BELMONT MEMORIAL LIBRARY MEETING OF THE BOARD OF TRUSTEES

BELMONT, MASSACHUSETTS June 5, 2012

The meeting was called to order at 7:35 p.m. by Chair Matt Lowrie in the Claffin Room. Present were Trustees Elaine Alligood, Mark Carthy, and Mary Keenan and Director Maureen Conners. Trustees Matt Sullivan and Sarah Philipps were absent.

Discussion:

Trustee Carthy asked if the memo relating to the library's concerns regarding the Facilities Coordination Committee had been sent. Yes – Director Conners has sent it to Selectman Paolillo and Adam Dash.

Director Conners reviewed the maintenance items underway. The front entrance painting work will go out for bid soon. The June Amnesty program has begun with boxes in the schools – a sandwich board will also be placed to advertise this.

The YA librarian Ellen Girouard opened the Assembly Room for high school students for two afternoons as students prepared for exams; snacks were provided.

Old Business:

Chair Lowrie reviewed the Field Meeting:

This committee is the C-MAG group - the Combined MegaAwesome Group.

Keep the softball field in same area as it is lighted. If a softball (spring) and practice (fall) fields could be kept, only one season would be lost. Set-back requirements for the field are in Stewart Roberts' drawing. If the trucks are moved to the Incinerator site, the field on Concord Avene could slide over a bit and thus fit. Even with this, the softball field fence has to be removed. Lighting, used only for the Recreation League, would have to be removed each season. Perhaps a permanent type of lighting could be found. Softball field could go on Concord Avenue and Recreation field at the Incinerator site. Costs: 3 hours per day trainer and transportation. Selectman Paolillo feels costs are manageable. Could synthetic fields be installed at the Incinerator site?

Correction: Chair Lowrie did not say that the library would pay transportation costs to the Incinerator site, but rather than all operating costs for all aspects of this program must be approved at the same time.

The next C-MAG meeting will be held on June 20th at 7 p.m.

Timing:

There could be a Building committee appointed by the Moderator of Town Meeting in Nov 2012 and appropriate funds would accompany this. There could be a vote on land at the November town meeting should the School Committee sign off. There would a debt exclusion in the spring of 2013 or the fall of 2013. Trustees should aim for a vote in November 2012 as a likely target.

The Belmont Library Foundation (BLF) is meeting on Monday, June 11, at Scott Ferson's house at #83 School Street at 7 p.m. Trustees have been invited; Chair Lowrie is doing an update at this meeting.

Minutes for the meeting of May 16, 2012 were unanimously approved on a motion by Trustee Alligood, seconded by Trustee Carthy.

The next meeting of the Trustees will be on July 10th at 7p.m.

Chair Lowrie called for an Executive session with the reason to discuss union negotiations; all subjects that will be discussed cannot be discussed outside of Executive Session. The regular meeting will not reconvene; adjournment will follow Executive Session. The roll call vote to move into executive session is as follows: Trustee Carthy – Yes, Trustee Keenan – Yes, Trustee Alligood – Yes, Chair Lowrie – Yes. The meeting moved into Executive Session.

Respectfully submitted, Mary E. Keenan, secretary

Performance Evaluation and Planning Policy

Exhibits:

Agenda June 5, 2012
Minutes Board of Trustees Meeting May 16, 2012
Director's Report June 5, 2012
Belmont Public Library Expenditures June 2012
Belmont Memorial Library Site Plan
Belmont Memorial Library What's Up? The fields! Meeting of the Combined
MegaAwesome Group (C-MAG) May 24, 2012
E-mail from Steward Roberts regarding fields

