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BELMONT MEMORIAL LIBRARY
MEETING OF THE BOARD OF TRUSTEES

BELMONT, MASSACHUSETTS
AUGUST 20, 2013

Nov 22 2 16 PM '13

Director Maureen Conners called the meeting to order at 7:35 p.m. in the Claflin Room of the library. Present were trustees Elaine Alligood, Mary Keenan, Sarah Phillips, and Matt Sullivan. Trustees Mark Carthy and Matt Lowrie were absent.

The minutes of the July 16, 2013 meeting were unanimously approved on a motion by Trustee Phillips, seconded by Trustee Alligood.

OLD BUSINESS

A. Update on Facilities Consolidation – Director Conners and Trustees Phillips and Sullivan met with Town Administrator David Kale and Superintendent of Schools Dr. Kingston to discuss the parameters should the library join this new town venture, the governing board of which is comprised of the Town Administrator (TA), the Superintendent of Schools, and the soon-to-be-appointed Facilities Department head. It was presented that the schools with multiple buildings need representation on the board and that the TA would represent the entire town. The TA noted that should the library join this group, there would be expertise, flexibility, and less work for the library. At present, the library has appropriate maintenance contracts for work and equipment.

The library group explained that the library is the only elected board with its own building and wondered if the library would be the priority for the Town that it is for the trustees. As the group in charge of a stand-alone building, the trustees are asking for a seat on the board. Dr. Kingston stressed that the library would have to trust the board to make the right decisions for the library. As the Facilities Board meetings are open, a trustee could attend.

The question of whether Town Meeting would have to vote for the inclusion of the library in the Facilities Consolidation was raised with divided opinion.

Trustee Matt Sullivan moved that the trustees approve participation for six months on a trial basis. Seconded by Trustee Alligood, the motion was voted unanimously. During this time the Town will continue to plow but not shovel at the library, the library could request a work order, and the library could go under the Town for bids for cleaning, etc.

After a period of six months, the Library will revisit this issue; Chair Lowrie will research the legal ramifications as by state law elected trustees are responsible for both building and budget.

B. Capital Project tool – The trustees brainstormed on the draft prepared by the Director. When discussing coordination with other town entities, Director Conners informed the trustees that she has conferred with the newly-appointed high school librarian who is aware of all that the library does for the students. It is critical that the library be appraised of all class assignments that impact student usage of the library. This continues a vibrant working relationship with the schools; in the past some of the shared activities included partnering with the high school for a grant.

NEW BUSINESS

A. Questions regarding the Clark House – Trustee Alligood reported on meeting with Anne Paulsen and Mike Smith who would like the library's support for action on the Clark House. Their position is that moving the Historical Society to a renovated Clark House would free library space. Trustee Keenan had raised three questions with Ms. Paulsen: What is the position of the Historical Society? Where would the house be sited? Who would pay? Director Conners said that having the Historical Society housed in the library is an asset for patrons. Trustee Sullivan raised the extensive cost issue. The sense of this meeting is that the Clark House is a matter for the Historical Society, not the library.

B. Renewal Policy – Director Conners presented the staff's request that the policy of one renewal for an item be extended to two renewals; this is for items on which there are no holds. Trustee Keenan moved that there be a policy of two renewals for all materials w/o a hold. Seconded by Trustee Phillips, this motion was approved unanimously.

Director's Report – The Digitization Grant will include Belmont Poll Lists, a popular research request.

The meeting adjourned at 8:50 p.m. on a motion by Trustee Alligood, seconded by Trustee Phillips and approved unanimously.

The next meeting will be at 6 p.m. on Monday September 23. This Planning Meeting will include participation by the Belmont Library Foundation. Pizza will be served.

Respectfully submitted,
Mary E. Keenan, secretary

List of exhibits:

Agenda August 20, 2013

Minutes for the July 16, 2013 meeting

List of consolidation items to consider

Massachusetts General Laws Chapter 78, Section 10 and Section 11

Director's Report

Expenditures August 2013

Activity Report July 2013

Consolidation items to consider

The Library could be included on:

1. Contracts for Preventative Maintenance:

Elevator	Fire Alarms	Fire extinguishers
HVAC	Security System	
Boiler		

Preventive Maintenance for annual cleaning of carpets, floor tiles and windows.

2. Like services that go out to bid:

Cleaning Services	Painting of the Building
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3. Ordering of custodial supplies from the same vendor(s).

