were solicited.

Director Connors reported on an incident at the library that afternoon as a seven year old boy was declared missing. Fortunately, there was a happy ending with the child located in his mother's car in the Unitarian Church parking lot.

Action Item - A search plan needed: what other libraries do, areas of responsibility for staff members etc.

DIRECTOR'S REPORT- Even though the programs for children are filled with enthusiastic participants, the Children's Room circulation is down.

EVALUATION - Chair Lowrie will meet with Director Connors to review the results of the Trustees' evaluations, he will then draw up a consensus review to send to Town Administrator. Responding to a question by Trustee Phillips, Chair Lowrie stated that discrepancies will be reflected appropriately in the consensus report.

The meeting was adjourned at 8:50 p.m. on a motion by Trustee Carthy, seconded by Trustee Sullivan, and voted unanimously.

Next meeting November 17th

note: this is a THURSDAY

Respectfully submitted,
Mary E. Keenan, secretary

Exhibits

Agenda for meeting October 20, 2011

Minutes for meeting September 20, 2011

FY14-FY19 Capital Budget Projection

Estimate of Repairs to Existing Library

Proposal to Refresh Belmont's Kindles

Director's Report

Massachusetts Library Trustees Association meeting notice for November 5, 2011

Belmont Public Library's Total Cost Centers

Activity Report for September 2011

CAPITAL PROJECT – FY 13

1. Project

a. **New Building** - Belmont needs a new library building in order to provide the library services required by the citizens of the Town. The current building no longer functions well as a library. The library feasibility study, conducted by Johnson and Roberts Associates, was completed in January 2011. The results, based on the library building program, call for a new building of approximately 45,000 square feet (an increase of approximately 15,000 square feet).

- The Library applied for the Massachusetts Board of Library Commissioners (MBLC) Public Library Construction Program grant on January 27, 2011.
- The Board of Selectmen unanimously agreed to support the library in its filing of the grant. At the May Town meeting voted their approval for the project and permission to apply for, accept and expend grant funds.
- The MBLC announced 8 grant awards in July of 2011 and placed the remaining libraries on a wait list. Belmont is number three on the waitlist to receive an award of \$7.5 million.
- In order to accept the MBLC grant award, the School Committee will have to transfer the section of school land that is the site for the proposed new library.
- The Board of Library Trustees are continuing to work with Town officials and the School Committee to address and resolve concerns over the transferring of land.
- Staff, Friends of the Library and the Belmont Library Foundation are continuing to work with the citizens of Belmont to garner support for a new building.
- The MBLC's deadline to secure local funding is six months after grant is awarded. Construction would begin 12 months after accepting grant award.

Much additional work remains to be completed in about 12 - 18 months time - assuming the award is given about a year from now. Specifically, Belmont's by-laws require the Moderator to appoint a Building Committee to oversee the project and State laws require the hiring of a project manager. An architect must be hired. Both hires require legal compliance processes. The Building Committee would work with the architect and project manager to determine a design which must meet Town Meeting's approval. That body also decides whether or not a debt exclusion goes before the voters on a specified date.

At the same time, Library advocates, including the Belmont Library Foundation and the Friends of the Library, must work hard to raise significant funds to help reduce the amount of municipal funding and garner voter support for a debt exclusion.

A new building would meet the needs and expectations of the Town by providing the following:

- Computer training room, to meet the need for information literacy training - using the research databases, online catalog and other software
- All building codes will be met
- Quiet areas for studying or tutoring
- An improved and expanded young adult area

- An improved and expanded children's department with an activity room, allowing us to offer programs without interrupting other library activities and in the afternoon the room may be used as a homework center
- Complete ADA accessibility to allow full access to the library and eliminate the possibility of lawsuits
- Comfortable meeting rooms
- Proper staff work areas
- Climate controlled room for the Historical Collection and the entire building to protect the collection and ensure patron comfort
- More space for the collection and computer work areas, to reduce cramped conditions and make library materials easier to find

