

BELMONT MEMORIAL LIBRARY
MEETING OF THE BOARD OF TRUSTEES

BELMONT, MASSACHUSETTS
January 15, 2013

Chair Matt Lowrie called the meeting to order at 7:33 p.m. Present were Trustees Elaine Alligood, Mark Carthy, Mary Keenan, Sarah Phillips, Matt Sullivan, and Director Maureen Conners.

The minutes for the meeting of December 17, 2012, were unanimously approved on a motion by Trustee Sullivan, seconded by Chair Lowrie.

Update on Pool/Library - Selectman Paolillo was unable to attend this meeting. Trustee Carthy spoke with Mr. Paolillo who emphasized the need to communicate all the library does for the schools. *Chair Lowrie will follow-up with Mr. Paolillo.*

Old Business:

BLF and Library Video update - A question was raised about the cost of a new library per household. *There is a need to check on this figure.* The question of the site is not part of the video. The number of visits a day - 1000 - will be included in the video. Other suggested information to include: library data bases which are available from home computers; the library as the only place to learn information literacy skills; tutoring at the library; and sight lines for safety.

Director Conners reviewed the report from BLF coordinator Melissa Lynch. Chair Lowrie suggested that a large portion of the cost of a library building committee be privately funded. This idea should be field-tested. The issue of a warrant article was raised with the April Town Meeting as a target. A parent, Emily Blair, is interested in a parent information session; a weekend is probably the optimal time for this. *Director Conners will select some dates for this.*

FY14 Budget - Director Conners reviewed the budget, noting that the only major increase is Maintenance of Buildings as the entire building needs painting and the asbestos tiles in the lower corridor need replacement. Re-design of the web-site is also included. Most of the budget increases are 5% or contractual increases. Note was made of the section "Opportunities." Trustee Keenan added that Johnson Roberts Architects cost estimates for repairs are also included to convey the plight of the aging library. Trustee Carthy suggested a comparison with library budgets from other towns. Libraries need to consider the ROI in the public library - the return on investment. The Capital Budget has the new building as a request.

Chair Lowrie moved that the FY2014 Budget be approved as presented; seconded by Trustee Carthy, this passed unanimously.

Chair Lowrie moved that the FY2014 Capital Budget be approved as presented; Trustee Phillips seconded this motion which passed unanimously.

Chair Lowrie moved to authorize the executive director to amend the capital budget for the amount for the projected cost of the new building. Seconded by Trustee

Sullivan, this motion passed unanimously. Director Connors and Trustee Keenan were thanked for their work on the budget.

New Business -

Trust Fund review – Director Connors explained that 80% of the income earned is allocated to be spent. Trustee Phillips was thanked for her work on the trust fund report. Regarding the expenditures for the FY 13 Trustee Funds, Chair Lowrie moved that the trustees vote to authorize expenditures not to exceed \$11,711.39 from Special Funds and to authorize expenditures not to exceed \$2,849.77 from Library Gift Funds. Seconded by Trustee Sullivan, this motion passed unanimously.

Director's Report

Director Connors displayed Carla O'Brien's framed photo collage, "Belmont's Response to 9-11." In accordance with the Gift Policy, Trustee Carthy moved that this gift be accepted. Seconded by Trustee Phillips, this motion passed unanimously.

Another gift to the library is from the Belmont Cub Scouts who gave the library a mounted flag presented to them on the occasion of their visit to the U. S. S. Constitution. This flag, which will be displayed in the Children's Room, was unanimously accepted on a motion by Chair Lowrie, seconded by Trustee Carthy.

Friends of the Belmont Library report -

Books in Bloom will be held on Friday March 1 from 6:30 to 8:30. Tickets are now on sale at the Circulation Desk for \$15 per person.

Activity Report

The circulation has increased, but the total for circulation does not include downloadable e-books and audio books. The figures will be reworked to show these increases.

The next meeting will be on Tuesday February 19, 2013 at 7:30 p.m.

The meeting was adjourned at 9:10 p.m. by unanimous vote on a motion by Trustee Carthy, seconded by Trustee Phillips.

Respectfully submitted,
Mary E. Keenan, secretary

Exhibits:

Agenda for meeting January 15, 2013
Minutes for meeting December 17, 2012
BLF (Belmont Library Foundation) Update
Minutes for Executive Session December 17, 2012
Case law backup and analysis to the December email
Video for new library script outline

Thank you note from the Park family
Director's Report
Activity Report December 2012
Belmont Public Library Expenditures January 2013
Recap of Library Funds for Fiscal Year 2012
FY12 Trustee Funds Activity
FY13 Trustee Funds Spend
FY14 Budget
Fy14 Capital Budget

WHAT YOU HEAR	WHAT YOU SEE
(Music up full from instrumental from "Beauty and The Beast" rose/magic scene...fade under narration)	
NARRATION: Once Upon a Time there was a very special library. (music full :03, fade under and out) It served the people of Belmont nicely for nearly fifty years –	once upon a time book page video images of library exterior
-with more than half a million books in circulation -a thousand visitors a day -and nearly 750 programs a year for the enrichment of 22-thousand participants.	stats typed over stills of library books: half million people:1000 visitors a day program: 750 programs participants: 22-thousand participants
(Nat full of children's room story time)	librarian reading, children jumping
But so many visitors came to the library, it is now more like the old woman 'who lived in the shoe -- she had so many children she didn't know what to do...'	children's program
(nat of story time cross fade Beauty and Beast music and page turn wipe with graphic [Chapter One:] Why Does Belmont Need a New Library?)	graphic
INTERVIEW: AMANDA REDDICK, BELMONT PARENT: "The children's room can be quite crowded on a rainy day especially, if they have a performer... e.c that the library does. (cover jump cut with broll of children's room) Butt to: Reddick at 00 "Libraries in general are so important..ice cream...pick the flavors...the library has it."	Reddick children's room
NARRATION: The current library is too small to accommodate all the needs of Belmont...from the littlest children... (nat full :03) to teenagers who need help with school papers: the reference librarians field nearly 40-thousand requests every year.	crowded children's room TEENAGERS: NEED THIS BROLL. OR USE REFERENCE DESK
INTERVIEW: MARY ALICE WISTMAN, FRIENDS OF BELMONT LIBRARY "We certainly use the library for over 20 years...but middle school resources limited,....went to Boston public library"	WISTMAN

NARRATION: Adults research databases for career advice and have access to DVDs and other media.

adults, DVDs

INTERVIEW: AMY HART Librarian and Belmont resident? "The librarians asked...people look to the library for tech info. Even in age of Google, Lib. Vibrant role".

Hart

NARRATION: Because the building is so crowded, the main lobby, once reserved for art, is filled with DVDs and materials can be difficult to access, especially on the lower shelves.

overhead shot of lobby

DVDs down lower-level

INTERVIEW: PETER BEHRAKIS
"Us old people...crick in the back. New library...Godsend"

Peter

NARRATION: And patrons often wait in line to access the computers...which were used 28-thousand times last year.

computers

INTERVIEW: JUNE KNOWLES, BELMONT RESIDENT "I wait in line sometimes" butt to: (cover with broll of computers) "I come probably most days....no computer at home...it is a wonderful resource for me"

knowles

computers

PAGE WIPE/MUSIC/GRAPHIC:
{CHAPTER TWO:] WHY CAN'T WE JUST RENOVATE RATHER THAN REBUILD?

graphic

NARRATION: Enlarging the current library would be complicated and expensive. Current estimates put the cost of REPAIR AND MAINTENANCE, NOT EVEN A FULL RENOVATION, between \$4 and \$7 million dollars.

library broll with type 4-7 million dollars

INTERVIEW: MAUREEN CONNERS. Library Director: "The wiring spaghetti...insufficient lighting, etc."

conners

NARRATION: It is hard to upgrade the electrical systems to accommodate the increased use of laptops. AND the building is not handicapped accessible. The current elevator is often out of order. And to make the library ADA

electrical wires

elevator

compliant would only exacerbate the overcrowding issues.

INTERVIEW: MAUREEN CONNERS, LIBRARY DIRECTOR. I don't think people understand....lost square footage.

NARRATION: If we try to expand the footprint of the building, we would lose the already limited library parking lot because the building is surrounded by wetlands. {???The building would be easier to renovate for a purpose other than a library, I.e police station. ??}

INTERVIEW: ARCHITECT NAME? JOHNSON ROBERT ASSOCIATES. "This building could be renovated for another use quite well, and gives us opportunity to keep the value but take advantage of efficiencies of doing new construction for the library"

MUSIC/GRAPHIC/PAGE WIPE. [CHAPTER THREE:]
WHAT WOULD A NEW LIBRARY COST?

NARRATION: Estimates for a new library are about \$18 Million. But Belmont has received a grant for xxx million from the State and private donations are approximately a million dollars....making the cost per taxpayer about: xxx on home valued at \$400-thousand dollars

INTERVIEW NEEDED: BRUSCH, ALLISON?
Good bang for your buck.

MUSIC/GRAPHIC/PAGE WIPE: (CHAPTER FOUR] WHAT WOULD THE NEW LIBRARY BE LIKE?

The preliminary(?) design fro the new library would be a brighter, more spacious, energy-efficient building. ..probably located across the street from the current library. It will be a LEED CERTIFIED, 45,000 SQUARE Foot building that is welcoming to everyone. It will be similar to what our neighbors in Cambridge, Watertown andhave done to improve their libraries.

Connors

parking lot

architect

graphic

graphic with type about money

graphic

architect's design

chyron leed. 45,000

watertown video from Greg Stone??

Architect

INTERVIEW ARCHTECT: "Serve every segment of the community....books grab you, fun to come to browse...important to the community, every segment (cover jump cuts with architect's design images)

Belmont Needs a New Library;
Soundbites of Folks on why its a good thing.

THE END.

**Town of Belmont
EXPENDITURES
Fiscal Year 2014**

MUNIS Org & Obj	Account Title	FY11 EXPENDED	FY12 EXPENDED	FY13 FINAL VOTE	FY13 ADJ BUDGET	FY13 EST EXPENSE	FY14 PROPOSED BUDGET	% Chg FY13 to FY14
<u>LIBRARY-ADMINISTRATION</u>								
<u>16111</u>								
511000	FULL TIME SAL.	193,069	195,686	195,200	199,968	199,968	204,032	
511100	PART TIME SAL.	5,808	6,943	9,084	9,448	9,448	9,801	
513000	OVERTIME	5,997	8,059	8,000	8,000	8,000	8,450	
514800	LONGEVITY	700	950	900	925	925	975	
517000	HEALTH INSURANCE	20,269	22,413	22,413	22,413	22,413	22,413	
517200	WORKERS COMP	267	181	409	356	356	356	
517800	MEDICARE	2,579	2,923	3,091	2,923	2,923	2,923	
519900	UNIFORMS	725	725	725	820	820	820	
	<u>PERSONAL SERVICES</u>	<u>229,414</u>	<u>237,880</u>	<u>239,822</u>	<u>244,853</u>	<u>244,853</u>	<u>249,770</u>	
<u>16112</u>								
521100	ESCO LEASE	8,690	8,690	8,690	8,690	8,690	8,690	
522800	GAS	14,686	9,926	22,413	22,413	15,000	16,500	
522900	ELECTRICITY	29,409	30,815	37,181	37,181	37,181	42,015	
523100	WATER	3,290	3,728	5,000	5,000	4,500	5,000	
524300	MAINT. BUILDINGS.	67,270	71,516	78,725	78,725	78,725	126,180	
524300	MAINT. GROUNDS							
524400	REPAIRS & MAINTENANCE	31	-					
524500	MAINT. OFFICE EQUIP.	4,006	5,000	369	369	369	369	
524500	MAINT. LIBRARY EQUIP.	-	-	4,663	4,663	4,663	4,975	
530001	MEDICAL REP. & BILLS	266	735	285	285	285	299	
531700	EMPLOYEE TRAINING	277	338	300	300	300	315	
531900	ADVERTISING & PUBLIC RELATIONS	211	110	250	250	250	250	
534500	POSTAGE	2,425	3,093	3,200	4,750	4,000	3,500	
534700	PRINTING	999	1,321	1,076	1,076	1,076	1,314	
542100	OFFICE SUPPLIES	715	893	857	857	857	900	
545000	CUSTODIAL SUPP.	8,986	10,333	9,682	9,682	9,682	10,650	
548900	GASOLINE	606	677	600	600	300	300	
571000	IN STATE TRAVEL	259	250	330	330	330	350	
573000	DUES & MEMBERSHIP	570	460			525	550	
	<u>OTHER EXPENSES</u>	<u>142,696</u>	<u>147,885</u>	<u>173,621</u>	<u>175,171</u>	<u>166,733</u>	<u>222,156</u>	
	TOTAL LIBRARY ADMIN.	372,110	385,765	413,443	420,024	411,586	471,926	14.1%

