

BELMONT MEMORIAL LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
JUNE 14, 2011

Prior to the meeting, the trustees looked at space available in the West Wing for more comfortable seating and book display and at the elevator room with its vacuum tubes.

Vice-chair Mark Carthy called the meeting to order. Present were Trustees Elaine Alligood, Mary Keenan, Sarah Phillips, and Matt Sullivan and Director Maureen Connors. Matt Lowrie was absent.

The minutes for the May 24th meeting were unanimously approved on a motion by Trustee Phillips, seconded by Trustee Alligood.

Old Business:

Director Connors reported on Facility Consolidation with procedures from other libraries. The Massachusetts Board of Library Commissioners (MBLC) requires that the amount removed from the budget for maintenance be also removed for the past two years so the Municipal Appropriations Requirement (MAR) will not be adversely impacted.

Action item: Director Connors will invite the chair of the Town Facilities Consolidation committee to a future trustees meeting.

The Director's Evaluation is on hold. The Trust Funds will be reviewed in the fall after study by Trustee Phillips this summer.

New Business:

Director Connors explained that the electronic counters on the doors are the source of the library patron count. That number is halved to account for patrons' leaving. Trustee Keenan had questioned the high count number of almost 1000 patrons daily.

The digitization of the Belmont newspapers was researched with a figure of \$3700 for 24 searchable reels with a pdf and back-up program. It is estimated there are 100 to 120 reels to be converted. As the library has until June 20, 2012 to expend \$11K for a microfilm reader, further exploration of this will be undertaken with accompanying research into grant money for this project. Trustee Alligood referred to available funding for such projects.

Action Item: Director Connors will continue her investigation of this.

Committee Reports:

There is nothing new on Policies. Union Negotiations are under review by the town attorney.

Trustees Phillips and Keenan reported on the Friends of the Library annual meeting's speaker Candy Schwartz of Simmons and her superb review of the Internet sources. Schwartz also emphasized the importance of the librarian as a guide to the complexity of information available.

Trustee Phillips will serve as liaison with the Friends of the Library starting in September.

Ideas:

Director Connors reported that new computer-friendly seating and an inviting browsing area are in the planning stage for the West Wind. The Business Index volumes will be reviewed and out-dated ones removed; this table will be re-located. Trustee Keenan suggested moving the seldom-used magazines so DVDs etc. could be cleared from the main hall. A more complete space usage plan is dependent on the timing of the state library construction grant.

Trustee Carthy suggested that Library Volunteers be included on the library website. Trustee Keenan noted that it would be good to have two sign-up listings – what interests/skills the library needs and what talents people wish to share with the library.

Action item: Trustee Keenan will ask Heli Tomford and Hal Shubin for suggested dates for a reception to honor their service to the library.

Director's Report:

Final interviews are underway for the position of Children's Librarian. Director Connors noted that a medical report for new hires is a town requirement; she may request some line item transfers in the budget as there is money in the utilities budget that was needed for rate hikes that did not materialize.

Next meeting **TUESDAY JULY 26TH**

The open meeting part of this Trustees' meeting was adjourned at 8:40 p.m. on a motion by Trustee Phillips, seconded by Trustee Sullivan, and voted unanimously so that the trustees could go into Executive Session. The open meeting will not reconvene.

Respectfully submitted,
Mary E. Keenan, secretary

Exhibits:

- Agenda
- Meeting minutes for May 24, 2011
- Executive meeting minutes for May 24, 2011
- Belmont Public Library Expenditures
- Director's Report
- MBLC letter May 26, 2011 acknowledgment and approval of FY12 Action Plan
- Facility Consolidation Report
- Activity Report May 2011

Facility Consolidation Report:

The following are the findings for the organization of buildings maintenance consolidation for the Town of Arlington, the Town of Watertown and the Town of Wellesley, the Town of Lexington

Arlington: Library has a maintenance budget for issues within their building. Library submits a 5 year Capital budget to the Town which is updated annually, similar to what we do here in Belmont. The Director confers with the Town's Supervisor of Building Maintenance for his expertise and advice when making decisions. The Town includes the library in the bid specifications for cleaning, HVAC etc. The Town's public work's department mow, prune and weed the grounds. Have own custodian who reports to the director of the library.

