

BELMONT MEMORIAL LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
JANUARY 15, 2015

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, Kathleen Keohane, Gail Mann, and Sarah Phillips, and Acting Director Emily Reardon.

The minutes of the Trustees Meeting of December 18, 2014, were approved on a motion by Chair Lowrie, seconded by Trustee Carthy and voted unanimously.

Old Business

Search Committee – Search Committee Chair Elaine Alligood gave the Board an update of the Search Committee's renewed efforts to recruit a new Library Director. The job posting has been rewritten and was posted January 13th. Trustee Mann and Acting Director Emily Reardon presented their resignations from the Search Committee due to time constraints.

VOTED: Chair Lowrie moved to accept the resignations of Search Committee members Mann and Reardon, seconded by Trustee Phillips, and voted unanimously.

VOTED: Trustee Alligood moved to nominate Trustee Carthy as a member of the Search Committee, seconded by Trustee Mann, and voted unanimously.

VOTED: Chair Lowrie moved to nominate Liz Fraser, BPL Children's Coordinator, as a member of the Search Committee, seconded by Trustee Keohane, and voted unanimously.

A meeting of the reconstituted Search Committee was scheduled for February 9th, with the Trustees deferring to the Committee on a further timeline.

Consolidation Update – Trustees Mann and Keohane presented a draft letter to Town Administrator Kale, which seeks to begin to frame the understanding between the Town and the BPL with respect to the care and maintenance of the Library building. Acting Director Reardon discussed in detail those areas of the FY2016 budget that would be impacted by consolidation. Removing line items from the Library budget in consolidation raises other issues: How would expenses included in those line items but not consolidated be categorized? How would repurposed surplus funds be made up in the Materials budget? How would items to be purchased with funds later repurposed be preserved in the budget? Trustee Mann will revise the letter to cover these points, as well as small changes suggested by Chair Lowrie.

FY16 Operating Budget and Capital Budget Projection - Acting Director Reardon reviewed a draft of the FY16 budget, with particular attention to the larger line items and those with increases above inflation. Building Repair & Maintenance includes funds for removal of asbestos floor tiles and retiling. In light of recent heating system failures, she will include an estimate of repairs necessary to keep the system running for the immediate future.

The Library has been told that all gas-powered equipment must be stored out of the building in accord with fire regulations. The Trustees discussed whether to rent a steel container for this purpose (approximately \$1,500/year) or to buy a storage

shed, both to be placed on Library property. While more expensive short-term, a permanent shed would be more effective and less expensive long-term. This would include the potential for electrical service to the shed depending on location. \$10,000 for this item was therefore added to the Capital Budget Projection. The Computer Services line item includes funds for a new, secure website and for Sierra licenses.

VOTED: Chair Lowrie moved to approve the draft FY16 budget, as amended, with authority for further amendment by the Interim Director, with approval by Trustees Keohane and Phillips. The motion was seconded by Trustee Mann, and approved unanimously.

Acting Director Reardon next reviewed the draft Capital Budget Projection, FY16 – FY22. The Library building is now 50 years old and much of its core infrastructure (such as boiler, elevator, HVAC system) is original and has long exceeded its expected service life. In addition, the building has no fire suppression system. The Trustees discussed the challenge of scheduling these repairs and renovations without triggering ADA, as well as the prudence of making such capital investments in the current building. The Trustees agreed to add the cost of a new HVAC system, replacement parts for the heating system, and a fire suppression system to the FY16 Capital Budget *for discussion purposes*, realizing that all these items cannot be authorized at one time. The Trustees look to the Town for broader guidance, as it would be irresponsible to recommend all these improvements without considering the long-range plan. Other additions to the FY16 Capital Budget will be for a feasibility study and a shed for gas-powered equipment.

Trustee Carthy moved to approve the FY16 Capital Budget Projection as amended, seconded by Trustee Keohane, and voted unanimously. Acting Director Reardon will circulate the amended budget to Trustees.

