

BELMONT PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES

BELMONT, MASSACHUSETTS
November 17, 2011

The meeting was called to order at 7:35 p.m. in the Claflin Room by Vice chair Mark Carthy. Present were Trustees Elaine Alligood, Mary Keenan, Matt Lowrie, Sarah Phillips, and Matt Sullivan. Director Maureen Connors was absent.

The minutes for the October 20 meeting were accepted unanimously on a motion by Trustee Sullivan, seconded by Trustee Alligood.

OLD BUSINESS:

Overview of Facilities Consolidation: Michael Libenson, chair of the Facilities Consolidation Committee for the Town of Belmont, gave some background on the creation of a joint oversight board which would appoint a Director of Public Facilities. This person will supervise the custodial functions for and maintenance of town properties. The Board of Selectmen, Town Administrator, and School Committee will formally vote on the inclusion of school buildings in this process in early December. Chair Lowrie expressed the general feeling that the trustees are in favor of having the library as part of this Public Facilities but first need to understand the process required to meet the Municipal Appropriations Requirement. Trustee Carthy asked about the library hours and need for custodial attention at evening and weekend hours. Chair Lowrie asked the process question of who will decide if consistent staffing is needed? Mr. Libenson stated that the Director of Public Facilities would have broad powers, subject to the Public Facilities Board. Trustee Carthy asked if a cost-analysis study had been done. Lower costs and better outcome overall is expected. Preventive maintenance would save money. Trustee Keenan asked if grass mowing and landscaping are included. Mr. Libenson thought this was the case. Chair Lowrie summarized the issues as:

MAR

Consistency of staffing, training

Hours/weekends

Cost savings

Legal process

What is the process for getting answers? The Chair and the Director decided not to put this issue for the library's joining the Public Facilities Committee on the Warrant for the upcoming town meeting.

What is the legal process for making it happen? Which comes first - the town meeting vote or the acceptance by the trustees?

Action Item: Trustees Keenan and Sullivan, along with Director Connors, have been appointed to liaise with this committee.

Action Item: Mr. Libenson will talk with town counsel and town administrator; he will also provide an electronic copy of the agreement to the Director and the trustees on the committee.

Long Range Plan (LRP) Action items - It was noted that the newer format of the Massachusetts Board of Library Commissioners with more emphasis on evaluation would be more helpful for all concerned and should be used for the next LRP.

The trustees voted unanimously to approve the motion made by Chair Lowrie and seconded by Trustee Carthy as follows: to approve the LRP with items printed in red as approved and items printed in blue removed. On page 5 Goal II, Objective 1, Activity 1 the comment in red "Hopefully. . . grades" will be removed.

Belmont Library Foundation (BLF) update Trustee Carthy reported on the meeting on November 15 with eight members in attendance; another meeting is planned for January with emphasis on recruitment of new BLF board members.

Field Update – Chair Lowrie reported that Board of Selectmen Chair Ralph Jones informed him that the Town's purchase of the Purecoat site is now off the table. The prospect of a soccer field at the incinerator site keeps the library's expectation of moving to the north side of Concord Avenue viable. There is strong disagreement among the trustees: should the trustees state their case again with reminders of pledges of support or wait to see what happens? Chair Lowrie is thinking of a five minute update at town meeting.

Action item: Another meeting with the Field Committee will be held.

Evaluation – Chair Lowrie has given Director Connors a copy of her evaluation by the trustees.

Action item: Chair Lowrie will provide a composite copy to the trustees.

NEW BUSINESS:

Trustee Phillips reported on the trust funds noting that a vote on the transfer of funds will be held next month due to an error on the spreadsheet. 80% of the income is taken for the current expenses, while 20% remains in the specific fund. There are no trust instruments, rather donative letters and short memoranda of agreement. The trustees have delegated the investment authority to the town. The agreement of each trust is being met. The Dustan Fund has two components: programs for children and a challenge grant of \$100,000 for the new library with a 2013 deadline – at which time the funds would revert to the children's fund. Trustee Phillips and Director Connors met with Town Treasurer Floyd Carmen; the library funds total \$1M+ and are invested with Abbey Financial. Thanks were extended to Trustee Phillips for her work on this.

Friends Update: Trustee Phillips announced the book sale receipts as \$5,783. She noted the recent commendation for Authors' Series Coordinator, Jenny Altshuler. A spring Friendraiser is under discussion.

When the names of the members of the Library sub-committee of the Warrant Committee were read, Trustee Carthy declared his interest in joining the trustee budget committee which meets with them.

Action item Director Connors will check to make sure that the Allison's have been thanked for their recent generous donation for Kindles.

