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BELMONT MEMORIAL LIBRARY
BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
October 30, 2012

Chair Matt Lowrie called the meeting to order at 7:03 p.m. in the Claflin Room. Present were Director Maureen Connors, Trustees Elaine Alligood, Mark Carthy, Mary Keenan, and Sarah Phillips. Trustee Matt Sullivan was absent. Town Administrator David Kale attended part of the meeting.

Meeting with Town Administrator

Mr. Kale spoke of the many issues surrounding the construction of new library including putting together a time line for this project. The schematic design phase needs to be funded with concrete cost estimates. Feasibility, funding, site, and Town Meeting all factor into this. Regarding the Underwood Pool, RFPs to be reviewed; the goal is to have a contract mid-November.

Chair Lowrie reported on a phone conversation with Selectman Paolillo regarding the incinerator site. The Town must purchase the site from the state. Mr. Kale clarified that the Town may not sell the site for profit; the DCR has a bid in to conserve part of the site as protected area. The challenge of putting the fields there is proving that the use is restrictive, with various cycles of negotiations. There must be a fair market value placed on the property. Use of the incinerator site would require legislation in the General Court then an appraisal process, extending the time line beyond that needed for the library. Operating costs – transportation, a trailer – must also be considered. There are also questions if the replacement field will fit on the pool site. The pool process will take until February or March as time is needed for proposals and cost analysis.

Chair Lowrie emphasized that clarity is needed for the Town Meeting vote for a Building Committee. A site is needed before fund-raising can commence.

Trustee Keenan presented to Mr. Kale the Library's concerns regarding the Facilities Consolidation Committee and the Memorandum of Agreement revisions previously agreed to by the trustees as needed for the inclusion of the Library in the Facilities Consolidation plan.

Approval of minutes

The minutes for the meeting of September 18, 2012, were unanimously approved on a motion by Trustee Carthy, seconded by Trustee Phillips.

Old Business:

- A. **BLF meeting update** – Trustee Phillips reported on this meeting where the amount to be raised by private donations was discussed. It was suggested that a communication expert be recruited from the Town residents.
- B. **OBOB** Director Connors reviewed the evening with Tom Perrotta and the other well-attended events. The trustees extended their thanks to Emily Reardon, Coordinator of Public Services, for coordinating another most successful Community Reads program with many interesting events. Thank you, Emily!

- C. **Building Grant** - On October 25th, Director Connors and Trustee Keenan attended a Massachusetts Board of Library Commissioners meeting held at the new Walpole Public Library for library names as recipients of construction grants. Director Connors reviewed the new funding formula from the Massachusetts Board of Library Trustees. Trustee Keenan addressed the role of the trustees as elected officials and the limitations on their activities in a library campaign. *Action item: Director Connors will procure the written ruling on this.*
- D. **Policies** - Director Connors and Trustee Keenan presented the two revised policies - Materials Selection Policy and Public Service Policy. After a short discussion, Trustee Alligood moved that the Public Service Policy be approved; seconded by Trustee Phillips, the motion passed unanimously. Director Connors explained the revisions in the Materials Selection Policy; a motion to approve the Materials Selection Policy was made by Trustee Carthy, seconded by Trustee Alligood, and voted unanimously.
- E. **Circulation Position** - Matthew Garber, who has been working in the Circulation Department for four years, has been hired to fill the vacancy here.

New Business:

- A. **Action Plan** - Director Connors presented this plan for informational purposes.
- B. **Holiday schedule** - Chair Lowrie moved that the Library close at 5 p.m. on November 21, all day Monday December 24, and at 5p.m. on December 31. Trustee Alligood seconded this motion which passed unanimously.

Director's Report

The question came up again about the number of people using the Library. The numbers are based on mechanical counters at all the doors.

Friends Report

Trustee Phillips reported a gross income of approximately \$7000 from the annual book sale. Over 1400 books were given free to teachers in the Belmont schools. Watch for the membership letter coming in November.

Executive Session

Chair Lowrie called for an Executive Session with the reason to discuss union negotiations; all subjects that will be discussed cannot be discussed outside of Executive Session. The regular meeting will reconvene. The roll call vote to move into Executive Session is as follows: Lowrie, yes; Carthy, yes; Keenan, yes; Alligood, yes; Phillips, yes. Time of moving into Executive Session - 8:48 p.m.