Opportunities for future initiatives discussed included opening the Children's Room for one weekday evening, a laser cutter for the Maker space, and increased WiFi capability.

Video Games Update – Acting Director Reardon updated the Board on the problem of an individual patron(s) not returning multiple video games checked out, valued in excess of \$5,000. Other nearby MLN libraries have experienced similar thefts, and a police report was filed on January 5th. The Trustees recommended that the Acting Director move ahead with police on prosecution. An immediate checkout limit of three video games has been imposed by MLN.

New Business

Trust Funds - Trustee Phillips presented a review of the trust funds and other outside accounts that benefit the Library. She reviewed activity in the various funds in FY14, which included the accumulation of income from the Library Gift Funds and several other funds, and the distribution of income from the Jane Gray Children's Educational Fund. The funds continue to be invested with other Town trusts in a conservative mix of short-term bonds and high dividend blue chip stocks. Trustee Phillips recommended the transfer of 80% of FY15 income from all the funds to the appropriate expense accounts for current Library use.

VOTED: Trustee Phillips moved to transfer \$22,250.98 from the Jane Dustan Children's Educational Fund to the Jane Dustan Children's Expense Account; \$ 3,262.48 from the Special Funds to the Special Fund "72" Expenditure Account; and \$6,523.59 from the Library Gift Funds to its expenditure account – a total transfer of \$32,037.05. The motion was seconded by Chair Lowrie, and voted unanimously.

Director's Report – Acting Director Reardon briefly described the MLN Task Force recommendations on loan periods and fines, but due to the late hour, the Trustees agreed to address this topic at their next meeting.

Friends Report – Trustee Phillips reported on the Friends' generous gift of funds for a new refrigerator and stove for the Library kitchen. The Trustees gratefully accept this kind gift, which will benefit Library staff and enable cooking demonstrations for Library patrons.

Chair Lowrie moved to adjourn the meeting at 9:45 p.m., seconded by Trustee Allgood, and voted unanimously.

Next meeting will be held on Thursday, February 19, at 7:30 p.m.

Respectfully submitted,
Sarah Phillips, Secretary

Exhibits:

Agenda January 15, 2015

Minutes December 18, 2014

Job Posting for BPL Library Director, January 2015

Letter to Town Administrator & Assistant Town Administrator from Trustees Keohane and Mann, regarding Consolidation

FY16 Budget draft and FY16 – FY22 Capital Budget Projection draft

Recap of Library Funds for FY14

FY14 Trustee Funds Activity

FY15 Trustee Funds to Spend

Acting Director's Report, January 15, 2015

BPL Activity Report for November 2014

BPL Activity Report for December 2014

BPL Expenditures for January 2015, dated Jan. 13, 2015

LIBRARY DIRECTOR TOWN OF BELMONT MA

The Belmont Public Library Board of Trustees is seeking a dynamic, innovative director to lead the library into the future. The Board of Library Trustees invites applications from progressive, collaborative team-builders who are experienced and committed professionals with proven management and administrative skills. Candidates must be well-informed and experienced with current and emerging library trends and technologies, as well as current best practices in public library services. Anticipated starting date March/April 2015.

The Town of Belmont, population of 24,749, is a predominantly residential community with a nationally recognized school system. Adjacent to Cambridge, Arlington, Watertown, Waltham and Lexington, MA and just eight miles from downtown Boston, the library serves a town of book lovers who enjoy reading and listening in a wide array of formats and e-Technologies.

Belmont (<http://www.belmont.lib.ma.us/>), with a dedicated and talented staff, was one of the early adopters of Amazon Kindles for circulation. Belmont runs a highly successful "One Book – One Belmont" program, five in the past seven years, attracting crowds to the featured book's numerous events, most culminating with a talk by the author (<http://www.belmont.lib.ma.us/one-book-one-belmont>). Other relevant 2013 statistics include annual circulation of 545,000 items, 390,000 website views, 12,800 Overdrive downloads, and 39,000 reference questions by 15,555 library card holders and others. The Library is fortunate to have a vibrant Friends of the Library group that unstintingly partners with the library, running the annual book sale as well as funding music and author programs throughout the year.