May 24, 2012

Belmont Memorial Library



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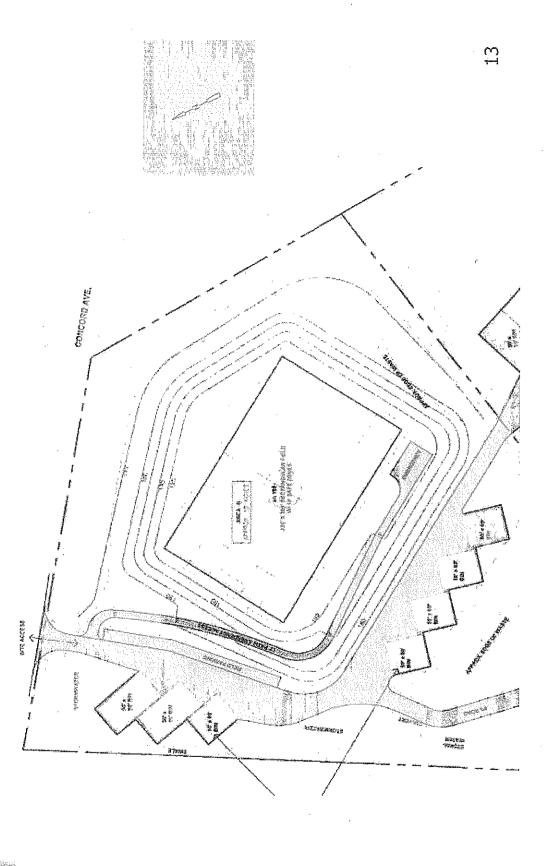
- Baseball Varsity*, J. V. *, Freshmon
- Tennis (Boys): Varsity*, J. V.*
- Tennis (Girls): Varsity*, J. V.*
- Softball: Varsity*, J. V.*, Freshman
- Outdoor Track (Boys): Varsity*
- Outdoor Track (Girls): Varsity
- Volleyball (Boys): J. V.
- Lacrosse (Boys): Varsity (2002), J. V. (2001.)
- " Lacrosse (Girls): Varsity (2002), J. V. (2001)

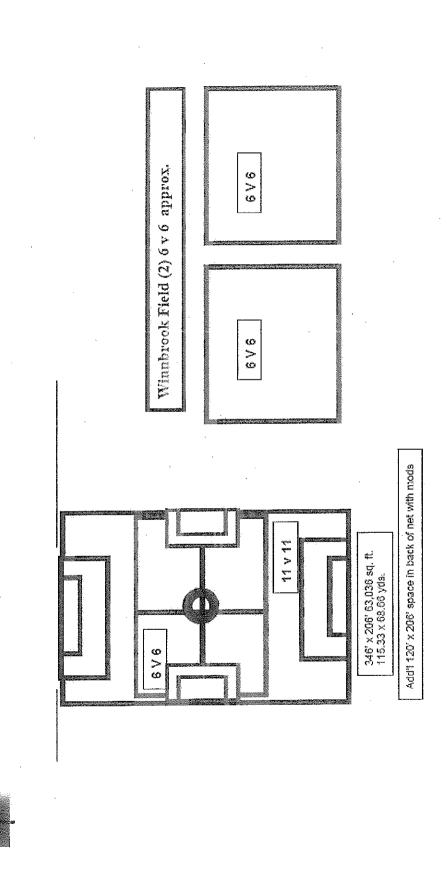
Totals: 2000's – 17 sports 1970 – 9 sports