**Town of Belmont
EXPENDITURES
Fiscal Year 2014**

MUNIS Org & Obj	Account Title	FY11 EXPENDED	FY12 EXPENDED	FY13 FINAL VOTE	FY13 ADJ BUDGET	FY13 EST EXPENSE	FY14 PROPOSED BUDGET	% Chg FY13 to FY14
16121	LIBRARY - PUBLIC SERVICES							
511000	FULL TIME WAGES	542,817	549,740	572,771	637,326	637,326	657,733	
511100	PART TIME WAGES	196,606	207,581	245,397	200,093	200,093	197,601	
513000	OVERTIME	-	-	-	-	-	-	
514800	LONGEVITY	5,282	6,116	5,986	5,986	5,986	7,472	
517000	HEALTH INSURANCE	101,345	138,767	138,767	138,767	138,767	138,767	
517200	WORKERS COMP	948	645	1,455	1,266	1,266	1,266	
517800	MEDICARE	9,266	10,501	11,950	10,501	10,501	10,501	
517900	LIFE INSURANCE	227	227	-	-	-	-	
	PERSONAL SERVICES	856,491	913,577	976,326	993,939	993,939	1,013,340	
16122								
530000	PROF.SERVICES	1,100	779	810	810	810	851	
534100	TELEPHONE	7,341	6,881	7,852	7,852	7,852	8,245	
552900	BOOK/PER/FILM/CD/REC	253,560	263,080	306,005	306,005	306,005	279,305	
573000	DUES	-	-	-	-	-	-	
	OTHER EXPENSES	262,001	270,740	314,667	314,667	314,667	288,401	
	TOTAL LIBRARY - PUBLIC SERVICE	1,118,492	1,184,317	1,290,993	1,308,606	1,308,606	1,301,741	0.8%

**Town of Belmont
EXPENDITURES
Fiscal Year 2014**

MUNIS Org & Obj	Account Title	FY11 EXPENDED	FY12 EXPENDED	FY13 FINAL VOTE	FY13 ADJ BUDGET	FY13 EST EXPENSE	FY14 PROPOSED BUDGET	% Chg FY13 to FY14
16131	<u>LIBRARY - TECHNICAL SERVICES</u>							
511000	FULL TIME SAL.	130,391	138,809	138,915	143,537	143,537	146,894	
511100	PART TIME SAL.	15,636	14,851	12,020	11,798	11,798	12,080	
514800	LONGEVITY	875	1,488	1,925	1,925	1,925	1,975	
517000	HEALTH INSURANCE	25,763	16,404	16,404	16,404	16,404	16,404	
517200	WORKERS COMP	260	177	399	347	347	347	
517800	MEDICARE	1,969	2,231	2,216	2,231	2,231	2,231	
	<u>PERSONAL SERVICES</u>	174,894	173,960	171,879	176,242	176,242	179,931	
16132								
530600	COMPUTER SERVICE	55,132	61,956	63,469	63,469	63,469	61,969	
542200	PROCESSING SUPPLIES	12,000	11,000	11,000	11,000	11,000	11,550	
573000	DUES							
	<u>OTHER EXPENSES</u>	67,132	72,956	74,469	74,469	74,469	73,519	
16133								
587100	IT EQUIPMENT (from IT budget)	11,949	11,951	12,000	12,000	12,000	12,000	
	<u>CAPITAL OUTLAY</u>	11,949	11,951	12,000	12,000	12,000	12,000	
	TOTAL LIBRARY - TECHNICAL SERVICES	253,975	258,867	258,348	262,711	262,711	265,450	2.7%
	<u>TOTAL LIBRARY</u>	1,744,577	1,828,949	1,962,785	1,991,341	1,982,903	2,039,117	3.9%

Town of Belmont
FY14 Annual Budget

PROGRAM/ Administration
DEPARTMENT Library

Org & Object #	NAME	POSITION TITLE	HOURS/ WEEK	NON-UNION	PAY GRADE	FTE's FUNDED			FY14 PAY RANGE			52.0 weeks Fiscal Year 2013			52.2 weeks FY14 Level Svc Budget			% Change FY13-FY14 Level
						FY11	FY12		MIN	MAX		FTE FUNDED	FTE FILLED	AMOUNT	FTE FUNDED	AMOUNT		
16111/511000	MAUREEN CONNERS	LIBRARY DIRECTOR	40	NON	18	1	1		73,615	103,061		1	1	94,617	1	96,038		1.50%
	DEITRA BARNES	ADMINISTRATIVE ASST III	40	SEIU	8	1	1		22	26		1	1	54,258	1	55,344		2.00%
	JOHN MARSHALL	LEAD CUSTODIAN	40	AFSCME	7	1	1		21	25		1	1	51,093	1	51,855		1.49%
	Warren, Logan .2 Week Adjustment	Part-time custodian		NON			3.00					0.25	0.25	9,448	0.25	9,775 820		#DIV/0! #DIV/0! 3.47% #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0!
TOTALS						3.00	6.00					3.25	3.25	209,416	3.25	213,833		2.11%

PROGRAM/ Public Service - Full-time
DEPTMEN Library

[illegible]

PROGRAM/ Public Service - Part-time
DEPARTMENT/ Library

Org & Object #	NAME	POSITION TITLE	HOURS/ WEEK	NON-- UNION	PAY GRADE	FY14 PAY RANGE			FTE's FUNDED			Fiscal Year 2013			52.0 weeks		52.2 weeks		% Change FY13-FY14 Level
						MIN	MAX	FY11	FY12	FTE FUNDED	FTE FILLED	AMOUNT	FTE FUNDED	AMOUNT					
1612/1511100	Judith Kennedy	Library Assistant II	25	SEIU	5	0.7	0.7	17	21	0.7	0.7	26,917	0.7	27,456	2.00%				
	Judith McSwain	Library Assistant I	25	SEIU	4	0.7	0.7	16	19			6,145	0		-100.00%				
	Megan Maulsby	Library Assistant I	25	SEIU	4	0.7	0.7	16	19	0.7	0.7	24,579	0.7	25,070	2.00%				
	Matthew Garber	Library Assistant I	25	SEIU	4	0.7	0.7	16	19	0.7	0.7	13,889	0.7	22,193	59.79%				
	Joanna Breen	Reference Librarian	Various	Non	9										#DIV/0!				
	Duane Crabtree	Reference Librarian	Various	Non	10										#DIV/0!				
	Brandon Crose	Circulation Assistant	Various	Non	4										#DIV/0!				
	Katerina Garozzo	Circulation Assistant	Various	Non	4										#DIV/0!				
	Julie Goldman	Circulation Assistant	Various	Non	4										#DIV/0!				
	Carol Ann Hurley	Circulation Assistant	Various	Non	4										#DIV/0!				
	Ellen Jarrett	Reference Librarian	Various	Non	10										#DIV/0!				
	Dorothy Martin	Reference Librarian	Various	Non	10										#DIV/0!				
	Kristin Maulsby	Reference Librarian	Various	Non	10										#DIV/0!				
	Judy Mohnkern	Circulation Assistant	Various	Non	5										#DIV/0!				
	Andrew Moore	Reference Librarian	Various	Non	10										#DIV/0!				
	Anne Marie Smith	Reference Librarian	Various	Non	10										#DIV/0!				
	Elisabeth Strachan	Reference Librarian	Various	Non	10										#DIV/0!				
	Susan Voet	Children's Librarian	Various	Non	10										#DIV/0!				
	Shelley Weinstein	Circulation Assistant	Various	Non	4										#DIV/0!				
	Thad Wick	Reference Librarian	Various	Non	10										#DIV/0!				
	Christina Woods	Circulation Assistant	Various	Non	4										#DIV/0!				
	Mary Woods	Circulation Assistant	Various	Non	4										#DIV/0!				
	2 Week Adjustment	Total											80,634	1.90	82,363	#REF!			
		Pages		Various	Non								11,700	0.85	11,700	2.14%			
Sundays			Various	Non								22,773	0.11	21,660	#REF!				
Summer Saturdays			Various	Non								5,456		6,402	-45.28%				
TOTALS	Emergency call-in		Various	Non								8,000		-	-100.00%				
						2.80	2.80			2.10	4.96	200,093	4.96	197,601	-1.24%				

Town of Belmont
FY13 Annual Budget

PROGRAM/ Library
DEPARTMENT/ Technical Services

DEPARTMENTEN Technical Services										52.0 weeks				52.2 weeks				% Change			
Org & Object #	NAME	POSITION TITLE	HOURS/ WEEK	NON-UNION	PAY GRADE	FTE's FUNDED		FY13 PAY RANGE		Fiscal Year 2013		FY14 Level Svc Budget		FY14 Level	% Change						
						FY11	FY12	MIN	MAX	FTE FUNDED	FTE FILLED	AMOUNT	FTE FUNDED			AMOUNT					
16131/511000	FRED DOOE	Coordinator	35	BLA	14	1.00	1.00	30	36	1.00	1.00	68,429	1.00	69,455	1.50%						
	Mary Wile	Library Assistant II	35	SEIU	5	1.00	1.00	17	21	1.00	1.00	37,684	1.00	38,438	2.00%						
	AnnMarie Zocchi	Library Assistant II	35	SEIU	5	1.00	1.00	17	21	1.00	1.00	37,424	1.00	38,438	2.71%						
16131/511100	MURIEL MCGINTY eliminated .2 Week Adjustment	Library Assistant I		Non	4	0.34	0.34	17,2538	18,9067	0.37	0.37	11,798	0.37	12,034	2.00%						
						TOTALS						3.34	3.34			3.37	3.37	155,335	3.37	158,974	2.34%

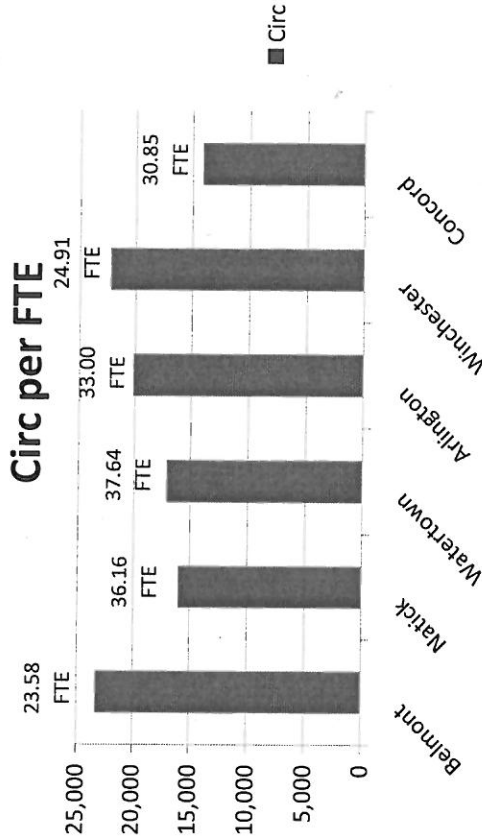
TOWN OF BELMONT LIBRARY

OVERVIEW OF PERFORMANCE AND OTHER CRITERIA

Library Performance Data

Key Performance Indicators

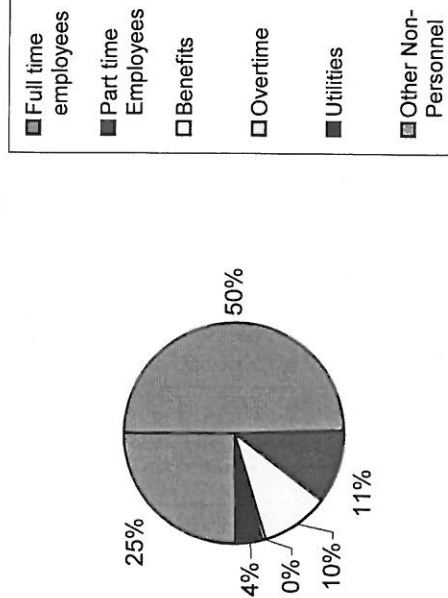
	FY11 Results	FY12 Results	FY13 Target	FY14 Target	Target
Circulation	538,388	550,899	552,000	552,000	552,700
Internet use	29,392	28,642	28,800	28,800	29,000
Children's circulation	255,603	263,866	264,000	264,000	264,500
Reserves (items borrowed)	65,913	68,948	69,100	69,100	69,500
	Circulation	Population	FTE	Circ per FTE	
Circulation per FTE FY2012					
Belmont	550,899	24,729	23.58	23.58	23,363
Natick	577,637	33,006	36.16	36.16	15,974
Watertown	642,415	31,915	37.64	37.64	17,066
Arlington	665,215	42,844	33.00	33.00	20,158
Winchester	554,803	21,374	24.91	24.91	22,268
Concord	435,395	17,668	30.85	30.85	14,113



