

The meeting was called to order at 7:35 by Chair Matt Lowrie. Present were Trustees Elaine Alligood, Mark Carthy, Mary Keenan, Matt Sullivan and Director Maureen Conners. Trustee Sarah Phillips was absent. Also present were School Committee members Chair Laurie Graham and Dan Scharfman.

The minutes for the meeting of January 26th were unanimously approved on a motion by Trustee Carthy, seconded by Trustee Sullivan.

Old Business:

- A. FY13 Budget update Director Conners reported on a meeting she and Trustee Keenan had with the Warrant Committee/Library Sub-Committee Chair Liz Allison. Ms Allison requested additional information on the request for Children's Summer Evening Programs and for the YA librarian's additional five hours.

Dates for Town Meeting are April 23rd and 25th, with the 26th if needed.

Financial matters will be considered at a session of Town Meeting to be held on May 14, with May 16th if needed

- B. Belmont Library Foundation (BLF) update by Trustee Carthy, representative to the BLF. The BLF is interested in hiring a fund-raiser, but some items need to be resolved. A budget of \$6500 would be 2 hours per week for a year. If the grant is issued this summer, the BLF will certainly reconsider the amount of work needed to be done in a shortened time frame. BLF member Marcie Schorr Hirsch will work with Director Conners on funding for this position.

Chair Lowrie has talked with Town Meeting Moderator Mike Widmer about speaking about the library at April Town Meeting. The Library Annual Report has been sent by Town Clerk Cushman to all Town Meeting Members.

Chair Lowrie suggested to School Committee that the high school softball field be relocated to Hittinger Field and that the new ball field at the incinerator site would be a town field. Director Conners contacted Glenn Clancy (Community Development) who is willing to look at this. The cost of fencing, if needed, would be part of the package.

Action Item: Chair Lowrie will contact Selectman Mark Paolillo to meet on this critical issue.

New Business:

- A. Grants Director Conners reported on a call from Shrewsbury Library, #8 on the Massachusetts Board of Library Commissioners (MBLC) construction wait list, which is ready to begin work and would like the money at once. Trustee Carthy stated the feeling of the group that we should wait and see how the grant awards proceed, rather than ask the MBLC to change its procedure for Shrewsbury.

YA librarian Ellen Girouard is applying for a YA Teen Advisory Grant (\$15K).

Digitization of newspapers has been put on hold as a Preservation Survey Grant (\$2,500) is needed first. The Library will apply for this grant. But, with the time delay necessitated by this grant process, the Library will keep the request for a reader in the FY13 Budget in an amended form to convert the microfilm collection to a digital form.

Director Conners and Trustee Keenan reported on Ms. Allison's proposal of an Informed Citizenry Grant (\$100-200K). There are a myriad of questions to answer and details to work out; more on this will follow at a later date.

Other Business:

Trustee Keenan asked about the sub-committee on the Town Facilities Consolidation. Director Conners and Trustees Keenan and Sullivan met and drew up a list of library concerns. Trustee Carthy asked if would be better to go it alone. Trustee Allgood asked if there would be "on-call" people. There are many questions to be answered.

Director's Report

Financial Report Director Conners reported that custodial overtime is not in the negative at this time due to the mild winter - to date. Substitutes for individuals on sick leave are hired at a lower dollar amount.

Next meeting - Thursday March 29th 7:30 p.m.

Trustee Matt Sullivan reported on Chris Starr's idea of having a library branch/computer space in the Cushing Square development. Trustee Allgood noted that this is an opportunity to have programs or other library events, Cyberteens, and so forth.

The motion to adjourn made by Trustee Carthy, seconded by Trustee Sullivan, passed unanimously. The meeting adjourned at 8:46 p.m.