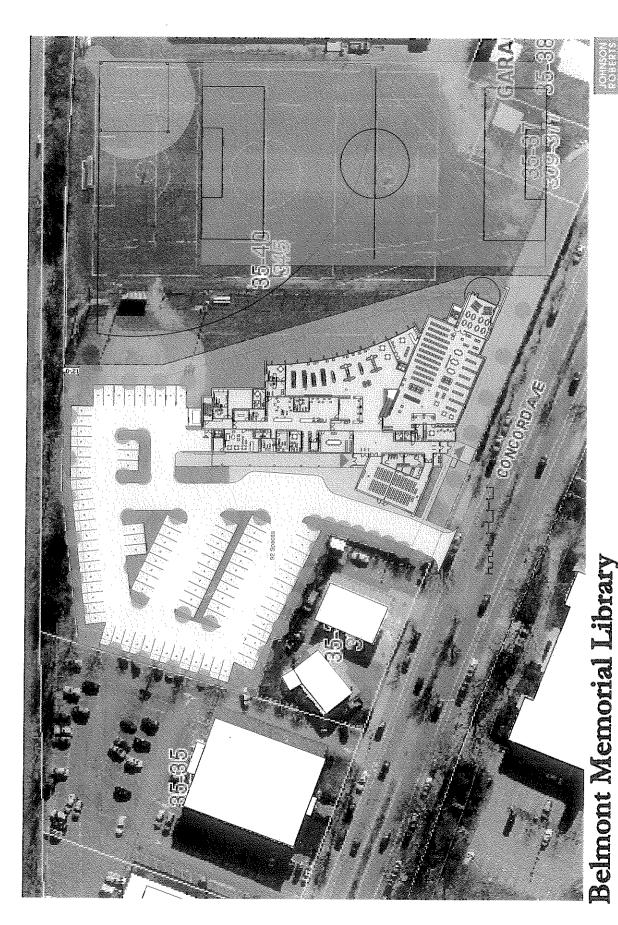
- The Dampe Social Association & Belmont 2nd Soccer

- Brendan Grant baseball, baseball practice
- Astrodut (Laris)
- Football Soccer practice ("EN practice")

- Soften foot 100% of SS
- NS field: [frosh soccer (what is Fix used Erz) Mark Sur
- Mys Syns 32 M
- Softball field: part of cross-country course
- Sofon Sofon Sofon







Belmont, Massachusetts

Email from Stewart Roberts regarding fields

Revised #2

Maureen

Here is the revised layout with the new requirements.

This layout shows the current Soccer field size which is 100 yards by 60 yards with a ten foot soccer clearance all around. (Not the 15 yard clearance for lacross)

The dirt area of the softball field is as requested, but because it gets a little larger it overlaps with the soccer field.

As you can see it is not possible to keep the fields from overlapping with the required clearances that were provided. It is close but given dimensional requirements provided I do not think it is possible to keep the dirt area out of the soccer field.

You will also note that the ten foot clearance required for soccer does not quite fit with the property lines we established in the schematic design when we slide the fields to the south. The property lines could be adjusted if necessary to meet the clearance requirements of the field

I have also shown a new drop-off area. It is about two thirds the size of the current one.

PERFORMANCE EVALUATION AND PLANNING POLICY

The purpose of the performance evaluation and planning process is:

- to recognize significant accomplishments
- to assist the employee in formulating his/her goals for the upcoming year
- to assist the employee in professional growth and development
- to assist the departments in formulating goals for the upcoming year

The performance evaluation consists of the Individual Employee Goals and the Self Evaluation worksheets. Evaluations will be completed annually on or near the employee's anniversary date. The employee will be given the worksheets to complete four weeks prior to meeting with his/her supervisor. The supervisor will meet with the employee to discuss the performance evaluation and mutually determine the goals for the year and the actions necessary to achieve them. The Director will review employees' evaluations and goals with the department supervisors. The supervisor will make every reasonable effort to meet with the employee mid-year for an informal discussion to review progress toward achieving the goals. At year's end, the supervisor and the employee will meet to review the employee's achievements and overall performance and establish goals for the coming year. This policy, the performance evaluation worksheets and the procedures will be implemented according to the library's implementation plan and reviewed for possible revisions each year.

Procedures

The performance evaluation consists of the Individual Employee Goals and the Self Evaluation worksheets.

Annual reviews will take place within two weeks of the employee's anniversary date of employment if at all possible. The supervisor will give the employee the self evaluation and individual goals worksheets four weeks before they meet. The employee will fill out these worksheets in preparation for the meeting. The completed worksheets should be submitted to the supervisor one week prior to the meeting. The supervisor may consult with the director if necessary.

Employee and supervisor will meet to discuss the previous year's goals and the self evaluation. They will mutually determine goals for the coming year using the long range plan, the employee's job description and any criteria in which the employee's performance has been noted as needing improvement in current or previous evaluations. They also will determine the actions necessary to achieve the goals, and how achievement will be measured.