4. Small repairs - electrical, plumbing etc. If the town has custodial staff who have the expertise- the library could request by work order (or whatever means the Facilities Director has establish) to have the work done instead of hiring an independent electrician or plumber.

All of the above will save money for the Town and will give us an opportunity to see how well the consolidation plan is going.

8.5 The non-criminal disposition of violations of any Town By-Law within the jurisdiction of the Board of Health, or any rule or regulation of the Board of Health, is hereby authorized in accordance with the provisions of Chapter 40, Section 21D, of the General Laws ("Section 21D").

8.5.1 "Enforcing person" as used in this Section 8.5 shall mean any police officer of the Town, the Health Director, any member of the Board of Health and any other town employee designated by the Board of Health as an enforcing person.

8.5.2 An enforcing person taking cognizance of a violation of any By-Law, rule or regulation hereunder may, as an alternative to instituting criminal proceedings, give the offender written notice to appear before the clerk of the district court having jurisdiction thereof for the non-criminal disposition thereof in accordance with Section 21D. The provisions of Section 21D are incorporated herein by this reference.

Sections 8.5 to 8.5.2 inserted at April 23, 1990, Annual Town Meeting. Approved by Attorney General James M. Shannon on August 13, 1990.

ARTICLE 9

Trustees of the Public Library

9.1 The Board of Trustees of the Public Library shall consist of six members elected by ballot at the annual town election for a term of three years. Two members shall be elected in each year.

9.2 The Trustees shall have the sole care and management of the public library and any branch or branches thereof which the Town may establish and the custody of the books and other property thereof and may adopt regulations for governing the libraries and their use.

9.3 The Trustees shall appoint a Librarian and such other employees as they deem expedient, determine their duties and remove them at pleasure.

9.4 The Trustees shall have charge of all appropriations made by the Town for library purposes and shall expend the same for the purchase of such books and materials as they shall select and in the maintenance, support and promotion of the libraries and their facilities.

9.5 The Trustees shall annually make a report to be printed in the Annual Town Report showing in detail their work and that of their appointees and the condition of the libraries.



PART I ADMINISTRATION OF THE GOVERNMENT
(Chapters 1 through 182)

TITLE XII EDUCATION

CHAPTER 78 LIBRARIES

Section 10 Town libraries; selection of trustees and officers

Section 10. A town which raises or appropriates money for the support of a free public library, or free public library and reading room, owned by the town, shall, unless the same has been acquired entirely or in part through some gift or bequest which contains other conditions or provisions for the election of its trustees, or for its care and management, which have been accepted by the town, elect by ballot at a meeting a board of trustees consisting of any number of persons, male or female, divisible by three, which the town determines to elect. When such board is first chosen, one third thereof shall be elected for one year, one third for two years and one third for three years, and thereafter one third shall be elected annually for a term of three years. The board shall, from its own number, annually choose a chairman and secretary and, if the town so votes, a treasurer, who shall give a bond similar to that given by the town treasurer, in an amount and with sureties to the satisfaction of the selectmen. Until the town otherwise directs the town treasurer shall act as treasurer of the board of trustees.



PART I ADMINISTRATION OF THE GOVERNMENT
(Chapters 1 through 182)

TITLE XII EDUCATION

CHAPTER 78 LIBRARIES

Section 11 Board of trustees; powers and duties

Section 11. The board shall have the custody and management of the library and reading room and of all property owned by the town relating thereto. All money raised or appropriated by the town for its support and maintenance shall be expended by the board, and all money or property which the town may receive by gift or bequest for said library and reading room shall be administered by the board in accordance with the provisions of such gift or bequest. The board of any library, for the purpose of improving the services of said library, may enter into an agreement with the board or boards of any neighboring library or libraries, to pay for services in common, or to manage a facility to be operated jointly by more than one municipality, such payments to be shared in accordance with terms of such agreement.