Post-Executive Session

The next meeting will be held on Tuesday November 20th at 7:30 p.m.

The meeting adjourned at 9:05 p.m. on a motion by Chair Lowrie, seconded by Trustee Carthy and voted unanimously.

Respectfully submitted, Mary E. Keenan, secretary

Exhibits:

Agenda

Minutes September 18, 2012 – regular and Executive Session

605 CMR Library Improvement Program – Public Library Construction 6.10 Grant

Disbursements

Belmont Public Library contractual changes

Expenditures October 2012

Activity Report September 2012

Director's Report

Materials Selection Policy

Public Service Policy

Long Range Action Plan FY13

605 CMR Library Improvement Program – Public Library Construction 6.10 Grant
Disbursements

(1) Applicants receiving final awards will be eligible for disbursements according to the following schedule once they have signed a grant agreement with the Board, provided all necessary certifications, and have agreed to all assurances. Payment schedules are subject to adjustment based on the state capital spending plan.

(b) All Other Projects.

1. Where the grant is ~~\$1,500,000 or more~~ in any amount:

a. An initial payment of ~~30%~~ 30% will be made upon execution of a grant agreement with the Board.

b. An additional payment of ~~30%~~ 30% will be made in the fiscal year after the initial payment but only when Agency staff approves final project plans and specifications.

c. An additional payment of 20% will be made in the fiscal year after the project plans and specifications are approved by Agency staff but only when the recipient provides copies of the following documents when the following conditions have been met:

- i. ~~In advance of advertisements to bid and bid documents, agency staff has approved final project plans and specifications;~~
- ii. ~~A signed contract has been executed with a general contractor;~~
- iii. ~~A building permit has been issued.~~

c. An additional 30% will be made in the fiscal year after issuance of a building permit but only when the following conditions are met: when the construction phase is 75% complete as evidenced by approved and paid requisitions for payment by the general contractor:

- i. The recipient provides a copy of the certificate of occupancy;
- ii. The library opens to the public for regular library services.

d. An additional final payment of 40% will be made in the fiscal year after the building is open to the public for regular library services but only when the recipient provides copies of the following documents: a certificate of occupancy, the final financial report, and a certification that the construction contracts are complete and that any and all liens have been released

- i. Certification that the construction contracts are complete;
- ii. Certification that any and all liens have been released;
- iii. Final report;
- iv. As built drawings.

2. Where the grant is ~~less than \$1,500,000:~~

a. An initial payment of ~~20%~~ 20% will be made upon execution of a grant agreement with the Board.

b. An additional payment of ~~20%~~ 20% will be made when the following conditions have been met:

- i. ~~In advance of advertisements to bid, agency staff has approved final project plans and specifications;~~
- ii. ~~A contract has been executed with a general contractor;~~
- iii. ~~A building permit has been issued.~~

c. An additional 20% when the construction phase is 75% complete as evidenced by approved and paid requisitions for payment by the general contractor.

or a final payment of 10% when the recipient provides the following documents: a certificate of occupancy, the final financial report, and a certification that the construction contracts are complete and any and all liens have been released.

32. If a library proceeds with construction after being placed on the Board's Waiting List, the library shall receive the full award once funds are available. The payment schedule for such awards is subject to annual spending targets established in the state capital spending plan.

BELMONT PUBLIC LIBRARY PUBLIC SERVICE POLICY

The goal of the Belmont Public Library is to provide excellent library service for all its patrons. The quality of the facility and the collection is enhanced by accurate, efficient, and friendly service. This Public Service Policy is the foundation for all staff interaction with the public and the basis for all other Library policies.