Under the general direction of the Board of Library Trustees, the Library Director is responsible for planning, organizing, reviewing and directing all library activities blending traditional and innovative strategies in the use of materials, programs, technology, and space. The Library Director oversees the daily operations of the library, develops and implements library policies, procedures, and short and long range goals, directs and performs public relation activities, supervises staff, develops and administers the department budget, and oversees the physical plant.

Qualifications: Master's degree in Library Science from an ALA-accredited school with five years of progressively responsible public library experience including supervisory experience. Knowledge of principles and practices of library work, automated library systems, and use of library resources and information technology required. Must have excellent customer service skills, the ability to manage and direct a large group of employees, communicate effectively and must possess excellent technology skills. The salary range is \$76,859 to \$109,140 commensurate with experience and includes a full benefit package.

Interested individuals should submit a resume, cover letter that demonstrates the stated requirements and send them along with the Town application (<http://www.belmont-ma.gov/human-resources>) to the Town of Belmont, HR Dept., 455 Concord Ave, Belmont, MA 02478, or humanresources@belmont-ma.gov or fax 617-993-2741 by the deadline, close of business January 30, 2015. Belmont is an Equal Opportunity Employer.

To: Town Administrator; Assistant Town Administrator

The Belmont Public Library (BPL) Board of Trustees has reviewed the Memorandum of Agreement between the Board of Selectmen, the School Committee and the Town Administrator regarding the Department of Public Facilities (DPF), the Public Facilities Board and the Director of Public Facilities (Director) and their respective duties and responsibilities. In furtherance of the goals set out in the Memorandum of Agreement with respect to the consolidation of the care and maintenance of Belmont buildings, this letter sets forth the understanding between the Town Administrator and the BPL with respect to the care and maintenance of the BPL.

The BPL currently has a full-time custodian and a part-time weekend custodian who also covers vacations, as well as a contractual maintenance service for 44 hours per week of custodial work on weekday mornings and evenings. The BPL is unique compared to other Town buildings due to extended operating hours and the provision of services to members of the public representing all demographic and age groups. Taking into account the uniqueness of the BPL and applicable legal requirements, we assume the BPL would continue to have a full-time custodian that would be under the joint supervision of the Director and the BPL director. Also, if the BPL full-time custodian leaves his position, the BPL director would be an active participant in the interview process for future custodians. The Director would make available to the BPL custodial services for weekends and evenings and would respond promptly to requests for custodial and maintenance services to ensure the smooth and safe operation of the BPL facility.

The BPL operating budget currently includes the cost of a full-time and part-time custodian, a custodial services contract, custodial supplies, utilities (electric, gas and water), and maintenance and repair of building and grounds. We understand that pursuant to the consolidation initiative, these BPL budget items would be managed centrally going forward to achieve economies of scale associated with consolidation of services, and any savings associated with particular line items (for example, utilities), would no longer be directly available to the BPL.

The BPL staff and trustees are focused on maintaining the level of services offered to the public, and in particular, not adversely affecting the materials acquisition item of the operating budget. As representatives of the BPL Board of Trustees, we and the interim BPL director would be happy to meet with you at your convenience to discuss how best to operationalize the consolidation of facilities services for the BPL while maintaining the high quality of services offered by the BPL and ensuring continued compliance with state regulations.

