

BELMONT MEMORIAL LIBRARY  
ANNUAL MEETING OF THE BOARD OF TRUSTEES

BELMONT, MASSACHUSETTS  
April 19, 2012

The Annual Meeting was called to order at 7:33 p.m. by Director Maureen Connors. Present were Trustees Elaine Alligood, Mary Keenan, Matt Lowrie, Sarah Phillips, and Matt Sullivan. Trustee Mark Carthy arrived late.

**Elections**

For the position of Chairman, Trustee Phillips nominated Matt Lowrie; the motion, seconded by Trustee Sullivan, passed unanimously.

For the position of Vice-Chairman, Trustee Keenan nominated Mark Carthy; the motion, seconded by Trustee Alligood, passed unanimously.

For the position of Secretary, Trustee Alligood nominated Mary Keenan ; the motion, seconded by Trustee Sullivan, passed unanimously.

A motion to adjourn the Annual Meeting was made by Trustee Carthy, seconded by Trustee Sullivan, and voted unanimously. It was 7:38 p.m.

Respectfully submitted,  
Mary E. Keenan, secretary

BELMONT MEMORIAL LIBRARY  
MEETING OF THE BOARD OF TRUSTEES

BELMONT, MASSACHUSETTS  
April 19, 2012

The meeting was called to order at 7:40 by Chair Matt Lowrie. Present were Trustees Elaine Alligood, Mark Carthy, Mary Keenan, Sarah Phillips, Matt Sullivan and Director Maureen Connors.

The minutes for the meeting of March 29<sup>th</sup> were unanimously accepted on a motion by Trustee Phillips, seconded by Chair Lowrie.

***Old Business:***

**Budget:** Director Connors noted that the League of Women Voters meeting on budget items is scheduled for May 10 at 7 p m at the Beech Street Center. There are two warrant articles concerning the library with a correcting amendment to \$12K for lost books and \$22K copiers.

Trustee Carthy explained that there are companies that would maintain the copiers so the revolving fund would not be needed. Chair Lowrie questioned the inclusion of the Revolving Fund being reported as library income for the MAR.

*Action Item: Director Connors will clarify with the Massachusetts Board of Library Commissioners (MBLC) if the amount of money in the revolving fund should be part of the Municipal Appropriations Requirement (MAR).*

The trustees reviewed the document "Library - Draft" from the Warrant Committee. Three changes were made.

1. Under "Recap of Prior Year Recommendations," the trustees noted that "rationale custodial services" should read "Trustees are exploring consolidated maintenance program" instead of "Trustees voted to join. . ." as the questions sent by the trustees to the Consolidated Maintenance Committee (a dedicated custodian, provision for the 68 open hours, etc) have not been answered.

2. Under "Administrative/back office overhead" the 41% figure was removed. This covers many library services essential for patrons.

3. Under "Use of Part Time Employees" Chair Lowrie asked for policy level guidance from the Board of Selectmen. Should the library be Belmont's Walmart?

Trustee Carthy noted that the chart "Library Usage of % of Belmont Population" understates the use of the library. Trustee Carthy asked how the library can reach nonusers.

**Belmont Library Foundation (BLF)** Director Connors and Trustee Alligood reported on the meeting with another candidate for a fundraiser. Additional data will be requested. Chair Lowrie will suggest additional names for membership on the BLF Board to the BLF.

**Field update:** Chair Lowrie has asked Jim Davis for more information on field use. The girls' jv softball team uses Hittinger Field from March to June. Is three months use of a field by a jv team sufficient to derail a library site?

Chair Lowrie suggested that the Board of Library Trustees meet with the School Committee. There will be a meeting with Selectman Chair Paolillo prior to the School Committee meeting so the option presented to the School Committee will be the final option.

*Action item: Director Connors will ask the School Committee for a place on their agenda for May; Selectman Paolillo will be asked to attend.*

***New Business:*** The revolving account matter was discussed under "Budget."

***Director's Report:*** Appreciation was extended to the League of Women Voters for their \$200 donation for talking books.

Mary Trudeau of the Conservation Commission advised the library that an environmental protection order is needed for removal of the knotweed behind the library along the brook. With funds provided by the Friends of the Belmont Library, the landscaper hired will handle all needed aspects of this work.