The director will review the employee's evaluation and goals with the department supervisor after the employee and supervisor meet.

All parties must sign the completed performance evaluation worksheets, which may include comments from the supervisor and director. The supervisor will keep one copy, the employee will receive a copy and one copy will go in the employee's personnel folder.

The supervisor will make every reasonable effort to meet with each department employee midyear to informally review progress made toward the goals.

The process repeats itself the following year. The supervisor will make an appointment with the employee within two weeks of the employee's anniversary date to review the employee's achievements and overall performance of the prior year, and establish goals for the coming year.

Implementation Plan

Goal setting for BLA staff will take place from June through August. First evaluations, based on the Individual Employee Goals and the Self Evaluation worksheets, will take place within 6 to 8 months of goal setting, as outlined below. From the second year on, evaluations will take place within two weeks of employee's anniversary date, or at another date agreed upon by the employee and the supervisor.

Reference

Staff	Anniversary	Goalsetting	1st Evaluation	2 nd Evaluation –
	Date		Section Section (Section Section Sec	within 14 days of:
Girouard, Ellen	09/06	June, 2012	January 2013	9/06/13
Odell, Charles	10/03	June, 2012	January 2013	10/03/13
Reardon, Emily	10/13	June, 2012	February 2013	10/13/13
Smith, Emily	12/01	July, 2012	February, 2013	12/01/13
MacNair, Miriam	12/07	July, 2012	March, 2013	12/07/13
Baer, Carol	02/18	July, 2012	March, 2013	02/18/14
Chan, Corinne	04/09	Aug, 2012	April, 2013	04/09/14

Children's

Staff	Anniversary	Goalsetting	1 st Evaluation	2 nd Evaluation –
	Date	å. • .		within 14 days of:
Shaver, Denise	09/19	June, 2012	February 2013	9/19/13
Borusk, Deborah	09/02	June, 2012	February 2013	09/02/13

Technical Services

Staff	Anniversary	Goalsetting	1 st Evaluation	2 nd Evaluation –
	Date			within 14 days of:
Dooe, Fred	06/11	July, 2012	March, 2013	6/19/14
Baer, Carol	02/18	July, 2012	March, 2013	02/18/14

INDIVIDUAL EMPLOYEE GOALS

NAME:	DATE:
POSITION.	EVALUATION PERIOD:
POSITION:	EVALUATION PERIOD:

These should be set by the employee and his/her immediate supervisor, directly related to the employee's duties and job description, the library's long range plan and to any criteria in which the employee's performance has been rated as needing improvement in current or previous evaluations.

Goals should be:

- Realistic
- Measurable
- Consistent with both Town and Library goals
- Related to the employee's job description and to the employee's responsibilities and tasks
- Built upon the performance improvements identified in the current as well as the previous evaluations
- Related to professional and personal growth in the job
- Related to opportunities, needs, and tools to learn the job better
- Supportive of the efforts to promote teamwork



ATE:
VALUATION PERIOD:
Expected date for accomplishing this goal:
How and when will progress be measured?
Initials: Employee Supervisor
o your satisfaction?

SELF EVALUATION

NAMI	E:	DATE:	
POSII	TION:	EVALUATION PERIOD:	
the rev used to	view period, particularly those not covered in	to describe and evaluate your accomplishments during your review of last year's goals. The process should be You may use these questions as a guideline. Please typing additional sheets of paper if necessary.	
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2.	Please list committee assignments, professi and other projects completed during this eve	onal development classes attended, conferences attended aluation period.	:d,
3.	 the coming year. Please consider the follows customer service skills reference skills (searching, collection de technology skills oral and written communication with the approach to teamwork 	evelopment, readers advisory, etc.) e public and other staff members of work performed, initiative, adaptability)	ng
4.	Please note any additional training and/or jo	bb skills you think would help your job performance.	
5.		id or impede your ability to achieve your goals? Sugge help you and your department work more effectively.	st
6.	Other comments?	·	
7.	Please fill out a new Individual Employee C goals for next year.	Soals worksheet outlining your personal and departmen	tal
	My signature indicates that I have participar of the comments.	ted in this evaluation, not necessarily that I agree with a	11
	Employee's Signature Date	Supervisor's Signature Date	

TRUSTEES MEETING AGENDA June 5, 2012

CLAFLIN ROOM 7:00 PM

Building and Grounds

I'm sure you have all noticed the big oak tree has been removed. In the process of the removal, the fence and the sidewalk were damaged. The town has repaired both.