Meeting was adjourned at 9:03 p.m. on a motion by Trustee Carthy, seconded by Trustee Sullivan and voted unanimously.

Next meeting December 13 Tuesday

Exhibits:

Agenda for meeting November 17, 2011

Minutes for meeting October 20, 2011

Long Range Action Plan FY13

FY11 Trustee Fund Activity

Recap of Library Funds for Fiscal Year 2011

FY12 Trustee Funds to Spend

Director's Report November 17, 2011

Town of Belmont Warrant Committee 2011-2012 Subcommittee Assignments

Letter of agreement from Liz and Graham Allison – implementing their Kindle donation

October 2011 staff survey

Copy of letter of thanks from Hal Shubin for November 1 reception*

Belmont Public Library Expenditures November 2011

Belmont Public Library Activity Report for the Month of October 2011

*letter of thanks from Heli Tomford for November 1 reception circulated at meeting

**LONG RANGE ACTION PLAN
FY13**

Collection Development

Goal I. Maintain a strong print collection at the same time as we provide new media and online resources to meet patrons' changing needs and interests.
(Current topics and Titles)

Objective 1: Provide a collection with sufficient copies of titles in high demand and in formats and languages patrons want

Activity 1: Continue to increase Adult and Children's DVDs as space allows

Activity 2: Continue to monitor the use of the Overdrive Advantage program for its cost effectiveness

Activity 3: Continue to increase Books on CD and eliminate the Spoken Word Cassettes by the end of FY13 (if circulation has decreased)

Activity 4: Monitor the use of the Recorded Books in MP3 format to see if they are well received by patrons

Activity 5: Continue to maintain a current Foreign Film collection and, when space allows, increase the size of the collection

Activity 6: Continue to maintain a current circulating gaming collection

Activity 7: Continue to add foreign language materials that reflect languages spoken in Belmont and taught in the schools - Children's will continue to emphasize Russian and Adult will emphasize Russian and Chinese.

Activity 8: Continue the redistribution of space in order to accommodate the increasing AV collections - moved the talking book cassettes opposite the DVDs and now shelf all the books on CD in the reference room. Perhaps next year we will eliminate all the books on cassette - right now they are still very popular Explore ways of rearranging areas of the library to better meet the competing needs for their use

Activity 9: Apply for a Verizon Literacy Grant to help fund updating the non-print and print collection - hope to do this fall

Activity 10: Complete a major review of the reference print standing orders by the end of FY13 and make recommendations to replace with online database(s), maintain print or discontinue

Objective 2: Continue the weeding program to update the collection, create more open shelf space and prepare for the building project

Activity 1: Departments will continue the implementation of their systematic weeding schedule to be 65% completed by the end of FY13 - hoping to achieve this- the scanning project is helping

Activity 2: The reference collection will be reduced by 19% (500 titles) in FY13

Services

Goal I. Provide information services and programs on a wide variety of topics that promote lifelong learning and personal growth for all ages. (Lifelong Learning/General Information)

Objective 1: Use new technologies to add value to all library services

- Activity 1: Continue to provide Kindles for children, young adults and adults and monitor their use.
- Activity 2: Children's will continue to post new content to the blog hosted by the Belmont Patch will do one more with their book group when they introduce the Kindles - they feel their time is better spent doing the blog on Patch. If something exciting comes up they will do a podcast but feel it is not time well spent.
- Activity 3: The Young Adult department will consult with the Teen Advisory Board (TAB) to see if there is interest in creating a podcast - YA is looking into this
- Activity 4: Begin using Facebook, along with Tweeter, to promote the library and library programs
- Activity 5: The Young Adult department will investigate and, if appropriate, will implement the use of Facebook with the Teen Advisory Board (TAB)
- Activity 6: Initiate and complete the migration to Windows 7 by the end of FY13.
- Activity 7: The Young Adult department's "Teen Techs" will offer a pilot program during the school year to help patrons learn how to download ebooks from Overdrive

Objective 2: Develop programs that respond to the changing needs and demographics of the community

- Activity 1: Offer at least one program specifically aimed at "Boomers" in FY13
- Activity 2: Evaluate whether to continue offering computer classes at the senior center
- Activity 3: Continue the book discussion group for teens
- Activity 4: Execute the fourth *One Book, One Belmont* program in the spring or fall of FY13
- Activity 5: Continue to explore with the Teen Advisory Board the interest level of using new technologies for YA (such as the Wii)
- Activity 6: Explore the possibility of applying for a Teen Advisory grant through the Massachusetts Board of Library Commissioners

Objective 3: Develop innovative ways to use the new website in order to enhance usability and interactive capability

- Activity 1: Continue to investigate and develop in FY13 an improved method for compiling statistics on the use of our online

resources - just too difficult - statistics and how they are recorded by the vendors often change and each track differently- so it is not easy.