Respectfully submitted,
Mary E. Keenan, secretary

List of exhibits:

Agenda for meeting February 21, 2012
Minutes for meeting of January 26, 2012
Fact Sheets on Grants: "Serving Tweens and Teens. . .," "Preservation Survey"
MBLC's letter of acceptance of the long-range plan for the Belmont Library
Director's Report
Activity Report for January 2012
Library Expenditure February 2012

FACT SHEET

Serving 'Tweens and Teens Targeted Grant

BACKGROUND

Across Massachusetts eager and hopeful teens enter the library each afternoon, looking for a place to be with their friends, to relax and to work on homework. They may also be seeking a place to expand their world, to volunteer in the community, and to pursue new projects. Many public libraries have responded to their unique library needs by developing innovative programs and strategies to serve them.

The need for programs and services for middle school and senior high school age students is apparent. The average school day ends between two and three in the afternoon and almost every teenager in America must find somewhere to go and something to do after school. A survey commissioned by the AfterSchool Alliance entitled "*Working Families and Afterschool: A Special Report from America After 3 PM: A Household Survey on Afterschool in America*"¹ found that while 14 million K-12 children spend some portion of their afternoon taking care of themselves; only 6.5 million children participate in any form of after-school program. Even if every child in America participated in an after-school activity such as sports or drama, that activity would cover only part of the school year.

Julie Ann Walker, Executive Director of the American Library Association's Young Adult Library Services Association, states that while library services to young adults had been in decline, in the last five years there has been a reversal of that trend and "a whole movement toward community-based programming focused on youth development" as a result of new "assets-based research." This idea builds on the assets of at-risk, underserved youth with programs that intervene before these adolescents get into trouble. The purpose of this LSTA program is to provide an opportunity for libraries to develop programs and services that meet the needs of their young adult population. Ideally, every public library in the state would meet the Massachusetts Library Association's "Standards for Public Library Service to Young Adults." While some libraries have made substantial progress toward that goal, other libraries have yet to provide the space, staff, and/or services that address the needs of this group. It is hoped this grant program may help them achieve these important standards.

MASSACHUSETTS LONG-RANGE PLAN GOAL

Goal 4: Massachusetts children and young adults will have access to public and school libraries that are active partners in providing resources and learning opportunities that foster literacy from birth through the teen years.

¹ Please find this report at http://www.afterschoolalliance.org/press_archives/Working_Families_Rpt.pdf

PROGRAM DESCRIPTION

This program will allow public libraries to receive up to \$15,000 in grant funds over a two year period to carry out a targeted program aimed at middle and high school-aged “tweens” and “teens.” Libraries must conduct a preliminary needs assessment including focus groups with teens, interviews with community leaders, parents, and teachers. As part of the grant program libraries will be expected to:

- Form or strengthen a Teen Advisory Board (TAB);
- With input from the TAB, develop creative programming strategies which will reach out and meet the needs of ‘tweens and teens;
- Develop collections of materials including books, books on tape, CDs, magazines, games, graphic novels and DVDs; collections should be aligned, in part, with material needed by the middle/high school students as part of standards and curriculum frameworks;
- Examine the library’s “teen space” and have it meet (or move towards meeting) the goals set by the teen board. This may include limited redesign.

Limited grant funds may be used to pay for extra hours for the Young Adult Services librarian or to hire staff to help with extra activities related to Teen Advisory Board or special programming during afternoon/evening or weekend hours.

Collaboration should be demonstrated with middle/high school librarians and school personnel as well as tie in with local youth centers, boys and girls clubs, YMCA/YWCA, scouts or sports facilities, religious organizations or community centers which serve diverse youth.

ELIGIBILITY

Any public library that meets standard eligibility requirements for Direct Grant programs and has identified a need to serve middle and high school students in their long-range plans are eligible to apply.

INTERESTED?

