

BELMONT MEMORIAL LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
December 18, 2014

Chair Lowrie called the meeting to order at 7:35 p.m. in the Claflin Room of the Library. Also present were Trustees Elaine Alligood, Mark Carthy, Gail Mann, and Interim Director Emily Reardon.

The minutes of the Trustees Meeting of October 16, 2014 were approved on a motion by Chair Lowrie, seconded by Trustee Carthy and voted unanimously. The minutes of the Trustees Meeting of November 13, 2014 were approved on a motion by Chair Lowrie, seconded by Trustee Alligood and voted unanimously.

Miscellaneous Business

Ms. Reardon discussed an issue involving two patrons, both Belmont residents, who had failed to return or replace a significant number of video games with a value in excess of \$5,000. She referenced the policy approved by the Trustees in September 2014 to limit the number of video games that may be checked out, but noted that the current situation pre-dates the new policy. Ms. Reardon reported that the Assistant Town Manager had suggested the possibility of a small claims court action. The Trustees concurred with sending the patrons a final letter requesting return of or reimbursement for the video games and noting that the Library would consider taking civil action to recover the value of the video games.

It was noted that the policy sub-committee should consider whether to impose circulation limits on other items.

Director Search

Trustee Alligood, the chair of the search committee appointed in September, noted that the Library Director search would be reopened in January 2015 and that the committee would expedite the process to the extent feasible. Trustee Mann noted that she would no longer be able to serve on the search committee because she would be out of the country for most of the month of February. Chair Lowrie moved to have the search committee remain as presently constituted but with only two Trustees – (Trustee Alligood and Trustee Phillips), unless Trustee Keohane is available to serve. The motion was seconded by Trustee Carthy and voted unanimously.

Chair Lowrie moved to adjourn the meeting at p.m., seconded by Trustee Carthy, and voted unanimously.

Old Business

Ms. Reardon reported that Ms. Conners had submitted the final application for a CPA grant for digitizing Belmont newspapers (1890-1923). Two vendors will provide the

service to digitize the newspapers, including searchability functionality. For documents that are not presently in the public domain, the vendor (Newsbank) was not willing to reduce its significant estimate for these services.

New Business

Ms. Reardon reported on the Town attorney's view on whether the Library could co-sponsor the "Path Appears" campaign. While the Library may not donate to another non-profit, co-sponsorship of the campaign to encourage readership of the book along with other Belmont non-profit and religious organization, was acceptable. Trustee Carthy moved to authorize co-sponsorship of the "Path Appears" campaign subject to the Belmont Public Library not contributing financially to the campaign. The motion was seconded by Trustee Mann and voted unanimously.

Ms. Reardon advised that the Library had received an unrestricted bequest gift of \$5,000. She recommended that the gift be used to partially defray the costs of upgrading the Library's website, including necessary security enhancements. Analysis of the cost of necessary enhancements is ongoing.

Ms. Reardon reported that the Belmont Art Association would like to exhibit art from local artists at the Library, and would be exhibiting off the second floor railing for security reasons, which was acceptable to the Trustees.

Ms. Reardon reported that the Library was storing much old furniture in needed space and would like to determine how best to use, sell or dispose of the furniture to free up the space. In particular, the Fire Department has said that in the boiler room it is necessary to create more clearance around the boiler. The Trustees suggested that the staff inventory and value the furniture, determine what they would like to keep for Library use, and report back to the Trustees.

Chair Lowrie called for an Executive Session to consider the Belmont librarian's union contract noting that an Executive Session was necessary to preserve the Library's interests. The regular meeting will not reconvene. The roll call vote to move into Executive Session was as follows: Alligood-aye; Carthy-aye; Lowrie-aye; Mann-aye. Emily Reardon left the meeting prior to the commencement of the Executive Session.

Next meeting will be held on Thursday, January 15, at 7:30 p.m.

Respectfully submitted,
Gail S. Mann, Secretary pro tem

Exhibits:
Agenda December 18, 2014
Minutes November 13, 2014

Director's Report, December 18, 2014

Activity Report for the months of September, October and November 2014

Library Expenditures, December 2014

Library FY15-21 Capital Budget-Projection

E-mail to George A. Hall, Jr. and reply regarding co-sponsorship of a community campaign to encourage readership of "A Path Apears: Transforming Lives, Creating Opportunity" by Nicholas Kristof and Sheryl WuDunn

Final application to Community Preservation Committee dated November 13, 2014 for digitization of Belmont newspapers (1890-1923)

Letter to Chair Lowrie dated December 10, 2014 from the Massachusetts Board of Library Commissioners regarding Belmont's participation in FY 2015 State Aid to Public Libraries Program

Memorandum dated November 7, 2014 to Maureen Conners regarding salary and non-salary custodian, and facilities and custodial expenses

[Draft letter to Town Administrator re: consolidation of custodial and facilities services]

Final Application

DIGITIZATION OF BELMONT NEWSPAPERS (1890 – 1923)

Goals:

The library's proposed project request is to digitize the local Belmont historical newspapers from 1890 – 1923 that are no longer published and in the public domain. Currently the local newspapers are only available in the library on microfilm. The library owns the master reels of microfilm. The goals of the proposed project are:

- to preserve Belmont's local history and make it accessible to the public 24/7
- to help preserve the longevity of the local newspapers
- to make information readily available in a means that the public now expects
- to make Belmont's historic newspapers available to future generations
- to help improve staff efficiency by reducing the amount of time library staff devote to researching local history questions by offering "keyword" searching which is not available on the microfilm

Community Need:

The local newspapers are used for research by:

- students looking for primary sources for their school assignments
- genealogists researching their family history
- business owners and prospective employees researching corporations/small businesses
- real-estate agents looking up details on specific properties
- attorneys searching for facts that help their cases
- almost any government agencies, community groups, members of historical societies, history buffs can gain useful insights that are unavailable in any other resource

Once the local newspapers are digitized, users will be able to access these resources from their home 24/7. Searching that used to take hours will take only minutes because of the ability to do a "key word" search. These newspapers are the only source that can provide an historic picture of the way life was in Belmont. This project is important to Belmont's history and a great benefit to the citizens of Belmont.

Community Support:

The library is the only repository collecting and preserving the local newspapers and will always have the master microfilm reels. Part of the library's mission is to preserve Belmont's local history and make it accessible to the public. The Historical Society, an organization dedicated to the preservation of our local history, strongly supports the digitization of Belmont's local newspapers. In their letter of support (enclosed), the Society recognizes how vital these newspapers are for research and that "these newspapers are historic snapshots of the entire public, private and social life of Belmont". The Town Clerk also endorses this project (letter of support enclosed). The Town Clerk not only receives inquiries

regarding archival records and vital records but also receives inquiries about former residents, events or genealogy research. Being able to direct these patrons to the library website to do their research from their home will be a wonderful asset for the Town. The High School supports this project as well (letter of support enclosed). Having the local newspapers digitized will make information readily available that was previously inaccessible and difficult for students to find. The digitization provides authoritative sources of local news and events ranging from government to community information: birth, marriage and death. Students will be able to accomplish their research in minutes instead of days.