Kathy Keohane and Gail Mann

cc: Emily Reardon, Interim Director, Belmont Public Library

Acknowledged and agreed to: _____
[Town Administrator]

Date: _____

Town of Belmont Expenditure Report

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0100 General Fund		FY14 EXPENDED	FY15 TOWN FINAL VOTE	FY15 ADJUSTED BUDGET	FY15 TOWN EST EXP	FY16 PROPOSED BUDGET	FY16 TOWN FINAL VOTE	Chg Level Services FY16	% Chg Level Services FY16
<u>Library Administration</u>									
16111	511000 Full Time Salaries	\$204,492	\$204,318	\$204,318	\$204,058	\$209,926	\$209,926	\$5,608	2.74%
16111	511100 Part Time Salaries	\$9,028	\$10,436	\$10,436	\$9,775	\$8,146	\$8,146	(\$2,290)	-21.95%
16111	513000 Overtime	\$9,085	\$9,950	\$9,950	\$9,950	\$10,149	\$0	\$199	2.00%
16111	514100 Specialty Pay/Stipend	\$0	\$260	\$260	\$260	\$260	\$0	\$0	0.00%
16111	514800 Longevity	\$975	\$975	\$975	\$975	\$975	\$975	\$0	0.00%
16111	517000 Health Insurance	\$22,295	\$22,295	\$22,295	\$22,295	\$12,020	\$12,020	(\$10,275)	-46.09%
16111	517200 Workers Compensation	\$511	\$0	\$0	\$511	\$0	\$0	\$0	#Num!
16111	517800 Medicare	\$3,249	\$3,288	\$3,288	\$3,288	\$3,188	\$3,188	(\$100)	-3.04%
16111	518000 Pension Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
16111	519900 Uniform Allowance	\$820	\$820	\$820	\$820	\$820	\$820	\$0	0.00%
<u>Personal Services</u>		\$250,454	\$252,342	\$252,342	\$251,932	\$245,484	\$235,075	(\$6,858)	-2.72%

Town of Belmont

Expenditure Report

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	FY14 EXPENDED	FY15 TOWN FINAL VOTE	FY15 ADJUSTED BUDGET	FY15 TOWN EST EXP	FY16 PROPOSED BUDGET	FY16 TOWN FINAL VOTE	Chg Level Services FY16	% Chg Level Services FY16
16112 521100 Utilities ESCo Lease Payme	\$8,690	\$8,690	\$8,690	\$8,690	\$8,690	\$0	\$0	0.00%
16112 522800 Natural Gas	\$18,907	\$16,500	\$16,500	\$18,500	\$19,050	\$0	\$2,550	15.45%
16112 522900 Electricity	\$32,393	\$40,015	\$40,015	\$38,000	\$39,140	\$0	(\$875)	-2.19%
16112 523100 Water	\$3,465	\$5,000	\$5,000	\$4,500	\$5,000	\$0	\$0	0.00%
16112 524300 Repair & Maint Bldg	\$119,422	\$134,235	\$134,235	\$134,235	\$139,000	\$0	\$4,765	3.55%
16112 524500 Maint Office Equipment	\$4,195	\$5,515	\$5,515	\$5,515	\$5,625	\$0	\$110	1.99%
16112 530001 Prof Services-Medical Bills	\$326	\$299	\$299	\$326	\$326	\$0	\$27	9.03%
16112 531700 Prof Services-Emp Train Se	\$228	\$350	\$350	\$350	\$367	\$0	\$17	4.86%
16112 531900 Prof Services-Advertising	\$278	\$500	\$500	\$500	\$500	\$0	\$0	0.00%
16112 534500 Postage	\$1,592	\$2,800	\$2,800	\$2,800	\$2,800	\$0	\$0	0.00%
16112 534700 Printed Materials	\$1,401	\$1,500	\$1,500	\$1,500	\$1,575	\$0	\$75	5.00%
16112 542100 Office Supplies	\$725	\$945	\$945	\$945	\$975	\$0	\$30	3.17%
16112 545000 Custodial Supplies	\$10,686	\$12,257	\$12,257	\$12,257	\$12,625	\$0	\$368	3.00%
16112 548900 Vehicle Fuel - Unleaded	\$347	\$398	\$398	\$398	\$398	\$0	\$0	0.00%
16112 571000 In State Travel	\$574	\$375	\$375	\$375	\$394	\$0	\$19	5.07%
16112 573000 Dues and Membership	\$580	\$610	\$610	\$580	\$610	\$0	\$0	0.00%
Other Expenses								
	\$203,808	\$229,989	\$229,989	\$229,471	\$237,075	\$0	\$7,086	3.08%
16113 524305 Plant Operations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
Capital Outlay								
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
Total Library Administration								
	\$454,262	\$482,331	\$482,331	\$481,403	\$482,559	\$235,075	\$228	0.05%