MAJOR CAPITAL PROJECTS
CRITERIA AND PRIORITIES

<p>1. Core Mission</p> <p>Does this facility serve a core mission of the Town? (Public safety, education, etc.)</p> <p>Is this facility necessary to deliver core services of the Town? OR</p> <p>Is this facility more like a nice amenity?</p>	<p>Main Library</p>
<p>Educational, cultural and recreational</p>	<p>yes</p>
<p>Can functions required by this facility be adequately performed in it?</p>	<p>Defined adequately- there are space issue -children's room extremely crowded-little room for children to sit or toddlers to play, no homework area and no room to increase collections; For adults and teens - not a lot of room to study or work, no quiet study rooms, computer stations are tight, materials are split up, av collection crowded - no room to expand, electrical outlets inadequate, roof leaks, inadequate staff work areas</p>
<p>2. Usage</p>	<p>We have 15,500+ library card holders and of them 15,055 are active card holders (MLN report) A lot of people are served. Estimate by gate counters 900-950 visits daily</p>
<p>How many citizens are served by this facility on a regular basis?</p>	<p>There are 40+ employees-on average there are 12 -20 here</p>
<p>How many employees are housed in or use this facility on a regular basis?</p>	<p>open year round -68 hours per wk</p>
<p>Is this a seasonal use facility? OR</p>	<p>Multi-purpose</p>
<p>Is this a year-round use facility?</p>	<p>Majority served are Belmont citizens but people from other communities do use the facility. This is a state requirement to be a certified library you must allow non- residents to use the library</p>
<p>Does this facility serve multiple purposes or varied purposes during different seasons?</p>	<p>Early literacy, life long learning, use of databases, programs for all ages such as author series, reading programs, story hours, lectures, etc., access to information and computers, varied collections of print and non-print, special events, museum passes, space to gather and connect with one another. Everything is free. Students would not have access for school work.</p>
<p>Does this facility primarily serve the Belmont community or non-residents?</p>	<p>Citizens may be charged to use another library or not be allowed to use another library. On average citizens save about \$530 a month for the services received-i.e-check out 2 adult bks,20 children's picture bks ,3 ebooks, 4 DVDs, 1 museum pass - spend 4 hrs on a computer, ask 4 reference questions. According to the Institute of Museum and Library Service- a family of four can save \$6,936 a year by using their public library.</p>
<p>What services are lost by not having this facility?</p>	<p>What is the additional cost of not having this facility?</p>

<p>How attractive will this facility be to non-residents? How long can the Town get by without this facility?</p>	<p>What does that mean</p>	<p>Main Library</p>
<p>3. Safety, Condition, and Required Facilities</p>	<p>Is this a "sick" building?</p>	<p>If it were - I do not think we would be open certain things are beyond repair - steps, elevator, storm windows, all of the mechanicals and most of the AC units</p>
<p>Is all or part of this building beyond repair?</p>	<p>Steps (which have been closed) and elevator - asbestos tiles will be removed this year-</p>	<p>tripping hazard</p>
<p>Is all or part of this building unsafe for employees or the public?</p>	<p>yes</p>	<p>yes</p>
<p>Is this building in rough shape? OR</p>	<p>Depends-if ADA is triggered the building will be too small for the library program. Will cost a lot. The building is not up to with most of the new codes, including the weight load per square foot for the floors for a library; doesn't have a fire supprasant system; all the mechanicals are beyond their life expectancy; most of the storms need to be replaced. Will be hard to retrofit some of the new sytems.</p>	<p>Is this facility just old and tired?</p>
<p>Is this building so out of date that it cannot be brought up to modern standards?</p>	<p>Not sure what that means</p>	<p>Are there sufficient and equal citizens who may use/visit this building?</p>
<p>Are there sufficient and equal facilities for employees of both genders? (Bathrooms, break room, locker rooms, handicapped access, etc.)</p>	<p>yes</p>	<p>Are there sufficient and equal facilities for citizens to be served in this building?</p>
<p>4. Cost</p>	<p>need proper Handicapped bathroom</p>	<p>What is the funding source?</p>
<p>Debt exclusion?</p>	<p>Town and other sources</p>	<p>Will they reoccur?</p>
<p>CPA funds?</p>	<p>yes</p>	<p>At what level?</p>
<p>Grants and matching funds:</p>	<p>Not sure</p>	<p>At what time?</p>
<p>Will they reoccur?</p>	<p>State grants are millions of dollars-between 35-50% of the project costs</p>	<p>Private funds?</p>
<p>Private funds?</p>	<p>State grants tend to be announced every 5 or 6 plus years.</p>	<p>Self-funding?</p>
<p>What is the impact of any debt service?</p>	<p>yes</p>	<p>On Town's bond rating?</p>
<p>On the taxpayer?</p>	<p>Slight increase in taxes for 20,25 or 30 years -usually the Town does a 25 year bond</p>	<p>Is there a current (within three years) cost estimate?</p>
<p>Is there a current (within three years) cost estimate?</p>	<p>Yes for a new building across the street</p>	<p></p>