Project Documentation:

BELMONT NEWSPAPER						
Newspaper	Dates	# of reels	# of frames			
Belmont Bulletin	3/8/1890 - 12/31/1898	4	2,729			
Belmont Courier	1/2/1889 - 12/1/1917	2	1,150	5 frames per issue - 1st & last frames single. middle 3 frames double		
Belmont Patriot	1/5/1918 - 12/28/1918	1	229			
Belmont Tribune	11/14/1902 - 4/14/1916	9	5,235			
Belmont Citizen	3/19/1919 - 12/29 /1923	2.5	1525	121 are double frames		
TOTAL		18.5	10,868			

Timeline:

If approved, the microfilm will be sent to the vendor in 2015. Timelines for digitization are variable and depend upon volume. Once the initial project is started, an estimated timeframe can be provided for completion of the digitization. Once completed, the library will have 30 days to review images and send notifications of any problems.

Credentials:

The applicant has a Master's Degree in Library Science, recognizes the importance of preserving and making accessible local history, has managed several grants from the state, has a working relationship with the Belmont Historical Society and has been responsible for overseeing budgets.

Success Factors:

Because the digitization project will make researching the local historical newspapers so accessible, we expect to see an increase in use of the digital version of the newspapers, less staff time researching questions, and a decrease in the use of the microfilm. The library will determine this by:

- maintaining statistics on the use of the newspapers online
- recording the number of research questions
- recording the amount of time spent researching questions from local residents and out of state patrons
- tracking the number of requests for the microfilm

Budget:

The **total cost** for this project is **\$17,923. 24.**

The cost to digitize the newspapers from 1890 to 1923 and make them accessible 24/7 is \$4,823.24. The money will be used to digitize the existing microfilm frame by frame following approved industry standards. Lyrasis Digital partners with libraries, archives, museums and other cultural organizations to expand, enrich, and share important and unique collections.

Once digitized, the files will then be set up for searching capabilities and mounted by a host provider, Blue Robin, to make them accessible via the library's website. Blue Robin will convert the digital files to searchable web-friendly archives. The fee for the Newspaper Digital Archive System will be \$9,800. Blue Robin has its own data center in Waltham and will host the Belmont historic newspapers for \$275 a month or \$3,300 per year. Blue Robin has converted and hosts the historic newspapers for the Wellesley Public Library.

Please see attached quote for services.

Other Funding:

No other additional funding sources are available.

Maintenance:

The maintenance costs associated with this project are:

- replacement of the PCs and printers when necessary (usually every three to five years)
- a monthly hosting fee
- service support

The computer and printer replacement mentioned above is included in the library's current replacement plan which is funded by the Town. The library does not need any additional computers to make the local newspapers accessible. The newspapers will be available on all the existing PCs. Hosting fees and support services will be included in the library's budget.

Impact on Town Budget:

There will be no impact on the Town's operating budget. No special equipment or additional computers are necessary to make the local historical papers accessible to all 24/7. The annual hosting fee is included in our materials budget.



TOWN OF BELMONT
TOWN CLERK'S OFFICE
455 CONCORD AVENUE
BELMONT, MASSACHUSETTS 02478

ELLEN O'BRIEN CUSHMAN
TOWN CLERK

TEL. (617) 993-2600
FAX (617) 993-2601

November 13, 2014

Members of the Community Preservation Committee
Town of Belmont
455 Concord Avenue
Belmont, MA 02478

Members of the Belmont Community Preservation Committee,

Please excuse the tardiness of this letter. I have out of office for several days, just returning yesterday.

I write in support of the Library's digitizing of Belmont newspapers project proposal for CPA funding. As the official keeper of the Town records, my office is daily contacted by residents, former residents and interested parties seeking facts, references and information about Belmont. We refer to the official Town records for the facts and often refer the requestor to the Library or the Historical Society for context. We are all collectively limited by the fact that key information about Belmont still exists only as paper records, requiring tremendous labor and often, the institutional knowledge of the responder/researcher to bracket the timeframe for the research. In the Town Clerk's office we have concentrated on indexing the records/documents of the past such as Town Meeting votes as well as scanning and digitizing the current records/documents, working both ends up the middle. The Town Clerk's office has prioritized the digitizing of our vital records but we understand that these records are facts, not the complete picture.

Residents seek information about the conditions, the people and the facts of the past, not just the facts of the past. This library CPA project will allow the Town to add the context around the facts, a critical component necessary to understand why and how decisions were made. This can be better understood and very powerful if the requestor could also read the letters to the editor, news stories and police logs to enhance our understanding.

I fully support the Library's digitizing of Belmont newspapers project and hope the Community Preservation Committee will also. I ask that you pass this letter along to the other members of the committee, with my thanks.

Ellen O'Brien Cushman
Town Clerk
Belmont, MA

BELMONT HISTORICAL SOCIETY
BELMONT PUBLIC LIBRARY
POST OFFICE BOX 125
BELMONT, MASSACHUSETTS 02478

October 29, 2014

Belmont Public Library
336 Concord Avenue
P.O. Box 125
Belmont, MA 02478

RE: The Belmont Public Library's FY 2015 Community Preservation Act Funding Application

To Whom It May Concern:

The Belmont Historical Society strongly supports the Belmont Public Library's Community Preservation Act funding application to digitize the local newspapers that it currently stores on microfilm.

Local newspapers are among the most valuable historical resources that the library possesses. These newspapers offer a regular accounting of life in Belmont beginning in 1890. These historic newspapers are out-of-print and they would be difficult to replace if the microfilm they are on were lost or damaged. In addition, the wide-range of content contained in the many years of newspapers that the library seeks to digitize cannot be found outside of the local newspapers. As an organization dedicated to the preservation of our local history, the Belmont Historical Society recognizes the importance of these newspapers for research. The newspapers contain countless articles that document the events and activities of our town through the years and provide statistical information about the town and its people. Further, the commentaries in some newspaper issues and the advertisements shed light on the public mood and the local commerce of the time. These newspapers are historic snapshots of the entire public, private, and social life of Belmont.

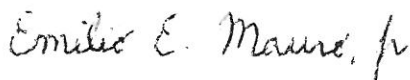
In order to ensure that these historic local newspapers are available to future generations of Belmont residents, the newspapers must be upgraded from their current microfilm format to a digitized format. Microfilm is brittle and it will not survive indefinitely. It is important to digitally back up the aging and heavily used microfilm before the reels become too frail or damaged to reproduce. Unlike microfilm, digital storage formats do not wear out and cannot crack or jam. Thus, the digitization project will technologically reset the clock on the aging process and allow the newspaper content to be ready for long-term future use by the community.

The Belmont Public Library's digitization project will allow the public to have greater access to these historic local newspapers than is currently possible by storing the said newspapers in an internet friendly digital format that can be accessed at any time from off-site. In addition, as anyone who has regularly used microfilm knows, microfilm reels are not user friendly. Digitization will allow for keyword searches that will greatly reduce the need for lengthy searching through microfilm reels.

The Belmont Public Library's plan to digitize the newspapers and retain the microfilm copies as backups is responsible historic preservation and it would greatly benefit our community.

Please do not hesitate to contact me if I can be of any further assistance to you regarding this matter.