Activity 2: Continue to video tape the concert series and the OBOB and incorporate it into the website. Evaluate its cost effectiveness

Activity 3: Continue to encourage patrons to subscribe to the library mailing list to receive email and to increase the electronic mailing list - we have started asking patrons for their emails when they sign -up for programs and we will use the Friends constant contact to compile the list

Activity 4: Continue to investigate and implement at least one online tutorial to increase the information literacy component via the teen web page

Activity 5: Review the website annually to ensure usability and relevance

Activity 6: Evaluate the use of online sign-ups and evaluations for programs and consider expanding their use to all programs

Activity 7: Design a mobile application or interface for the library website that can be used with portable devices in FY13

Objective 4: Strengthen collaboration between the Children's Librarian and the Young Adult Librarian

Activity 1: Continue to offer programming for grades 5- 8.

Offer a chess club for grades 5-8 utilizing high school students as coaches.

Activity 2: Teen volunteers will help with the children's summer reading program by distributing raffle tickets, copying reading logs, etc

Activity 2: The young adult librarian and the children's librarians will continue to meet on a regular basis with new school personnel - Chenery principal, English Department Director and Social Studies Director during the school year to help meet the homework needs of students - new YA librarian is doing a good job connecting - also met the Chenery PTO and Chenery Librarian

Objective 5: Continue collaborating with the public school system to help meet curriculum requirements

Activity 1: Continue to increase the use of email by teachers to help improve communication for homework assignments by working with appropriate department heads - YA is trying - not all respond though

Activity 2: Continue to work on re-instating class visits or find another way to reach the students in order to provide bibliographic instruction. Continue to provide bibliographic instruction on databases for classes that visit the library we will if we can get the classes here - we continue to work at it.

Activity 3: Offer half hour reference interviews for students during their major reports, i.e. social studies projects

Goal II. Provide access to print and online resources and guidance in how to use them. (Formal learning support)

Objective 1: Continue to provide instructional classes to the public on how to use the computers

Activity 1: Work with the elementary schools to see if there is interest in offering instruction on databases for class assignments
Continue to offer instruction to children on the online catalog and appropriate databases four times during the school year - the children's dept. has offered the classes and only one workshop had 5 patrons - feel it is not worth doing

Hopefully Denise will connect with the schools and perhaps see what they could be offering to help the 3-5 grades

Activity 1: Schedule instructional classes for adults based on the survey results

- will be posting an online survey for patrons - then schedule accordingly - right now the Kindle and other readers are the most popular program.

Activity 2: Continue to offer instructional classes on different portable devices (Kindle, Nook, iPad)

Objective 2: Increase the number of databases available to the public

Activity 1: Continue to review online reference sources and integrate additional databases into the collection to enhance reference services (Ongoing)

Activity 2: Continue to review yearly statistical reports to evaluate use and relevance (Ongoing)

Activity 3: Continue to request a budget increase for online resources as needed (Ongoing) we usually request this annually as "above the level services budget"

Activity 4: Apply for a grant to digitize the Belmont Citizen Herald - Matt and I are working on this - grants from the MBLC usually are announced in January so if there is a digitization grant we will apply.

Goal III. Sustain the library's role as a focal point for community activities. (Community/Commons)

Objective 1: Use public relations to increase the community's awareness of programs and services

Activity 1: Continue to use community cable and other media outlets (Patch, Tweeter and Facebook) to promote library services - ongoing

- Activity 2: Continue to create lists monthly and continue to highlight more reader advisory information on the library's web - ongoing
- Activity 3: Continue the use of area bulletin boards – schools, businesses- Ongoing
- Activity 4: Continue to utilize the Friends of the Library volunteers to help with public relations (ongoing)
- Activity 5: Continue to collaborate with civic groups to offer and or publicize programs (example – One Book One Belmont) Ongoing

Objective 2: Continue to assess the library's hours in relation to public requests and Staffing

- Activity 1: Evaluate Staffing needs for additional hours and request appropriate funding
- Activity 2: Request to restore one evening a week in the Children's Department during the summer months

Staff Development

Goal I. Library Staff will have excellent customer-service skills and will deliver innovative library services and programs.