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Town of Belmont Expenditure Report

Library Public Services

	FY14 EXPENDED	FY15 TOWN FINAL VOTE	FY15 ADJUSTED BUDGET	FY15 TOWN EST EXP	FY16 PROPOSED BUDGET	FY16 TOWN FINAL VOTE	Chg Level Services FY16	% Chg Level Services FY16
16121 511000 Full Time Salaries	\$620,577	\$661,221	\$661,221	\$655,730	\$693,429	\$693,429	\$32,208	4.87%
16121 511100 Part Time Salaries	\$185,004	\$199,743	\$199,743	\$196,000	\$178,746	\$178,746	(\$20,997)	-10.51%
16121 514800 Longevity	\$6,809	\$6,696	\$6,696	\$6,696	\$5,646	\$5,646	(\$1,050)	-15.69%
16121 517000 Health Insurance	\$105,465	\$115,740	\$115,740	\$105,465	\$117,485	\$117,485	\$1,745	1.51%
16121 517200 Workers Compensation	\$1,819	\$0	\$0	\$1,819	\$0	\$0	\$0	#Num!
16121 517800 Medicare	\$12,511	\$12,581	\$12,581	\$12,511	\$12,728	\$12,728	\$147	1.17%
16121 517900 Life Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
16121 518000 Pension Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!

Personal Services

16122 530000 Professional Services	\$750	\$900	\$900	\$900	\$950	\$0	\$50	5.56%
16122 534100 Telephone	\$7,244	\$9,645	\$9,645	\$9,645	\$10,127	\$0	\$482	5.00%
16122 552900 Books and Periodicals	\$288,141	\$293,270	\$293,270	\$293,270	\$310,408	\$0	\$17,138	5.84%
16122 573000 Dues and Membership	\$0	\$0	\$0	\$0	\$1,020	\$0	\$1,020	#Div/0!

Other Expenses

Total Library Public Services	\$296,135	\$303,815	\$303,815	\$303,815	\$322,505	\$0	\$18,690	6.15%
	\$1,228,320	\$1,299,797	\$1,299,797	\$1,282,036	\$1,330,539	\$1,008,035	\$30,742	2.37%

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Town of Belmont Expenditure Report

LibraryTech Services

	FY14 EXPENDED	FY15 TOWN FINAL VOTE	FY15 ADJUSTED BUDGET	FY15 TOWN EST EXP	FY16 PROPOSED BUDGET	FY16 TOWN FINAL VOTE	Chg Level Services FY16	% Chg Level Services FY16
16131 511000 Full Time Salaries	\$146,893	\$146,948	\$146,948	\$146,941	\$150,751	\$150,751	\$3,803	2.59%
16131 511100 Part Time Salaries	\$11,960	\$12,034	\$12,034	\$12,034	\$12,126	\$12,126	\$92	0.77%
16131 514800 Longevity	\$1,975	\$1,975	\$1,975	\$1,975	\$1,975	\$1,975	\$0	0.00%
16131 517000 Health Insurance	\$32,599	\$48,855	\$48,855	\$32,599	\$32,570	\$32,570	(\$16,285)	-33.33%
16131 517200 Workers Compensation	\$499	\$0	\$0	\$499	\$0	\$0	\$0	#Num!
16131 517800 Medicare	\$2,334	\$2,334	\$2,334	\$2,334	\$2,390	\$2,390	\$56	2.40%
16131 518000 Pension Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!