Administrative Performance Data

	FY11 Budget	FY12 Budget	FY13 Target	FY14 Target
# Full Time equivalents (FTE)	23.36	23.36	23.43	23.58
# Full Time	17	17	18	18
# Part Time	4	4	3	3
% of workforce - women	86%	86%	80%	80%
Multilingual employees				
% sick time - non FMLA employees	2.0%	2.0%	2.1%	3%

Summary of Annual Budget FY13



Budget Data

	FY11 Budget	FY12 Budget	FY13 Budget	FY14 Budget	%
Total Full time employees	883,386	893,293	956,071	1,008,659	49.47
Total part time employees	233,542	240,681	257,401	219,482	10.76
Benefits (health, life, work comp, Med)	207,984	182,975	212,744	206,450	10.12
Total overtime	6,000	8,000	8,000	8,450	0.41
Utilities	68,713	71,988	72,180	80,450	3.95
Other Non-Personnel	392,330	444,347	398,025	515,626	25.29
Total Expenses	1,791,955	1,841,284	1,904,421	2,039,117	

OUTLINE FOR THE FY2014 BUDGET NARRATIVE

Belmont Public Library

I. Overview

Program Responsibilities: The library has five primary areas:

Function one: **Circulation Services** is the main public service point in the library. Staff are responsible for the circulation and the returning of all materials owned by the Belmont Library and materials from libraries in and outside the network. Other services handled are renewals of materials, payment of fines, reserves and patron registrations. In FY12 the circulation staff handled over 906,000 items.

Function two: **Adult/Reference Services** is a public service department where professional librarians assist users with advice on library collections and services, provide expertise on multiple kinds of information from multiple sources and direction to library materials. The staff also provide programs and workshops, and select books, eBooks, databases and other materials (print and non-print) for the adult and reference collections. The technology librarian maintains the website (webmaster), all the PCs- public and staff, software licenses and the server; eReaders (16) and copiers and printers; troubleshoots all equipment; and conducts instructional classes for the public and trains staff on technology.

Function three: **Young Adult Services** provides library and information services to students in grades seven through high school and selects appropriate materials for the collection. Collaborating with the schools is very important. Other services provided are workshops, homework help, summer reading, book discussions, reading list and maintaining a Teen Page on the website.

Function four: **Children's Services** provides library and information services to young children for birth to grade six. The staff selects a user-appropriate collection of materials in all formats from infancy up through the sixth grade. The department offers a variety of programs such as story times, music and movement, science demonstrations, magic shows and book groups just to name a few. In FY12 10,828 children and caregivers attended these programs.

Function five: **Technical/Processing Services** is the department which prepares new materials for the patrons to checkout. The department is responsible for the acquisition, cataloging, data entry, processing and withdrawal of items from the collection. Staff handled over 22,153 items in FY12. They process all the mail including correspondence, packages, bills and invoices, magazines and newspapers.

Staffing: The proposed FY14 library budget has 23.58 FTEs including 18 full time and 3 part-time permanent employees.

Budget: The proposed budget for FY14 is \$2,0339,117. Of the total amount Function one (Circulation Services) is 21%, Function two (Adult Services) is 31%, Function Three

BELMONT PUBLIC LIBRARY – FY14 BUDGET NARRATIVE

(Young Adult Services) is 4%, Function Four (Children's Services) is 15% and Function Five (Technical Services) is 13%. Administration makes up 16% of the total budget.

Program outcomes/performance indicators: The department indicators are primarily customer/patron satisfaction, success rate, percentage increases or decreases, and time completed.

II. Department Budget by function

The chart below estimates the functional costs for the Library. Salaries represent direct payments to employees. The Benefits, which include health insurance, workers compensation, and the town's Medicare match, are allocated on a percentage basis. The "Other cost" component, based on a percentage for each of the Functions, includes utilities, office supplies, maintenance, equipment, training, computer services, postage, and materials.

Department Budget Re-Cap							
	Circulation Services	Adult Services	Young Adult Services	Children's Services	Technical Processing	Admin	Total
Salaries	\$218,524	\$394,469	\$53,319	\$189,023	\$158,974	\$222,283	\$1,236,467
Benefits	\$48,848	\$68,111	\$10,676	\$30,372	\$20,957	\$27,487	\$206,451
Other	\$157,612	\$158,371	\$25,279	\$79,123	\$93,532	\$82,157	\$596,075
Total	\$424,984	\$620,951	\$89,274	\$298,518	\$273,463	\$331,914	\$2,039,117

III. Staffing and Structure

Circulation Services consists of a supervisor, two full-time circulation assistants and two part-time (25 hours) circulation assistants. The department also has a number of temporary staff (non-union) who help cover the seven days, sixty-eight hours that the library is open each week.

The Adult/Reference Services consists of a Coordinator and four full-time librarians, one of whom is assigned part-time to Technical Services and all report to the Coordinator of Adult Services. The Young Adult librarian who covers the reference desk also reports to the Coordinator. The Technology Librarian also covers the reference desk but reports to the library Director. The department has some temporary staff who help cover the reference desk during the sixty-eight hours open. All librarians must have a Masters Degree in Library Science.

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All public service staff are required to work a minimum of one evening a week and at least one Saturday per month, while some work every third, and some every other Saturday.

Children's Services consist of a coordinator and one full-time Children's Librarian. The department has one part-time (25 hours) library assistant and some temporary staff who help cover the seven day a week openings.

Technical Services consists of a Coordinator and two full-time Library Assistants. The Coordinator is a librarian who also helps cover the reference desk one evening a week and when necessary. There is one temporary staff member who works 12 hours per week. The department is open thirty-five hours a week.

Administration consists of the library Director, the Administrative Assistant, and the Head Custodian. All work 40 hours per week while the director often works additional hours with evening meetings, etc. There is a temporary custodian who covers weekends and vacation. MP Cleaning Co, a contractual cleaning service, also covers 44 hours per week. The full-time Technology Librarian, who functions as a department head, reports to the Director.

Over the past several years, the library's capacity to service Belmont has been impaired by the budget allocated the library. The following are some of the staffing reductions necessitated by budget constraints imposed on the library:

- Since Proposition 2 1/2, the total library staff has decreased by 32% while circulation doubled to a half a million plus items. Before Proposition 2 ½ the library had 31 FTEs. Today we have 23.58 FTEs

Circulation per FTE FY2012	Circulation	Population	FTE	Circ per FTE
Belmont	550,899	24,729	23.58	23,363
Natick	577,637	33,006	36.16	15,974
Watertown	642,415	31,915	37.64	17,066
Arlington	665,215	42,844	33.00	20,158
Winchester	554,803	21,374	24.91	22,268
Concord	435,395	17,668	30.85	14,113

Library Department FTEs							
	Circulation	Adult	Young Adult	Children's	Technical	Admin	Total
Librarians	0.00	6.29	1.00	2.00	1.00		10.29
Clerks	6.26			1.31	2.37		9.94
Management	0.17	0.15	0.03	0.07	0.05	1.53	2.00
Custodial	0.30	0.20	0.20	0.20	0.20	0.25	1.35
Total	6.73	6.64	1.23	3.58	3.62	1.78	23.58

BELMONT PUBLIC LIBRARY – FY14 BUDGET NARRATIVE

BREAKDOWN OF TASKS (ON AVERAGE)

1. ADULT/REFERENCE SERVICES

The following are approximations of what the average % would be for a librarian.

44% Collection development - selects books, databases and other materials for the adult and reference collections; maintains general reference, fiction and non-fiction collections; manages audio visual collections including music compact discs, talking books, eBooks, DVDs and CD-ROMs.

39% Reference/Reader Advisory - answers information and reference questions in person, over the phone and by email; instructs patrons in the use of the Internet, the online catalog and other online databases, the Overdrive digital catalog to download eBooks; recommends titles, creates book lists and display

7% Programming - initiates and facilitates appropriate programs for library patrons such as concerts, lectures and workshops; works with various community groups to plan programs, such as One Book One Belmont; informs community about available programs and services through newspaper articles, twitter, blogs etc.

5% Professional Development/Technology - keeps up-to-date on the development of electronic resources and new electronic devices, and other new media; keeps abreast of new trends in services, webinars, attends workshops provided by MLN, attends meetings and conferences.

5% Administration/Clerical – includes some website maintenance; some supervision of staff and volunteers

In Adult Services there is a Technology Librarian (35 hours) who is part of the reference staff.

Technology Librarian

70% - Maintains the website (webmaster), maintains all the PCs- public and staff – a total of 74, maintains the server, phone system computer, eReaders (20) and copiers and printers; maintains software licenses; troubleshoots all equipment; conducts instruction classes for adults on PCs, eBooks, databases, catalog and digital catalog for Overdrive; trains staff on technology.

20% - Reference/reader advisory

5% - Collection development

5% - Professional development

2. YOUNG ADULT SERVICES

40% - Reference/reader advisory - provides library and information services to students in grades seven through high school and adults as well; assists students in the selection of materials for school assignments and in choosing materials for their leisure reading; instructs students in the use of the online catalog and databases.

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30% - Collection Development - selects materials for the young adult collection; maintains the collection of general reference, fiction and non-fiction.

25% - Programming - initiates appropriate programs including reading programs, poetry workshops, and baby sitting workshops; maintains teen pages of the web site for homework support, study guides, book review database and book lists; works closely with the middle school and the high school teachers and librarians; and offers one-on-one instructional support to students for the National History Day Project; offers bibliographic instruction to students in 6th grade Social Studies classes and 10th grade English classes; and offers assistance to 12th grade students with their Literary Criticism thesis projects.

4% - Professional Development - keeps up-to-date on the development of electronic resources and other new media; keeps abreast of new trends in services, webinars, attending workshops provided by MLN, attends meetings and conferences.

1% - Admin/Clerical

3. CHILDREN'S SERVICES -Librarians

37% Reference/readers advisory/ circulation- provides library and information services to young children from birth to grade six and assists parents/adults as well; assists young students in the selection of materials for school assignments and in choosing materials for their leisure; instructs children in the use of the online catalog and databases; assists with circulation tasks. Annual circulation for the children's department is approximately 46% of the total library circulation.

33% Collection development - selects materials for the children's collection; maintains the collection of general reference, picture books, easy readers, fiction and non-fiction; manages the audio visual collection including, DVDs, eBooks, talking books, and cassettes.

24% Programming - initiates appropriate programs including story hours beginning from two months of age up to 5 years of age, book discussions for grades 4-6, reading programs throughout the year for both readers and non-readers, sing-along music programs, puppet shows and other enrichment programs.