Watertown: Library has a maintenance budget for issues within their building. Library submits a 5 year Capital budget to the Town which is updated annually, similar to what we do here in Belmont. Watertown is not responsible for grounds. The Town has a contract with a landscaping company. Have own custodian who reports to the director of the library.

Wellesley: 2004 -Library is set up differently than Arlington and Watertown. Several years ago Wellesley created a facilities maintenance position to help departments deal with maintenance issues – particularly contracts. Since then, all major contracts such as HVAC are done by this person but the money is in the library budget. More recently there have been discussions of including in-house projects such as painting, carpet cleaning, window washing etc. under this person to get the best price for the Town. This has not happened as yet.

In FY 2009, the town consolidated all facilities (Library, Recreation, police, fire, schools and Town Hall) into one budget. The first year, not much happened as there was no infrastructure, just one person who had to handle all town buildings. We still paid our bills and in house we handled al library facilities issues. In FY 2010, the town hired an Assistant Facilities person and a person to handle all billing. While progress was being made, it was still too much work AND the schools were not on board with the project.

In 2011, we split up and the schools went their way and we consolidated facilities for all other town buildings – back to one person handling everything but he does have someone at Town Hall that he reports to. Then Town Meeting decided that they should study this and why couldn't it work with the schools so now there is a study committee investigating facilities.

The good news is that a lot of contracts were consolidated – HVAC, elevator, fire and security so that I don't have to do that for just the Library any longer. We are struggling to find a model that works for the town.

The library was able to push through a position in the Library called facilities supervisor and this has helped the library to stay on top of facilities issues in house – I no longer have to deal with everything myself – he handles most of the problems.

The only items still in the budget are utilities. All custodians and Facilities Supervisor are in the facilities budget.

As for the MAR, you have to go back and recalculate the previous two years without facilities and then everything works fine.

All three of these libraries have their own custodial staff which report directly to the library director.

Lexington: The library never had their own custodians. They have two custodians whose primary assignment is the library. The shifts are 7:30 AM - 2:30 PM and 1PM - 9:30 PM. They conduct basic custodial tasks. They use a work order system that the Public Works Dept has created - they issue work orders for light bulb replacements and leaky faucets. They do this primarily to show that the custodians are working and that they do need custodians in the building - it is a very busy library. The custodians do get called away from time to time but it hasn't been a problem thus far. Larger projects are also done by work order - they receive monthly status reports. It is working well. They have an excellent Public Works Administrator and they have a very good working relationship. As for the MAR - as far as Kathy remembers- she and the director were concerned about not meeting the MAR when the utilities were removed from the library budget but they ended up okay. Kathy had called the MBLC and they said that it was common for this to happen and it would be okay. Kathy suggested that we formally ask the MBLC.

Andover: Maureen, for a long time now the Town has maintained our building and the custodians are employees of Town Plant and Facilities, not the library. Therefore, because it's been so long, no impact on the MAR. We have no line item for maintenance of the facility. We have a supplies line - we call it our toilet paper line. The Town supplies a lot of cleaning stuff for the custodians, we supply supplies for the public and library staff. It's kind of odd.

We report maintenance problems online. They get handled quickly if there is a real problem (we or the custodians usually call as well). Other requests for problems or improvements could take a while to get done. We work at having good relationships with the facilities staff.

We have two FT custodians and one PT on weekends. We have a very large 55,000 sq ft building and very busy library on four levels.

It's nice to have someone else maintain the building.

HOpe this helps.

DIRECTOR'S REPORT

Trustees Meeting

June 14, 2011

Clafin Room - 7:30 PM

Building and Grounds

The windows and carpets/floor tiles will all be cleaned by the end of the year. We have one AC unit that is in need of a part - the unit cools the administration office area and the technical services department. Hopefully it will be repaired end of next week.

As for the Facility Consolidation - I emailed some of the libraries and have enclosed their responses. I checked on the MAR situation with the MBLC. Here is their response -

The line items would be subtracted out for the three prior years when calculating the FY2013 MAR. We ask that you send us the numbers and we will go over the calculation on file. We need to have the numbers from you for our files.