The flower beds in front of the library will be weeded again and fresh mulch put down on Friday, June 1st. I was hoping to have it done before the Garden Club show but....at least it will be done for the Saturday show.

Director's Report

The union information is in the packet. The plan may not be perfect but it will get them started immediately and that is the goal. We will review the policy, procedures and forms annually. Approval is need from the Board.

The May 24th meeting to discuss the fields was very positive. If we can fit the girl's varsity softball field and the practice field then the HS boys and girls lacrosse will be moved to the incinerator site - at least that was the discussion. Stewart is working on the plan, Peter Castanino and Glenn Clancy will work with the designer to include shelter and bathroom facilities up at the incinerator and the school will look into the cost for busing to and from the incinerator site and if they would need additional sport trainers incase of an injury. Matt will go over the details at the meeting. Matt's presentation to the group is in the packet.

BLF - made and offer to Melissa Lynch and she has accepted. They are working on the contract.

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HEALTH INSURANCE	514800	LONGEVITY	6,150.00		6,150.00	00.00	4,053.57	2,096.43	6,150.00	65.9%
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MEDICARE 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,501,00 10,50	517200	WORKER'S COMPENSATION			1,266.00	00.0	1,266.00	00:0	1,266.00	100.0%
PROFESSIONAL SERVICES 780.00 780.00 0.00 511.55 178.45 780.00 780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00 1780.00	517800	MEDICARE	_		10,501.00	00.0	10,501.00	00.0	10,501.00	100.0%
PROFESSIONAL SERVICES 790.00 7790.00 0.00 511.55 278.45 7790.00 1780.00 0.00 5.990.26 1,679.74 7.690.00 1780.00 0.00 234.737.68 23.222.42 257.960.00 10.00 0.00 234.737.68 23.222.42 257.960.00 10.00 0.00 234.737.68 23.222.42 257.960.00 10.00 0.00 234.737.68 23.222.42 257.960.00 10.00 0.00 234.737.68 23.222.42 257.960.00 1.20.00 0.00 1.216.025.00 1.4.438.50 1.094.302.21 1.21,722.79 1.216,025.00 1.20.00 1.216.025.00 1.4.438.50 1.094.302.21 1.21,722.79 1.216,025.00 1.20.00 1.20.00 1.216.025.00 1.216.025.00 1.216.025.00 1.216.025.00 1.216.025.00 1.216.025.00 1.216.025.00 1.216.025.00 1.216.025.00 1.216.025.00 1.216.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.226.025.00 1.22	517900	LIFE INSURANCE	227.00		227.00	00:0	227.00	00.0	227.00	100.0%
PROFESSIONAL SERVICES 790.00 790.00 611.55 278.45 790.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.00 780.	16122									
TOTAL LIBRARY TECH SERVICE 7,660,000 7,660,000 0.000 5,980,26 1,679,74 7,650,000 0.000 234,737,58 23,222,42 257,960,00 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	530000	\vdash	790.00		790.00	00.0	511.55	278.45	790.00	64.8%
BOOKS/PER/FILM/CD/REC 257,960,00 257,960,00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	534100	TELEPHONE	7,660.00		7,660.00	00.0	5,980.26	1,679.74	7,660.00	78.1%
TOTAL LIB PUBLIC SERVC	552900	BOOKS/PER/FILM/CD/REC	257,960.00		257,960.00	00.0	234,737.58	23,222.42	257,960.00	91.0%
TOTAL LIB PUBLIC SERVC 1.216,025.00 0.00 1.216,025.00 14,438.50 1,094,302.21 121,722.79 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,025.00 1.216,0	573000	DUES	00.00		0.00	00:0	00.00	0.00	0.00	#DIV/O
TOTAL LIB PUBLIC SERVC 1,216,025.00 0.00 1,216,025.00 14,438.50 1,094,302.21 12,1722.79 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,025.00 1,216,0		The state of the s						AND	odo na sano vo some soverseno	