3% - Professional Development - keeps up-to-date on the development of electronic resources and other new media; keeps abreast of new trends in services, webinars, attending workshops provided by MLN, attends meetings and conferences.

3% - Admin/Clerical

CHILDREN'S SERVICES - Circulation Assistant

60% Circulation - checks in and checks out materials owned by Belmont and materials from other libraries; notifies patrons of reserves and overdue items; issues library cards and completes data entry; provides reference assistance.

15% Delivery - packs and unpacks bins; processes returns and reserves.

20% Shelving materials - returns materials to their proper place and keeps the items in alphabetical and alpha-numeric order.

BELMONT PUBLIC LIBRARY – FY14 BUDGET NARRATIVE

5% Paging list/admin/clerical - sends Belmont materials to other libraries; prepares for programs, and updates the online calendar.

4. CIRCULATION SERVICES

55% Circulation at front desk - checks in and checks out of all materials owned by Belmont and materials from libraries in and outside the network; notifies patrons of reserves and overdue items; reconciles fines and lost items; issues library cards; and maintains a patron database.

40% Processing reserves and delivery - unpacks bins for materials being returned to Belmont and receiving materials from other libraries to fill Belmont patron requests; packs delivery bins to send Belmont materials to other libraries to fill patron requests and returning items from other libraries. In FY12, 125,928 items were handled via the delivery system. The annual circulation for adult and young adult is over 300,000 items. These items are not just checked out but they also need to be checked in. The total annual circulation for all departments is over 530,000, keeping Belmont ranked among the most heavily used libraries in its population group.

5% Admin/Clerical - prints paging list and retrieves material being requested from other libraries, and shelves materials.

5. TECHNICAL/PROCESSING SERVICES

39% Acquisitions - orders, receives, processes and invoices new materials (books, periodicals, audio visual) and orders office supplies; creates requisitions.

29% Data entry/cataloging - enters all new materials into the Minuteman Library Network's online catalog - approximately 13,000 - 15,000 items annually.

19% Processing materials - prepares items with proper labels, security strips, plastic jackets to be ready for patron checkout; processes discards.

3% Repairing material - replaces jackets, cases, barcodes, labels etc. for approximately 1,000 plus items annually.

3% Admin/clerical - receives, sorts distribution of mail; checks in periodicals; maintenance of holdings information.

7% Delivery/Circulation - assists on the circulation desk; helps unpack the deliveries which are materials being returned to Belmont and materials to fill holds for patrons.

IV. Goals, outcome measures, detailed descriptions and input/output measures for major programs

A. Program - Adult/Reference Services

Goal - Collection Development - Maintain a strong print collection while providing new media and online resources to meet patrons' changing needs and interests.

1. Goal overview

BELMONT PUBLIC LIBRARY – FY14 BUDGET NARRATIVE

1a. Read reviews, keep up-to-date with electronic resources and media in order to select new print and non-print materials for the adult collection to meet the needs and interests of the patrons.

1b. Use circulation reports and patron interests, withdraw items from the adult print and non-print collection that no longer circulate, are no longer relevant or have outdated information.

2. Program outcomes

2a. Approximately 7,900 items (6%) will be added to the adult collection.

2b. Approximately 5,850 items (5%) will be discarded from the adult collection

3. Detailed description

Adult/Reference Services overview –

- selects books, databases and other materials for the adult and reference collections
- keeps up-to-date on the development of electronic resources and other new media
- maintains general reference, fiction and non-fiction collections
- manages audio visual collection including music compact discs, talking books, videos, DVDs and CD-ROMs
- answers information and reference questions in person, over the phone and by email
- instructs patrons in the use of the Internet, the online catalog and other online databases
- maintains and updates the library website
- initiates and facilitates appropriate programs for library patrons.

4. Input/Output measures

INPUTS	Actual FY 12	Project FY 13	Estimated FY 13	Projected FY 14
1. Number of Employees	5.4	5.4	5.4	5.4
2. Department Expenditures	\$102,994	\$151,432	\$119,868	\$108,294
OUTPUTS				
Number of adult items to be added	7,416	8,011 add	8,200 add	7,900 add
Number of adult items to be withdrawn	6,342	6,585 w/n	7,800 w/n	5,850 w/n

B. Program - Young Adult Services

Goal - Collection Development - Maintain a strong print collection at the same time as we provide new media and online resources to meet patrons' changing needs and interests.

1. Goal overview

1a. Read reviews, keep up-to-date with electronic resources and media, and keep up-to-date with the school curriculum for homework support in order to select new print and non-print materials for the young adult collection to meet the information

BELMONT PUBLIC LIBRARY – FY14 BUDGET NARRATIVE

needs and leisure reading/viewing of the students in grades seven through high school.

1b. Use circulation reports, school curriculum, and students interests, withdraw items from the young adult print and non-print collection that no longer circulate, are no longer relevant or have outdated information.

2. Program outcomes

- a. Approximately 800 items (5 %) will be added to the young adult collection.
- b. Approximately 685 items (4.8 %) will be discarded from the young adult collection.

3. Detailed description

Young Adult Services overview -

- provides library and information services to students in grades seven through high school
- selects materials for the young adult collection
- maintains the collection
- assists students in the selection of materials for school assignments and in choosing materials for their leisure
- instructs students in the use of the online catalog and databases
- initiates appropriate programs including reading programs, poetry workshops, and baby sitting workshops
- maintains teen pages of the website for homework support, study guides, book review database and book lists
- works closely with the middle school and the high school teachers and librarians
- offers one-on-one instructional support to students for the National History Day Project
- offers bibliographic instruction to students in 6th grade Social Studies classes and 10th grade English classes
- provides assistance to 12th grade students with their Literary Criticism thesis projects.

4. Input/Output measures

INPUTS	Actual FY 12	Project FY 13	Estimated FY 13	Projected FY 14
1. Number of Employees	.85	.85	1	1
2. Department Expenditures	\$12,776	\$11,138	\$14,178	\$14,953
OUTPUTS				
Number of YA items to be added	1,113 added	768 add	800 add	800 add
Number of YA items to be withdrawn	831 w/n	287 w/n	w/n 500	685 w/n

BELMONT PUBLIC LIBRARY – FY14 BUDGET NARRATIVE

C. Program - Children's Services

Goal - Collection Development - Maintain a strong print collection while providing new media and online resources to meet patrons' changing needs and interests.

1. Goal overview

1a. Read reviews, keep up-to-date with electronic resources and media, and keep up-to-date with the school curriculum for homework support in order to select new print and non-print materials for the children's collection to meet the information needs and leisure reading/viewing of children from infancy through the sixth grade and their parents.

1b. Use circulation reports, school curriculum, children and parents interests, withdraw items from the children's print and non-print collection that no longer circulate, are no longer relevant or have outdated information.

2. Program Outcomes

2a. Approximately 3,212 items (7 %) will be added to the children's collection.

2b. Approximately 2,547 items (5 %) will be discarded from the children's collection

3. Detailed description

Children's Services overview -

- provides library and information services to young children from birth to grade six
- selects material for the children's collection
- maintains the collection of general reference, picture books, easy readers, fiction and non-fiction
- manages the audio visual collection including DVDs, books on CD, and music CDs
- initiates appropriate programs including story hours beginning from two months of age up to 5 years of age, book discussions for grades 3-6, reading programs throughout the year for both readers and non-readers, sing-along music programs, puppet shows and other enrichment programs that are funded by the Jane Gray Dustan Fund
- instructs children in the use of the online catalog and databases.

4. Input/Output measures

INPUTS	Actual FY 12	Projected FY 13	Estimated FY 13	Projected FY 14
1.Number of Employees	2	2	2	2
2.Department Expenditures	\$37,316	\$37,232	\$38,240	\$39,409
OUTPUTS				
Number of items added	3,208 added	3,801added	3,300 added	3,212 added
Number of items w/n	3,243 w/n	2,001 w/n	2,575 w/n	2,547 w/n

BELMONT PUBLIC LIBRARY – FY14 BUDGET NARRATIVE

D. Program - Circulation Services

Goal - Check in and check out materials, process reserves and overdues, pack and unpack delivery bins in order to provide excellent customer service.

1. Goal overview

Check in and check out materials owned by Belmont and materials from other libraries in and outside the network; notify patrons of reserves and overdue items, unpack bins for materials being returned to Belmont and receive materials from other libraries to fill requests; pack bins to send Belmont materials to fill requests and return items from other libraries.

2. Program outcome

Approximately 907,600 items will be checked in and checked out in FY14

3. Detailed Description

- checks in and checks out of all materials owned by Belmont and materials from libraries in and outside the network
- notifies patrons of reserves and overdue items
- reconciles fines and lost items
- issue library cards and maintains a patron database
- unpacks bins for materials being returned to Belmont and receiving materials from other libraries to fill Belmont patron requests
- packs delivery bins to send Belmont materials to other libraries to fill patron requests and returning items from other libraries
- prints paging list and retrieves material being requested from other libraries
- shelves materials

4. Input/Output measures

INPUTS	Actual FY 12	Projected FY 13	Estimated FY 13	Projected FY 14
1.Number of Employees	6.65	6.65	6.65	6.65
2.Department Expenditures	\$218,623	\$244,974	\$223,950	\$229,840
OUTPUTS				
Number of items checked in and checked out	906,093 items	1,044,215 items	907,100 items	907,600 items

E. Program - Technical Services

Goal - Process new materials to make ready for checkout and process all discards for the adult, young adult and children's collection

1. Goal overview

BELMONT PUBLIC LIBRARY – FY14 BUDGET NARRATIVE

Order and process all new materials, enter the new material into the online catalog and prepare each item with proper labels, security and jackets to make items ready for check out and process all discards to keep the online catalog up-to-date.

2. Program outcome

Approximately 21,000 items will be either be either discarded or made ready for check out.

3 Detailed description

- orders, receives, processes and invoices new materials
- creates requisitions
- enters all new materials into the Minuteman Library Network's online catalog
- prepares items with proper labels, security strips, plastic jackets
- replaces jackets, cases, barcodes, labels, etc.
- receives, sorts and distributes mail
- checks in periodicals
- maintains (adding and discarding materials) holdings information
- assists on the circulation desk
- helps unpack the deliveries which are materials being returned to Belmont and materials to fill holds for patrons.

4. Input/Output Measures

INPUTS	Actual FY 12	Projected FY 13	Estimated FY 13	Projected FY 14
1.Number of Employees	3.37	3.37	3.37	3.37
2.Department Expenditures	\$120,353	\$130,533	\$123,000	\$125,600
OUTPUTS				
Number of items processed	22,153	21,436	23,175	21,000

V. Innovation

Mobile Site

To make library website access and content more accessible to users, the library designed a mobile application or interface that can be used with portable devices such as an iphone or ipad.

iPads

The Children's Department's new Learning Center program will begin in January. The Learning Center, which will begin with three iPads, is an extension of the library's early literacy stations. The extremely popular literacy stations are computer workstations. The

BELMONT PUBLIC LIBRARY – FY14 BUDGET NARRATIVE

iPads will have educational child-appropriate Apps (most of which are free). The iPads will offer ease of operation especially for the very young by employing the touch screen instead of manipulation of a mouse that is difficult for the very young. Children will be able to flip through a fun, interactive version of their favorite books, improve their reading and play educational games.

eReader eXpo

The eReader eXpo provides an opportunity for individuals to try out new devices such as the Nook, iPad, Kindle Fire and Kindle keyboard. The Technology Librarian presents a short overview of the most popular devices and then explains what to look for when shopping for an eReader. Attendees have the opportunity to try them out. One hundred and fifteen individuals have attended these programs.

One on One Overdrive training

In addition to the library's hands-on workshops on downloading free eBooks, the library now takes appointments for one-on-one assistance for downloading eBooks from the digital catalog.

VI. Opportunities

In order for the library to continue to be effective in meeting the demands of the public the additional money would go toward supplementing the four critical components of the library's public services – the hours of operation, the materials budget, staffing and technology.