The principles of the Public Service Policy include

- All patrons shall receive the same excellent quality of service without discrimination
- All patrons shall be treated with respect, welcomed when they enter and assured as they leave that they have been well served.
- Staff will provide alternatives if a patron's request for materials cannot be met. Alternatives would include interlibrary loan request (ILL) or a network transfer. (See attached procedures.)
- All staff members shall know Library policies, thus able to explain each policy and its rationale.
- Each staff member shall be cognizant of the importance of demeanor, or the manner of looking, speaking, and acting, aware that non-verbal demeanor conveys an attitude by expression and posture as much of tone of voice and vocabulary affect a verbal interaction. It is imperative that each staff-patron interaction be a positive one. This holds true for those exchanges when the message conveyed does not meet the patron's wishes.
- Each staff member shall always act in an ethical manner. To that end
 - o All interactions and transactions will be considered confidential, to be discussed only in a professional context. This includes, but is not limited to registration information, materials' selection, loan transaction records, and reference questions.
 - o All transactions will be in accordance with the policies and procedures/guidelines of the Minuteman Library Network and the Belmont Public Library. See attached ALA Code of Ethics.
 - o Staff members will not accept personal gifts from Library patrons or groups.
 - o Staff members will not offer a personal opinion or advice in answer to a reference question but will follow established library practices
- Each staff member is the representative of the Belmont Public Library to each patron or group, upholding the Library's tradition of courteous, excellent, and efficient service to the entire community. The impression a staff member

makes on each patron profoundly affects the Library's image as well as on-going support for the library.

AMERICAN LIBRARY ASSOCIATION CODE OF ETHICS

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted by the ALA Council June 28, 1995

GUIDELINES FOR POSITIVE OPERATING PROCEDURES

Getting Started

- SMILE!
- Be punctual. Service is available from the hour we open until the hour we close.
- Wear your staff badge at all times. This will facilitate interactions with patrons.
- Personal phone calls while on desk duty should be brief and limited to family or emergency situations.
- While on desk duty, keep your voice low so it does not disturb library users. Conversations with other staff should be kept to a minimum. If the library business involves a lengthy discussion, conduct the conversation during off desk time.

You and the Public

- Serving patrons is the library's number one priority. It takes precedence over paperwork. No actions by staff should lead patrons to think otherwise.
- All staff shall greet patrons and acknowledge a patron's entrance or presence by looking up and making eye contact and/or extending a greeting verbally.
- Conduct transactions in a helpful, pleasant tone of voice. Never express any impatience, annoyance, or implications of patron ignorance in your voice. It is always better to presume that the patron is unfamiliar with the Belmont Public Library.
- Give the patron your name if follow-up is required. The personal touch is always nicer -- and more efficient
- Look up and around periodically. When able or appropriate, walk around and notice if there are patrons at the computers or in the stacks who might need help.
- Be jargon free when talking to library patrons. Avoid library and computer jargon or abbreviations which may be meaningless or threatening to the patrons (i.e. delinquency, clearcharge, ILL, BPL, etc.)
- Explain to the patron what procedure you will be following if it is not readily apparent. (i.e. I will be contacting another library for the book that you want...)
- Whenever possible, escort the patron to the appropriate area.

- When in doubt, judgment calls are to be made in the patron's favor. You can make local exceptions to MLN policies only when the patron has a Belmont Library item.

Beyond the Short Answer

- If patron inquiries require a longer time to research/resolve the staff member should advise the patron and offer to make a return call within a specific time.
- Unless there is a specific discipline problem, do not reprimand or scold patrons.
- When there is a problem and/or an accident, staff should document it by filling out an Incident Report form. This form is kept on file to be used if legal action is taken later.

EXAMPLES OF SITUATIONS WHEN ALTERNATIVES SHOULD BE OFFERED

(These are only for purposes of illustration, not limitation)

CHILDREN'S DEPARTMENT

1. If an item is not available on the shelf, check the computer for status. If status reads available - check the last checkin date. If the checkin date is recent, check trucks of materials to be shelved. If not found, mark the item missing and offer to reserve the material or ILL.

If the date is old, mark the item missing and offer to reserve the material or ILL

2. If a question cannot be answered in the Children's Room, either call the Reference Desk and explain their question and get the answer or, when appropriate, send the child up to the Reference Desk and alert Reference by phone.

3. If a child forgets his/her card, offer to look up number.

CIRCULATION

1. If a patron comes up delinquent and is unable to check out any more materials, suggest some options.

For Belmont items:

- offer to renew overdue materials if they are not long overdue. If a renewal requires an override, offer a shorter borrowing period (Ask patron what they need, not to exceed one week)
- offer to hold items for three days to allow patron to clear up delinquency
- in an urgent situation, offer a shorter borrowing period (3 days)
-

For Non- Belmont items:

- offer to renew overdue materials if they are not long overdue. If a renewal requires an override, the items may not be renewed
 - If the patron is at the desk, offer to check with the owning library to see if they will allow the override. If the patron is on the phone, ask them to call the owning library to see if they will allow a renewal. Ask if they would like that library's phone number.
2. If a patron does not have his/her library card, offer to look up their number if they have other ID. If they do not have ID (especially children and young adults), in an urgent situation, look up their number and ask them to verify the information.