Objective 1: Enhance the Staff's ability to offer Reader Advisory services

- Activity 1: Public Service Staff will continue to attend reader advisory training programs and/or webinars when offered
- Activity 2: Evaluate the usability of the "Readers Corner" on the library website and make appropriate changes

Objective 2: Implement more customer-focused services

- Activity 1: Continue a schedule of roving staff members and maintain a log
- Activity 2: Continue to address changing service issues and customer service during the annual staff development day
- Activity 3: Continue to find ways to reward the staff for providing good customer service

Objective 3: Staff will stay up-to-date with current trends in electronic resources

- Activity 1: Continue to provide the staff with hands on training for new portable devices using the library's equipment and allow time to participate in at least one webinar per year on current trends in technology
- Activity 2: Staff will continue to share new resources and skills with one another at department meetings when necessary

Activity 3: Staff will continue to take advantage of Webinars to keep abreast of new resources at least twice a year - Ongoing- usually more frequent than twice a year for most staff

Objective 4: Increase Staffing to meet the increased demands of the public

Activity 1: Continue to request funding to make the Young Adult librarian position full time

Activity 2: Develop a more formalized cross training program - Ongoing

Activity 3: Encourage more community involvement through volunteerism by advertising for specific and general skilled volunteer opportunities on the library's website and by utilizing local media.

Administration

Goal 1: Operate a facility that is fiscally responsible and follows procedures and policies that meet Town requirements, the regulations of the Massachusetts Board of Library Commissioners, and the needs of the community and staff.

Objective 1: Foster a strong relationship with Town officials, committees and Town Meeting representatives to encourage community and financial support for the library

Activity 1: Work with the Board of Library Trustees and department heads to develop a budget that continues to address community needs and requirements for certification - Ongoing

Activity 2: Continue to work with the sub committee of the Board of Library Trustees and Staff to review and update policies annually - need to do better - will work on materials selection and security to be completed by the end of FY12 or earlier

Activity 3: Evaluations of all permanent Staff will be conducted on an annual basis

Activity 4: Continue to work with the Board of Library Trustees, Town officials, the Belmont Library Foundation and the Friends of the Library to obtain support for the library - Ongoing

Activity 5: Continue to develop a library mailing list to help identify new potential library supporters and enlist their involvement - hoping the email lists will help with this

Objective 2: Increase contributions to the library

Activity 1: Revise the current memorial and gift program brochure once the new branding is in place

Activity 2: Investigate the development of a planned giving campaign

Activity 3: Continue to identify giving opportunities and post them on the library web page

Will begin working on these items - have not as of yet

Facilities

Goal 1: Provide inviting, comfortable, safe and accessible library that encourages learning and leisure reading, and provides access to up-to-date electronic resources. (Community/Commons, Services, Current Topics, General, Lifelong Learning)

Objective 1: The Library Director and the Board of Library Trustees will work with Town officials, the Belmont Library Foundation and the Friends of the Library to raise awareness and support for a new building

Activity 1: Continue working with Town officials and the School Committee to find a suitable playing field
Continue offering open houses and coffees to show plans for the new library (assuming we have applied for the grant) - did when we were going to TM for the vote

Activity 2: Continue assisting the Belmont Library Foundation and Friends in their multi-year public relations/fundraising building campaign - trying to but not much happening

Alternate

Objective 1: Re-assess existing space to meet the current needs of the community for materials, services and programs

Activity 1: Prioritize identified needs

Activity 2: Work with the Permanent Building Committee to explore options for identified needs

Activity 3: Working with appropriate Town committees, develop a two to three year building improvement plan

Activity 4: Request Capital funding for the building improvement plan

Approved 11/16/2011

RECAP OF LIBRARY FUNDS FOR FISCAL YEAR 2011

LIBRARY FUNDS	OPENING BALANCE 7/1/2010	DONATION TRANSFER IN FY11	INCOME FY11	EXPENDITURE/ TRANSFER OUT FY11	ENDING BALANCE 6/30/2011
Library Gift Fund	\$158,171.05	\$500.00	\$3,004.66		\$161,675.71
Michael E Delury	\$15,015.62		\$285.01		\$15,300.63
Katharine W Atkins	\$21,234.99		\$403.07		\$21,638.06
Margaret Wrisley	\$18,370.70		\$348.69		\$18,719.39
Esther Burdick	\$11,959.78		\$226.99		\$12,186.77
Blanche Howe Jenney	\$16,023.09		\$516.12		\$16,539.21
Jane Gray Children's Educ Fund	\$573,606.45		\$10,884.22	\$2,766.13	\$581,724.54
Jane Gray Children's Expense Acct	\$7,344.38	\$2,766.13		\$10,110.13	\$0.38
Dustan Library Request	\$292,127.14		\$4,799.18		\$296,926.32
Library Capital Building fund	\$20,650.57	\$398.84	\$396.97		\$21,446.38
Special Fund "72" Expenditure only	\$162.30				\$162.30
TOTAL	\$1,134,666.07	\$3,664.97	\$20,864.91	\$12,876.26	\$1,146,319.69