Applicants must submit a **Letter of Intent** form with the “Serving ‘Tweens and Teens” option checked off under **TYPE**. If you need more information about this program, call Shelley Quezada at the MBLC at 800-952-7403 ext. 235 or e-mail shelley.quezada@state.ma.us

FACT SHEET

Preservation Survey

BACKGROUND

Goal Five of the statewide preservation plan (*Preserved to Serve: the Massachusetts Preservation Agenda*) is “to identify and preserve critical collections to the greatest extent possible.” To stimulate the analysis of collections in libraries that may have local, state, regional or national significance and that may be in need of preservation, this year’s LSTA grant round makes available grants of \$2,500 to fund institutional preservation surveys.

Library staffs realize there are preservation problems with their collections, but they may have little idea where to start or what their options might be. By contracting for a preservation survey to be performed by a preservation consultant, the library staff will be able to determine how to proceed in rectifying the problems:

- The survey will focus attention on those items that need specific conservation work and will identify the types of work that this might entail, including actual treatment as well as storage, handling, and security suggestions.
- The survey will help the library staff determine the treatment priorities of those items in need of work and the steps necessary to accomplish it.
- The preservation consultant will examine the library building and make suggestions as to steps to be taken to prolong the life of the materials.

Once the survey has been completed, it will be up to the library to pursue the recommendations of the consultant. Actions may involve low cost/no cost steps or using locally appropriated or private funds to address more significant issues, such as the installation of environmental controls and/or item by item conservation treatment. **A five-year Preservation Long Range Plan based on the recommendations of the consultant is required as an outcome of this grant. This plan should include Goals, Objectives, and Activities with a timeline.** The Preservation Long Range plan should address:

- building concerns;
- storage, enclosures, and handling practices;
- environmental issues;
- emergency preparedness;
- preservation policy and planning;
- in-house repairs;
- reformatting needs.

The Preservation Long Range Plan and a copy of the survey report must be filed with the MBLC at the completion of the project. An update to the library’s Critical Collections Questionnaire should also be filed with the preservation long range plan, to provide more accurate information for access. Finally, libraries may wish to apply for future LSTA funds to address the

recommendations put forth in the survey report.

MASSACHUSETTS LONG-RANGE PLAN GOAL

Goal 1: Massachusetts residents, no matter where they live, will find and obtain the resources they need using an improved technological infrastructure that links all types of libraries and provides and coordinates shared electronic resources. Residents will have access to digitized images of unique and valuable resources, improved access tools, and properly preserved physical and electronic materials.

ELIGIBILITY

Any library or cooperating group that meets standard eligibility requirements for Direct Grant programs is eligible to apply. A cooperating group may apply on behalf of one or more of its members. To apply for the funds to conduct a preservation survey, a library must:

- Have completed a "Critical Collections Questionnaire" as it relates to the library's "special collections" and have it on file at the MBLC.
- Pay a minimum of \$500 toward the cost of the survey from local or private funds.

There are a number of conservators and institutions in the New England area that are qualified to conduct library preservation surveys. The MBLC has information on these individuals and institutions and will be happy to share it with anyone interested in having a preservation survey of their collections and building carried out.

INTERESTED?

Applicants must submit a **Letter of Intent** form with the "Preservation Survey" option checked off under **TYPE**. If you need more information about this program, please call Gregor Trinkaus-Randall at the MBLC, 800-952-7403 ext 236 or e-mail gregor.trinkaus-randall@state.ma.us.

DIRECTOR'S REPORT

February 21, 2012

Building and Grounds

The Historic Commission will not touch the locust trees. They actually removed two trees in front of the Mobil gas station so the Clark House could be moved to the opposite side of the street and not have to pass directly in front of the library.

Director's Report

Budget - Matt Sullivan and I met with the Selectmen to review our requests above the level service budget. The priorities ended up as YA, Children's hours, Part-time hours, Electronic Resources, and Materials. No word yet if any will be funded.

Mary and I meet with Liz Allison who is chair of our warrant sub-committee. We will report at the meeting.

BLF -The BLF meet on Monday, February 13. It appears all are in agreement with hiring a professional fundraiser to help guide the foundation - hours would be limited. Mark Carthy attended the meeting and will report at the trustees meeting.