REFERENCE DEPARTMENT

1. Conduct a proper reference interview. Make certain that you give the patron what s/he wants, not necessarily what s/he asked for. Clarify what the person really needs (When someone asks you "Where are the biographies"?, ask if s/he needs help in finding a particular person or book.) Follow up whenever possible with, "Did you find just what you were looking for" or "May I help you further"?

2. Never let the patron leave without an answer to his/her question or without a referral to another source. (The words "We don't have that here" should always be followed by "But I'll see if I can locate it for you".)

- offer to help with the computers, microfilm readers, etc.
- offer to reserve materials
- offer ILL when possible
- offer a suggestion for purchase form when new materials are needed
- call another library for information when appropriate
- give the patron a referral to someone who can answer the question or provide the information

MATERIALS SELECTION POLICY

The Materials Selection Policy is critical toward the realization of the library's goals and objectives. This policy is the responsibility of the Trustees, who have delegated to the Library Director the task of implementing it. In practice, library materials are selected by the Director and the staff after consulting standard collection tools and professional journals or resources as well as needs, interests and demands of the community. This policy has been developed to ensure

- selection, organization, preservation, and availability of materials in a variety of formats for the residents of Belmont to assist them as they pursue their informational, intellectual, cultural, educational, and recreational needs

- service to the entire community, present and future, with consideration of the diverse groups of patrons, from children to young adult to all residents including those in the active work force and senior citizens

- continuous and periodic examination of the community and its changing interests and needs to give vitality and relevancy to the selection of materials

- guidance by the American Library Association's Freedom to Read Statement, the Freedom to View Statement, the Library Bill of Rights and the Free Access to Libraries for Minors statement

- systematic review of the collection to maintain its vitality, usability and purpose. Withdrawn materials no longer suitable are de-accessioned to the Friends of the Library's sale to benefit the library, given to other Minuteman Library libraries, to the Boston Public Library if significant, or discarded.

Materials are selected on the basis of numerous criteria some of which include

- current importance or permanent value
- authority and competence of author and publisher
- value as an historical record
- relevance to existing collections
- availability through the Minuteman Library Network, other local Networks,

or ILL

- popularity and user demand
- patron request whenever it is reasonable and financially possible
- presentation of all views of controversial issues
- high standard of quality in format, content, binding and ease of use
- cost of individual title in relation to the overall collection.

Materials are selected on a wide variety of subjects, media formats and digital resources, languages, with differing points of view, for all ages, and at several reading levels.

Gifts of books, periodicals, and other materials may be accepted subject to library regulations and the understanding such items maybe added to the library collection, given to the Friends of the Library, offered to another library, or discarded.

Requests for acquisition or removal of specific library material may be made in wiriting to the Director who will then initiate the review process.

PROCEDURE FOR REVIEW OF LIBRARY MATERIALS

Anyone objecting to any library materials may fill out a form requesting review of the item in question. After receipt of a written request for review of certain library materials, the library director will respond to the individual, initiating the discussion of the nature of the objections. The library director will then make a decision on challenged material and notify the complainant of that decision in writing.

If the complainant wishes to appeal the decision of the library director, said person must notify the Chairman of the Board of Library Trustees in writing within thirty days of the receipt of the decision of the library director. The Chairman will notify the complainant as to the decision of the Board regarding a hearing. A decision of the Board of Trustees shall be final.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Note: Library material includes all print and non-print items in the library's collection as well as digital content which covers Internet sites, eAudio and eBooks.

Name _____ Date _____

Complete address – street, city, town, state, zip code

Phone _____ Email _____

Library card # _____

Material in question

Author _____

Title _____

Publisher _____ Date _____

URL _____

Specific reasons for your

Have you read/viewed/listened to this title/site in its entirety? Yes ___ No ___

What do you believe is the purpose or theme of this material?