FY11 TRUSTEE FUND ACTIVITY												
SPECIAL FUNDS	Notes	OPENING BALANCE	Income Earned	80% INCOME WITHDRAWAL	ACTUAL EXPENDITURE	DEPOSITS	TOTAL	PERCENT	FY11 INCOME	ENDING BALANCE		
		7/1/2010		FY11		FY11				6/30/2011		
Michael E DeLury Fund	Holistic - Medical	\$15,015.62				\$0.00	\$15,015.62		\$285.01	\$15,300.63		
Katharine W Atkins Fund	Eduring - Special Bks	\$21,234.99				\$0.00	\$21,234.99		\$403.07	\$21,638.06		
Margaret Winsley Fund	Eduring - Special Bks	\$18,370.70				\$0.00	\$18,370.70		\$348.89	\$18,719.39		
Esther Burdick Fund	Horticulture	\$11,959.78				\$0.00	\$11,959.78		\$226.99	\$12,186.77		
Blanche Howe Jenney Fund	Eduring - Special Bks	\$16,023.09				\$0.00	\$16,023.09		\$516.12	\$16,539.21		
Special Fund '72' expenditure		\$162.30								\$162.30		
Capital Building Fund	Building	\$20,650.57				\$398.84	\$21,049.41		\$395.97	\$21,445.38		
Jane Duster Children's Educ Fund	Children's	\$573,606.45		\$0.00	\$2,766.13	\$0.00	\$576,372.58		\$10,884.22	\$587,256.80		
Jane Duster Children's Expense		\$7,344.38			\$10,110.13	\$2,766.13	\$10,110.13			\$0.38		
Jane Duster Bequest		\$292,127.14		\$0.00		\$0.00	\$292,127.14		\$4,798.18	\$296,925.32		
TOTAL SPECIAL FUNDS		\$976,495.02	\$0.00	\$0.00	\$3,164.97	\$3,164.97	\$979,659.99		\$17,860.25	\$997,520.24		
LIBRARY GIFT FUNDS		BALANCE		WITHDRAWAL	REMAINING	DEPOSIT	TOTAL	PERCENT	FY11 INCOME	BALANCE		
		7/1/2010		FY11	Balance							
Frances Apt	Children's	\$8,154.17					\$8,154.17	5.1390%	154.41	\$8,308.58		
Alice B Curtis Bequest	Non-fiction	\$4,896.91					\$4,896.91	3.0862%	92.73	\$4,989.64		
Chaffin Fund	History	\$19,141.08				\$0.00	\$19,141.08	12.0634%	362.46	\$19,503.54		
Dr. Small Bequest	Non-fiction	\$4,880.22					\$4,880.22	3.0757%	92.41	\$4,972.63		
Lucy Luard Bequest	Ar/crafts	\$2,443.11					\$2,443.11	1.5397%	46.26	\$2,489.38		
Rachel Atkins Bequest	Ar/crafts	\$12,275.12					\$12,275.12	7.7362%	232.45	\$12,507.56		
Kaplan Fund	Ar/crafts	\$5,356.27					\$5,356.27	3.3757%	101.43	\$5,457.70		
Dressler Fund	Biography	\$10,989.26					\$10,989.26	6.9258%	208.10	\$11,197.36		
Van Norden Fund	Music	\$6,912.66					\$6,912.66	4.3566%	130.90	\$7,043.56		
Regina O'Brien	Irish studies	\$1,922.96					\$1,922.96	1.2119%	36.41	\$1,959.37		
Edith Wintz Fund	Classical literature	\$1,101.81					\$1,101.81	0.6944%	20.86	\$1,122.67		
Richard Lark	General	\$13,006.46				\$500.00	\$13,506.46	8.5122%	255.76	\$13,762.23		
Belmont Village Hill	Unrestricted	\$4,194.19					\$4,194.19	2.6433%	79.42	\$4,273.62		
Dr. Samuelsen	Unrestricted	\$2,169.30					\$2,169.30	1.3672%	41.08	\$2,210.38		
Michael A. Manfredi-King		\$946.04					\$946.04	0.5962%	17.91	\$963.95		
Mary Claire Phelan		\$1,606.43					\$1,606.43	1.0124%	30.42	\$1,636.85		
Misc. Dedicated Fund		\$30,793.85					\$30,793.85	19.4074%	583.12	\$31,376.97		
Misc. -Unrestricted Fund		\$27,381.20					\$27,381.20	17.2566%	518.50	\$27,899.70		
TOTAL LIBRARY GIFT FUND		\$158,171.05		\$0.00		\$500.00	\$158,671.05	100.0000%	3,004.66	\$161,675.71		
TOTAL FUNDS		\$1,134,666.07	\$0.00	\$0.00	\$1,394.21	\$3,664.97	\$1,128,058.23		20,864.91	\$1,148,923.14		
		Balance as of 7/1/2010		transfer in	expenses	deposit		Balance as of 6/30/2011				
Small Gift		\$5,040.35			\$7,308.60	\$7,376.20		\$5,098.95				