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LIBRARY TECH SERVICE 138,915.00 1,88,915.00 2,683.94 128,152.80 10,782.20 138,915.00 SALARIES, FULL TIME 19,001.00 19,001.00 418.92 12,281.28 10,782.20 138,915.00 SALARIES, PART TIME 19,001.00 19,001.00 418.92 12,281.28 6,719.72 19,001.00 LONGEWITY 875.00 875.00 0.00 1,404.00 0.00 1,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 0.00 16,404.00 0.00 0.00 16,404.00 0.00 0.00 2,231.00 0.00 0.00 2,231.00 0.00 2,231.00 0.00 0.00 2,231.00 0.00 0.00 1,11,000.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00				-						
SALARIES, FULL TIME 138,915.00 138,915.00 2,663.94 128,152.80 10,762.20 138,915.00 LONGENITY 19,001.00 18,001.00 418.92 12,281.28 10,762.20 138,915.00 LONGENITY 875.00 875.00 18,001.00 0.00 1487.50 (612.50) 19,001.00 HEALTH INSURANCE 16,404.00 0.00 1487.50 (612.50) 19,001.00 WORKER'S COMPENSATION 347.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0.00<		LIBRARY TECH SERVICE								
SALARIES, FULL TIME 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,915.00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 138,00 13	16131									
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LONGENITY	511100	SALARIES, PART TIME	19,001.00		19,001.00	418.92	12,281.28	6,719.72	19,001.00	64.6%
HEALTH INSURANCE 16,404.00 16,404.00 0.00 16,404.00 0.00 16,404.00 0 16,404.00 0 16,404.00 0 16,404.00 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	514800	LONGEVITY	875.00		875.00	00:00	1,487.50	(612.50)	875.00	170.0%
WORKER'S COMPENSATION 347.00 347.00 0.00 347.00 0.00 347.00 0.00 347.00 0.00 2,231.00 0.00 2,231.00 0.00 2,231.00 0.00 2,231.00 0.00 2,231.00 0.00 2,231.00 0.00 2,231.00 0.00 2,231.00 0.00 2,231.00 0.00 2,231.00 0.00 2,231.00 0.00 2,231.00 0.00 2,231.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 <td>517000</td> <td>HEALTH INSURANCE</td> <td>16,404.00</td> <td></td> <td>16,404.00</td> <td>00:00</td> <td>16,404.00</td> <td>00:00</td> <td>16,404.00</td> <td>100.0%</td>	517000	HEALTH INSURANCE	16,404.00		16,404.00	00:00	16,404.00	00:00	16,404.00	100.0%
MEDICARE 2,231.00 2,231.00 0.00 2,231.00 0.00 2,231.00 0.00 2,231.00 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	517200	WORKER'S COMPENSATION			347.00	00.0	347.00	00.0	347.00	100:0%
COMPUTER SERVICE 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,1000.00 74,1000.00 74,1000.00 74,1000.00 74,1000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 70,000.00 <td>517800</td> <td>MEDICARE</td> <td>2</td> <td></td> <td>2,231.00</td> <td>0.00</td> <td>2,231.00</td> <td>00.00</td> <td>2,231.00</td> <td>100.0%</td>	517800	MEDICARE	2		2,231.00	0.00	2,231.00	00.00	2,231.00	100.0%
COMPUTER SERVICE 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 74,000.00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,00 70,	16132									
PROCESSING SUPPLIES	530600	COMPUTER SERVICE	74,000.00		74,000.00	00.00	73,362.91	637.09	74,000.00	99.1%
DUES 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 262,773.00 3,082.86 245,252.34 17,520.66 262,773.00 TOTAL LIBRARY DEPARTMT 1,881,184.00 0.00 1,881,184.00 21,377.65 1,689,742.39 191,441.61 1,881,184.00	542200	PROCESSING SUPPLIES	11,000.00		11,000:00	0.00	10,985.85	14.15	11,000:00	99.9%
262,773.00 0.00 262,773.00 3,082.86 245,252.34 17,520.66 262,773.00 1,881,184.00 0.00 1,881,184.00 21,377.65 1,689,742.39 191,441.61 1,881,184.00	573000	DUES	00.0		00:00	00.00	0.00	0.00	0.00	#DIA/0i
262,773.00 0.00 262,773.00 3,082.86 245,252.34 17,520.66 262,773.00 1,881,184.00 0.00 1,881,184.00 21,377.65 1,689,742.39 191,441.61 1,881,184.00		ALLE MAN TO PROPERTY OF THE PR								
1,881,184.00 0.00 1,881,184.00 21,377.65 1,689,742.39 191,441.61 1,881,184.00	Parket Market Ma	TOTAL LIBRARY TECH SERV		•	262,773.00	3,082.86	245,252.34	17,520.66		93.33%
		TOTAL LIBRARY DEPARTMT			1,881,184.00	21,377.65	1,689,742.39	191,441.61	1,881,184.00	89.82%