2. Reason for request

The facility is over 45 years old and is worn out. Work areas, like the *circulation desk*, are critically short of needed work-space. In the new book area there is currently shelving for books but no room for comfortable seating. *Study rooms* for tutoring and group work are non-existent. The *computer area* and the *Children's Room* are in desperate need of more space. The Coordinator of Children's Services has had her office space invaded by activities and storage requirement. The fiction collection is divided between the main floor and the mezzanine while the non-fiction collection is dispersed at opposite ends of the building. *The building does not meet federally mandated disability requirements.* Many areas of the library *do not comply with ADA requirements.* These include the main level entrance and vestibule, elevator, book-stacks, and all but one unisex toilet located on the lower floor. To renovate the building to meet ADA requirements would take a high percentage of space as turn-around areas for wheelchairs are needed at the end of each row of book stacks. Many of the stacks end in dead-end aisles and do not have the 5' turning radius required. Some book stacks do not have the required 3' clearance between the stacks. As always, whenever there are repairs there is concern that the cost will reach the level that triggers ADA compliance for the entire building. *All operating systems are original to the building and have outlived their useful lifespan. Mechanical systems are obsolete and must be replaced/repaired on an emergency basis.* The elevator is a constant worry. *The electrical system relies on extension cords to service technology never considered at the time of construction. There is no fire suppression system in any part of the building.*

3. Cost

- a. The estimated cost of the building is approximately \$19 million. This cost estimate was provided by architect J. Stewart Roberts of Johnson and Roberts Associates.
- b. Estimate was done in 2011.
- c. At this point we do not know what the impact will be on the operating costs. The new building will obviously be more efficient and will have several green elements which should keep the maintenance costs down. The square footage of the building is increasing by approximately 15,000 square feet. We do not anticipate an increase in personnel.

4. Timing of Project

- a. Because the library is number three on the wait list, we can only give a best estimate as to the timing of the project. That date would probably be in 2013. There is always the possibility that it could be sooner or even later.
- b. The library has been planning for a new library since 1995 when TM voted \$25,000 to conduct a feasibility study. Since then the library has conducted three feasibility studies. This third feasibility study places the new library across the street on school property. Town meeting's approval for the project (preliminary design) and permission to apply and accept the grant was voted in May 2011. The next steps for the library project would be to have the school committee agree to transfer the land, TM approve the transfer and complete a final design. The Town moderator would appoint a building committee who would hire a project manager and an architect to complete the final plan.
- c. The MBLC's deadline to secure local funding is six months after the grant is awarded. Since Belmont is third on the waitlist this could happen in a year or two. Construction would begin 12 months after accepting grant award. The project could be completed in 18 months. There could also be possible extensions along the way.
- d. The project cannot be phased.
- e. Yes the project would go out to bid.

5. Life expectancy

The building program must be for 25 years but the building itself should last for many more.

6. Funding

- a. Yes the project would be bonded.
- b. The Board of Library Trustees proposes three methods of funding:
 - A state construction grant of approximately \$7.5 million
 - Private fundraising through the Belmont Library Foundation
 - A debt exclusion to make up the difference.

Belmont Memorial Library

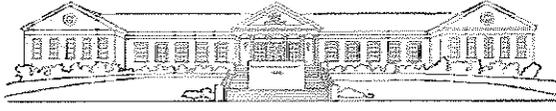
Belmont, Massachusetts

Estimate of Repairs to Existing Library

3/7/11

Construction

	29,300 SF		Required Scope	Basic Scope	Optional Scope	Access Improvements
Sitework						
Repair Steps			Allow	\$140,000		
New Ramp at Front						\$75,000
Steel						
Repairs to Roof Structure			Allow	\$100,000		
Replace handrails			Allow			\$20,000
Architectural Woodwork						
New Service Desks			Allow			\$40,000
Roofing						
Replace Flat Roof	8,000 SF	\$15/SF		\$120,000		
Repairs to Sloped Roof	6,000 SF	\$10/SF		\$60,000		
Doors and Windows						
New Storm Windows	1,800 SF	\$25/SF		\$45,000		
New Auto. Door Openers	6	\$5,000each				\$30,000
Metal and Glass						
Interior Glazing			Allow		\$10,000	
Drywall & Carpentry						
New Partitions			Allow		\$25,000	
Ceilings	29,300 SF	\$6.00/SF		\$175,800		
Flooring						
Carpet	24,000 SF	\$4.44/SF		\$106,667		
Vinyl Tile	5,000 SF	\$4.00/SF		\$20,000		
Painting						
Paint Interior Walls			Allow	\$85,000		
Paint Exterior Trim			Allow	\$25,000		
Elevator						
Replace Elevator			Allow	\$250,000		
HVAC						
Replace HVAC System	29,300 SF	\$30/SF		\$879,000		
Plumbing	29,300 SF	\$9.00/SF				\$263,700
New Toilet Rooms			Allow			\$180,000
Fire Supression System	29,300 SF	\$9.00/SF		\$263,700		



MAUREEN M. CONNERS, *Library Director*

Belmont Public Library
336 Concord Avenue, P.O. Box 125
Belmont, Massachusetts 02478

October 18, 2011

Mr. and Mrs. Graham Allison
69 Pinehurst Road
Belmont, MA 02478

Proposal to Refresh Belmont's Kindles

To provide new technology to all ages in Belmont, we would like to make the current Kindles (version 2) available to young adults and children. We would circulate ten of the Kindle 2s in the children's department, and six in Young Adult. These Kindles would be set up with only appropriate books for children, no adult titles.