HOURS OF OPERATION

Add one evening in the Children's Department from September through June
(44 wks) \$6,072

STAFFING

Funding for emergency call-in and/or special projects \$4,784

Before Proposition 2 ½, the library had 31.7 full-time equivalents (FTEs), currently there are 23.58 FTEs. Although staffing levels are low, usage is high, making it difficult to meet some of the goals and objectives outlined in the Long Range Plan, mandated by the Massachusetts Board of Library Commissioners. Programming and public service are the top priorities. This funding would allow the part-time non-union staff some additional time to help cover when the library is short staffed and to help with special projects and/or make possible off desk time for the regular staff to weed the collection, review reports for collection development, plan programs and related tasks. This request for funding would help to maintain the level of services expected by the community.

BELMONT PUBLIC LIBRARY – FY14 BUDGET NARRATIVE

TECHNOLOGY/MATERIALS BUDGET

Electronic Resources - Databases, eBooks, eReaders

\$10,000

The online databases supplement out-of-print reference collections, are very up-to-date and allow for at-home use. The majority of our databases are provided through the Massachusetts Library System and the Minuteman Library Network. Funding from the state for the databases has been reduced over the past few years. Last year an additional \$20,000 was allocated to fund electronic resources. The library was able to purchase a core collection of reference eBooks and several databases.

With this increase of \$10,000, the library would be able to continue increasing its offerings as patron demand increases. The databases range in price, usually averaging between one and three thousand dollars. Some are more expensive. The additional money would allow for new resources and the continuation of those added in FY13 such as Weiss Ratings of Banks, Credit Unions and Insurers and Universal Class.

VII. Challenges.

If we are to remain in the current library for the next five to ten years, there are many repairs that would need to take place. The architectural firm of Johnson Roberts Associates put together a detailed list of estimated repairs for the existing library in April of 2011 is included here. The list, which you have seen before, includes items that are required, safety issues, basic maintenance and optional items. The replacement of asbestos floor tiles on the lower level is now required in this budget as they have become a safety hazard and the removal and replacement can no longer be delayed.

Below is a general summary of issues within the exiting building. Detailed analyses of the building issues is also included - See pink pages.

BUILDING ISSUES

Safety Issues

The elevator, original to the building, is out of service an average of six times annually. Two patrons, on separate occasions, have been trapped in the elevator. The last time this happened the Fire Department had to break the cast iron door handler which was replaced with steel and will no longer break. The doors will have to be broken to free the patrons should there be another break-down.

The building has a smoke detection system but no fire suppressant system.

ADA Compliance

Not all sections of the library are ADA accessible. The aisles between the shelving of our stack areas are only 35 inches wide and have an egress at one end only. Lack of

BELMONT PUBLIC LIBRARY – FY14 BUDGET NARRATIVE

shelving forces the library to use top and bottom shelves; this presents problems for the elderly and the disabled. The elevator is not fully ADA accessible – it does not accommodate motorized wheelchairs. There is only one handicap accessible toilet. All the entry doors (three) for the library have to be pulled open - none are automatic.

Space Constraints

Keeping up with patron demands is the goal of the library; the real challenge is finding the room to add what patrons want. A perfect example is the audiovisual collection. This section is crowded into the main corridor (once the area to display art work). The lighting is poor and the space is cramped. Because the width of the aisle is so narrow, only one person at a time may be in the aisle looking at the titles on display

The children's room is another crowded space. There is really very little floor space for the younger children and only a couple of tables for the older children to do homework. The children's room with 46% of the total library circulation is always busy.

The building mechanicals are all original to the building and have all exceeded their life expectancy. Maintaining a constant temperature in the building is a challenge especially when there are seven different HVAC systems.

The roof continues to leak even though it has been repaired numerous times. A new rubber roof was installed about seven years ago but the leaks continue mostly due to the ponding that occurs because the roof is concave. (This is a result of the AC units placement on the roof after the building was constructed.) Over the next five years or more, it is anticipated that the costs of repairs to keep the Library functioning will be between \$3 - \$6 million dollars.

STATE REQUIREMENTS

Meeting the Municipal Appropriation Requirement (MAR) is an additional challenge from the state. Meeting the MAR provides the following advantages to Belmont:

- Maintains State Certification
- Allows continued membership to the Minuteman Library Network
- Continues interlibrary loans, reciprocal borrowing privileges and free use of other libraries
- Insures state funds (Belmont library usually receives in the range of \$30,000).
- Allows access to grants

Required repairs to the current building

March 2011

This is an explanation of the repair estimates provided by architect J. Stewart Roberts of Johnson Roberts Associates. Repairs are necessary if we choose to stay in the current building for the next 10 to 20 years.

Each line item in the repair estimate document is described below and assigned to one of these categories:

- > **Required.** We have to do these repairs for safety, and should do them soon rather than waiting for systems to fail.
- > **Basic maintenance.** These should also be done, but can be delayed until the required repairs are done.
- > **AAB.** These repairs are required to meet the state's Architectural Access Board (AAB) requirements. AAB requirements kick in when work exceeds 30% of the value of the building. The building is assessed at \$6.4 million, so 30% is \$1.9 million.

Sitework

Steps: Fix the front steps so they can be used. (Basic maintenance)

Ramp: All entrances to the building must be accessible, so a ramp may be needed because the current approach is probably too steep. We would construct it where one of the sidewalks is. (AAB)

Steel

Repairs to the roof structure: will fix places where the roof sags due to the air conditioning units added after construction. (Required)

Handrails: Required along stairs inside the building and along mezzanine for accessibility and safety. (AAB)

Architectural woodwork

New service desks: Children's, Reference and other service desks need to be made accessible. The Circulation desk is already done. (AAB)

Roof

Replace the flat roof: There is structural damage caused by the air conditioning units that were added after the building was constructed. (Required)

Repair the sloped slate roof. (Required)

Doors & windows

Storm windows: About 1/3 of the storms don't open and close, so they need replacement. (Required)

Automatic door openers: This is one way to address AAB requirements, and it appears easier than the alternative, which is to make the doors open with (about) 5 pounds of pressure. (AAB)

Metal & Glass

Interior glazing includes creating interior window walls if any of the other changes require it. (Optional)

BELMONT PUBLIC LIBRARY – FY14 BUDGET NARRATIVE

Drywall & carpentry

Partitions may be created if other changes require it. (Optional)

Ceilings: After we put in fire suppression, lighting, mechanical systems, etc., we will have to replace the ceilings. (Required)

Flooring

Carpeting: In some places, it is already 20 years old will need replacement, although not immediately. (In the Children's room, carpeting is 5 – 10 years old). Without this, some areas will become tripping hazards. (Basic maintenance)

Tile flooring: This is cheaper than carpeting and will be used in some areas. The first floor hallway has asbestos tiles, which require abatement during removal. (Basic maintenance)

Painting

Interior walls: These will need painting during the next 10 years. (Basic maintenance)

Exterior trim: It must be painted occasionally to keep it from rotting. (Required)

Elevator

Replace the elevator: Parts are hard to come by, it is too small for motorized wheelchairs and it has trapped patrons on two occasions. This requires a widening block shaft, some demolition of the slab, enlarging the pit, and installing new equipment. (Required)

HVAC

Replace the HVAC system: It is beyond its useful life. There is limited space in the ceilings for ductwork, so it will continue to be partially central and partially local. (Required)

Plumbing: Redo toilet rooms for accessibility, including tearing up slabs and redoing plumbing. The one accessible bathroom is laid out incorrectly and needs to be changed. (While the small men's and women's bathrooms near the Assembly Room *could* be combined into a single accessible unisex bathroom, unisex bathrooms are not counted toward requirements of the plumbing code, and there's no room to make two separate accessible ones.) (AAB)

New toilet rooms: This covers architectural work; plumbing is listed separately. (AAB)

Fire suppression system: We may have to add this based on what other work we do. It's important beyond that because the building is full of books. (Basic maintenance)

Electrical

New lighting: The lighting was reported to be past its useful life in 2005, but fixtures were updated for the ESSCO project. Fixtures are efficient, though still not sufficient to light the spaces well. (Basic maintenance)

New power: As reported in 2005, electrical service coming in to the building is inadequate. Internal power distribution (number and placement of outlets) is probably also inadequate. That causes people to string electrical cords everywhere, creating a tripping hazard. Electrical codes may be triggered with the other work. (Required)

Communications

Data systems: The new Wellington is being built with Cat5E cables and wireless; the library currently has Cat5, so we may only have to put in more wireless service. (Basic)

Notes on the repair costs

- > These are estimates, not actual costs. No design or detailed analysis has been done yet. One assumption is that we do not close the library while making these repairs, although that may increase some costs.
- > The state's Architectural Access Board rules must be met to get a building permit. If the work done during a 36-month period exceeds 30% of a building's assessed value, the entire building must be made accessible. See the AAB rules and regulations for details, especially Section 3, Jurisdiction (pdf).

The assessed value of the building is \$6.4 million, so the 30% threshold is \$1.9 million. *Mandatory repairs easily exceed that threshold*, so it seems that we must make the building accessible if we do the repairs needed to stay in the building.

BELMONT PUBLIC LIBRARY – FY14 BUDGET NARRATIVE

Belmont Memorial Library

Belmont, Massachusetts

Estimate of Repairs to Existing Library

4/12/11

Construction

	29,300 SF		Required Scope	Basic Scope	Optional Scope	Access Improvements
Sitework						
Repair Steps		Allow		\$140,000		
New Ramp at Front						\$75,000
Steel						
Repairs to Roof Structure		Allow	\$100,000			
Replace handrails		Allow				\$20,000
Architectural Woodward						
New Service Desks		Allow				\$40,000
Roofing						
Replace Flat Roof	8,000 SF	\$15/SF	\$120,000			
Repairs to Sloped Roof	6,000 SF	\$10/SF	\$60,000			
Doors and Windows						
New Storm Windows	1,800 SF	\$25/SF	\$45,000			
New Auto. Door Openers	6	\$5,000each				\$30,000
Metal and Glass						
Interior Glazing		Allow			\$10,000	
Drywall & Carpentry						
New Partitions		Allow			\$25,000	
Ceilings	29,300 SF	\$6.00/SF	\$175,800			
Flooring						
Carpel	24,000 SF	\$4.44/SF		\$106,667		
Vinyl Tile	5,000 SF	\$4.00/SF		\$20,000		
Painting						
Paint Interior Walls		Allow		\$85,000		
Paint Exterior Trim		Allow	\$25,000			
Elevator						
Replace Elevator		Allow	\$250,000			
HVAC						
Replace HVAC System	29,300 SF	\$30/SF	\$879,000			
Plumbing	29,300 SF	\$9.00/SF				\$263,700
New Toilet Rooms		Allow				\$180,000
Fire Supression System	29,300 SF	\$9.00/SF	\$263,700			

Electrical

Johnson Roberts Associates

BELMONT PUBLIC LIBRARY – FY14 BUDGET NARRATIVE

Belmont Memorial Library

Belmont, Massachusetts

Estimate of Repairs to Existing Library

4/12/11

Construction

	29,300 SF		Required Scope	Basic Scope	Optional Scope	Access Improvements
New Lighting	29,300 SF	\$9.00/SF		\$263,700		
New Power	29,300 SF	\$14.00/SF		\$410,200		
Communications						
Data	29,300 SF	\$4.00/SF		\$117,200		
Subtotal			\$1,918,500	\$1,142,767	\$35,000	\$608,700
Design Contingency	15.00%		\$287,775	\$171,415	\$5,250	\$91,305
Subtotal			\$2,206,275	\$1,314,182	\$40,250	\$700,005
GC Overhead and Profit	15.00%		\$330,941	\$197,127	\$6,038	\$105,001
Subtotal Construction			\$2,537,216	\$1,511,309	\$46,288	\$805,006

Project Expenses

Furnishings	15,000 SF	\$22.00/SF		\$330,000		
Architecture Fees	12.00%		\$304,466	\$181,357	\$5,555	\$96,601
Project Manager	3.00%		\$76,116	\$45,339	\$1,389	\$24,150
Misc Expenses		Allow	\$50,000	\$0	\$0	\$0
Printing Bid Doc		Allow	\$10,000	\$0	\$0	\$0
Moving*		Allow	\$120,000	\$0		\$0
Construction Contingency	10.00%		\$253,722	\$151,131	\$4,629	\$80,501
Temporary Facility		not included				
Subtotal Project Expenses			\$814,304	\$707,827	\$11,572	\$201,251

Total Project Budget **\$3,351,520** **\$2,219,136** **\$57,859** **\$1,006,257**

Cumulative Total **\$5,570,656** **\$5,628,516** **\$6,634,773**

*Moving assumes projects are sequenced to require only one move.