**Next meeting: May 8<sup>th</sup> at 7:30 p.m.**

The meeting was adjourned at 8:55 p.m. on a motion by Trustee Sullivan, seconded by Chair Lowrie, and voted unanimously.

Respectfully submitted,  
Mary E. Keenan

List of exhibits:  
Agenda Annual Meeting April 19, 2012  
Agenda Monthly Meeting  
Minutes March 29, 2012  
Warrant Committee "Library Draft"  
Director's Report  
Activity Report March 2012  
Library Expenditures April 2012

# Library - DRAFT

## Budget Summary

FY 2013 Budget	\$ per Resident	2012-2013		FY 2013 FTEs
		\$ change	% change	
\$1,906,748	\$76.70	\$ 28,854	1.5%	23.43

### Department Mission/Description of Services

*Mission:* The Library's core missions are to 1) provide free lifelong education, useful information and entertainment for adults, and 2) assist in the education of students, improve children's proficiency and enjoyment of reading; promote literacy readiness in young children.

*Services:* Curate and circulate books and digital materials; provide reference services; teach research skills (increasingly digital); provide school project assistance; sponsor summer reading for students and story hours for young children

### Budget by Program

The budget as submitted calls for an increase below the town average, with no significant changes in the allocation among programs. Circulation Services accounts for the highest percentage of FTE's (29.6%) whereas the Adult Services program consumes the highest share of budget dollars (31.2%), with the difference due to the levels of staff working in each program. Young Adult Services is by far the smallest program with respect to both measures.

<i>Program</i>	<i>FTE's</i>	<i>FTE %</i>	<i>Budget \$</i>	<i>Budget %</i>
Administration	1.75	7.5%	\$274,245	14.7%
Adult Services	6.35	27.2%	\$580,644	31.2%
Young Adult Services	0.94	4.0%	\$63,566	3.4%
Children's Services	3.58	15.3%	\$282,418	15.2%
Circulation Services	6.92	29.6%	\$397,860	21.4%
Technical Services	3.82	16.4%	\$261,962	14.1%
<b>Total</b>	<b>23.36</b>	<b>100.0%</b>	<b>\$1,860,694</b>	<b>100.0%</b>

**Expense Analysis\***

Only one line item increased by more than 5%, and more than \$5,000, from the previous fiscal year, building maintenance.

<i>Line Item</i>	<i>FY2013</i>	<i>Prior Year</i>	<i>% incr.</i>	<i>Explanation</i>
Building Maintenance	\$78,725	\$68,060	15.7%	Repair and painting of windows

**Requested Adds (not included in budget above)**

Additional funds are requested for core library activities. In several cases hi/low options are offered

<i>Request</i>	<i>Rationale/support</i>
Materials budget @\$19,568 to meet MBLC standards, or inflation offset (2.5%) @\$6650	Increase of 2.5% offsets inflation
Restore one evening in Children’s Room @ \$7182 full each, or one evening in summer months @ \$1104	Substantial usage when summer night offered in 2006 (300+ at story hour); provides access for working parents
Increase Young Adult/Reference Librarian to full time (+5 hours) @\$7104	Allows librarian to spend time at BHS, supporting reference training and special projects
Electronic databases and eBooks, e.g. Medigap @\$20,000	New reference databases that help residents make key decisions (e.g. tools for comparing health care providers, etc.)

**Special Analysis /Observations**

*Distribution of service:* With the exception of DPW and Public Safety, this is the most widely used town service. Over 65% of all residents (5 and over) have an active library card. [See graph]. Families with young children are exceptionally library users; just one category - children’s picture books - account for approximately 30% of library circulation.

*Innovation and Adoption.* Among those in the Minuteman Network, BPL has been a leader in the introduction of digital access and services. The Belmont community has embraced these new services; on line book checkout [see graph] is the fastest growing circulation category.

*Administrative/back office overhead:* Support programs- Circulation-(checking out books) and Technical Services (cataloging and preparing materials for circulation) - account for 41% of the FY2012 budget.