DIRECTOR'S REPORT
November 17, 2011

Buildings and Grounds

The gutters will be cleaned after Thanksgiving.

We are getting some quotes from suggested landscapers to have the front of the library cleaned up.

We are still waiting for the locust trees to be pruned.

Director's Report

Micheal Libenson will be first on the agenda to present an overview of the Facilities Consolidation project. It was decided not to go forth with an article for the upcoming TM.

The regular Town Department heads meeting has been rescheduled, due to the hiring of the new interim Town Manager Richard Kelliher. Town Counsel will not be at this meeting. He will however attend the December meeting. I have already made an appointment to review his decision regarding the BLF.

We will discuss the new action plan for FY13 at the meeting. The plan is in your packet. The new action items are in RED. A vote will be required. The action plan needs to be filed with the MBLC by December 1.

Mark Carthy will report on the BLF meeting that took place on Monday, November 14. I'm sure the field situation was one of the topics. As you all know, it appears that Pure Coat is off the table. How do we proceed now? Matt L. spoke with Mark Paolillo regarding another option for a field. Will report at the meeting.

Sarah and I meet with Floyd Carman on Monday morning regarding the library trust funds. Sarah will report at the meeting. A vote will be needed to transfer and spend the 80% of the income earned on the trust funds. Just so you know, the 80% of the income for the Jane Gray Dustan Children's fund would not have enough money in to renew our subscription for Bookflix (\$1,889) and the AWE station (\$3,200) plus provide the number of programs we schedule annually, so I renewed both with State Grant money.

The new Warrant sub-committee for the library is in your packet. No members from last year have been carried over. Bill Lynch was a member about 3 years ago and Liz Allison was also an earlier member.

Liz and Graham have been thanked for their generous gift. Her letter is in your packet.

Staff survey - all positive comments! The staff would like to thank the trustees for the coffee and the delicious muffins (from the Gingerbread Construction Company).

Town of Belmont
Warrant Committee
2011-2012

2011-2012 Subcommittee Assignments*

Capital Budget

Patricia Brusch

Culture and Recreation - *Library*

Liz Allison

Elizabeth Grob

*Bill Lynch

Mary McHugh

Bob McLaughlin

Education

*Patricia Brusch

Mike Libenson

Raffi Manjikian

Noreen Millane

*Bob Sarno

General Government

Sami Baghdady

Kimberly Becker

Adam Dash

Roy Epstein

*Noreen Millane

Public Safety

Sami Baghdady

*Michael Libenson

Bill Lynch

Raffi Manjikian

Mary McHugh

Public Works

Kimberly Becker

Adam Dash

*Roy Epstein

Elizabeth Grob

Bob McLaughlin

*As of October 26, 2011

ELISABETH ALLISON

69 Pinehurst Road
Belmont, MA 02478

October 25, 2011

Maureen Connors
Director, Belmont Public Library
455 Concord Avenue
Belmont, MA 02478

Dear Maureen,

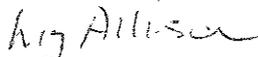
Graham and I are pleased to be able to provide the Belmont Public Library with a gift to underwrite the cost of sixteen Kindles plus one Kindle fire as well as the acquisition of books for these Kindles with a gift of \$5000, to be spent as detailed in your proposal

It is our understanding that the Kindles will be placed in circulation as soon as practicable but certainly before the end of 2011. At your convenience, you will send us a tax letter, and after some reasonable period, provide a brief report on the progress of the experiment.

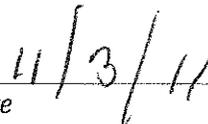
Please let me know if you have any questions. If not, please sign one copy of this letter and return to me as confirmation of agreement at:

Onward to the better electronic age!