Sincerely,



Emilio E. Mauro, Jr.
President of the Belmont Historical Society
PHONE: (617) 993-2878
E-MAIL: belmonthistory1859@gmail.com

August 29, 2013

Consolidation items to consider

The Library could be included on the following:

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
-------------------	--------------------------

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.

5. At the meeting held on July 31, we briefly discussed whether the town would take over mowing the lawn and shoveling the snow for the library. It was not clear if the Town was going to do that during the 6 month trial period. Currently the library custodian does the mowing and shovels the snow.

All of the above could save money for the Town and would give us an opportunity to see how well the consolidation plan is working out between all participants. The trustees would still like to have a seat on the Consolidation Board.

We look forward to meeting the new Facility Director this fall.



Maureen Conners <mconners@minlib.net>

RE: Custodian Salary

1 message

Castro, Glen <gcastro@belmont-ma.gov>
To: "Conners, Maureen" <MConners@minlib.net>

Fri, Nov 7, 2014 at 1:25 PM

Here are the breakdown for salary and non-salary:

Salary Expense

1. Base salary
2. Specialty stipend
3. Uniform clothing
4. Longevity
5. Insurance
6. Not OT (we can add \$9,950 to the total for salary expense)

Non-Salary Expense includes the following:

1. ESCO Utilities
2. Natural Gas
3. Electricity
4. Water
5. Repair & Maint. Bldg/Ground
6. Repair & Maint. Vehicles
7. Custodial supplies
8. Veh Supp-Gasoline

Thank you,

11/07/2014 12:34
8051gcas

TOWN OF BELMONT
FY15 CY REPORT FORMAT

PG 1
g1yrcbud

FOR 2015 99

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
LB Library							
16111 Library Administration Salary							
511000 Full Time Salaries	204,318	.00	204,318.00	81,939.40	.00	122,378.60	40.1%
511100 Part Time Salaries	10,436	.00	10,436.00	2,662.75	.00	7,773.25	25.5%
513000 Overtime	9,950	.00	9,950.00	3,676.16	.00	6,273.84	36.9%
514100 Specialty Pay	260	.00	260.00	75.00	.00	185.00	28.8%
514800 Longevity	975	.00	975.00	.00	.00	975.00	.0%
517000 Health Insurance	22,295	.00	22,295.00	.00	.00	22,295.00	.0%
517800 Medicare	3,288	.00	3,288.00	.00	.00	3,288.00	.0%
519900 Uniform Allowance	820	.00	820.00	820.00	.00	.00	100.0%
TOTAL Library Administration S	252,342	.00	252,342.00	89,173.31	.00	163,168.69	35.3%
16112 Library Administration Expense							
521100 Utilities ESCo Lease Payme	8,690	.00	8,690.00	4,345.00	.00	4,345.00	50.0%
522800 Natural Gas	16,500	.00	16,500.00	577.89	.00	15,922.11	3.5%
522900 Electricity	40,015	.00	40,015.00	9,747.29	.00	30,267.71	24.4%
523100 Water	5,000	.00	5,000.00	1,027.65	.00	3,972.35	20.6%
524300 Repair & Maint Bldg/Ground	134,235	.00	134,235.00	21,781.73	.00	76,940.94	42.7%
524400 Repair & Maint Vehicles	5,515	.00	5,515.00	.00	.00	5,515.00	.0%
530001 Prof Services-Medical Bill	299	.00	299.00	326.00	.00	-27.00	109.0%
531700 Prof Services-Emp Train Se	350	.00	350.00	.00	.00	350.00	.0%
531900 Prof Services-Advertising	500	.00	500.00	34.95	.00	465.05	7.0%
534500 Postage	2,800	.00	2,800.00	1,308.14	.00	1,491.86	46.7%
534700 Printing	1,500	.00	1,500.00	126.80	.00	1,373.20	8.5%
542100 Office Supplies	1,945	.00	1,945.00	156.28	.00	788.72	16.5%
545000 Custodial Supplies	12,257	.00	12,257.00	5,060.10	.00	4,257.00	65.3%
548900 Veh Supp-Gasoline	398	.00	398.00	18.00	.00	380.00	4.5%
571000 In State Travel	375	.00	375.00	100.91	.00	274.09	26.9%
573000 Dues and Membership	610	.00	610.00	593.00	.00	17.00	97.2%
TOTAL Library Administration E	229,989	.00	229,989.00	45,203.74	38,452.23	146,333.03	36.4%
16121 Library Public Service Salary							

Belmont Memorial Library

Belmont, Massachusetts

Estimate of Repairs to Existing Library

5/28/2014

Construction

	29,300 SF		Required Scope	Basic Scope	Optional Scope	Access Improvements
Sitework						
Repair Steps		Allow		\$155,000		
New Ramp at front		Allow				\$85,000
Steel						
Repairs to Roof Structure		Allow	\$11,000			
Replace handrails		Allow				\$22,000
Architectural Woodward						
New Service Desks		Allow				\$44,000
Roofing						
Replace Flat Roof	8,000 SF	\$16/SF	\$128,000 *			
Repairs to Sloped Roof	6,000 SF	\$12/SF	\$72,000 *			
Doors and Windows						
New Storm Windows	1,800 SF	\$27/SF	\$48,600			
New Auto. Door Openers	6 SF	\$5,500/SF				\$33,000
Metal and Glass						
Interior Glazing		Allow			\$10,000	
Drywall & Carpentry						
New Partitions		Allow			\$30,000	
Ceilings	29,300 SF	\$6.50/SF	\$190,450			
Flooring						
Carpet	24,000 SF	\$4.44/SF		\$106,667		
Vinyl tile	5,000 SF	\$4.00/SF		\$20,000		
Painting						
Paint Interior Walls		Allow		\$90,000		
Paint Exterior Trim		Allow	\$25,000			
Elevator						
Replace Elevator		Allow	\$250,000 *			
HVAC						
Replace HVAC System	29,300 SF	\$33/SF	\$966,900			
Plumbing	29,300 SF	\$9.50/SF				\$278,350 *
New Toilet Rooms		Allow				\$180,000
Fire Supression System	29,300 SF	\$9.00/SF	\$263,700 *			
Electrical						
New Lighting	29,300 SF	\$10.00/SF		\$293,000 *		
New Power	29,300 SF	\$15.50/SF		\$454,150 *		
Communications						
Data	29,300 SF	\$4.50/SF		\$131,850		

Subtotal		\$1,955,650	\$1,250,667	\$40,000	\$642,350
Design Contingency	15.00%	\$293,348	\$187,600	\$6,000	\$96,353
Subtotal		\$2,248,998	\$1,438,267	\$46,000	\$738,703
GC Overhead and Profit	15.00%	\$337,350	\$215,740	\$6,900	\$110,805
Subtotal Construction		\$2,586,347	\$1,654,007	\$52,900	\$849,508

Project Expenses

Furnishings	15,000 SF	\$24.00/SF	\$360,000		
Architecture Fees	12.00%		\$310,362	\$198,481	\$6,348
Project Manager	3.00%		\$77,590	\$49,620	\$1,587
Misc Expenses		Allow	\$50,000	\$20,000	\$5,000
Printing Bid Doc		Allow	\$7,000	\$5,000	\$3,000
Construction Contingency		10.00%	\$258,635	\$165,401	\$5,290
Temporary Facility		not included			
Subtotal Project Expenses			\$703,587	\$798,502	\$21,225
					\$228,377