So, for FY2013 we would be looking at FY2010, FY2011 and FY2012. Of course this will not happen until next year for your application for state aid in October 2012.

Director's Report

The question of Digitization of newspapers was posted on the Minuteman Library staff page. Right now there is only one response -I'll wait and hope that more respond and will report at the meeting.

We have an agreement with the union. I am waiting for Town Counsel to approve the language. Once it is approved, the Trustees and the Union will sign it.

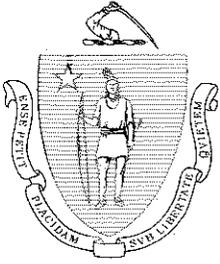
We have been weeding our Business reference collection. The large index table in the west wing where most of the indexes are shelved will eventually be removed. The idea is to create a more welcoming area for patrons.

We have had a few staff members that needed to take time from work to care for a parent or relative but we have been managing to cover. We also have had a circulation staff member who has been out and is now on Family Medical Leave due to an illness. Hopefully they will be able to return to work within a month. Again the circulation staff is managing to keep up with things.

Denise and I will be finishing up the interviews for the children's librarian position next week. We hope to have a new person in place the beginning of July just in time for their summer reading program.

Patrons seem to be very happy with June being amnesty month. The folks that aren't aware of amnesty month get so excited, even when the fine is only 10cents so - it's good PR right now.

I asked the BLF to make some bookmarks for us to hand out. Adine took care of it quickly and they are now available around the library. Maybe it might generate some interest in the BLF. They also put an article in the Bugle so...all we can do is hope.



Commonwealth of Massachusetts Board of Library Commissioners

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May 26, 2011

Library Director
Belmont Public Library
336 Concord Ave.
Belmont, MA 02478-0904

Dear Library Director,

Enclosed is your acknowledgement of receipt and approval of your Action Plan for FY 2012. I am sorry that it has taken so long to get this acknowledgement back to you. We have revised our review process, so there will be a more timely response from us in the future.

If you have any questions on the planning process, our review of your action plan, please contact me.

Yours truly,

A handwritten signature in cursive script that reads "Cindy Roach".

Cynthia Roach

Head Library Advisory and Development & Government Liaison

Dear Library Director:

Congratulations on completing an update to your library's long-range plan. We appreciate the time and effort that you, your trustees, planning committee and staff have put into planning. It is our experience that libraries that complete a plan and annually update it are better able to focus on specific goals that directly address the needs of their communities and to document annual budgetary requests.

A member of the Library Development Unit has reviewed the update you submitted:

The update you submitted meets the planning requirement for FY 2012.

The update you submitted meets the planning requirement for FY _____, but an Action Plan is needed for FY _____ to be eligible in the next grant round.

If you have any questions about the planning requirement, do not hesitate to call.