Personal Services

16132 530600 Computer Services	\$196,260	\$212,146	\$212,146	\$196,382	\$199,812	\$199,813	(\$12,334)	-5.81%
16132 542200 Computer Supplies	\$61,126	\$66,665	\$66,665	\$66,665	\$66,000	\$0	(\$665)	-1.00%
	\$12,148	\$12,133	\$12,133	\$12,133	\$12,740	\$0	\$607	5.00%

Other Expenses

16133 587100 Capital Outlay Repl Comput	\$73,274	\$78,798	\$78,798	\$78,798	\$78,740	\$0	(\$58)	-0.07%
	\$11,341	\$12,000	\$12,000	\$12,000	\$0	\$0	(\$12,000)	-100.00%

Capital Outlay

	\$11,341	\$12,000	\$12,000	\$12,000	\$0	\$0	(\$12,000)	-100.00%
Total LibraryTech Services	\$280,876	\$302,944	\$302,944	\$287,180	\$278,552	\$199,813	(\$24,392)	-8.05%

Library Personal Services

Library Other Expenses

Library Capital Outlay

	\$1,378,900	\$1,460,469	\$1,460,469	\$1,426,535	\$1,453,330	(\$7,139)	-0.49%
	\$573,217	\$612,602	\$612,602	\$612,084	\$638,320	\$25,718	4.20%
	\$11,341	\$12,000	\$12,000	\$12,000	\$0	(\$12,000)	-100.00%
Total	\$1,963,457	\$2,085,071	\$2,085,071	\$2,050,619	\$2,091,650	\$6,579	0.32%

Total General Fund

	\$1,963,457	\$2,085,071	\$2,085,071	\$2,050,619	\$2,091,650	\$1,442,922	\$6,579	0.32%
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**Town of Belmont
Expenditure Report**

FY14 EXPENDED	FY15 TOWN FINAL VOTE	FY15 ADJUSTED BUDGET	FY15 TOWN EST EXP	FY16 PROPOSED BUDGET	FY16 TOWN FINAL VOTE	Chg Level Services FY16	% Chg Level Services FY16
\$1,963,457	\$2,085,071	\$2,085,071	\$2,050,619	\$2,091,650	\$1,442,922	\$6,579	0.32%

Grand Totals

BELMONT MEMORIAL LIBRARY
FY16 - FY22 CAPITAL BUDGET - PROJECTION

Load Factor	Unit cost	2016	2017	2018	2019	2020	2021	2022
		1.1811072	1.22835149	1.27748555	1.32858497	1.38172837	1.4369975	1.4944774
Mechanical/Electrical								
*# Boiler (HVAC system)	\$879,000	\$1,038,193						
* Elevator	\$250,000							
Automatic door openers	done							
Fire Suppression System	\$263,700				\$350,348			
subtotal		\$1,038,193	\$0	\$0	\$350,348	\$0	\$0	\$0
Structural								
Repair Roof Structure	\$100,000			\$127,749				
Replace Roof	\$120,000			\$153,298				
subtotal		\$0	\$0	\$281,047	\$0	\$0	\$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	\$827,786	\$0	\$0	\$0	\$0	\$0
Other								
# Carpet	\$160,667	\$189,765						
Children's reconfiguration								
Interior Painting	\$48,400							
# Storm Windows - Replace	\$45,000	\$53,150						
Radio-frequency identification (RFID)	\$11,159							
Adult area reorganization	\$20,000	\$20,000						
Feasibility Study	\$75,000	\$75,000						
subtotal		\$337,915	\$0	\$0	\$0	\$0	\$0	\$0
Total								
Total with 15% Contractor's		\$1,376,108	\$827,786	\$281,047	\$350,348	\$0	\$0	\$0
Overhead & 10% Contin.		\$1,740,777	\$1,047,149	\$355,524	\$443,190	\$0	\$0	\$0
* All are original to the 1965 building and may need to be repaired on an emergency basis								
* Possible items that may trigger ADA compliance								
# To be discussed with the Town								