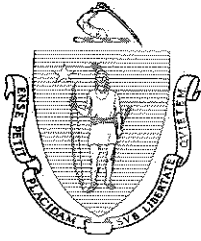
Grants - The library director of Shrewsbury called to let me know of a proposal her trustees are working on regarding the MBLC wait list for the library construction grant program. Shrewsbury is now 8th on the wait list. They would like to propose to the MBLC that libraries that are ready to accept their grant awards should be allowed to do so and move forward instead of waiting. They wanted to know if this would impact us in a negative way. I explained our situation and told her that I thought having more time would be a benefit to us. She was happy to hear this. She said that she would be in touch and would like to know if they do go forward would our representative be supportive and willing to help with the effort. I told her that we did have a good relationship with him and thought that if it was something that would benefit Belmont he probably would be supportive. I would like to get a sense from the Board if this is something we want to be a part of or not. Of the eight libraries that were awarded grants - only three have been approved. The other five libraries asked for extensions. We are now number two on the waitlist. I'm not sure the MBLC will go for the idea but who knows. I also do not know how it would actually work.

The MBLC grant that I sent in the letter of intent for to help fund the digitization of the local newspapers - I am not eligible to apply. I was rather surprised. Before I am able to apply (this would be the next grant round) I need to first apply for a Preservation Survey grant this year. The grant is for \$2,500. The library needs to pay \$500 to help cover the consultant. See MBLC fact sheet for more details enclosed in your packet. Since I would have to wait a year to apply for the digitization grant, I think we should go ahead and purchase the digital microfilm reader. Also, after going to the workshop for the

preservation grant, microfilm is still considered the better format for archival purposes so.....we may as well have a good reader.

Ellen Girouard, the young adult library would like to apply for a \$15,000 grant YA called "Tweens and Teens." This would focus on getting the younger kids (Tweens) into the YA room, help support the teen advisory board, improve the collection, purchase new furniture etc. The grant is very competitive but I think it is worth a shot. See MBLC fact sheet for more details enclosed in your packet.

Liz Allison has a suggestion for a grant. Apparently she sits on a Foundation Board which awards six figure grants. Mary and I will report at the meeting.



Commonwealth of Massachusetts

Board of Library Commissioners

98 North Washington Street • Suite 401 • Boston, MA 02114

February 10, 2012

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

Dear Maureen,

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 Advisory and Development Unit has reviewed the update you submitted and it meets the planning requirement for FY 2013.

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

A handwritten signature in cursive script, appearing to read "April Mazza".