Brian Donoghue
Library Advisory and Development Unit

Date: 5-27-2011

Library: Belmont Public Library

BELMONT PUBLIC LIBRARY EXPENDITURES

JUNE 2011 8-Jun-11 11:58 AM

	ORIG./ADJ. APPROPRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT JUNE	SPENT JULY-JUNE	BALANCE	PROJECTED 12 MONTHS	% EXP
LIBRARY ADMINISTRATION								
16111								
511000	SALARIES, FULL TIME		192,950.00	11,247.00	182,669.88	10,280.12	192,950.00	94.7%
511100	SALARIES, PART TIME		5,805.00	376.04	5,750.73	54.27	5,805.00	99.1%
513000	OVERTIME		6,000.00	0.00	5,997.18	2.82	6,000.00	100.0%
514800	LONGEVITY		700.00	0.00	562.50	137.50	700.00	80.4%
517000	HEALTH INSURANCE		21,548.00	0.00	21,548.00	0.00	21,548.00	100.0%
517200	WORKER'S COMPENSATION		356.00	0.00	356.00	0.00	356.00	100.0%
517800	MEDICARE		2,923.00	0.00	2,923.00	0.00	2,923.00	100.0%
519900	UNIFORM		675.00	0.00	725.00	(50.00)	675.00	107.4%
16112								
521100	EBSCO		8,690.00	0.00	8,690.00	0.00	8,690.00	100.0%
522800	GAS		19,577.00	0.00	13,979.34	5,597.66	19,577.00	71.4%
522900	ELECTRICITY		36,476.00	0.00	26,280.95	10,195.05	36,476.00	72.0%
523100	WATER		5,000.00	0.00	2,407.98	2,592.02	5,000.00	48.2%
524300	MAINTENANCE BUILDING		67,000.00	3,866.13	52,721.01	14,278.99	67,000.00	78.7%
	MAINTENANCE GROUNDS		0.00	0.00	0.00	0.00	0.00	#DIV/0!
524400	REPAIRS & MAINTENANCE		400.00	0.00	31.71	368.29	400.00	7.9%
524500	MAINTENANCE OFFICE EQUIP		4,003.00	0.00	4,006.11	(3.11)	4,003.00	100.1%
	MAINTENANCE LIBRARY EQUIP		0.00	0.00	0.00	0.00	0.00	#DIV/0!
530001	MEDICAL REPORTS & BILLS		120.00	0.00	266.00	(146.00)	120.00	221.7%
531700	EMPLOYEE TRAINING		250.00	0.00	0.00	250.00	250.00	0.0%
531900	ADVERTISING & PUBLIC RELA		250.00	0.00	211.48	38.52	250.00	84.6%
534500	POSTAGE		3,900.00	2.41	2,318.30	1,581.70	3,900.00	59.4%
534700	PRINTING		1,000.00	0.00	530.70	469.30	1,000.00	53.1%
542100	OFFICE SUPPLIES		800.00	0.00	138.80	661.20	800.00	17.4%
545000	CUSTODIAL SUPPLIES		8,996.00	0.00	8,841.43	154.57	8,996.00	98.3%
548900	GASOLINE		950.00	0.00	605.73	344.27	950.00	63.8%
571000	IN-STATE TRAVEL		225.00	43.86	134.13	90.87	225.00	59.6%
573000	DUES & MEMBERSHIP		590.00	0.00	570.00	20.00	590.00	96.6%
	TOTAL LIBRARY ADMIN		389,184.00	0.00	342,265.96	46,918.04	389,184.00	87.9%

	ORIG/ADJ. APPROPRNTS.	TRANSFER	ADJUSTED BUDGET	SPENT JUNE	SPENT JULY - JUNE	BALANCE	PROJECTED 12 MONTHS	% EXP
LIBRARY PUBLIC SERVICE								
<u>16121</u>								
511000	WAGES, FULL TIME		553,956.00	28831.04	515,620.36	38,335.64	553,956.00	93.1%
511100	WAGES, PART TIME		208,736.00	12483.76	184,166.86	24,569.14	208,736.00	88.2%
513000	OVERTIME		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY		5,282.00	0.00	3,657.15	1,624.85	5,282.00	69.2%
517000	HEALTH INSURANCE		107,738.00	0.00	107,738.00	0.00	107,738.00	100.0%
517200	WORKER'S COMPENSATION		1,266.00	0.00	1,266.00	0.00	1,266.00	100.0%
517800	MEDICARE		10,501.00	0.00	10,501.00	0.00	10,501.00	100.0%
517900	LIFE INSURANCE		227.00	0.00	227.00	0.00	227.00	100.0%
<u>16122</u>								
530000	PROFESSIONAL SERVICES		750.00	175.00	175.00	575.00	750.00	23.3%
534100	TELEPHONE		7,660.00	188.80	6,502.43	1,157.57	7,660.00	84.9%
552900	BOOKS/PER/FILM/CD/REC		241,508.00	4,623.50	231,263.37	10,244.63	241,508.00	95.8%
573000	DUES		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIB PUBLIC SERV		1,137,624.00	46,302.10	1,061,117.17	76,506.83	1,137,624.00	93.27%
LIBRARY TECH SERVICE								
<u>16131</u>								
511000	SALARIES, FULL TIME		136,480.00	7,918.59	123,000.77	13,479.23	136,480.00	90.1%
511100	SALARIES, PART TIME		19,001.00	1,202.74	13,759.91	5,241.09	19,001.00	72.4%
514800	LONGEVITY		1,300.00	0.00	437.50	862.50	1,300.00	33.7%
517000	HEALTH INSURANCE		27,388.00	0.00	27,388.00	0.00	27,388.00	100.0%
517200	WORKER'S COMPENSATION		347.00	0.00	347.00	0.00	347.00	100.0%
517800	MEDICARE		2,231.00	0.00	2,231.00	0.00	2,231.00	100.0%
<u>16132</u>								
530600	COMPUTER SERVICE		67,000.00	642.97	63,088.59	3,911.41	67,000.00	94.2%
542200	PROCESSING SUPPLIES		12,000.00	140.19	11,125.94	874.06	12,000.00	92.7%
573000	DUES		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECH SERV		265,747.00	9,904.49	241,378.71	24,368.29	265,747.00	90.83%
	TOTAL LIBRARY DEPARTMT		1,792,555.00	71,742.03	1,644,761.84	147,793.16	1,792,555.00	91.76%