For the Adult department we would like to update our collection to provide the latest kindles. This would allow the public to interact with the more colorful ePub books and an Android-based tablet device. Therefore, the proposal would be to provide eight of the latest Kindles (e-ink, no touch screen) as well as eight Kindle Touch (touch e-ink). These new kindles will be loaded with all of the titles we have already purchased for the Kindle 2s. We will continue to add new titles each quarter.

We would also like to purchase one Kindle Fire (color tablet) that we could use for training (staff and the public). We have begun to offer classes on how to choose an eReader, and how to use OverDrive to download free ebooks from the library. During the class, we pass around different eReaders to patrons. We would like to have a kindle fire for the patrons to try. We would also use it for staff training on OverDrive so that we can better assist patrons with their questions.

Below are the proposed costs for refreshing our kindle collection:

Item	Quantity	Per Item Cost	Total
Kindle Touch (no offers/ads)	8	\$ 139.00	\$ 1,112.00
Power Adapter	8	\$ 9.99	\$ 79.92
Cover (no light)	8	\$ 39.99	\$ 319.92
Warranty	8	\$ 29.99	\$ 239.92
		Subtotal Touch	\$ 1,751.76
Kindle (no touch, no offers/ads)	8	\$ 109.00	\$ 872.00
Power Adapter	8	\$ 9.99	\$ 79.92
Cover (no light)	8	\$ 39.99	\$ 319.92
Warranty	8	\$ 24.99	\$ 199.92
		Subtotal Touch	\$ 1,471.76
Kindle Fire	1	\$ 199.00	\$ 199.00
Cover (slim fit case)	1	\$ 39.99	\$ 39.99
Warranty	1	\$ 44.99	\$ 44.99
		Subtotal Fire	\$ 283.98
Books for both devices		Books	\$ 1,492.50
--		TOTAL	\$ 5,000.00

DIRECTOR'S REPORT
October 20, 2011

Buildings and Grounds

The new security alarms have been installed. The carpets were finally cleaned last week. Asplundh Tree Service will be out in a week or two to remove the dead wood from the locust trees and to trim back the tree branches against the building.

I was informed that the Garden Club will no longer maintain the area in front of the building. Apparently the community grounds group that use to maintain it is overwhelmed trying to maintain other areas throughout the Town. Ann Lauriat, Garden Club member and Friends of the Library member, made a proposal at the last Friends of the Library meeting which was very well received. Ann suggested that perhaps some of the money (or all) that was raised by Books in Bloom could go toward a major clean-up and new plantings (low maintenance) for the front of the building. I think this is a great idea. Linda Wolf and Ruth Foster are willing to mark the bushes that need to be replaced and offer suggestions for making the area look much more attractive. **A vote is required.**

Director's Report

The FY13 Capital Budget and the 5 year Capital Budget plan are enclosed in your packet. I used the cost estimate sheet that Stewart Roberts had prepared for us (enclosed in packet) and used items that I think are capital although they could also be seen as maintenance and should be included in our operation budget. Most of the items are rather expensive. The only item for the FY13 is the new building. **(Vote Required)**

I spoke with Nancy Dignan, president of the Friends of the library regarding the BLF. The Friends are willing to help them with their fundraising efforts if they need more manpower -people to help at an event or help with distributing information, etc. Nancy said that MaryAlice knows Scott Ferson and they have spoken about this. Neither is interested in becoming a board member.

The MBLC has finally given us a time for the building review. It is scheduled for January 25 at 10:30 at the Milton Public Library.

I spoke with Micheal Libenson, chair of the Facilities Consolidation committee. He is happy to attend the November meeting and will give us a brief overview.

I spoke with Pat Bruschi, Chair of the Capital Budget Committee regarding the use of the funds approved for a new digital microfilm being used to actually digitize the local newspapers. She too agrees that this is not a capital Budget expense (Assistant Town Administrator said the same thing). She also said that this is a complete substitution of the original request, and we cannot do that. Money was appropriated for one purpose. To do something else requires a new appropriation. We may turn back the money if we are not going to purchase the reader.