*Use of Part Time Employees.* As discussed in the overview, the hourly cost of a 25 hour per week employee (full benefits) is 2 to 3 times as much as a 19 hour employee. Had BPL converted these three benefited positions to four 19 hour positions – and been permitted to retain the cost savings – the savings would have covered the costs more than half of the requested adds.

**Recommendations**

BPL has implemented all of the recommendations identified in the FY2012 Report, as shown below.

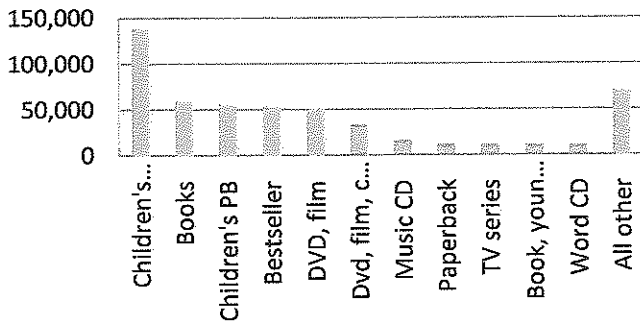
**Recap of Prior Year Recommendations**

<i>Recommendation</i>	<i>Status</i>
Add Sunday openings	13 additional openings added
Rationale custodial services	Trustees voted to join consolidated maintenance program

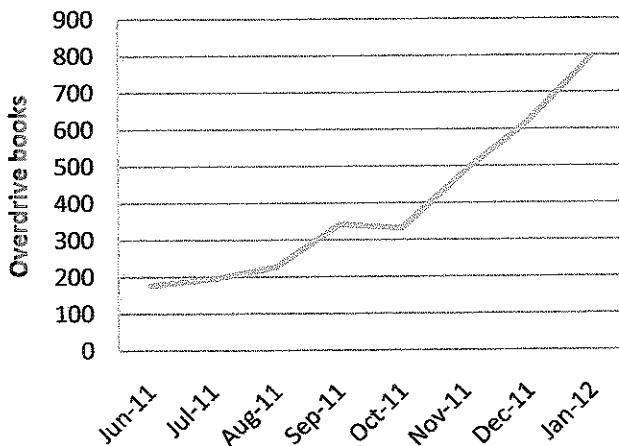
**FY 2013 Recommendations [not yet discussed]**

<i>Recommendation</i>	<i>Rationale</i>
Consider LT trend in support	Broad benefits, LT growth below
Some additional funding (summer evening hour)	Small \$'s, big benefit, can be done with PT employees
Explore IT investments for back office operations	Major portion of budget, small value added of "human touch"
Revisit use of benefited PT positions	Substantial savings
Digital expansion	Right fit for Belmont community; potential space savings

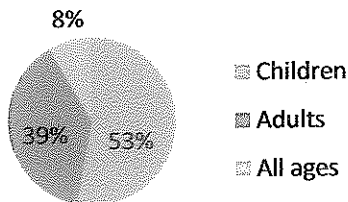
## Annual Circulation by Age of Patron and Media



## On Line Book Checkouts

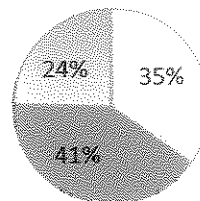


## Circulation by Age



## Library Usage as % Belmont Population

- No library card
- Use last 12 months
- ▒ Use previous 2 years



## DIRECTOR'S REPORT

April 19, 2012

### Building and Grounds

Removal of Knotweed closest to the wild flower garden - From Ralph Clover, Trifolium Garden Design. Ralph worked with Betsy Meyer.

The rules for doing anything in this zone are very strict. Before anyone even touches the knotweed a notice of intent will have to be filed with the Mass. DEP detailing the plan for removing it. Then there will have to be a public hearing with the DEP and the Belmont Conservation Commission to present the plan and get it approved. I have little doubt that a well-planned approach would be approved because all parties have an interest in getting rid of the weed. From what I've learned, the most effective way to treat knotweed is to cut the hollow stems late in the season (August), when the plants are transporting material down into the roots, and pour a small amount of concentrated glyphosate herbicide (Roundup) into each of the cut stems. It may also be helpful to cut back the plants in June to force them to regrow and so deplete their reserves of energy and weaken them, but that is not essential and must be followed up with the herbicide treatment later to be effective at all. It is also essential to follow up with a re-treatment the next year because the first treatment is not 100% effective. Mary didn't think that cutting them back was useful at all and said that digging them is counterproductive because it breaks off pieces of the roots that all become new plants (true). Also, digging in the riparian zone is frowned upon because of the possibility of erosion.