Johnson Roberts Associates

BELMONT PUBLIC LIBRARY – FY14 BUDGET NARRATIVE

VIII. ACCOMPLISHMENTS

The fourth *One Book One Belmont* program was very successful once again. There were twelve co-sponsoring community groups in addition to the Friends of the Library. Over 500 patrons attended the programs.

The now full-time young adult librarian met with the English and Social Studies Directors and the school librarians. She presented an overview of library resources for students at the Chenery PTO meeting. She has made arrangements for Grade 8 class visits and is encouraging the 6th grader teachers to resume their annual visits.

The Children's coordinator met with the Reading Specialist and has been invited to the Reading Team meeting to discuss ways to collaborate.

In collaboration with the Town and the School Department, the library's wireless access was greatly enhanced. Laptop use continues to increase.

Now have 31 circulating Kindles - 16 for adults, 10 for children, and 5 for young adults. Every quarter, titles are added to the Kindles to keep up with patrons' needs.

Have added current eReaders to the library collection - the Kindle Touch for circulation and have purchased the Kindle Fire for staff training.

The instructional classes offered at the library by the technology librarian on different portable devices (Kindle, Nook, iPad) continue to be popular. The library has made arrangements with the Council on Aging to have the Elder bus bring seniors to the library so they may attend. Classes are offered at the Beech Street Center as well.

Another successful "Teen Techs" (high school students) program was offered this summer. "Teen Techs" helped individuals with various hand held devices. Because of its success "Teen Techs" will offer a program during the school year to help patrons learn how to download ebooks from Overdrive.

Designed a mobile application or interface for the library website that can be used with portable devices.

The library has added Facebook to its list of social media to promote library services.

Have successfully implemented the use of online sign-ups and evaluations for library programs saving staff time.

New outlets were installed in east and west wings for use with laptops. The Friends of the Library purchased 3 new tablet chairs for laptop and general use.

Completed the installation of 2 new multi-use copiers with vend machines in the reference room.

BELMONT PUBLIC LIBRARY – FY14 BUDGET NARRATIVE

The adult department has begun circulating Book Kit Bags for local book discussion groups. These kits contain eight copies of the same book and a discussion guide, containing discussion questions and suggestions for finding book reviews, author biographies, and author interviews. The kits have been well received.

The systematic weeding of the circulating collection will be 65% complete by the end of FY13 staying right on target.

The replacement/conversion of Spoken Word Cassettes to Books on CD has been completed.

Many new ebooks and additional databases have been integrated into the collection to enhance reference services along with many new databases.

The Foreign Film collection now has over 600 titles

The circulating gaming collection now has 250 titles

The library designed a new logo for branding purposes.

Updated the volunteer section of the website to attract more volunteers to help at the library

An annual evaluation process for all permanent librarians is now in place.

**BELMONT PUBLIC LIBRARY
CAPITAL BUDGET
FY14**

FY 14 Capital Budget

The library is submitting one Capital request for the FY14 budget. It is for the proposed new library. Belmont received a \$7.5m grant from the Massachusetts Board of Library Commissioners' in October of 2012. The five year Capital plan is a compilation of projects that will need to be done either for safety reasons or because items are original to the building and are beyond their life expectancy. Were the new library to move forward, we may avoid some or all of these costs.

See attached timeline

CAPITAL PROJECT FY14

1. Project

a. New Building - Belmont needs a new library building in order to provide the library services required by the citizens of the Town. The current building no longer functions well as a library. The Library Feasibility Study, conducted by Johnson and Roberts Associates, was completed in January 2011. The results, based on the library building program, call for a new building of approximately 45,000 square feet (an increase of approximately 15,000 square feet).

- Received a \$7.5 million grant from the Massachusetts Board of Library Commissioners (MBLC) Public Library Construction Program
- The Library applied for the MBLC Public Library Construction Program grant on January 27, 2011.
- The Board of Selectmen unanimously agreed to support the library in its filing of the grant. The May 2011 Town meeting voted their approval for the project and permission to apply for, accept, and expend grant funds.
- In order to accept the MBLC grant award, the site for the new library, currently a playing field on the north side of Concord Avenue, must be acquired with the permission of the School Committee.
- Discussions are being held with the School Committee and other Town departments to secure the site, a playing field on the north side of Concord Ave.
- Staff, Friends of the Library and the Belmont Library Foundation are continuing to work with the citizens of Belmont to garner support for a new building.
- The MBLC's deadline to secure local funding is six months after grant is awarded. The Library will request an extension (6 months) from the MBLC.
See attached timeline

At the same time, Library advocates, including the Belmont Library Foundation and the Friends of the Library, are working to raise significant funds to help reduce the amount of municipal funding.

There are three critical items which must be accomplished in April 2013 for the library project to move forward:

- Transfer of land by the School Committee
- Town Meeting approval of the land transfer for the library site
- Appointment of a Library Building Committee by the Town Meeting Moderator

A new building would meet the needs and expectations of the Town by providing the following:

- Computer training room, to meet the need for information literacy training - using the research databases, online catalog and other software
- All building codes will be met
- Quiet areas for studying or tutoring
- An improved and expanded young adult area

- An improved and expanded Children's Department with an activity room, allowing us to offer programs without interrupting other library activities and in the afternoon the room may be used as a homework center
- Complete ADA accessibility to allow full access to the library and eliminate the possibility of lawsuits
- Comfortable meeting rooms
- Proper staff work areas
- Climate controlled room for the Historical Collection and the entire building to ensure patron comfort and protect the collection
- More space for the collection and computer work areas, to reduce cramped conditions and make library materials easier to find

2. Reason for request

The facility is over forty eight years old and is worn out. Work areas, like the *circulation desk*, are critically short of needed work-space. In the new book area there is currently shelving for books but no room for comfortable seating. *Study rooms* for tutoring and group work are non-existent. The *computer area* and the *Children's Room* are in desperate need of more space. The Coordinator of Children's Services has had her office space invaded by activities and storage requirement. The fiction collection is divided between the main floor and the mezzanine while the non-fiction collection is dispersed at opposite ends of the building. *The building does not meet federally mandated disability requirements.* Many areas of the library *do not comply with ADA requirements.* These include the main level entrance and vestibule, elevator, book-stacks, and all but one unisex toilet located on the lower floor. To renovate the building to meet ADA requirements would take a high percentage of space as turn-around areas for wheelchairs are needed at the end of each row of book stacks. Many of the stacks end in dead-end aisles and do not have the 5' turning radius required. Some book stacks do not have the required 3' clearance between the stacks. As always, whenever there are repairs there is concern that the cost will reach the level that triggers ADA compliance for the entire building. *All operating systems are original to the building and have outlived their useful lifespan. Mechanical systems are obsolete and must be replaced/repaired on an emergency basis.* The elevator is a constant worry. *The electrical system relies on extension cords to service technology never considered at the time of construction. There is no fire suppression system in any part of the building.*

3. Cost

- a. The estimated cost of the building is approximately \$19 million. This cost estimate was provided by architect J. Stewart Roberts of Johnson and Roberts Associates.
- b. Estimate was done in 2011.
- c. At this point the impact on the operating costs is unknown. The new building will obviously be more efficient and will have several green elements which should keep the maintenance costs down. The square footage of the building is increasing by approximately 15,000 square feet. We do not anticipate an increase in personnel.

4. Timing of Project

- a. Please see timeline on page one
- b. The next steps for the library project would be to have the School Committee agree to transfer the land, TM approves the transfer of the land for the library site, and the Town Moderator appoints a Building Committee who would hire a project manager and an architect to complete the final plan. Planning Board needs to approve final design.
- c. Construction would begin 12 months after accepting grant award. The project could be completed in 18 months.
- d. The project cannot be phased.
- e. Yes, the project would go out to bid.

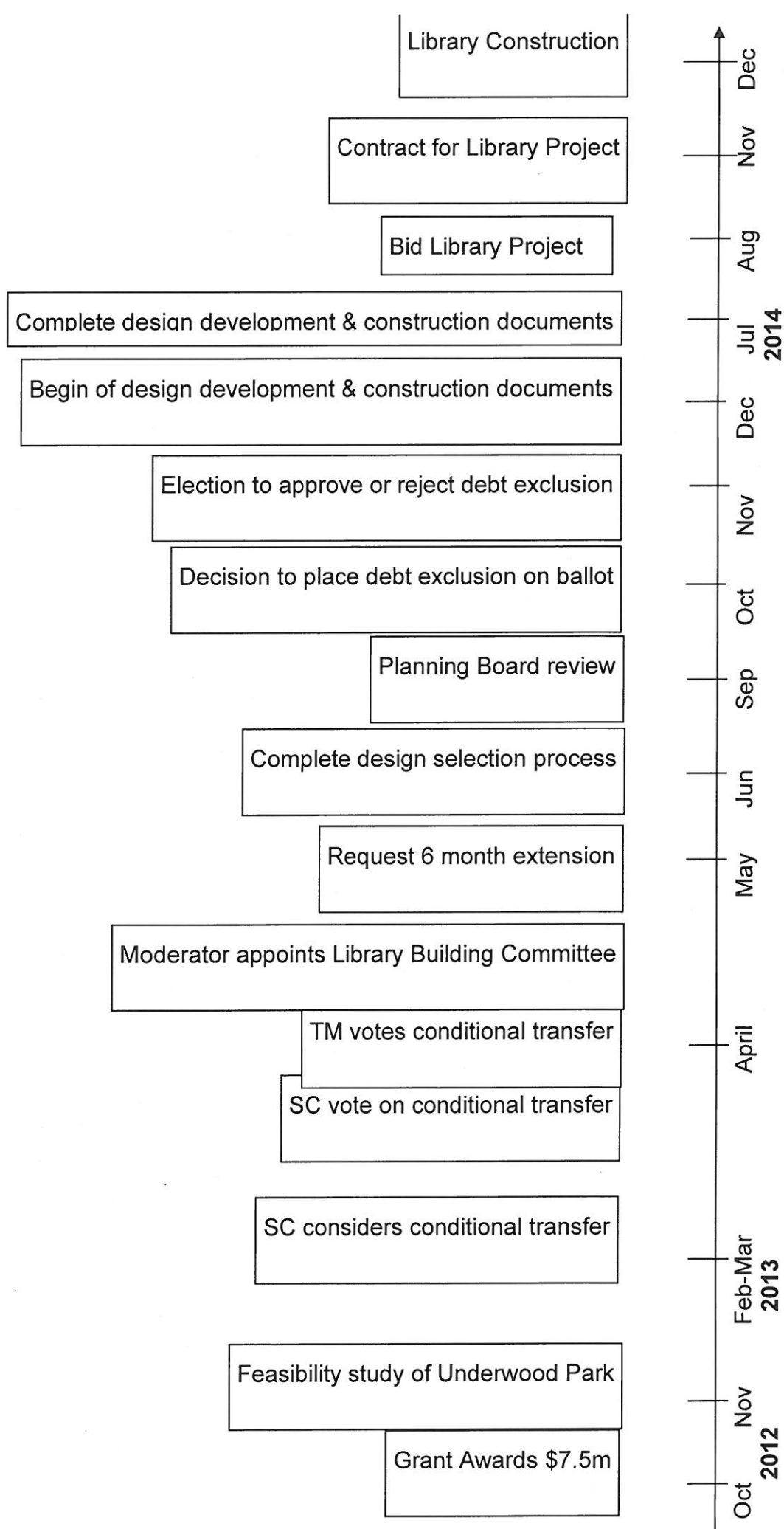
5. Life expectancy

The building program must be for 25 years but the building itself should last for many decades.