Total Project Budget		\$3,289,934	\$2,452,508	\$74,125	\$1,077,885
Cumulative Total			\$5,742,442	\$5,816,567	\$6,894,452

* Does not contribute to Architectural Access trigger unless total scope is over \$500,000

Barnes, Deitra

From: Maureen Conners <mconners@minlib.net>
Sent: Wednesday, May 21, 2014 1:19 PM
To: Barnes, Deitra
Subject: Fwd: 2 quick questions for Stewart
Attachments: Belmont Repair Est 2014.pdf; 521 CMR 3.docx

----- Forwarded message -----

From: **Roberts J Stewart** <sroberts@johnson-roberts.com>
Date: Wednesday, May 21, 2014
Subject: 2 quick questions for Stewart
To: Conners Maureen <MConners@minlib.net>

Maureen

Attached is the updated Belmont Library Repair Estimate. I have updated the ballpark estimates that were prepared in 2011 to reflect today's costs. I need to state again that the estimate is a ballpark estimate and is not based on any kind of in-depth analysis of work need to be performed. I believe some items on the list may have been completed, or are ongoing, since 2011.

I am also attaching the Language from the Architectural Access Board Regulations 521 CMR regarding jurisdiction. I think the key here is paragraph 3.3.2 which States "If the work performed, including the exempted work, amounts to 30% or more of the full and fair cash value (see 521 CMR 5.00) of the building the entire building is required to comply with 521 CMR."

Once you go over that 30% threshold, even with exempted work, it triggers full compliance. Given the work that needs to be done I think it will be difficult to avoid full compliance.

From: Emily Reardon [mailto:ereardon@minlib.net]
Sent: Thursday, December 04, 2014 4:28 PM
To: George Hall
Subject: Belmont Public Library and "A Path Appears"

Hi,

I am currently the Acting Director of the Belmont Public Library, filling in between Maureen Conners' retirement and the appointment of a new director. I believe that before she left, Maureen sent you a little information about a question we have, and I would like to follow up.

We have been asked to co-sponsor a "community campaign," originating with the First Church of Belmont, Unitarian Universalist Social Action Committee, to encourage people to read the book "A Path Appears: Transforming Lives, Creating Opportunity" by Nicholas Kristof and Sheryl WuDunn. Their goal is to open people's eyes to the needs of others around the world, point out organizations proven to be effective at addressing these needs, and show that we can support these organizations with relatively small donations of time and/or money. To date, the planned activities in this "campaign" include a talk by Nicholas Kristof; a "non-profit fair" showcasing Belmont's nonprofit organizations as well as a few speakers; and screenings of a PBS series based on the book.

Our question - is it OK for us to join and be listed as a co-sponsor? As Maureen wrote, "They are calling the event a campaign and I'm concerned about two things - separation of church and state and people thinking it is a fundraiser -not that they will be soliciting at the author event. Just need to be sure that it is okay to participate."

The current name of the campaign is
"A Path Appears in Belmont
A Campaign to Make a Difference"

Co-sponsors so far are the Belmont School Department, the Belmont Human Rights Commission, and the Belmont Religious Council (made up of representatives of Belmont's churches and temples of all religions and denominations), according to Jackie Neel, the organizer.

However, any literature will also say in some way that the campaign originated with the First Church in Belmont, Unitarian Universalist or its social action committee.

Although the purpose of the campaign is not fundraising, at least not at this point, there is the possibility that nonprofits participating in these events could accept donations.

Certainly the library has a role in providing copies of the book, but we wonder if it is OK to co-sponsor as well, since participation has grown beyond just one church.

Thanks so much for your advice. Please let me know what would be a good time to call you,
Best wishes,
Emily
Emily Reardon, Acting Director, Belmont Public Library

From: **George Hall** <GHall@andersonkreiger.com>
Date: Thu, Dec 4, 2014 at 5:24 PM
Subject: RE: Belmont Public Library and "A Path Appears"
To: Emily Reardon <ereardon@minlib.net>

Emily:

Thanks for introducing yourself – I look forward to meeting you at some point. Sorry for the delay in my response to Maureen's question.

I have no concerns about the legality (on First Amendment-Establishment grounds) of the Library's participation along the lines that Maureen described. I don't see that the Library is endorsing or involving itself in the communication of an explicitly religious message. The fact that religious organizations may see this "campaign" as consistent with their religious principles does not make the campaign a religious one. Lots of non-religious organization encourage people to support or engage in volunteer activities that serve others. There is nothing here that could be characterized as "excessive entanglement" with religion.

To answer the rest of the question, it would be helpful if you could explain to me what "sponsorship" means. Does this involve the expenditure of any money? Use of Library facilities for any of the events that you describe? Placement of messages at the desk or other prominent locations?

- Expenditures of money to support private charitable activity could be considered a violation of the Anti-Aid Amendment, and would be problematic. Let me know if anything like this is contemplated.
- The Library is free to allow the campaign to use Library meeting rooms or facilities for the "campaign," but this should be consistent with a clear and viewpoint neutral policy regarding the use of those facilities by other organizations. It would not even be unlawful to allow the use of facilities for fundraising or for-profit purposes if that's consistent with the Library's general policy. Your Library's policy (which I found online) prohibits the charging of an admission fee or the use of meeting rooms for "commercial purposes" but does not explicitly prohibit a nonprofit from asking for donations. If this kind of fundraising is merely incidental to an event the primary purpose of which is to promote the book, I have no concern about it.
- The same considerations apply to materials put on display. You have an Exhibit and Display Policy that should be followed (and interpreted in a viewpoint neutral way).

While I don't have much concern about it as applied to this situation, I think the policies you have online are a bit thin when it comes to dealing with potential First Amendment problems. The Cary Memorial Library in Lexington developed a more detailed policy after extensive consultations with us. While our written advice to the Town of Lexington is privileged, the Meeting Rooms Policy is a public document, and would make for a useful comparison. (You should be able to click on the link).

Let me know if that doesn't fully answer your questions.

George A. Hall, Jr.

T. 617.621.6530 | F. 617.621.6630

Anderson & Kreiger LLP | One Canal Park, Suite 200, Cambridge, MA 02141

From: Emily Reardon [mailto:ereardon@minlib.net]
Sent: Saturday, December 06, 2014 4:50 PM
To: George Hall
Subject: Re: Belmont Public Library and "A Path Appears"

Hi,

Thank you very much for your answer. I'm glad that it is legally OK for the library to participate in this effort. The more carefully I read your letter, however, the more I wonder about restrictions that might be imposed by the Anti-Aid Amendment. It sounds like we would be fine if we stuck to the following activities, which would involve publicizing the book:

- purchasing extra copies of the book and audiobook, to keep up with requests
- creating book displays, a book list, and possibly a bulletin board related to the themes in the book - consistent with our Exhibit and Display policy
- possibly hosting a program related to the book, i.e. on how to evaluate charitable organizations, consistent with our Meeting Room policy.

Originally Jackie Neel, chair of the "campaign" asked us to co-sponsor the author talk as an individual event. However, she now would like to list us along with the School Department, the Human Rights Commission, and the Religious Council as supporters of the whole campaign. I am attaching a flyer that Jackie prepared so you can see.