So, how would you like to proceed? I've gotten interested in the process and would be willing to write the notice of intent and present it if you are willing to pay for my time to do it.

His proposal to do everything is \$500. The Friends of the Library had budgeted for this so I told Ralph to go ahead.

### Director's Report

Liz Allison's draft of the Warrant Sub committee report for TM is enclosed. Mary and I met with Liz last week to go over the report. She also told us that the state aid was more than what the Town had calculated.

BLF consultant - Marcie, Elaine, Matt and I interviewed Melissa Lynch last week. She was very pleasant and approachable. She seems willing to do a broad range of tasks. She doesn't seem to have as much experience as Sue Gladstone. Her experience with major gifts seemed limited. The money raised for both Westwood and Gloucester was \$1 million. Those of us at the meeting all agreed that the first candidate would be the better choice. I am checking references. If the references are appropriate, then the BLF would need to have a meeting to make the final decision.



The field - I spoke with Ernie D'Agneli and Jim Davis. Yes the girl's junior varsity softball team plays at the Hittinger field Monday - Friday from 2:30 to 6. The girl's varsity plays at the same time. Both use the fields from March - June. The HS girl's varsity team does not need lights. They have on occasion scheduled a night game or scheduled an event for PR reasons but it is not necessary. The men's league (recreation dept.) does use the girl's varsity field because it has lights. The little League also uses this field. Jim Davis is concerned about the possible loss of a field on the school site. He is concerned with Title IX. I asked Jim Davis if there could only be one field what would be the preference-I have not heard back yet.

Mark Paolillo is trying to schedule a meeting in May. It looks as if it could happen on Wednesday, May 9, but this has not been confirmed. He said he has spoken to both Glenn Clancy and Peter Castanino but I do not know if he has any new information.

Just a reminder - At the May TM, there will be an article requesting a \$22,000 - \$24,000 transferred from the revolving account so the library can purchase two new multi-purpose copiers to replace the two old copiers in the reference department, renew the maintenance contracts on the 5 other copies, renew Equitrac maintenance contract (vend towers) and purchase paper/supplies. The copiers are on the state bid list.



	ORIG./ADJ. APPROPRTS.	TRANSFER	ADJUSTED BUDGET	SPENT APRIL	SPENT JULY - APRIL	BALANCE	PROJECTED 10 MONTHS	% EXP
<b>LIBRARY PUBLIC SERVICE</b>								
16121								
511000	560,768.00		560,768.00	32302.51	430,574.23	130,193.77	467,306.67	76.8%
511100	231,936.00		231,936.00	11703.98	162,298.27	69,637.73	193,280.00	70.0%
513000	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	6,150.00		6,150.00	0.00	4,053.57	2,096.43	5,125.00	65.9%
517000	138,767.00		138,767.00	0.00	138,767.00	0.00	115,639.17	100.0%
517200	1,266.00		1,266.00	0.00	1,266.00	0.00	1,055.00	100.0%
517800	10,501.00		10,501.00	0.00	10,501.00	0.00	8,750.83	100.0%
517900	227.00		227.00	0.00	227.00	0.00	189.17	100.0%
16122								
530000	790.00		790.00	0.00	511.55	278.45	658.33	64.8%
534100	7,660.00		7,660.00	222.93	5,578.32	2,081.68	6,383.33	72.8%
552900	257,960.00		257,960.00	7,256.88	210,897.88	47,062.12	214,966.67	81.8%
573000	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	1,216,025.00	0.00	1,216,025.00	51,486.30	964,674.82	251,350.18	1,013,354.17	79.33%
<b>TOTAL LIB PUBLIC SERV</b>								
<b>LIBRARY TECH SERVICE</b>								
16131								
511000	138,915.00		138,915.00	7,991.78	109,505.23	29,409.77	115,762.50	78.8%
511100	19,001.00		19,001.00	829.80	10,202.76	8,798.24	15,834.17	53.7%
514800	875.00		875.00	0.00	1,487.50	(612.50)	729.17	170.0%
517000	16,404.00		16,404.00	0.00	16,404.00	0.00	13,670.00	100.0%
517200	347.00		347.00	0.00	347.00	0.00	289.17	100.0%
517800	2,231.00		2,231.00	0.00	2,231.00	0.00	1,859.17	100.0%
16132								
530600	74,000.00		74,000.00	93.00	62,834.06	11,165.94	61,666.67	84.9%
542200	11,000.00		11,000.00	220.92	10,126.56	873.44	9,166.67	92.1%
573000	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	262,773.00	0.00	262,773.00	9,135.50	213,138.11	49,634.89	218,977.50	81.11%
<b>TOTAL LIBRARY TECH SERV</b>								
	1,881,184.00	0.00	1,881,184.00	75,362.38	1,484,734.33	396,289.67	1,567,653.33	78.93%
<b>TOTAL LIBRARY DEPARTMT</b>								