What do you feel might be the result of reading/listening/viewing this material?

For what audience do you think this material is intended?

Have you consulted any reviews of this title/site? Yes ___ No ___

Are you aware of the American Library Association's policies to which the Belmont Library adheres?

What action would you suggest the Belmont Library take in this matter?

This Request for Reconsideration will be given to the Library Director who will contact you to inform you of the library's response to your request for reconsideration of this item. Thank you.

TRUSTEES MEETING
AGENDA
October 30, 2012
CLAFLIN ROOM
7:00 PM

Building and Grounds

The painting of the front of the building is underway. D. Mazzioli Associates was selected to do the work. It is only for the front section between the wings.

Directors Report

Frank Kennedy, member of the library feasibility study committee, stopped by on Wednesday. He told me he met with Andy Rojas regarding the new library. Frank Kennedy thinks it would be a good idea if the feasibility study group or some members of that group get together and talk through some of the questions people have in the community, discuss any issues and workout a timeline for the building project. Bob White, our project manager, had sent me an email when we were awarded the grant also suggesting a meeting. It probably is a good idea. Let's take a few minutes to discuss the possibility at our meeting.

The BLF did a nice job with the celebration for the grant award Saturday, Oct.13. Mary Keenan, Sarah Phillips, and I attended. Scott Ferson, Jeff Cronin and Melissa Lynch were there representing the BLF. Anne Donohue took photos of the event which we posted to our website. It was a fun event.

The final program for OBOB was held on Tuesday, Oct. 23 at the Beech St. Center. There were approximately 150 attendees. Perrotta read a section from his book and then took questions from the audience. I thought the program went very well. Kudos to Emily Reardon for, once again, making OBOB a great success.

Mary and I will be attending the Grant workshop (Thursday Oct. 25). We will report at the trustees meeting. David Kale and Steve Sala (permanent building committee member) will be attending the afternoon session.

Vote needed - The Public Service Policy and the Materials Selection Policy are enclosed. Please review.

Matthew Garber, who has been working in the circulation department for four years, has been hired to fill the circulation vacancy.

The FY14 Action Plan for the MBLC is due December 1st. I am meeting with the Dept. Heads to develop some new action items which will need to be approved at the November trustees meeting. I will review the accomplishments thus far from the FY13 Action Plan at the meeting.

Vote needed - Holiday schedule - I would like to recommend that the library close at 5 PM on Nov. 21, all day Monday, Dec. 24 and close at 6 PM Dec. 31.