Dana Willis from Foley and Lardner has been working on getting quotes to have the digitization of the newspapers. The range goes from \$137,000 (this company has since gone down to \$28,000), \$18,000 and \$12,500. I have given Dana a couple of other companies that public libraries have used - those quotes have not come back yet. I think we should purchase the reader and continue to look into this. There may be a grant available.

We will have a new volunteer form and a list of actual volunteer activities (jobs) listed on the website. I think this is a big improvement over what we had - but we will continue to tweak it.

Mary, Sarah and I have been working on getting things together for Heli and Hal's party. We will plan on sending out invitations by this Wednesday or Thursday. We should check the guest list to be sure we haven't missed anyone.

The Friends gave us another generous gift at their last meeting. The Friends voted \$5,000 for the purchase of Overdrive Advantage titles. This is great since the increase for the Advantage Program is coming out of the regular materials budget.

When Amazon announced the arrival of their three new Kindles, I immediately received a call from Liz Allison. She is making another donation to the library for \$5,000. She asked that I put together a proposal. The proposal is to purchase eight of the latest Kindles (e-ink, no touch screen) as well as eight Kindle Touch (touch e-ink) and one Kindle Fire for training of staff and the public. (Enclosed in packet)

We are working on new action items for next year for the Long Range Plan. These need to be submitted to the MBLC by December 1, 2011. We would need to approve them at the November meeting.

We are doing another short evaluation of the staff. The Trustee kitty is low. If you could each bring \$20 to the meeting we should be okay for awhile.

Trust Funds - At the November meeting Sarah will present an overview of the trust funds and we will vote to transfer 80% of the income earned from last year to spend this year.

BELMONT PUBLIC LIBRARY'S TOTAL COST CENTERS

18-Oct-11
11:53 AM

CURRENT	WARRANT-OC1	WARRANT-OC2	WARRANTOC3	WARRANT-OC4	WARRANT-OC5	TOTAL-WARRANT-OC
WARRANT DATE-->	06-Oct-11	13-Oct-11	20-Oct-11	27-Oct-11		
WARRANT NUMBER-->	1	2	3	4		
LIBRARY ADMINISTRATION						
16111						
511000 SALARIES, FULL TIME	3,714.01	3,714.01	3,714.02			11,142.04
511100 SALARIES, PART TIME	161.16	107.44	107.44			376.04
513000 OVERTIME	177.90	177.90	498.12			853.92
514800 LONGEVITY						0.00
517000 HEALTH INSURANCE						0.00
517200 WORKER'S COMPENSATION						0.00
517800 MEDICARE						0.00
519900 UNIFORM						0.00
16112						
521100 EBSCO						0.00
522800 GAS		186.55				186.55
522900 ELECTRICITY		431.20				431.20
523100 WATER		1,170.63				1,170.63
524300 MAINTENANCE BUILDING	70.00	2,665.65				2,735.65
524400 MAINTENANCE GROUNDS						0.00
524500 REPAIRS & MAINTENANCE						0.00
524500 MAINTENANCE OFFICE EQUIP.						0.00
524500 MAINTENANCE LIBRARY EQUIP.						0.00
530001 MEDICAL REPORTS & BILLS						0.00
531700 EMPLOYEE TRAINING						0.00
531900 ADVERTISING & PUBLIC RELATIONS						0.00
534500 POSTAGE						0.00
534700 PRINTING						0.00
542100 OFFICE SUPPLIES						0.00
545000 CUSTODIAL SUPPLIES		904.91				904.91
548900 GASOLINE						0.00
571000 IN-STATE TRAVEL		39.41				39.41
573000 DUES & MEMBERSHIP						0.00
TOTAL LIBRARY ADMINISTRATION	\$ 4,123.07	\$ 9,397.70	\$ 4,319.58	\$ -	\$ -	\$ 17,840.35