	Main Library
What is the cost of not doing the facility?	Could run high with the amount of repairs that need to be done. Architect estimate for repairs ranged from 3.3 million to 6.6 million.
Lost matching funds or grants?	yes
Legal suits?	perhaps- we are not ADA compliant
Need to provide the service elsewhere?	
What is the financial impact after construction?	
Additional operating funds?	yes
Additional staff?	no
Expanded function?	yes
5. Synergy	
Can this project be clustered with other projects?	
Can this project be combined with another project?	perhaps
Will doing this project cause a domino effect of needing to do other projects?	no
Can the functions of this facility be combined with another into one building or project?	no - combining projects should be to improve the services available to all groups or at least at a minimum, continue to provide the current level of services to all groups. This would not be the case. This was studied before and it was agreed that it was not a viable plan.
Are there other facilities in town that can fulfill this function? Are there other facilities outside of town that can fulfill this function?	no
What is the cost of using out-of-town facilities?	if Belmont does not have a library, other libraries do not have to serve Belmont residents or they can charge Belmont residents to use their library.
6. Scope and Sighting	
Is there a current feasibility study?	yes
Is the project right sized? (The scope and the size are reasonable.)	Yes - According to the Architects, project managers, Library consultant and MBLC
Too big?	
Too small?	
Is the need for the project and/or its components legitimate?	yes
Overestimated?	
Underestimated?	
Is the popular interest in the project and/or its components legitimate?	
Overblown?	
Underestimated?	
Will the facility remain in its current location?	Yes - there is really no other place

	Main Library
<p><u>Will the facility move to a new site?</u></p>	not likely perhaps
<p><u>Are there ramifications for other departments on the new site?</u></p>	
<p><u>How fair or equitable would it be to place this project at the top of the list?</u></p>	
<p><u>How fair or equitable would it be to place this project at the bottom of the list?</u></p>	
<p><u>7. New Construction vs. Renovation</u></p>	
<p><u>Is there clear, objective data (feasibility study) that recommends one or the other?</u></p>	yes - 2 feasibility studies concluded it was better for the town to build a new facility.
<p><u>How long will the newly constructed or renovated building last?</u></p>	a very long time providing it is properly maintained
<p><u>Should the response to this project be pro-active or re-active?</u></p>	pro-active
<p><u>Will work on this facility trigger building and ADA codes?</u></p>	probably
<p><u>What is the effect on the program of new vs. renovation?</u></p>	The library can not just be renovated-the library program will not fit because of ADA requirements. It would have to be an addition /renovation. Retro-fitting HVAC in the ceilings would make the ceilings very low, the outer-walls are the load-bearing walls and cannot be disturbed so there will be challenges and for about \$1M more you could have a new building.
<p><u>What is the effect on the cost of new vs. renovation?</u></p>	New was only slightly more expensive than renovation
<p><u>What is the effect on the time-line of new vs. renovation?</u></p>	Renovation may take longer-may be hard trying to retrofit new systems into old building. May have to do small areas at a time if we plan to remain open-more involved when you try to work around people- there will be more safety concerns as well..

Trustees Meeting

August 20, 2013

Clafin Room

7:30 p.m.

DIRECTOR'S REPORT

Building and Grounds

The requests for bids for the painting of the building are due August 16th. We have had 19 companies pick up the bid packet.

The floor tiles on the lower level will be removed the weekend of August 24. We are assuming we will be open on Monday but it depends upon scheduling Axiom to test the air quality before we can open. We may have to have a delayed opening. I may know more at the time of our meeting. Installation of new tiles has not been scheduled yet. I should know at the time of the meeting.

The roof began leaking last Friday during those torrential down pours. This is an old leak in the locked area up in the balcony that was repaired at least five years ago or more. Kevin Looney is arranging for someone to look at it.

Director's report

Facilities consolidation and the Clark House will be discussed at the meeting. Trustees will report.

I did a rough draft regarding the Capital project Tool. Please look it over. I'm not sure how to answer some of the questions. Add to it, make changes to it - this is going to be used by the Selectmen to prioritize capital projects. We will discuss this at the meeting.

Renewal Policy – Currently we allow one renewal for our materials. I would like to recommend that we allow two renewals. This was discussed at staff day and all staff thought this would improve PR (do not have to say no) and will help circulation.

For the staff appreciation - we had pizza for lunch from Stone hearth Pizza and ice cream for the afternoon break. The staff were very grateful.

Boston Public Library's Digitization Grant was renewed for FY 14. We had submitted our application in FY13 to begin digitizing the old poll lists. The poll lists have been picked up and should be back in September. This grant program does not include local newspapers and there is a 15,000 page limit yearly. So we will see if the grant will be renewed for FY16 and we will work on the yearbooks.