6. Funding

- a. Yes, the project would be bonded.
- b. The Board of Library Trustees proposes three methods of funding:
 - A state construction grant of approximately \$7.5 million
 - Private fundraising through the Belmont Library Foundation
 - A debt exclusion to make up the difference.

Library Grant Construction Timeline



BELMONT MEMORIAL LIBRARY
FY15 - FY20 CAPITAL BUDGET - PROJECTION

Load Factor	Unit cost	2015	2016	2017	2018	2019	2020
		1.13568	1.1811072	1.22835149	1.27748555	1.32858497	1.38172837
Mechanical/Electrical							
*Boiler (HVAC system)	\$879,000		\$1,038,193				
*Elevator	\$250,000	\$283,920					
Automatic door openers	\$30,000	\$34,070					
Fire Suppression System	\$263,700					\$350,348	
subtotal		\$317,990	\$1,038,193	\$0	\$0	\$350,348	\$0
Structural							
Repair Roof Structure	\$100,000				\$127,749		
Replace Roof	\$120,000				\$153,298		
subtotal		\$0	\$0	\$0	\$281,047	\$0	\$0
Public Safety							
Walkways and Sidewalk							
Generator							
New Lighting	\$263,700			\$323,916			
New Power	\$410,200			\$503,870			
Parking lot Repairs & Curbing-Asphalt	done						
Parking lot lighting	\$60,000						
subtotal		\$0	\$0	\$827,786	\$0	\$0	\$0
Other							
Carpet	\$160,667				\$205,250		
Interior Painting	\$85,000			\$104,410			
Storm Windows - Replace	\$45,000	\$51,106					
Radio-frequency identification (RFID)	\$11,159	\$12,673					
subtotal		\$63,779	\$0	\$104,410	\$205,250	\$0	\$0
Total		\$381,769	\$1,038,193	\$932,196	\$486,297	\$350,348	\$0
Total with 15% Contractor's							
Overhead & 10% Contin.		\$482,938	\$1,313,314	\$1,179,228	\$615,165	\$443,190	\$0
*All are original to the building and may need to be repaired on an emergency basis							
* possible items that may trigger ADA compliance							

spreadsheet for FY15 - FY20

*All Items are original to the 1965 building and may need to be repaired on an emergency basis

*possible items that may trigger ADA compliance

RECAP OF LIBRARY FUNDS FOR FISCAL YEAR 2012

LIBRARY FUNDS	OPENING BALANCE 7/1/2011	DONATION TRANSFER IN FY12	INCOME FY12	EXPENDITURE/ TRANSFER OUT FY12	ENDING BALANCE 6/30/2012
Library Gift Fund	\$161,675.71	\$2,250.00	\$3,562.19	\$1,042.39	\$166,445.51
Michael E Deluty	\$15,300.63		\$334.14	\$228.01	\$15,406.76
Katharine W Atkins	\$21,638.06		\$472.58	\$322.46	\$21,788.18
Margaret Wrisley	\$18,719.39		\$408.80	\$278.95	\$18,849.24
Esther Burdick	\$12,186.77		\$266.14	\$181.59	\$12,271.32
Blanche Howe Jenney	\$16,539.21		\$453.72	\$412.90	\$16,580.03
Jane Gray Children's Educ Fund	\$581,724.54		\$12,703.86	\$8,707.38	\$585,721.02
Jane Gray Children's Expense Acct	\$0.38	\$8,707.38		\$8,661.00	\$46.76
Dustan Library Bequest	\$296,926.32		\$6,527.63		\$303,453.95
Library Capital Building fund	\$21,446.38	\$508.18	\$476.43		\$22,430.99
Special Fund "72" Expenditure only	\$162.30	\$1,423.91		\$877.48	\$708.73
TOTAL	\$1,146,319.69	\$12,889.47	\$25,205.49	\$20,712.16	\$1,163,702.49

FY 12 TRUSTEE FUNDS ACTIVITY										
SPECIAL FUNDS		Notes	OPENING BALANCE 7/1/2011	Income Earned	80% INCOME WITHDRAWAL FY12	ACTUAL EXPENDITURE	DEPOSITS FY12	TOTAL		ENDING BALANCE 6/30/2012
	Michael E Deluty Fund	Holistic - Medical	\$15,300.63		\$228.01	\$268.39	\$0.00	\$15,072.62		\$334.14
	Katharine W Atkins Fund	Eduring - Special Bks	\$21,638.06		\$322.46	\$351.25	\$0.00	\$21,315.60		\$472.58
	Margaret Wrisley Fund	Eduring - Special Bks	\$18,719.39		\$278.95	\$205.55	\$0.00	\$18,440.44		\$408.80
	Esther Burdick Fund	Horticulture	\$12,186.77		\$181.59	\$143.52	\$0.00	\$12,005.18		\$266.14
	Blanche Howe Jenney Fund	Eduring - Special Bks	\$16,539.21		\$412.90	\$0.00	\$0.00	\$16,126.31		\$12,271.32
	Special Fund "72" expenditure		\$162.30			\$877.48	\$1,423.91	\$1,586.21		\$453.72
	Capital Building Fund	Building	\$21,446.38		\$0.00		\$508.18	\$21,954.56		\$708.73
	Jane Dustan Children's Educ Fund	Children's	\$581,724.54		\$8,707.38		\$0.00	\$573,017.16		\$476.43
	Jane DustanChildren's Expense		\$0.38		\$8,661.00		\$8,707.38			\$12,703.86
	Jane Dustan Bequest		\$296,926.32				\$0.00	\$296,926.32		\$6,527.63
	TOTAL SPECIAL FUNDS		\$984,643.98		\$18,792.28		\$10,639.47	\$976,444.41		\$21,643.30
	LIBRARY GIFT FUNDS		BALANCE 7/1/2011	WITHDRAWAL FY12			DEPOSIT	TOTAL	PERCENT	FY12 INCOME BALANCE
	Frances Apt	Children's	\$8,308.58			\$165.70		\$8,308.58	5.0685%	180.55
	Alice B. Curtis Bequest	Non-fiction	\$4,989.64			\$20.59		\$4,989.64	3.0438%	108.43
	Clafin Fund	History	\$19,503.54			\$50.44	\$0.00	\$19,503.54	11.8978%	423.82
	Dr. Small Bequest	Non-fiction	\$4,972.63			\$50.44		\$4,972.63	3.0335%	108.06
	Lucy Luard Bequest	Art/crafts	\$2,489.38			\$20.59		\$2,489.38	1.5186%	54.10
	Rachel Atkins Bequest	Art/crafts	\$12,507.56			\$223.21		\$12,507.56	7.6300%	271.80
	Kaplan Fund		\$5,457.70			\$41.18		\$5,457.70	3.3294%	118.60
	Dressler Fund	Biography	\$11,197.36			\$115.44	\$1,750.00	\$12,947.36	7.8983%	281.35
	Van Norden Fund	Music	\$7,043.56		\$0.00	\$0.00		\$7,043.56	4.2968%	153.06
	Regina O'Brien	Irish studies	\$1,959.37			\$56.58		\$1,959.37	1.1953%	42.58
	Edith Mintz Fund	Classical literature	\$1,122.67			\$0.00		\$1,122.67	0.6849%	24.40
	Richard Lenk	General	\$13,762.23			\$232.28	\$500.00	\$14,262.23	8.7004%	309.93
	Belmont Village Hill	Unrestricted	\$4,273.62			\$34.79		\$4,273.62	2.6070%	92.87
	Dr. Samuelson		\$2,210.38			\$31.15		\$2,210.38	1.3484%	48.03
	Mildred A. Manfredi-King		\$963.95			\$0.00		\$963.95	0.5880%	20.95
	Mary Claire Phelan		\$1,636.85			\$0.00		\$1,636.85	0.9985%	35.57
	Misc. Dedicated Fund		\$31,376.97			\$0.00		\$31,376.97	19.1410%	681.84
	Misc.-Unrestricted Fund		\$27,899.70			\$0.00		\$27,899.70	17.0197%	606.27
	TOTAL LIBRARY GIFT FUND		\$161,675.71		\$0.00	\$1,042.39	\$2,250.00	\$163,925.71	100.0000%	\$3,562.19
	TOTAL FUNDS		\$1,146,319.69		\$18,792.28		\$12,889.47	\$1,140,370.12		\$25,205.49
	Small Gift		Balance as of 7/1/2011	transfer in	deposit	expenses			Balance as of 6/30/2012	
			\$5,098.95		\$5,921.99	\$6,290.29			\$4,730.65	

FY 13 TRUSTEE FUNDS SPEND										
SPECIAL FUNDS	Notes	OPENING BALANCE 7/1/2012	Income Earned	80% INCOME WITHDRAWAL FY12	ACTUAL EXPENDITURE	DEPOSITS FY13	TOTAL	PERCENT	FY13 INCOME	ENDING BALANCE 6/30/2013
Michael E Deluty Fund	Holistic - Medical	\$15,406.76	\$334.14	\$267.31		\$0.00	\$15,139.45			\$15,139.45
Katharine W Atkins Fund	Eduring - Special Bks	\$21,788.18	\$472.58	\$378.06		\$0.00	\$21,410.12			\$21,410.12
Margaret Winsley Fund	Eduring - Special Bks	\$18,849.24	\$408.80	\$327.04		\$0.00	\$18,522.20			\$18,522.20
Esther Burdick Fund	Horticulture	\$12,271.32	\$266.14	\$212.91		\$0.00	\$12,058.41			\$12,058.41
Blanche Howe Jenney Fund	Eduring - Special Bks	\$16,580.03	\$453.72	\$362.98		\$0.00	\$16,217.05			\$16,217.05
Special Fund "72" expenditure		\$708.73		\$0.00			\$708.73			\$708.73
Capital Building Fund	Building	\$22,430.99	\$476.43				\$22,430.99			\$22,430.99
Jane Dustan Children's Educ Fund	Children's	\$585,721.02	\$12,703.86	\$10,163.09		\$0.00	\$575,557.93			\$575,557.93
Jane DustanChildren's Expense		\$46.76		\$0.00						\$46.76
Jane Dustan Bequest		\$303,453.95	\$6,527.63	\$5,222.10		\$0.00	\$298,231.85			\$298,231.85
TOTAL SPECIAL FUNDS		997,256.98	\$21,643.30	\$16,933.50		\$0.00	\$980,276.72		\$0.00	\$980,323.48
LIBRARY GIFT FUNDS		BALANCE 7/1/2012	Income Earned	WITHDRAWAL FY12		DEPOSIT	TOTAL	PERCENT	FY13 INCOME	BALANCE
Frances Apt	Children's	\$8,323.43	175.76	\$140.61			\$8,182.83	5.0019%	0.00	\$8,182.83
Alice B. Curtis Bequest	Non-fiction	\$5,077.48	\$107.22	\$85.78			\$4,991.70	3.0512%	0.00	\$4,991.70
Clafin Fund	History	\$19,876.92	\$419.72	\$335.78		\$0.00	\$19,541.15	11.9448%	0.00	\$19,541.15
Dr. Small Bequest	Non-fiction	\$5,030.25	\$106.22	\$84.98			\$4,945.28	3.0229%	0.00	\$4,945.28
Lucy Luard Bequest	Art/crafts	\$2,522.88	\$53.27	\$42.62			\$2,480.27	1.5161%	0.00	\$2,480.27
Rachel Atkins Bequest	Art/crafts	\$12,556.15	\$265.14	\$212.11			\$12,344.04	7.5455%	0.00	\$12,344.04
Kaplan Fund		\$5,535.12	\$116.88	\$93.50			\$5,441.62	3.3263%	0.00	\$5,441.62
Dressler Fund	Biography	\$13,113.27	\$313.85	\$251.08			\$12,862.19	7.8622%	0.00	\$12,862.19
Van Norden Fund	Music	\$7,196.62	\$151.96	\$121.57			\$7,075.05	4.3247%	0.00	\$7,075.05
Regina O'Brien	Irish studies	\$1,945.37	\$41.08	\$32.86			\$1,912.51	1.1690%	0.00	\$1,912.51
Edith Mintz Fund	Classical literature	\$1,147.07	\$24.22	\$19.38			\$1,127.69	0.6893%	0.00	\$1,127.69
Richard Lenk	General	\$14,339.87	\$313.36	\$250.69			\$14,089.18	8.6122%	0.00	\$14,089.18
Belmont Village Hill	Unrestricted	\$4,331.70	\$91.47	\$73.18			\$4,258.52	2.6031%	0.00	\$4,258.52
Dr. Samuelson		\$2,227.27	\$47.03	\$37.62			\$2,189.64	1.3384%	0.00	\$2,189.64
Mildred A. Mamfredi-King		\$984.90	\$20.80	\$16.64			\$968.26	0.5919%	0.00	\$968.26
Mary Claire Phelan		\$1,672.42	\$35.31	\$28.25			\$1,644.17	1.0050%	0.00	\$1,644.17
Misc. Dedicated Fund		\$32,058.81	\$676.96	\$541.57			\$31,517.24	19.2653%	0.00	\$31,517.24
Misc.-Unrestricted Fund		\$28,505.98	\$601.93	\$481.54			\$28,024.43	17.1303%	0.00	\$28,024.43
TOTAL LIBRARY GIFT FUND		\$166,445.51	\$3,562.19	\$2,849.74	\$0.00	\$0.00	\$163,595.77	100.0000%		\$163,595.77
TOTAL FUNDS		\$ 1,163,702.49	\$25,205.49	\$19,783.24		\$0.00	\$1,143,872.49		\$0.00	\$1,143,919.25
	Balance as of 7/1/2012			transfer in	deposit	expenses		Balance as of 6/30/2013		
		\$4,730.65								