So, would it indeed be OK to be listed as a co-sponsor or supporter in this way? I have explained that we do not want to participate in any fundraising efforts. I know the campaign needs to raise money to pay for the author's travel, publicity, and so forth but I would prefer that the library is not involved - and it sounds like this might be legally problematic as well.

I see that the Cary Library's meeting room policy is much more specific than ours it on how the rooms can be used, and that it might be a good idea to expand and improve our meeting room policy. Thank you for all your help with this!

Emily

Emily Reardon

Acting Director

Belmont Public Library

336 Concord Ave., Belmont, MA 02478
[617-993-2872](tel:617-993-2872)

ereardon@minlib.net

From: **George Hall** <GHall@andersonkreiger.com>
Date: Wed, Dec 17, 2014 at 12:11 PM
Subject: RE: Belmont Public Library and "A Path Appears"
To: Emily Reardon <ereardon@minlib.net>

Emily:

The anti-aid amendment, states that:

No grant, appropriation or use of public money or property or loan of credit shall be made or authorized by the Commonwealth or any political subdivision thereof for the purpose of founding, maintaining or aiding any infirmary, hospital, institution, primary or secondary school, or charitable or religious undertaking which is not publicly owned and under the exclusive control, order and supervision of public officers or public agents authorized by the Commonwealth or federal authority or both

The amendment was adopted in the late 19th century as part of a nationwide effort to prohibit government financial support to Catholic schools, whether in the form of direct payments or the purchase of schoolbooks or the like. An amendment was proposed to the U.S. constitution, named the "Blaine Amendment" after Republican congressman James G. Blaine (1884 Republican nominee for president). The Blaine Amendment failed, following which the effort shifted to state legislatures. All but 11 states adopted similar constitutional restrictions.

As you can see, the law prohibits direct transfers of money or property. It does not prohibit the state or municipalities from buying goods or services from non-profits, or from engaging directly in activities that might be considered charitable, even if those activities are coordinated with the activities of charitable or religious groups. This is why I asked whether "sponsorship" involved the payment of money to any of the nonprofits involved in the campaign. If not, then you don't have an anti-aid amendment problem.

I am getting the sense that "sponsorship" in this instance has no specific meaning other than an official endorsement of the campaign. If the endorsement does not require anything from the Library that it would not be disposed to do anyway under its existing programs and policies, then you don't have a legal problem. You should obviously be sensitive to the politics of using a town department to endorse something, because you will be seen as presuming to speak for all of the residents of the town. For that reason, most town officials and departments avoid endorsing any kind of cause that has even a whiff of controversy around it. This kind of thing seems pretty "apple pie" to me, but you should use your judgment, both about the campaign itself, and the reliability of your co-sponsors. It doesn't present legal problems, however.

Let me know if that doesn't answer your questions.

ANDERSON
KREIGER

George A. Hall, Jr.

T. [617.621.6530](tel:617.621.6530) | F. [617.621.6630](tel:617.621.6630)

[Anderson & Kreiger LLP](#) | One Canal Park, Suite 200, Cambridge, MA 02141

DAVID A. KELLY

Attorney-at-Law

*45 Braintree Hill Office Park, Suite 302
Braintree, Massachusetts 02184*

Telephone: 781-848-6800

Email: davidkellyesq@comcast.net

Belmont Public Library
The Office of Trustees
336 Concord Street
PO Box 125
Belmont, MA 02478

November 28, 2014

Re: Estate of Paul C. Kelly: Middlesex Probate Court #14P1079EA
The Paul C. Kelly Trust -2005: Residual Estate Beneficiary
First Trust Distribution – Non Residual Distributions
Trust Article IV Section 3 Paragraphs 3,4,5,6 and 7
Belmont Public Library -- \$5,000

Dear Sir or Madam:

The Estate of Paul C. Kelly was admitted to probate by appointment of the undersigned as Personal Representative on May 15, 2014. The Estate of Paul C. Kelly designated the Paul C. Kelly Trust -2005 as the residual beneficiary of the Estate pursuant to his Last Will and Testament. The undersigned was designated as Successor Trustee to Paul C. Kelly upon his passing on December 7, 2013.

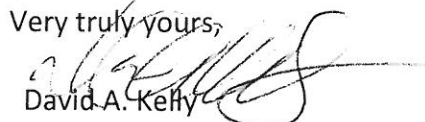
As Trustee of the Paul C. Kelly Trust – 2005, I have determined that Trust is able at this time to distribute all fixed amount distributions set forth in Trust Article V Section 3 Paragraphs 3, 4, 5, 6, and 7.

My Uncle, Paul C. Kelly, Boston Latin School Class of 1943 and resident of the Town of Belmont for many years, received a scholarship which enabled him to attend Harvard University and thereafter the Harvard Business School. He attributed much of the success he achieved in his continued higher education at Harvard University and indeed his business career following graduation from the Harvard Business School to the assistance and opportunity which the public school system and the resources of the Public Library. As Trustee, I am pleased that the Paul C. Kelly Trust is able to provide this bequest in accordance with his directions.

Please contact me with any questions.

Very truly yours,

David A. Kelly



DIRECTOR'S REPORT

December 18, 2014

Claflin Room

7:30 PM

Buildings and Grounds

Automatic door openers - A post with a button has been installed outside the entrance near the Children's Room, but the installers are trying to figure out the best place for a post and button at the poolside entrance, where the sidewalk slopes down to the parking area. Electrical work was in progress on Monday, Dec. 15.

Grouting of the front steps – Work on the steps is only partially complete, because Maureen was not satisfied with the outcome. Work on the gate is complete.

Insulation in East Wing – The Town has received a \$150,000 “green grant” to reduce energy consumption. Kevin Looney will see if the insulation work can be paid from this grant.

Old furniture – It has been recommended that the library remove old furniture and unneeded items from areas not designed as storage. Broken and unusable items may be discarded; usable furniture can be assigned a value by the Town Accountant, then offered to other departments or sold in an auction. Guidance from the Trustees would be appreciated on how much of the furniture should be retained for possible use in the future, including fundraising.

Director's Report

New Director Search – The Trustees should set a timetable so that the Library can advertise for a new director as soon as possible, preferably in early January. The new director must be on board by the summer, when work on a new building plan should begin if the Trustees decide to apply for a new building grant. The Trustees may also wish to create a search committee.

Consolidation – David Kale sent Maureen a list of budget line items that would be transferred from the Library to the Town under consolidation; this list is included in your packet. It includes utilities and maintenance line items; in the past, surplus in these accounts has been transferred to the materials budget. The trustees may wish to talk with David Kale about how to keep some flexibility in the budget to protect materials if line items are removed.

CPA grant proposal – The Library submitted a grant request to digitize Belmont newspapers published from 1890 to 1923 – all the newspapers now in the public domain. The grant involves work by two different companies: Lyrasis, to digitize the microfilm we own, and Blue Robin of Waltham, to convert the digital files to searchable, web-friendly archives. The Library will also pay Blue Robin a monthly fee to host Belmont's historic newspaper collection on its servers.