Best,


Liz Allison


Accepted on behalf of Belmont Public Library


Date

October 2011

How are we doing today..... ☺ ☹

Was the staff friendly? Excellent Good Fair Poor

Was the staff helpful? Excellent Good Fair Poor

Did you find everything you were looking for? _____

Comments: _____

Children's (3 responses)

All respondents circled Excellent and answered Yes to the questions. One unhappy face was circled.

Wonderful, helpful librarians!

ALWAYS helpful! and friendly staff! We ♥ Belmont kids room. THX

Awesome!

Circulation (11 responses)

Ten respondents answered *Excellent* for the first two questions and one person answered *Excellent/Good*. Seven answered *Yes* to the third question and there was one check mark. One respondent answered *No*. Six happy smiley faces and one circle in between the faces was circled.

Always - V G

Awesome job. I love your books + videos. Nell (age 5)

Cheers to the wonderful staff.

This is the most courteous + helpful library.

Nice people.

I always have a good experience here thanks to the staff.

Your staff is fine! I do not like the plans for the new library - it looks like a school. I think Arlington's library + addition is better- looking + will last.

An interesting article in this week's Christian Science Monitor -about the importance of libraries in today's society. Worth a read author is John Yemma I think. 10/12/11

Reference (11 responses)

Ten respondents answered *Excellent* for the first two questions and one person answered *Excellent/Good*. Eight answered *Yes* to the third question and there were two check marks. Seven happy smiley faces and one unhappy face was circled.

I love this library!

Super!

Everything was great except the fine.

The BPL staff has always been wonderful. Keep up the good work!

The staff was very helpful.

Lots of help - found the book with knowing title or author!

Yes for being sent from another library. Librarian was extra helpful.

They were very friendly & helpful.

Thanks so much for excellent service - always!

Mauveen, Trustees & Staff 2 Nov 11

Thanks for the reception last night.
It was fun to see so many people
there & catch up. And I realized
what a distinguished group of former
Trustees I have joined!

Thanks
Hal

RECAP OF LIBRARY FUNDS FOR FISCAL YEAR 2011

LIBRARY FUNDS	OPENING BALANCE 7/1/2010	DONATION TRANSFER IN FY11	INCOME FY11	EXPENDITURE/ TRANSFER OUT FY11	ENDING BALANCE 6/30/2011
Library Gift Fund	\$158,171.05	\$500.00	\$3,004.66		\$161,675.71
Michael E Deluty	\$15,015.62		\$285.01		\$15,300.63
Katharine W Atkins	\$21,234.99		\$403.07		\$21,638.06
Margaret Wrisley	\$18,370.70		\$348.69		\$18,719.39
Esther Burdick	\$11,959.78		\$226.99		\$12,186.77
Blanche Howe Jenney	\$16,023.09		\$516.12		\$16,539.21
Jane Gray Children's Educ Fund	\$573,606.45		\$10,884.22	\$2,766.13	\$581,724.54
Jane Gray Children's Expense Acct	\$7,344.38	\$2,766.13		\$10,110.13	\$0.38
Dustan Library Bequest	\$292,127.14		\$4,799.18		\$296,926.32
Library Capital Building fund	\$20,650.57	\$398.84	\$396.97		\$21,446.38
Special Fund "72" Expenditure only	\$162.30				\$162.30
TOTAL	\$1,134,666.07	\$3,664.97	\$20,864.91	\$12,876.26	\$1,146,319.69