April Mazza
Trustee/Friends Information Specialist



BELMONT PUBLIC LIBRARY EXPENDITURES										
FEBRUARY 2012										
15-Feb-12 11:44 AM										
LIBRARY ADMINISTRATION										
	ORIG/ADJ. APPROPRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT FEB	SPENT JULY - FEB	BALANCE	PROJECTED 8 MONTHS	% EXP		
16111	SALARIES, FULL TIME		193,610.00	14,995.40	124,458.21	69,151.79	129,073.33	64.3%		
511000	SALARIES, PART TIME		6,944.00	698.36	4,351.32	2,592.68	4,628.33	62.7%		
513000	OVERTIME		8,000.00	498.12	5,941.86	2,058.14	5,333.33	74.3%		
514800	LONGEVITY		750.00	0.00	950.00	(200.00)	500.00	126.7%		
517000	HEALTH INSURANCE		22,413.00	0.00	22,413.00	0.00	14,942.00	100.0%		
517200	WORKERS COMPENSATION		356.00	0.00	356.00	0.00	237.33	100.0%		
517800	MEDICARE		2,923.00	0.00	2,923.00	0.00	1,948.67	100.0%		
519900	UNIFORM		675.00	0.00	725.00	(50.00)	450.00	107.4%		
16112	EBSCO		8,690.00	0.00	8,690.00	0.00	5,793.33	100.0%		
522900	GAS		22,147.00	1,937.91	5,836.55	16,310.45	14,764.67	26.4%		
522900	ELECTRICITY		37,181.00	1,836.66	18,965.83	18,215.17	24,787.33	51.0%		
523100	WATER		5,000.00	0.00	2,017.53	2,982.47	3,333.33	40.4%		
524300	MAINTENANCE BUILDING		68,060.00	5,436.90	46,983.58	21,176.42	45,373.33	68.9%		
524400	REPAIRS & MAINTENANCE		412.00	0.00	0.00	412.00	274.67	0.0%		
524500	MAINTENANCE OFFICE EQUIP		4,909.00	0.00	925.00	3,984.00	3,272.67	18.8%		
530001	MEDICAL REPORTS & BILLS		120.00	0.00	435.00	(315.00)	80.00	362.5%	#DIV/0!	
531700	EMPLOYEE TRAINING		300.00	55.59	114.51	185.49	200.00	38.2%		
531900	ADVERTISING & PUBLIC RELA		250.00	0.00	0.00	250.00	166.67	0.0%		
534500	POSTAGE		4,670.00	5.36	1,326.58	3,343.42	3,113.33	28.4%		
534700	PRINTING		1,050.00	0.00	45.05	1,004.95	700.00	4.3%		
542100	OFFICE SUPPLIES		840.00	98.00	493.00	347.00	560.00	58.7%		
545000	CUSTODIAL SUPPLIES		9,446.00	0.00	7,602.09	1,843.91	6,297.33	80.5%		
548900	GASOLINE		950.00	0.00	99.84	850.16	633.33	10.5%		
571000	IN-STATE TRAVEL		250.00	0.00	280.05	-0.05	166.67	100.0%		
573000	DUES & MEMBERSHIP		620.00	0.00	480.00	160.00	413.33	74.2%		
TOTAL LIBRARY ADMIN			400,566.00	0.00	400,566.00	25,562.30	256,263.00	144,303.00	267,044.00	64.0%

	ORIG./ADJ. APPROPRIATIONS.	TRANSFER	ADJUSTED BUDGET	SPENT FEB	SPENT JULY - FEB	BALANCE	PROJECTED 8 MONTHS	% EXP
LIBRARY PUBLIC SERVICE								
16121								
511000	WAGES, FULL TIME		560,768.00	42506.73	344,632.30	216,135.70	373,845.33	61.5%
511100	WAGES, PART TIME		231,936.00	16885.91	129,218.17	102,717.83	154,624.00	55.7%
513000	OVERTIME		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY		6,150.00	0.00	4,053.57	2,096.43	4,100.00	65.9%
517000	HEALTH INSURANCE		138,767.00	0.00	138,767.00	0.00	92,511.33	100.0%
517200	WORKERS COMPENSATION		1,266.00	0.00	1,266.00	0.00	844.00	100.0%
517800	MEDICARE		10,501.00	0.00	10,501.00	0.00	7,000.67	100.0%
517900	LIFE INSURANCE		227.00	0.00	227.00	0.00	151.33	100.0%
16122								
530000	PROFESSIONAL SERVICES		790.00	351.50	461.50	328.50	526.67	58.4%
534100	TELEPHONE		7,660.00	2,258.37	5,042.62	2,617.38	5,108.67	65.8%
552900	BOOKS/PER/FILM/CD/REC		257,960.00	10,525.68	179,611.10	78,348.90	171,973.33	69.6%
573000	DUES		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIB PUBLIC SERVC		1,216,025.00	72,528.19	813,780.26	402,244.74	810,683.33	66.92%
LIBRARY TECH SERVICE								
16131								
511000	SALARIES, FULL TIME		138,915.00	10,655.76	88,193.77	50,721.23	92,610.00	63.5%
511100	SALARIES, PART TIME		19,001.00	1,051.08	7,971.52	11,029.48	12,667.33	42.0%
514800	LONGEVITY		875.00	0.00	1,487.50	(612.50)	583.33	170.0%
517000	HEALTH INSURANCE		16,404.00	0.00	16,404.00	0.00	10,936.00	100.0%
517200	WORKERS COMPENSATION		347.00	0.00	347.00	0.00	231.33	100.0%
517800	MEDICARE		2,231.00	0.00	2,231.00	0.00	1,487.33	100.0%
16132								
530600	COMPUTER SERVICE		74,000.00	260.00	62,282.08	11,717.92	49,333.33	84.2%
542200	PROCESSING SUPPLIES		11,000.00	322.73	8,702.75	2,297.25	7,333.33	79.1%
573000	DUES		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECH SERV		262,773.00	12,289.57	187,619.62	75,153.38	175,182.00	71.40%
	TOTAL LIBRARY DEPARTMENT		1,879,364.00	110,380.06	1,257,662.88	621,701.12	1,252,909.33	66.92%