BELMONT PUBLIC LIBRARY EXPENDITURES

OCTOBER 2012

24-Oct-12
12:14 PM

	ORIG/ADJ APPROPRTNS	TRANSFER	ADJUSTED BUDGET	SPENT OCT	SPENT JULY-OCT	BALANCE	PROJECTED 4 MONTHS	% EXP
LIBRARY ADMINISTRATION								
16111								
511000	SALARIES, FULL TIME	195,200.00	1,324.47	196,524.47	15,267.13	61,642.15	134,882.32	65,508.16 31.4%
511100	SALARIES, PART TIME	9,084.00		9,084.00	514.30	1,886.64	7,197.36	3,028.00 20.8%
513000	OVERTIME	8,000.00		8,000.00	889.50	3,664.74	4,335.26	2,666.67 45.8%
514800	LONGEVITY	900.00		900.00	0.00	0.00	900.00	300.00 0.0%
517000	HEALTH INSURANCE	22,413.00		22,413.00	0.00	0.00	22,413.00	7,471.00 0.0%
517200	WORKERS COMPENSATION	409.00		409.00	0.00	0.00	409.00	136.33 0.0%
517800	MEDICARE	3,091.00		3,091.00	0.00	0.00	3,091.00	1,030.33 0.0%
519900	UNIFORM	725.00		725.00	0.00	725.00	0.00	241.67 100.0%
16112								
521100	EBSCO	8,690.00		8,690.00	0.00	4,345.00	4,345.00	2,896.67 50.0%
522800	GAS	22,811.00		22,811.00	240.48	620.28	22,190.72	7,603.67 2.7%
522900	ELECTRICITY	37,181.00		37,181.00	2,748.42	11,274.42	25,906.58	12,393.67 30.3%
523100	WATER	5,000.00		5,000.00	1,012.08	1,012.08	3,987.92	1,666.67 20.2%
524300	MAINTENANCE BUILDING	78,725.00	1,673.00	80,398.00	5,481.32	16,329.70	64,068.30	26,799.33 20.3%
	MAINTENANCE GROUNDS	0.00		0.00	0.00	0.00	0.00	0.00 #DIV/0!
524400	REPAIRS & MAINTENANCE	0.00		0.00	0.00	0.00	0.00	0.00 #DIV/0!
524500	MAINTENANCE OFFICE EQUIP	5,032.00		5,032.00	0.00	239.88	4,792.12	1,677.33 4.8%
	MAINTENANCE LIBRARY EQUIP	0.00		0.00	0.00	0.00	0.00	0.00 #DIV/0!
530001	MEDICAL REPORTS & BILLS	285.00		285.00	0.00	0.00	285.00	95.00 0.0%
531700	EMPLOYEE TRAINING	300.00		300.00	0.00	0.00	300.00	100.00 0.0%
531900	ADVERTISING & PUBLIC RELA	250.00		250.00	0.00	0.00	250.00	83.33 0.0%
534500	POSTAGE	3,200.00	1,550.00	4,750.00	6.08	1,342.77	3,407.23	1,583.33 28.3%
534700	PRINTING	1,076.00		1,076.00	0.00	0.00	1,076.00	358.67 0.0%
542100	OFFICE SUPPLIES	857.00		857.00	0.00	0.00	857.00	285.67 0.0%
545000	CUSTODIAL SUPPLIES	9,682.00		9,682.00	2,433.64	4,796.35	4,885.65	3,227.33 49.5%
548900	GASOLINE	600.00		600.00	70.45	205.71	394.29	200.00 34.3%
571000	IN-STATE TRAVEL	330.00		330.00	0.00	0.00	330.00	110.00 0.0%
573000	DUES & MEMBERSHIP	0.00		0.00	0.00	0.00	0.00	0.00 #DIV/0!
	TOTAL LIBRARY ADMIN	413,841.00	4,547.47	418,388.47	28,663.40	108,084.72	310,303.75	139,462.82 25.8%

	ORIG/ADJ.	APPROPRNTS.	TRANSFER	ADJUSTED	SPENT	SPENT	BALANCE	PROJECTED	%	
				BUDGET	OCT	JULY-OCT		4 MONTHS	EXP	
LIBRARY PUBLIC SERVICE										
16121	511000	WAGES, FULL TIME	572,771.00	2,768.04	575,539.04	47,626.44	191,361.35	384,177.69	191,846.35	33.2%
	511100	WAGES, PART TIME	245,397.00	2,111.42	247,508.42	14,777.93	53,971.51	193,536.91	82,502.81	21.8%
	513000	OVERTIME	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	514800	LONGEVITY	5,986.00		5,986.00	0.00	0.00	5,986.00	1,995.33	0.0%
	517000	HEALTH INSURANCE	138,767.00		138,767.00	0.00	0.00	138,767.00	46,255.67	0.0%
	517200	WORKERS COMPENSATION	1,455.00		1,455.00	0.00	0.00	1,455.00	485.00	0.0%
	517800	MEDICARE	11,950.00		11,950.00	0.00	0.00	11,950.00	3,983.33	0.0%
	517900	LIFE INSURANCE	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
16122	530000	PROFESSIONAL SERVICES	810.00		810.00	100.00	565.00	245.00	270.00	69.8%
	534100	TELEPHONE	7,852.00		7,852.00	328.73	3,549.07	4,302.93	2,617.33	45.2%
	552900	BOOKS/PER/FILM/CD/REC	306,005.00		306,005.00	18,219.89	83,261.57	222,743.43	102,001.67	27.2%
	573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIB PUBLIC SERVC		1,290,993.00	4,879.46	1,295,872.46	81,052.99	332,708.50	963,163.96	431,957.49	25.7%
LIBRARY TECH SERVICE										
16131	511000	SALARIES, FULL TIME	138,915.00	3,165.02	142,080.02	10,899.08	44,061.45	98,018.57	47,360.01	31.0%
	511100	SALARIES, PART TIME	12,020.00		12,020.00	907.52	3,791.25	8,228.75	4,006.67	31.5%
	514800	LONGEVITY	1,925.00		1,925.00	0.00	0.00	1,925.00	641.67	0.0%
	517000	HEALTH INSURANCE	16,404.00		16,404.00	0.00	0.00	16,404.00	5,468.00	0.0%
	517200	WORKERS COMPENSATION	399.00		399.00	0.00	0.00	399.00	133.00	0.0%
	517800	MEDICARE	2,216.00		2,216.00	0.00	0.00	2,216.00	738.67	0.0%
16132	530600	COMPUTER SERVICE	75,469.00		75,469.00	948.46	50,779.19	24,689.81	25,166.33	67.3%
	542200	PROCESSING SUPPLIES	11,000.00		11,000.00	581.16	2,999.82	8,000.18	3,666.67	27.3%
	573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECH SERV		258,348.00	3,165.02	261,513.02	13,336.22	101,631.71	159,881.31	87,171.01	38.9%
	TOTAL LIBRARY DEPARTMT		1,963,182.00	12,591.95	1,975,773.95	123,062.61	542,424.93	1,433,349.02	658,591.32	27.5%