TRUSTEES MEETING
DIRECTOR'S REPORT
January 8, 2013
CLAFLIN ROOM
7:30 PM

Director's Report

BLF update

The latest - new brochure came in shortly after our last trustees meeting. Jeff has completed the PayPal account - now in the process of creating a button for the website. Hopefully they can get it done soon.

Library Video

Ann has a draft of the script which is in your packet. She would like to interview Pat Brusch and/or Liz Allison. Should I ask both? Ann needs someone to fact check and fill in the blanks on the money and wants to know if we want her to include the police station/move across the street issues. She also wants to borrow ONE shot from Watertown from Greg Stone but Mary Alice and Marcie said that he does not want his work to be with that of a student so.... I'm happy to do the fact checking and reviewing the video - Matt - you had the number thing down so maybe you could send her your slide or send her an email-maybe should interview you too. Maybe there should be a trustee who also works with Ann to review the video and make edits. We should discuss this at the meeting.

Warrant sub-committee

I met with Liz Allison and Jim Gimmel on Thursday, Jan. 3. He just wanted a brief overview of the library, what we do, what the Friends of the Library do, the new building etc. Jim will be on the library Warrant sub-committee.

Conflict of Interest test

You all have to take the Conflict of Interest (Ethics) test again. You have until April to complete it and send your certificate to the Town Clerk. I will send you the link and the instructions on how to print the certificate via email too.

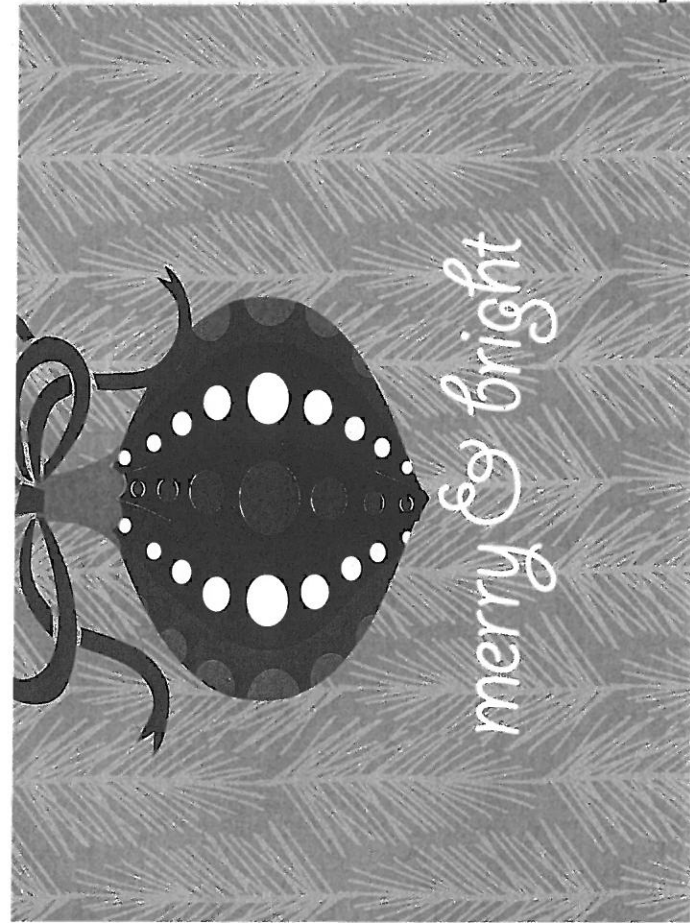
<http://www.stateprog.eth.state.ma.us/>

follow the steps to complete your certificate; then submit it to the Town Clerk's office by one of the following two methods:

1. Create a pdf and email to Townclerk@belmont-ma.gov or
2. Print the certificate and either scan and send to Townclerk@belmont-ma.gov or send the hard copy to Town Clerk, 455 Concord Avenue, Belmont, MA 02478

MGL Chapter 150 E

The attorney's opinion is in the packet - we will discuss in executive session.



1/2013

Our family would like to say many thanks for access to the Belmont Public Library.

For many years, we spent each week checking out items that have sparked many new interests, hobbies and favorite stories.

This gift is for the library's continuing goal of expanding public access through a new building as well as offering new items and programs.

We would like to see further growth in books so future patrons can enjoy the library as we do.

While we may not be residents, we ~~cherish~~ cherish the local convenience of Belmont Library's location.

Thanks to all staff for their dedication and service.

Happy New Year!

Sincerely,
Park Family

[illegible]

	ORIG./ADJ. APPROPTNS.	TRANSFER	ADJUSTED BUDGET	SPENT JAN	SPENT JULY - JAN	BALANCE	PROJECTED 7 MONTHS	% EXP
	LIBRARY PUBLIC SERVICE							
16121								
511000	WAGES, FULL TIME	575,539.04	575,539.04	24,102.97	329,652.11	245,886.93	335,731.11	57.3%
511100	WAGES, PART TIME	248,461.42	248,461.42	6361.87	90,621.80	157,839.62	144,935.83	36.5%
513000	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY	5,986.00	5,986.00	0.00	3,660.71	2,325.29	3,491.83	61.2%
517000	HEALTH INSURANCE	138,767.00	138,767.00	0.00	0.00	138,767.00	80,947.42	0.0%
517200	WORKER'S COMPENSATION	1,455.00	1,455.00	0.00	0.00	1,455.00	848.75	0.0%
517800	MEDICARE	11,950.00	11,950.00	0.00	0.00	11,950.00	6,970.83	0.0%
517900	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
16122								
530000	PROFESSIONAL SERVICES	810.00	810.00	0.00	565.00	245.00	472.50	69.8%
534100	TELEPHONE	7,852.00	7,852.00	0.00	4,210.91	3,641.09	4,580.33	53.6%
552900	BOOKS/PER/FILM/CD/REC	306,005.00	306,005.00	0.00	146,952.16	159,052.84	178,502.92	48.0%
573000	DUES	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIB PUBLIC SVC	1,296,825.46	1,296,825.46	30,464.84	575,662.69	721,162.77	756,481.52	44.39%
	LIBRARY TECH SERVICE							
16131								
511000	SALARIES, FULL TIME	142,080.02	142,080.02	5,593.50	75,174.14	66,905.88	82,880.01	52.9%
511100	SALARIES, PART TIME	12,020.00	12,020.00	453.76	6,286.93	5,733.07	7,011.67	52.3%
514800	LONGEVITY	1,925.00	1,925.00	0.00	1,487.50	437.50	1,122.92	77.3%
517000	HEALTH INSURANCE	16,404.00	16,404.00	0.00	0.00	16,404.00	9,569.00	0.0%
517200	WORKER'S COMPENSATION	399.00	399.00	0.00	0.00	399.00	232.75	0.0%
517800	MEDICARE	2,216.00	2,216.00	0.00	0.00	2,216.00	1,292.67	0.0%
16132								
530600	COMPUTER SERVICE	75,469.00	75,469.00	0.00	52,556.08	22,912.92	44,023.58	69.6%
542200	PROCESSING SUPPLIES	11,000.00	11,000.00	0.00	5,576.22	5,423.78	6,416.67	50.7%
573000	DUES	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECH SERV	261,513.02	261,513.02	6,047.26	141,080.87	120,432.15	152,549.26	53.95%
	TOTAL LIBRARY DEPARTMT	1,980,209.95	1,980,209.95	44,897.55	898,729.02	1,081,480.93	1,155,122.47	45.71%

Belmont Public Library
Activity Report For The Month
of December 2012

Days open 2011: 25
Days open 2012: 29

Agency	December 2012	Increase Over December 2011	Cumulated 2012	Cumulated Increase Over 2011
Adult	23,209	55	275,343	(4,063)
Juvenile	18,799	(1,383)	262,742	5,078
Total	42,008	(1,328)	538,085	1,015

Average Daily Circulation

	2012	2011
Adult	800	926
Juvenile	648	807

Non-Book (included in above figures)

Adult	11,396	760	119,830	(895)
Juvenile	3,914	(463)	51,656	(2,032)
Total	15,310	297	171,486	(2,927)

DVD

Adult	8,050	670	84,256	2,238
Juvenile	2,976	(312)	37,853	(1,186)
Total	11,026	358	122,109	1,052

Downloadable Audiobooks

Checkouts	993	11,440
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Internet Use

Internet	1,805	26,317
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Interlibrary Loan:

Borrowed	20	405
Loaned	30	556
Faxed	2	16

Young Adult Circulation

1,506	(118)
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ACTIVITY REPORT FOR THE MONTH OF DECEMBER 2012

Reference and Information

	December 2012	Increase Over December 2011	Cumulated 2012	Cumulated Increase Over 2011
Adult	2,755	(161)	37,587	(7,053)
Email	4	(9)	68	(19)
Total	<u>2,759</u>	<u>(170)</u>	<u>37,655</u>	<u>(7,072)</u>

Book Processing

Added:	835
Withdrawn:	1,581
Repaired:	53

Meeting Room Use

Room	Times Used	Attendance	Cumulated Times Used	Cumulated Attendance
Assembly	15	582	214	8,924
Flett	15	355	271	5,979
Misc.	<u>8</u>	<u>131</u>	<u>145</u>	<u>2,903</u>
Total	38	1,068	630	17,806

Library Sponsored Programs (included in above figures)

Adult	4	111	62	1,835
Juvenile	16	515	274	10,317
Young Adult	<u>1</u>	<u>2</u>	<u>44</u>	<u>490</u>
Total	21	628	380	12,642

Circulating Passes:

		Pass Cumulated
Aquarium	19	223
Audubon	-	91
Boston By Foot	- (pass not available in Dec.)	26
Children's	19	243
DeCordova	5	138
Discovery	6	107
Essex/Peabody	9	133
Fine Arts	37	361
Gardner	9	175
Harvard Art	2	35
Harvard Natural History	12	129
Institute of Contemp. A	13	119
Kennedy Library	8	55
Mass Parks Pass	-	35
Plimoth Plantation	- (pass not available in Dec.)	64
Science	33	412
Zoos	<u>10</u>	<u>185</u>
Total	182	2,531