Belmont Public Library  
Activity Report For The Month  
of March 2012

Days open 2011: 31  
Days open 2012: 31

Agency	<u>February 2012</u>	<u>Increase Over Feb 2011</u>	<u>Cumulated 2012</u>	<u>Cumulated Increase Over 2011</u>
Adult	24,784	(880)	71,114	(805)
Juvenile	<u>24,191</u>	<u>366</u>	<u>68,714</u>	<u>4,277</u>
Total	48,975	(514)	139,828	3,472

Average Daily Circulation

	<u>2012</u>	<u>2011</u>
Adult	799	828
Juvenile	780	769

Non-Book (included in above figures)

Adult	10,748	(379)	30,990	(765)
Juvenile	<u>4,454</u>	<u>(449)</u>	<u>13,340</u>	<u>(598)</u>
Total	15,202	(828)	44,330	(1,363)

DVD

Adult	7,620	(31)	22,208	313
Juvenile	<u>3,239</u>	<u>(517)</u>	<u>9,880</u>	<u>(766)</u>
Total	10,859	(548)	32,088	(453)

Downloadable Audiobooks

Checkouts	943	2,702
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Internet Use

Internet	3,652	8,051
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Interlibrary Loan:

Borrowed	41	130
Loaned	55	159
Faxed	-	1

Young Adult Circulation

1,981	249
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ACTIVITY REPORT FOR THE MONTH OF MARCH 2012

Reference and Information

	<u>March</u> <u>2012</u>	<u>Increase Over</u> <u>Mar 2011</u>	<u>Cumulated</u> <u>2012</u>	<u>Cumulated Increase</u> <u>Over 2011</u>
Adult	3,565	(31)	10,257	436
Email	<u>3</u>	<u>(17)</u>	<u>7</u>	<u>(22)</u>
Total	3,568	(48)	10,264	414

Book Processing

Added:	1,086
Withdrawn:	867
Repaired:	56

Meeting Room Use

<u>Room</u>	<u>Times Used</u>	<u>Attendance</u>	<u>Cumulated</u> <u>Times Used</u>	<u>Cumulated</u> <u>Attendance</u>
Assembly	21	522	67	2,425
Flett	32	647	89	2,010
Misc.	<u>14</u>	<u>348</u>	<u>40</u>	<u>767</u>
Total	67	1,517	196	5,202

Library Sponsored Programs (included in above figures)

Adult	8	302	24	665
Juvenile	33	1,006	88	3,122
Young Adult	<u>3</u>	<u>62</u>	<u>9</u>	<u>93</u>
Total	44	1,370	121	3,880

Circulating Passes:

		<u>Pass Cumulated</u>
Aquarium	26	71
Audubon	3	7
Boston By Foot	- (Pass not available in Mar.)	-
Children's	19	62
DeCordova	12	27
Discovery	12	34
Essex/Peabody	11	27
Fine Arts	27	95
Gardner	17	41
Harvard Art	4	8
Harvard Natural History	12	35
Institute of Contemp. A	12	35
Kennedy Library	1	14
Mass Parks Pass	1	2
Plimoth Plantation	1 (Pass not available in Mar.)	1
Science	37	128
Zoos	<u>16</u>	<u>30</u>
Total	211	617