Belmont Public Library
Activity Report For The Month
of September 2012

Days open 2011: 24
Days open 2012: 22

Agency	September <u>2012</u>	Increase Over <u>September 2011</u>	Cumulated <u>2012</u>	Cumulated Increase <u>Over 2011</u>
Adult	20,603	(873)	208,931	(1,938)
Juvenile	<u>20,468</u>	<u>488</u>	<u>200,561</u>	<u>6,092</u>
Total	41,071	(385)	409,492	4,154

Average Daily Circulation

	<u>2012</u>	<u>2011</u>
Adult	937	895
Juvenile	930	833

Non-Book (included in above figures)

Adult	8,430	(564)	89,564	(435)
Juvenile	<u>3,744</u>	<u>(302)</u>	<u>39,525</u>	<u>(1,313)</u>
Total	12,174	(866)	129,089	(1,748)

DVD

Adult	5,788	(403)	62,811	1,804
Juvenile	<u>2,775</u>	<u>(250)</u>	<u>28,973</u>	<u>(554)</u>
Total	8,563	(653)	91,784	1,250

Downloadable Audiobooks

Checkouts	871	8,758
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Internet Use

Internet	1,820	20,700
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Interlibrary Loan:

Borrowed	39	317
Loaned	53	413
Faxed	-	6

Young Adult Circulation

1,855	230
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ACTIVITY REPORT FOR THE MONTH OF SEPTEMBER 2012

Reference and Information

	September <u>2012</u>	Increase Over <u>September 2011</u>	Cumulated <u>2012</u>	Cumulated Increase <u>Over 2011</u>
Adult	2,921	65	28,957	(729)
Email	<u>11</u>	<u>6</u>	<u>44</u>	<u>(16)</u>
Total	2,932	71	29,001	(745)

Book Processing

Added:	1,017
Withdrawn:	824
Repaired:	49

Meeting Room Use

<u>Room</u>	<u>Times Used</u>	<u>Attendance</u>	<u>Cumulated Times Used</u>	<u>Cumulated Attendance</u>
Assembly	17	630	154	6,190
Flett	24	537	193	4,485
Misc.	<u>12</u>	<u>288</u>	<u>104</u>	<u>2,199</u>
Total	53	1,455	451	12,874

Library Sponsored Programs (included in above figures)

Adult	5	188	46	1,278
Juvenile	24	792	191	7,670
Young Adult	<u>-</u>	<u>-</u>	<u>32</u>	<u>371</u>
Total	29	980	269	9,319

Circulating Passes:

		<u>Pass Cumulated</u>
Aquarium	22	166
Audubon	11	79
Boston By Foot	1	23
Children's	13	190
DeCordova	11	115
Discovery	2	86
Essex/Peabody	17	102
Fine Arts	13	270
Gardner	13	139
Harvard Art	1	28
Harvard Natural History	6	100
Institute of Contemp. A	9	92
Kennedy Library	5	42
Mass Parks Pass	3	33
Plimoth Plantation	4	41
Science	27	330
Zoos	<u>14</u>	<u>154</u>
Total	172	1,990