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Belmont Public Library Activity Report For The Month of April 2012

Days open Days open		27 28			
Agency	April 2012		Increase Over Apr 2011	Cumulated <u>2012</u>	Cumulated Increase Over 2011
Adult Juvenile _ Total	22,447 21,714 44,161		(392) 380 (12)	93,561 90,428 183,989	(1,197) <u>4,657</u> 3,460
Average Da	nily Circulati	on			·
Adult Juvenile	2012 802 776	2011 846 790			
Non-Book (included in	above figu	ires)		
Adult Juvenile_ Total	9,746 4,511 14,257		(4) (59) (63)	40,736 17,851 58,587	(769) (657) (1,426)
DVD Adult	6,930		350	29,138	663
Juvenile Total	3,308 10,238		<u>397</u> 747	<u>13,188</u> 42,326	(369) 294
Downloadal	ble Audiobo	oks		-	
Checkouts	915			3,617	
Internet Use	e 2,178			10,229	
momor	2,110				
Interlibrary Borrowed Loaned Faxed	38 39 -			168 198 1	
Young Adul	t Circulation 1,836	า	285		

Reference	and	Inforn	nation

	April	Increase Over	Cumulated	Cumulated Increase
	<u>2012</u>	Apr 2011	<u>2012</u>	Over 2011
Adult	3,276	(72)	13,533	364
Email	. 3	(2)	10	(24)
Total	3.279	(74)	13,543	340

Book Processing

Added:

1,052

Withdrawn:

1,270

Repaired:

Meeting Room Use Room Assembly Flett Misc. Total	Times Used 14 28	Attendance 490 794 <u>548</u> 1,832	Cumulated Times Used 81 117 50 248	Cumulated Attendance 2,915 2,804 1,315 7,034
Library Sponsored Pro Adult Juvenile Young Adult Total	ograms (included i 4 23 4 31	in above figures) 98 1,428 49 1,575	28 111 <u>13</u> 152	763 4,550 142 5,455

Circulating Passes:			Pass Cumulated
Aquarium	27		98
Audubon	14		21
Boston By Foot	-	(Pass not available in May)	-
Children's	17	·	79
DeCordova	17		44
Discovery	14		48
Essex/Peabody	13		40
Fine Arts	29		124
Gardner	20		61
Harvard Art	2		10
Harvard Natural History	8		43
Institute of Contemp. A	5		40
Kennedy Library	3		17
Mass Parks Pass	3		5
Plimoth Plantation	.7		8
Science	33	•	161
Zoos	16		<u>46</u>
Total	228	•	845