This grant covers 18.5 rolls of microfilm; about another 180 cover 1923 to the present. As Maureen has reported, Newsbank is asking \$270,000 to digitize these newspapers and host the collection, which might also include other historical newspapers throughout greater Boston and beginning in Revolutionary times. I will continue to talk with the Newsbank representative about lowering this fee or giving us the rights to digitize the Belmont papers ourselves – but neither of these outcomes seems likely at present.

FY 16 Operational and Capital Budgets

Tuesday, Dec. 23 – Personnel Analysis Sheets are due

Friday, Jan. 9 – Operational budget requests and budget narratives are due

Monday, Jan. 12 – Capital budget request is due

At the meeting I will offer some suggestions and seek your guidance on what to include in the maintenance and capital budgets. An important decision is whether or not to request funds for a feasibility study of a new building vs. addition/renovation. Even if we go ahead with pursuing a grant, we will be in our current building for at least a few years, so we may need funds for repairs (such as replacing asbestos tiles) or for a consultant to make suggestions on how we can best utilize space without knocking down any walls.

The Trustees must meet to approve both budget requests before Jan. 9. Please select a meeting time between Monday, Jan. 5 and Wednesday, Jan. 7.

Are Sarah Phillips and Kathy Keohane still available to serve on the Trustees' Budget Subcommittee?

A Path Appears – We have received a response from the Town Attorney, George Hall, about the legality of co-sponsoring “A Path Appears in Belmont: A Campaign to Make a Difference.” Based on this letter (included in your packet), I would suggest that it is OK to sign on as a co-sponsor. Their list of co-sponsors currently reads:

“A Path Appears in Belmont - A Campaign To Make A Difference, supported by: Belmont Against Racism, The Belmont Health Collaborative, The Belmont Religious Council, The Belmont Human Rights Commission, The Belmont School Department and The Belmont Media Center. Founded by the Social Action Human Rights Subcommittee of The First Church in Belmont Unitarian Universalist.”

Bequest Gift - The library has received a bequest of \$5,000 from the estate of Paul Kelly, Boston Latin School Class of 1943 and Belmont resident for many years. These funds could be designated for the new building, used to upgrade the website and make it more secure, or another use chosen by the Trustees. Extensive work is required just to update it, so it might be a good time to redesign and restructure it as well.

Video Games – I believe Maureen has reported that we have two patrons who between them have failed to return more than 200 video games they checked out from the Belmont Public Library and two other libraries. To attempt to recover the loss, the Library has sent these two patrons certified letters asking them either to return the video games or to pay the replacement costs. I have written to David Kale asking if we may consult the Town Attorney about what steps we should take next. (To keep this from happening again, the Trustees recently voted to place a limit of five on the number of video games any patron can check out at a time.)

Art display – The Belmont Art Association, a recently-organized group of Belmont artists, would like to install monthly exhibits of works by their members in the lobby and the west wing. Because of the lack of security, they would like to hang the work as high up on the wall as possible. In the lobby they would like to install a strip of wood along the top of the molding directly under the ceiling, which they would stain to match, and would hold the picture hangers. This strip would have to be nailed into the woodwork. I will show you a sample at the meeting.

Executive Session – Contract negotiations with the Belmont Librarians Association.



Commonwealth of Massachusetts

Board of Library Commissioners

98 North Washington Street • Suite 401 • Boston, Massachusetts 02114-1933
(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

December 10, 2014

Matthew Lowrie, Trustee Chair
74 Shaw Rd.
Belmont, MA 02478

re: Belmont Public Library

On December 4, 2014, the Board of Library Commissioners certified the Town of Belmont to participate in the FY2015 State Aid to Public Libraries Program. In doing so, the Board reviewed the library's FY2014 compliance with Minimum Standards for Free Public Library Service and the municipality's FY2015 compliance with the Municipal Appropriation Requirement.

For FY2015, there will be two State Aid to Public Libraries award payments. Each payment will represent approximately half of the total annual award, depending on budget conditions.

In the next few weeks, the State Treasurer's office will issue the first State Aid to Public Libraries award payment to the Town of Belmont in the following amounts as an electronic transfer:

FY2015 Library Incentive Grant (LIG)	\$ 8,371.29
FY2015 Municipal Equalization Grant (MEG)	\$ 3,009.99
FY2015 Nonresident Circulation Offset (NRC)	\$ 6,324.12
Total	\$ 17,705.40

The second payment will be sent to the Town of Belmont by the last quarter of FY2015.

Multiple payments are necessary due to the state's incremental allotment of State Aid to Public Library funds for distribution to cities and towns throughout the year.

State Aid to Public library may not be used toward meeting the Municipal Appropriation Requirement, as stated in Chapter 165, Acts of 2014 of the Massachusetts Legislature.

Sincerely,

Dianne L. Carty
Director

Enclosures: Ch. 165, Acts of 2014, FY2015 State Aid to Public Libraries Fact Sheet
cc: Belmont Public Library, Belmont
Treasurer, the Town of Belmont



Commonwealth of Massachusetts

Board of Library Commissioners

FY2015 CERTIFICATION

STATE AID TO PUBLIC LIBRARIES PROGRAM

The municipality and the public library of Belmont, Massachusetts

are hereby certified as meeting the requirements of the State Aid to Public Libraries program in accordance with the provisions of Chapter 78, Sections 19A & B of the Law and Chapter 605, Section 4.0 of the Code of Regulations of the Commonwealth of Massachusetts.

This certificate is granted on the basis of compliance with the following:

1. The Municipal Appropriation Requirement in the current year
2. Open to all residents of the commonwealth
3. Make no charge for normal library services
4. Be kept open a minimum number of hours per week
5. Employ a library director meeting the required educational level
6. Expend a reasonable portion of the library's operating budget on library materials
7. Lend books to other [certified] libraries in the commonwealth and extend privileges to holders of cards issued by other [certified] public libraries in the commonwealth on a reciprocal basis

In testimony whereof this Certificate is granted by the Board of Library Commissioners on the
4th day of December 2014.