Belmont Public Library
Activity Report For The Month
of May 2011

Days open 2010: 25
Days open 2011: 29

Agency	<u>May 2011</u>	<u>Increase Over May 2010</u>	<u>Cumulated 2011</u>	<u>Cumulated Increase Over 2010</u>
Adult	23,014	(92)	117,772	(802)
Juvenile	<u>20,644</u>	<u>1,166</u>	<u>106,415</u>	<u>4,819</u>
Total	43,658	1,074	224,187	4,017

Average Daily Circulation

	<u>2011</u>	<u>2010</u>
Adult	794	924
Juvenile	712	779

Non-Book (included in above figures)

Adult	9,841	110	51,346	(71)
Juvenile	<u>4,308</u>	<u>121</u>	<u>22,816</u>	<u>(4)</u>
Total	14,149	231	74,162	(75)

DVD

Adult	6,511	110	34,986	746
Juvenile	<u>2,792</u>	<u>(272)</u>	<u>16,349</u>	<u>331</u>
Total	9,303	(162)	51,335	1,077

Downloadable Audiobooks

Checkouts	<u>175</u>	701
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Internet Use

Internet	<u>4,029</u>	18,786
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Interlibrary Loan:

Borrowed	29	167
Loaned	33	180
Faxed	2	6

Young Adult Circulation

<u>1,569</u>	149
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ACTIVITY REPORT FOR THE MONTH OF MAY 2011

Reference and Information

	<u>May 2011</u>	<u>Increase Over May 2010</u>	<u>Cumulated 2011</u>	<u>Cumulated Increase Over 2010</u>
Adult	2,958	(792)	16,127	(373)
Email	<u>3</u>	<u>(4)</u>	<u>37</u>	<u>22</u>
Total	2,961	(796)	16,164	(351)

Book Processing

Added:	946
Withdrawn:	870
Repaired:	55

Meeting Room Use

<u>Room</u>	<u>Times Used</u>	<u>Attendance</u>	<u>Cumulated Times Used</u>	<u>Cumulated Attendance</u>
Assembly	16	683	100	4,190
Flett	28	619	159	2,913
Misc.	<u>10</u>	<u>167</u>	<u>76</u>	<u>1,941</u>
Total	54	1,469	335	9,044

Library Sponsored Programs (included in above figures)

Adult	5	179	34	1,997
Juvenile	23	716	129	3,988
Young Adult	<u>1</u>	<u>3</u>	<u>9</u>	<u>93</u>
Total	29	898	172	6,078

Circulating Passes:

		<u>Pass Cumulated</u>
Aquarium	26	115
Audubon	11	34
Boston By Foot	7	7
Children's	21	113
DeCordova	5	40
Discovery	18	72
Essex/Peabody	18	71
Fine Arts	52	210
Gardner	6	40
Harvard Art	1	5
Harvard Natural History	7	54
Institute of Contemp. A	7	45
Kennedy Library	10	41
Mass Parks Pass	1	3
Plimoth Plantation	9	18
Science	30	183
Zoos	<u>22</u>	<u>64</u>
Total	251	1,115