BELMONT PUBLIC LIBRARY EXPENDITURES

14-Aug-13
4:42 PM

AUGUST 2013

	ORIG/ADJ. APPROPR.TNS.	TRANSFER	ADJUSTED BUDGET	SPENT AUGUST	SPENT JULY - AUG	BALANCE	PROJECTED 2 MONTHS	% EXP
LIBRARY ADMINISTRATION								
16111	204,058.00		204,058.00	11,752.38	27,422.22	176,635.78	34,009.67	13.4%
511000	9,775.00		9,775.00	234.66	587.12	9,187.88	1,629.17	6.0%
511100	8,450.00		8,450.00	558.12	1,375.05	7,074.95	1,408.33	16.3%
513000	975.00		975.00	0.00	0.00	975.00	162.50	0.0%
514800	22,295.00		22,295.00	0.00	0.00	22,295.00	3,715.83	0.0%
517000	511.00		511.00	0.00	0.00	511.00	85.17	0.0%
517800	3,249.00		3,249.00	0.00	0.00	3,249.00	541.50	0.0%
519900	820.00		820.00	0.00	0.00	820.00	136.67	0.0%
16112	8,690.00		8,690.00	0.00	4,345.00	4,345.00	1,448.33	50.0%
521100	16,500.00		16,500.00	0.00	155.83	16,344.17	2,750.00	0.9%
522800	42,015.00		42,015.00	0.00	2,884.14	39,130.86	7,002.50	6.9%
522900	5,000.00		5,000.00	0.00	0.00	5,000.00	833.33	0.0%
523100	126,180.00		126,180.00	2,971.55	2,998.54	123,181.46	21,030.00	2.4%
524300	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
524400	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
524500	5,344.00		5,344.00	0.00	0.00	5,344.00	890.67	0.0%
530001	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
531700	299.00		299.00	0.00	0.00	299.00	49.83	0.0%
531900	315.00		315.00	0.00	0.00	315.00	52.50	0.0%
534500	250.00		250.00	0.00	0.00	250.00	41.67	0.0%
534700	3,500.00		3,500.00	0.00	263.79	3,236.21	583.33	7.5%
542100	1,314.00		1,314.00	0.00	0.00	1,314.00	219.00	0.0%
545000	900.00		900.00	27.00	27.00	873.00	150.00	3.0%
548900	10,650.00		10,650.00	0.00	2,557.14	8,092.86	1,775.00	24.0%
571000	300.00		300.00	45.20	51.20	248.80	50.00	17.1%
573000	350.00		350.00	0.00	0.00	350.00	58.33	0.0%
	550.00		550.00	0.00	0.00	550.00	91.67	0.0%
TOTAL LIBRARY ADMIN	472,290.00	0.00	472,290.00	15,588.91	42,667.03	429,622.97	78,715.00	9.0%

	ORIG./ADJ. APPROPRNTS.	TRANSFER	ADJUSTED BUDGET	SPENT AUGUST	SPENT JULY - AUG	BALANCE	PROJECTED 2 MONTHS
LIBRARY PUBLIC SERVICE							
16121							
511000	657,730.00		657,730.00	34,364.49	84,525.51	573,204.49	109,621.67 12.9%
511100	197,601.00		197,601.00	10,443.79	23,399.21	174,201.79	32,933.50 11.8%
513000	0.00		0.00	0.00	0.00	0.00	0.00 #DIV/0!
514800	7,472.00		7,472.00	0.00	0.00	7,472.00	1,245.33 0.0%
517000	105,465.00		105,465.00	0.00	0.00	105,465.00	17,577.50 0.0%
517200	1,819.00		1,819.00	0.00	0.00	1,819.00	303.17 0.0%
517800	12,511.00		12,511.00	0.00	0.00	12,511.00	2,085.17 0.0%
517900	0.00		0.00	0.00	0.00	0.00	0.00 #DIV/0!
16122							
530000	851.00		851.00	0.00	0.00	851.00	141.83 0.0%
534100	8,245.00		8,245.00	42.86	132.54	8,112.46	1,374.17 1.6%
532900	279,305.00		279,305.00	16,699.94	35,578.31	243,726.69	46,550.83 12.7%
573000	0.00		0.00	0.00	0.00	0.00	0.00 #DIV/0!
TOTAL LIB PUBLIC SERV	1,270,999.00	0.00	1,270,999.00	61,551.08	143,635.57	1,127,363.43	211,833.17 11.3%
LIBRARY TECH SERVICE							
16131							
511000	146,941.00		146,941.00	8,442.16	19,698.38	127,242.62	24,490.17 13.4%
511100	12,034.00		12,034.00	694.26	1,615.40	10,418.60	2,005.67 13.4%
514800	1,975.00		1,975.00	0.00	0.00	1,975.00	329.17 0.0%
517000	32,599.00		32,599.00	0.00	0.00	32,599.00	5,433.17 0.0%
517200	499.00		499.00	0.00	0.00	499.00	83.17 0.0%
517800	2,334.00		2,334.00	0.00	0.00	2,334.00	389.00 0.0%
16132							
530600	73,969.00		73,969.00	2,232.01	51,528.01	22,440.99	12,328.17 69.7%
542200	11,550.00		11,550.00	1,052.34	1,052.34	10,497.66	1,925.00 9.1%
573000	0.00		0.00	0.00	0.00	0.00	0.00 #DIV/0!
TOTAL LIBRARY TECH SERV	281,901.00	0.00	281,901.00	12,420.77	73,894.13	208,006.87	46,983.50 26.2%
TOTAL LIBRARY DEPARTMT	2,025,190.00	0.00	2,025,190.00	89,560.76	250,196.73	1,764,993.27	337,531.67 12.8%