Gregory Slesko
Gregory Slesko, Chair

Carol B. Caro
Carol Caro, Secretary

BELMONT PUBLIC LIBRARY EXPENDITURES									
		DECEMBER	2014					16-Dec-14 9:41 AM	
		ORIG./ADJ. APPROPRIATIONS.	TRANSFER	ADJUSTED BUDGET	SPENT DEC	SPENT JULY - DEC	BALANCE	PROJECTED 6 MONTHS	% EXP
LIBRARY ADMINISTRATION									
16111									
511000	SALARIES, FULL TIME	204,318.00		204,318.00	12,229.20	101,368.48	102,949.52	102,159.00	49.6%
511100	SALARIES, PART TIME	10,436.00		10,436.00	743.40	3,852.88	6,583.12	5,218.00	36.9%
513000	OVERTIME	9,950.00		9,950.00	497.36	4,527.54	5,422.46	4,975.00	45.5%
514100	SPECIALTY PAY/STIPEND	260.00		260.00	15.00	120.00	140.00	130.00	46.2%
514800	LONGEVITY	975.00		975.00	975.00	975.00	0.00	487.50	100.0%
517000	HEALTH INSURANCE	22,295.00		22,295.00	0.00	0.00	22,295.00	11,147.50	0.0%
517200	WORKERS COMPENSATION	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
517800	MEDICARE	3,288.00		3,288.00	0.00	0.00	3,288.00	1,644.00	0.0%
519900	UNIFORM	820.00		820.00	0.00	820.00	0.00	410.00	100.0%
16112									
521100	EBSCO	8,690.00		8,690.00	0.00	4,345.00	4,345.00	4,345.00	50.0%
522800	GAS	16,500.00		16,500.00	0.00	1,199.12	15,300.88	8,250.00	7.3%
522900	ELECTRICITY	40,015.00		40,015.00	2,166.14	13,982.26	26,032.74	20,007.50	34.9%
523100	WATER	5,000.00		5,000.00	0.00	1,027.65	3,972.35	2,500.00	20.6%
524300	MAINTENANCE BUILDING	134,235.00		134,235.00	344.84	22,496.36	111,738.64	67,117.50	16.8%
	MAINTENANCE GROUNDS	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
524400	REPAIRS & MAINTENANCE	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
524500	MAINTENANCE OFFICE EQUIP	5,515.00		5,515.00	0.00	0.00	5,515.00	2,757.50	0.0%
	MAINTENANCE LIBRARY EQUIP	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
530001	MEDICAL REPORTS & BILLS	299.00		299.00	0.00	326.00	(27.00)	149.50	109.0%
531700	EMPLOYEE TRAINING	350.00		350.00	0.00	0.00	350.00	175.00	0.0%
531900	ADVERTISING & PUBLIC RELA	500.00		500.00	0.00	34.95	465.05	250.00	7.0%
534500	POSTAGE	2,800.00		2,800.00	0.00	1,317.88	1,482.12	1,400.00	47.1%
534700	PRINTING	1,500.00		1,500.00	0.00	126.80	1,373.20	750.00	8.5%
542100	OFFICE SUPPLIES	945.00		945.00	0.00	236.29	708.71	472.50	25.0%
545000	CUSTODIAL SUPPLIES	12,257.00		12,257.00	0.00	5,060.10	7,196.90	6,128.50	41.3%
548900	GASOLINE	398.00		398.00	0.00	18.00	380.00	199.00	4.5%
571000	IN-STATE TRAVEL	375.00		375.00	0.00	100.91	274.09	187.50	26.9%
573000	DUES & MEMBERSHIP	610.00		610.00	0.00	593.00	17.00	305.00	97.2%
	TOTAL LIBRARY ADMIN	482,331.00	0.00	482,331.00	16,970.94	161,935.22	320,395.78	241,165.50	33.6%

	ORIG./ADJ. APPROPRIATIONS.	TRANSFER	ADJUSTED BUDGET	SPENT DEC	SPENT JULY - DEC	BALANCE	PROJECTED 6 MONTHS	% EXP
LIBRARY PUBLIC SERVICE								
16121								
511000	WAGES, FULL TIME		661,221.00	35,395.34	297,004.87	364,216.13	330,610.50	44.9%
511100	WAGES, PART TIME		199,743.00	10,243.51	74,167.88	125,575.12	99,871.50	37.1%
513000	OVERTIME		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY		6,696.00	4,083.93	4,083.93	2,612.07	3,348.00	61.0%
517000	HEALTH INSURANCE		115,740.00	0.00	0.00	115,740.00	57,870.00	0.0%
517200	WORKERS COMPENSATION		0.00	0.00	0.00	0.00	0.00	#DIV/0!
517800	MEDICARE		12,581.00	0.00	0.00	12,581.00	6,290.50	0.0%
517900	LIFE INSURANCE		0.00	0.00	0.00	0.00	0.00	#DIV/0!
16122								
530000	PROFESSIONAL SERVICES		900.00	0.00	0.00	900.00	450.00	0.0%
534100	TELEPHONE		9,645.00	0.00	3,741.67	5,903.33	4,822.50	38.8%
552900	BOOKS/PER/FILM/CD/REC		293,270.00	3,477.92	127,710.32	165,559.68	146,635.00	43.5%
573000	DUES		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIB PUBLIC SERVC	0.00	1,299,796.00	53,200.70	506,708.67	793,087.33	649,898.00	38.98%
LIBRARY TECH SERVICE								
16131								
511000	SALARIES, FULL TIME		146,948.00	8,442.15	67,537.25	79,410.75	73,474.00	46.0%
511100	SALARIES, PART TIME		12,034.00	694.26	5,554.08	6,479.92	6,017.00	46.2%
514800	LONGEVITY		1,975.00	1,537.50	1,537.50	437.50	987.50	77.8%
517000	HEALTH INSURANCE		48,855.00	0.00	0.00	48,855.00	24,427.50	0.0%
517200	WORKERS COMPENSATION		0.00	0.00	0.00	0.00	0.00	#DIV/0!
517800	MEDICARE		2,334.00	0.00	0.00	2,334.00	1,167.00	0.0%
16132								
530600	COMPUTER SERVICE		78,665.00	91.40	51,000.99	27,664.01	39,332.50	64.8%
542200	PROCESSING SUPPLIES		12,133.00	73.65	3,287.12	8,845.88	6,066.50	27.1%
573000	DUES		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECH SERV	0.00	302,944.00	10,838.96	128,916.94	174,027.06	151,472.00	42.55%
	TOTAL LIBRARY DEPARTMT	0.00	2,085,071.00	81,010.60	797,560.83	1,287,510.17	1,042,535.50	38.25%

Belmont Public Library
Activity Report For The Month
of September 2014

Days open 2013: 24
Days open 2014: 25

Agency	September 2014	Increase Over September 2013	Cumulated 2014	Cumulated Increase Over 2013
Adult	21,762	(828)	210,908	(1,640)
Juvenile	21,576	925	202,455	7,510
Total	43,338	97	413,363	5,870

Downloadable Audiobooks & eBooks (included in above figures)

Checkouts	1599	12,922
-----------	------	--------

Average Daily Circulation

	2014	2013
Adult	870	941
Juvenile	863	860

Non-Book (included in above figures)

Adult	8,518	(1,034)	86,251	(4,244)
Juvenile	3,452	(108)	34,544	(1,827)
Total	11,970	(1,142)	120,795	(6,071)

DVD

Adult	6,027	(788)	61,718	(3,065)
Juvenile	2,500	(15)	25,431	(852)
Total	8,527	(803)	87,149	(3,917)

Internet Use

Internet	1,696	18,692
----------	-------	--------

Interlibrary Loan:

Borrowed	9	124
Loaned	14	150
Faxed	-	1

Young Adult Circulation

	1,886	187	18,045
--	-------	-----	--------

ACTIVITY REPORT FOR THE MONTH OF SEPTEMBER 2014

Reference and Information

	September 2014	Increase Over September 2013	Cumulated 2014	Cumulated Increase Over 2013
Adult	2,675	(685)	27,389	(2,432)
Email	4	1	42	(26)
Total	<u>2,679</u>	<u>(684)</u>	<u>27,431</u>	<u>(2,458)</u>

Book Processing

Added:	1,073
Withdrawn:	1,362
Repaired:	49

Meeting Room Use

Room	Times Used	Attendance	Cumulated Times Used	Cumulated Attendance
Assembly	19	783	169	6,811
Flett	21	388	475	4,379
Misc.	<u>9</u>	<u>73</u>	<u>112</u>	<u>2,286</u>
Total	49	1,244	756	13,476