-----WARRANT DATE----->	06-Oct-11	13-Oct-11	20-Oct-11	27-Oct-11	
	1	2	3	4	
LIBRARY PUBLIC SERVICE					
<u>16121</u>					
511000 WAGES, FULL TIME	10,435.87	10,435.87	10,435.87		31,307.61
511100 WAGES, PART TIME	3,895.92	3,825.22	3,803.89		11,525.03
513000 OVERTIME					0.00
514800 LONGEVITY					0.00
517000 HEALTH INSURANCE					0.00
517200 WORKER'S COMPENSATION					0.00
517800 MEDICARE					0.00
517900 LIFE INSURANCE					0.00
<u>16122</u>					
530000 PROFESSIONAL SERVICES					0.00
534100 TELEPHONE		225.08			225.08
552900 BOOKS/PERFILM/CD/REC	3,947.47	10,170.50			14,117.97
573000 DUES					0.00
TOTAL LIBRARY PUBLIC SERVICE	18,279.26	24,656.67	14,239.76	0.00	57,175.69
TOTAL LIBRARY TECHNICAL SERVICE					
<u>16131</u>					
511000 SALARIES, FULL TIME	2,663.93	2,663.94	2,663.94		7,991.81
511100 SALARIES, PART TIME	221.28	221.28	221.28		663.84
514800 LONGEVITY					0.00
517000 HEALTH INSURANCE					0.00
517200 WORKER'S COMPENSATION					0.00
517800 MEDICARE					0.00
<u>16132</u>					
530600 COMPUTER SERVICE	400.00	186.33			586.33
542200 PROCESSING SUPPLIES		389.14			389.14
573000 DUES					0.00
TOTAL LIBRARY TECHNICAL SERVICE	3,285.21	3,460.69	2,885.22	0.00	9,631.12
TOTAL LIBRARY DEPARTMENT	25,687.54	37,515.06	21,444.56	0.00	84,647.16

Belmont Public Library
Activity Report For The Month
of September 2011

Days open 2010: 24
Days open 2011: 24

Agency	September <u>2011</u>	Increase Over <u>Sep. 2010</u>	Cumulated <u>2011</u>	Cumulated Increase <u>Over 2010</u>
Adult	21,476	(825)	210,869	(3,179)
Juvenile	<u>19,980</u>	<u>(515)</u>	<u>194,469</u>	<u>4,861</u>
Total	41,456	(1,340)	405,338	1,682

Average Daily Circulation

	<u>2011</u>	<u>2010</u>
Adult	895	929
Juvenile	833	854

Non-Book (included in above figures)

Adult	8,994	(268)	89,999	(1,446)
Juvenile	<u>4,046</u>	<u>(312)</u>	<u>40,838</u>	<u>(1,428)</u>
Total	13,040	(580)	130,837	(2,874)

DVD

Adult	6,191	130	61,007	(120)
Juvenile	<u>3,025</u>	<u>(140)</u>	<u>29,527</u>	<u>(438)</u>
Total	9,216	(10)	90,534	(558)

Downloadable Audiobooks

Checkouts	341		1,640	
-----------	-----	--	-------	--

Internet Use

Internet	2,307		22,019	
----------	-------	--	--------	--

Interlibrary Loan:

Borrowed	25		298	
Loaned	49		362	
Faxed	-		15	

Young Adult Circulation

1,625 33

ACTIVITY REPORT FOR THE MONTH OF SEPTEMBER 2011

Reference and Information

	September 2011	Increase Over September 2010	Cumulated 2011	Cumulated Increase Over 2010
Adult	2,856	(384)	29,686	(1,078)
Email	5	(2)	60	13
Total	<u>2,861</u>	<u>(386)</u>	<u>29,746</u>	<u>(1,065)</u>

Book Processing

Added:	1,163
Withdrawn:	1,271
Repaired:	68

Meeting Room Use

<u>Room</u>	<u>Times Used</u>	<u>Attendance</u>	<u>Cumulated Times Used</u>	<u>Cumulated Attendance</u>
Assembly	14	628	174	7,505
Flett	25	607	208	3,826
Misc.	<u>9</u>	<u>184</u>	<u>116</u>	<u>2,525</u>
Total	48	1,419	498	13,856

Library Sponsored Programs (included in above figures)

Adult	3	51	44	2,257
Juvenile	21	771	181	6,705
Young Adult	-	-	33	347
Total	<u>24</u>	<u>822</u>	<u>258</u>	<u>9,309</u>

Circulating Passes:

		<u>Pass Cumulated</u>
Aquarium	21	161
Audubon	7	60
Boston By Foot	3	33
Children's	19	210
DeCordova	8	88
Discovery	6	121
Essex/Peabody	15	128
Fine Arts	21	384
Gardner	6	73
Harvard Art	-	16
Harvard Natural History	6	98
Institute of Contemp. A	5	88
Kennedy Library	4	62
Mass Parks Pass	3	26
Plimoth Plantation	8	57
Science	22	349
Zoos	16	144
Total	<u>170</u>	<u>2,098</u>