Belmont Public Library
Activity Report For The Month
of July 2013

Days open 2012: 25
Days open 2013: 25

Agency	July <u>2013</u>	Increase Over <u>July 2012</u>	Cumulated <u>2013</u>	Cumulated Increase <u>Over 2012</u>
Adult	25,769	1,921	164,745	518
Juvenile	<u>23,459</u>	<u>117</u>	<u>153,295</u>	<u>(5,049)</u>
Total	49,228	2,038	318,040	(4,531)

Downloadable Audiobooks & eBooks (included in above figures)

Checkouts	<u>1229</u>	7,122
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Average Daily Circulation

	<u>2013</u>	<u>2012</u>
Adult	1,031	954
Juvenile	938	934

Non-Book (included in above figures)

Adult	10,482	249	70,391	(553)
Juvenile	<u>4,344</u>	<u>(169)</u>	<u>28,728</u>	<u>(2,501)</u>
Total	14,826	80	99,119	(3,054)

DVD

Adult	7,446	271	50,413	283
Juvenile	<u>2,881</u>	<u>(341)</u>	<u>20,982</u>	<u>(1,930)</u>
Total	10,327	(70)	71,395	(1,647)

Internet Use

Internet	<u>1,939</u>	14,122
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Interlibrary Loan:

Borrowed	25	219
Loaned	31	282
Faxed	1	4

Young Adult Circulation

2,953	690
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ACTIVITY REPORT FOR THE MONTH OF JULY 2013

Reference and Information

	July <u>2013</u>	Increase Over <u>July 2012</u>	Cumulated <u>2013</u>	Cumulated Increase <u>Over 2012</u>
Adult	3,094	(57)	23,194	695
Email	9	8	52	25
Total	<u>3,103</u>	<u>(49)</u>	<u>23,246</u>	<u>720</u>

Book Processing

Added:	927
Withdrawn:	1,477
Repaired:	41

Meeting Room Use

<u>Room</u>	<u>Times Used</u>	<u>Attendance</u>	<u>Cumulated Times Used</u>	<u>Cumulated Attendance</u>
Assembly	24	1,236	167	6,865
Flett	7	93	168	3,844
Misc.	<u>21</u>	<u>426</u>	<u>90</u>	<u>1,817</u>
Total	52	1,755	425	12,526

Library Sponsored Programs (included in above figures)

Adult	2	20	26	852
Juvenile	18	1,240	192	7,063
Young Adult	<u>21</u>	<u>276</u>	<u>52</u>	<u>833</u>
Total	41	1,536	270	8,748

Circulating Passes:

		<u>Pass Cumulated</u>
Aquarium	- (passes not available in July)	121
Audubon	7	49
Boston By Foot	4	13
Children's	27	140
DeCordova	15	69
Discovery	13	68
Essex/Peabody	19	66
Fine Arts	42	238
Gardner	18	95
Harvard Art	- (Closed until Fall of 2014)	13
Harvard Natural History	14	73
Institute of Contemp. A	12	64
Kennedy Library	4	23
Mass Parks Pass	4	9
Plymouth Plantation	8	29
Science	49	248
Zoos	<u>20</u>	<u>95</u>
Total	256	1,413