Library Sponsored Programs (included in above figures)

Adult	8	46	51	1,161
Juvenile	18	696	219	7,826
Young Adult	<u>3</u>	<u>62</u>	<u>43</u>	<u>644</u>
Total	29	804	313	9,631

Circulating Passes:

		Pass Cumulated
Aquarium	21	256
Audubon	9	70
Boston By Foot	1	19
Children's	11	162
DeCordova	10	82
Discovery	8	79
Einstein's Workshop	6	74
Essex/Peabody	9	117
Fine Arts	23	288
Fruitlands	5	22
Gardner	5	96
Harvard Art	- (Closed until January 2015)	-
Harvard Natural History	6	88
Institute of Contemp. A	5	65
Kennedy Library	2	45
Mass Parks Pass	1	26
Orchard House	2	26
Plimoth Plantation	4	38
Science	16	298
Zoos	<u>17</u>	<u>138</u>
Total	161	1,989

Belmont Public Library
Activity Report For The Month
of October 2014

Days open 2013: 28
Days open 2014: 28

Agency	October <u>2014</u>	Increase Over <u>October 2013</u>	Cumulated <u>2014</u>	Cumulated Increase <u>Over 2013</u>
Adult	22,250	(853)	233,158	(2,493)
Juvenile	<u>22,217</u>	<u>196</u>	<u>224,672</u>	<u>7,706</u>
Total	44,467	(657)	457,830	5,213

Downloadable Audiobooks & eBooks (included in above figures)

OverDrive	1624	14,546
Hoopla	250	250

Average Daily Circulation

	<u>2014</u>	<u>2013</u>
Adult	795	825
Juvenile	793	786

Non-Book (included in above figures)

Adult	8,755	(974)	95,006	(5,218)
Juvenile	<u>3,632</u>	<u>(193)</u>	<u>38,176</u>	<u>(2,020)</u>
Total	12,387	(1,167)	133,182	(7,238)

DVD

Adult	6,198	(701)	67,916	(3,766)
Juvenile	<u>2,547</u>	<u>(1,278)</u>	<u>27,978</u>	<u>(1,060)</u>
Total	8,745	(1,979)	95,894	(4,826)

Internet Use

Internet	1,819	20,511
----------	-------	--------

Interlibrary Loan:

Borrowed	17	141
Loaned	8	158
Faxed	-	1

Young Adult Circulation

1,716	136	19,761
-------	-----	--------

ACTIVITY REPORT FOR THE MONTH OF OCTOBER 2014

Reference and Information

	October 2014	Increase Over October 2013	Cumulated 2014	Cumulated Increase Over 2013
Adult	3,136	306	30,525	(2,126)
Email	1	(3)	43	(29)
Total	<u>3,137</u>	<u>303</u>	<u>30,568</u>	<u>(2,155)</u>

Book Processing

Added:	1,209
Withdrawn:	2,164
Repaired:	30

Meeting Room Use

Room	Times Used	Attendance	Cumulated Times Used	Cumulated Attendance
Assembly	23	937	192	7,748
Flett	42	953	517	5,332
Misc.	<u>15</u>	<u>213</u>	<u>127</u>	<u>2,499</u>
Total	80	2,103	836	15,579

Library Sponsored Programs (included in above figures)

Adult	7	66	58	1,227
Juvenile	45	1,552	264	9,378
Young Adult	<u>4</u>	<u>83</u>	<u>47</u>	<u>727</u>
Total	56	1,701	369	11,332

Circulating Passes:

		Pass Cumulated
Aquarium	22	278
Audubon	10	80
Boston By Foot	3	22
Children's	10	172
DeCordova	6	88
Discovery	7	86
Einstein's Workshop	6	80
Essex/Peabody	14	131
Fine Arts	34	322
Fruitlands	3	25
Gardner	8	104
Harvard Art	- (Closed until January 2015)	-
Harvard Natural History	13	101
Institute of Contemp. A	10	75
Kennedy Library	4	49
Mass Parks Pass	3	29
Orchard House	1	27
Plimoth Plantation	9	47
Science	19	317
Zoos	<u>14</u>	<u>152</u>
Total	196	2,185

Belmont Public Library
Activity Report For The Month
of November 2014

Days open 2013: 28
Days open 2014: 27

Agency	November 2014	Increase Over November 2013	Cumulated 2014	Cumulated Increase Over 2013
Adult	22,081	(677)	255,239	(3,170)
Juvenile	23,278	465	247,950	8,171
Total	45,359	(212)	503,189	5,001

Downloadable Audiobooks & eBooks (included in above figures)

OverDrive	1742	16,288
Hoopla	166	416

Average Daily Circulation

	2014	2013
Adult	818	813
Juvenile	862	815

Non-Book (included in above figures)

Adult	8,958	(933)	103,964	(6,151)
Juvenile	4,138	(219)	42,314	(2,239)
Total	13,096	(1,152)	146,278	(8,390)

DVD

Adult	6,258	(882)	74,174	(4,648)
Juvenile	2,901	(279)	30,879	(1,339)
Total	9,159	(1,161)	105,053	(5,987)

Internet Use

Internet	1,669	22,180
----------	-------	--------

Interlibrary Loan:

Borrowed	15	156
Loaned	6	164
Faxed	5	6

Young Adult Circulation

1,589	61	21,350
-------	----	--------

ACTIVITY REPORT FOR THE MONTH OF NOVEMBER 2014

Reference and Information

	November 2014	Increase Over November 2013	Cumulated 2014	Cumulated Increase Over 2013
Adult	2,889	(497)	33,414	(2,623)
Email	8	4	51	(25)
Total	<u>2,897</u>	<u>(493)</u>	<u>33,465</u>	<u>(2,648)</u>

Book Processing

Added:	780
Withdrawn:	2,213
Repaired:	6

Meeting Room Use

Room	Times Used	Attendance	Cumulated Times Used	Cumulated Attendance
Assembly	14	626	206	8,374
Flett	31	710	548	6,042
Misc.	<u>8</u>	<u>117</u>	<u>135</u>	<u>2,616</u>
Total	53	1,453	889	17,032

Library Sponsored Programs (included in above figures)

Adult	10	78	68	1,295
Juvenile	28	949	292	9,670
Young Adult	<u>6</u>	<u>98</u>	<u>53</u>	<u>780</u>
Total	44	1,125	413	11,745

Circulating Passes:

		Pass Cumulated
Aquarium	32	310
Audubon	-	80
Boston By Foot	- (Pass not available in Nov.)	22
Children's	16	188
DeCordova	4	92
Discovery	3	89
Einstein's Workshop	10	90
Essex/Peabody	11	142
Fine Arts	35	357
Fruitlands	-	25
Gardner	17	121
Harvard Art	- (Closed until January 2015)	-
Harvard Natural History	13	114
Institute of Contemp. A	13	88
Kennedy Library	6	55
Mass Parks Pass	-	29
Orchard House	-	27
Plimoth Plantation	11	58
Science	27	344
Zoos	<u>8</u>	<u>160</u>
Total	206	2,391