Belmont Public Library
Activity Report For The Month
of January 2012

Days open 2011: 27
Days open 2012: 28

Agency	<u>January 2012</u>	<u>Increase Over Jan 2011</u>	<u>Cumulated 2012</u>	<u>Cumulated Increase Over 2011</u>
Adult	23,035	(1,567)	23,035	(1,567)
Juvenile	<u>21,511</u>	<u>1,157</u>	<u>21,511</u>	<u>1,157</u>
Total	44,546	(410)	44,546	(410)

Average Daily Circulation

	<u>2012</u>	<u>2011</u>
Adult	823	895
Juvenile	768	732

Non-Book (included in above figures)

Adult	9,947	(1,010)	9,947	(1,010)
Juvenile	<u>4,278</u>	<u>(236)</u>	<u>4,278</u>	<u>(236)</u>
Total	14,225	(1,246)	14,225	(1,246)

DVD

Adult	7,106	(493)	7,106	(493)
Juvenile	<u>3,244</u>	<u>(170)</u>	<u>3,244</u>	<u>(170)</u>
Total	10,350	(663)	10,350	(663)

Downloadable Audiobooks

Checkouts 797 797

Internet Use

Internet 2,204 2,204

Interlibrary Loan:

Borrowed	48	48
Loaned	56	56
Faxed	1	1

Young Adult Circulation

1,588 137

ACTIVITY REPORT FOR THE MONTH OF JANUARY 2012

Reference and Information

	January 2012	Increase Over Jan 2011	Cumulated 2012	Cumulated Increase Over 2011
Adult	3,192	92	3,192	92
Email	1	(2)	1	(2)
Total	<u>3,193</u>	<u>90</u>	<u>3,193</u>	<u>90</u>

Book Processing

Added:	999
Withdrawn:	963
Repaired:	64

Meeting Room Use

<u>Room</u>	<u>Times Used</u>	<u>Attendance</u>	<u>Cumulated Times Used</u>	<u>Cumulated Attendance</u>
Assembly	23	828	23	828
Flett	31	740	31	740
Misc.	<u>12</u>	<u>160</u>	<u>12</u>	<u>160</u>
Total	66	1,728	66	1,728

Library Sponsored Programs (included in above figures)

Adult	8	181	8	181
Juvenile	28	933	28	933
Young Adult	<u>4</u>	<u>29</u>	<u>4</u>	<u>29</u>
Total	40	1,143	40	1,143

Circulating Passes:

		<u>Pass Cumulated</u>
Aquarium	21	21
Audubon	1	1
Boston By Foot	- (Pass not available in Jan.)	-
Children's	23	23
DeCordova	3	3
Discovery	10	10
Essex/Peabody	5	5
Fine Arts	33	33
Gardner	6	6
Harvard Art	1	1
Harvard Natural History	11	11
Institute of Contemp. A	9	9
Kennedy Library	6	6
Mass Parks Pass	-	-
Plimoth Plantation	- (Pass not available in Jan.)	-
Science	49	49
Zoos	<u>7</u>	<u>7</u>
Total	185	185