	ORIG./ADJ. APPROPRIATIONS	TRANSFER	ADJUSTED BUDGET	SPENT NOV	SPENT JULY-NOV	BALANCE	PROJECTED 5 MONTHS	% EXP
LIBRARY PUBLIC SERVICE								
16121	WAGES, FULL TIME		560,768.00	31381.22	196,351.19	364,416.81	233,653.33	35.0%
511000	WAGES, PART TIME		231,936.00	13362.46	70,287.13	161,648.87	96,640.00	30.3%
513000	OVERTIME		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY		6,150.00	0.00	342.86	5,807.14	2,562.50	5.6%
517000	HEALTH INSURANCE		138,767.00	0.00	0.00	138,767.00	57,819.58	0.0%
517200	WORKER'S COMPENSATION		1,266.00	0.00	0.00	1,266.00	527.50	0.0%
517800	MEDICARE		10,501.00	0.00	0.00	10,501.00	4,375.42	0.0%
517900	LIFE INSURANCE		227.00	0.00	0.00	227.00	94.58	0.0%
16122								
530000	PROFESSIONAL SERVICES		790.00	0.00	110.00	680.00	329.17	13.9%
534100	TELEPHONE		7,660.00	222.18	1,930.64	5,729.36	3,191.67	25.2%
552900	BOOKS/PER/FILM/CD/REC		257,960.00	12,003.89	92,649.56	165,310.44	107,483.33	35.9%
573000	DUES		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIB PUBLIC SERVC		1,216,025.00	56,969.75	361,671.38	854,353.62	506,677.08	29.7%
LIBRARY TECH SERVICE								
16131								
511000	SALARIES, FULL TIME		138,915.00	7,991.79	50,898.63	88,016.37	57,881.25	36.6%
511100	SALARIES, PART TIME		19,001.00	663.84	4,320.40	14,680.60	7,917.08	22.7%
514800	LONGEVITY		875.00	0.00	0.00	875.00	364.58	0.0%
517000	HEALTH INSURANCE		16,404.00	0.00	0.00	16,404.00	6,835.00	0.0%
517200	WORKER'S COMPENSATION		347.00	0.00	0.00	347.00	144.58	0.0%
517800	MEDICARE		2,231.00	0.00	0.00	2,231.00	929.58	0.0%
16132								
530600	COMPUTER SERVICE		74,000.00	0.00	60,510.83	13,489.17	30,833.33	81.8%
542200	PROCESSING SUPPLIES		11,000.00	606.15	6,197.72	4,802.28	4,583.33	56.3%
573000	DUES		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECH SERV		262,773.00	9,261.78	121,927.58	140,845.42	109,488.75	46.4%
	TOTAL LIBRARY DEPARTMT		1,879,364.00	86,968.05	621,939.55	1,257,424.45	783,068.33	33.1%

ACTIVITY REPORT FOR THE MONTH OF OCTOBER 2011

Reference and Information

	<u>October 2011</u>	<u>Increase Over October 2010</u>	<u>Cumulated 2011</u>	<u>Cumulated Increase Over 2010</u>
Adult	2,744	(256)	32,430	(1,334)
Email	<u>4</u>	<u>(2)</u>	<u>64</u>	<u>11</u>
Total	2,748	(258)	32,494	(1,323)

Book Processing

Added:	939
Withdrawn:	1,077
Repaired:	21

Meeting Room Use

<u>Room</u>	<u>Times Used</u>	<u>Attendance</u>	<u>Cumulated Times Used</u>	<u>Cumulated Attendance</u>
Assembly	15	685	189	8,190
Flett	30	703	238	4,529
Misc.	<u>16</u>	<u>360</u>	<u>132</u>	<u>2,885</u>
Total	61	1,748	559	15,604

Library Sponsored Programs (included in above figures)

Adult	4	69	48	2,326
Juvenile	28	1,123	209	7,828
Young Adult	<u>2</u>	<u>25</u>	<u>35</u>	<u>372</u>
Total	34	1,217	292	10,526

Circulating Passes:

		<u>Pass Cumulated</u>
Aquarium	23	184
Audubon	6	66
Boston By Foot	6	39
Children's	17	227
DeCordova	13	101
Discovery	3	124
Essex/Peabody	9	137
Fine Arts	33	417
Gardner	3	76
Harvard Art	3	19
Harvard Natural History	11	109
Institute of Contemp. A	4	92
Kennedy Library	6	68
Mass Parks Pass	4	30
Plimoth Plantation	7	64
Science	27	376
Zoos	<u>10</u>	<u>154</u>
Total	185	2,283

Belmont Public Library
Activity Report For The Month
of October 2011

Days open 2010: 25
Days open 2011: 28

Agency	<u>October 2011</u>	<u>Increase Over Oct. 2010</u>	<u>Cumulated 2011</u>	<u>Cumulated Increase Over 2010</u>
Adult	22,608	1,119	233,477	(2,060)
Juvenile	<u>21,249</u>	<u>(96)</u>	<u>215,718</u>	<u>4,765</u>
Total	43,857	1,023	449,195	2,705

Average Daily Circulation

	<u>2011</u>	<u>2010</u>
Adult	807	860
Juvenile	759	854

Non-Book (included in above figures)

Adult	9,802	642	99,801	(804)
Juvenile	<u>4,141</u>	<u>(306)</u>	<u>44,979</u>	<u>(1,734)</u>
Total	13,943	336	144,780	(2,538)

DVD

Adult	6,689	559	67,696	439
Juvenile	<u>3,020</u>	<u>(332)</u>	<u>32,547</u>	<u>(770)</u>
Total	9,709	227	100,243	(331)

Downloadable Audiobooks

Checkouts	332	1,972
-----------	-----	-------

Internet Use

Internet	2,397	24,109
----------	-------	--------

Interlibrary Loan:

Borrowed	37	298
Loaned	43	362
Faxed	-	15

Young Adult Circulation

1,745	460
-------	-----