BELMONT MEMORIAL LIBRARY
FY16 - FY22 CAPITAL BUDGET - PROJECTION

Load Factor	Unit cost	2016	2017	2018	2019	2020	2021	2022
		1.1811072	1.22835149	1.27748555	1.32858497	1.38172837	1.4369975	1.4944774
Mechanical/Electrical								
*# Boiler		pending quote						
*# Boiler (HVAC system)	\$879,000		\$1,079,721					
* Elevator	\$250,000							
Automatic door openers	done							
Fire Suppression System	\$263,700				\$350,348			
subtotal		\$0	\$1,079,721	\$0	\$350,348	\$0	\$0	\$0
Structural								
Repair Roof Structure	\$100,000							
Replace Roof	\$120,000				\$132,858			
subtotal		\$0	\$0	\$0	\$159,430	\$0	\$0	\$0
Public Safety								
Walkways and Sidewalk								
Generator								
New Lighting	\$263,700							
New Power	\$410,200			\$336,873				
Parking lot Repairs & Curbing-Asphalt	done			\$524,025				
Parking lot lighting	\$60,000							
subtotal		\$0	\$0	\$860,898	\$0	\$0	\$0	\$0
Other								
# Carpet in Reference Room	\$13,570	\$16,028						
# Carpet for entire building	\$160,667		\$197,356					
Children's reconfiguration								
Interior Painting	\$48,400							
# Storm Windows - Replace	\$45,000		\$55,276					
Radio-frequency identification (RFID)	\$11,159		\$13,707					
Feasibility Study	\$75,000	\$75,000						
subtotal		\$91,028	\$266,339	\$0	\$0	\$0	\$0	\$0
Total								
Total with 15% Contractor's		\$91,028	\$1,346,059	\$860,898	\$642,637	\$0	\$0	\$0
Overhead & 10% Contin.		\$115,150	\$1,702,765	\$1,089,035	\$812,935	\$0	\$0	\$0
* All are original to the 1965 building and may need to be repaired on an emergency basis								
* Possible items that may trigger ADA compliance								
# To be discussed with the Town								

RECAP OF LIBRARY FUNDS FOR FISCAL YEAR 2014

LIBRARY FUNDS	OPENING BALANCE 7/1/2013	DONATION TRANSFER IN FY14	INCOME FY14	EXPENDITURE/ TRANSFER OUT FY14	ENDING BALANCE 6/30/2014
Library Gift Fund	\$171,128.41		\$8,154.49	\$1,534.82	\$177,748.08
Michael E Deluty	\$15,517.26		\$739.84		\$16,257.10
Katharine W Atkins	\$21,944.40		\$1,046.27		\$22,990.67
Margaret Wrisley	\$18,984.42		\$905.14		\$19,889.56
Esther Burdick	\$12,359.32		\$589.27		\$12,948.59
Blanche Howe Jenney	\$16,728.31		\$797.57		\$17,525.88
Jane Gray Children's Educ Fund	\$589,920.92		\$27,813.73	\$11,490.30	\$606,244.35
Jane Gray Children's Expense Acct	\$614.85	\$11,490.30		\$11,191.50	\$913.65
Dustan Library Bequest	\$310,941.83		\$14,825.14		\$325,766.97
Library Capital Building fund	\$24,504.92	\$245.00	\$1,169.10		\$25,919.02
Special Fund "72" Expenditure only	\$2,178.72			\$987.99	\$1,190.73
TOTAL	\$1,184,823.36	\$11,735.30	\$56,040.55	\$25,204.61	\$1,227,394.60

FY 15 TRUSTEE FUNDS TO SPEND

SPECIAL FUNDS	Notes	A		B		C		D		ENDING BALANCE 6/30/2015
		OPENING BALANCE 7/1/2014		INCOME EARNED FY14		WITHDRAWAL OF 80% IN FY15		TOTAL		
Michael E Deluty Fund	Holistic - Medical	\$ 16,257.10		\$ 739.84		\$ 591.87		\$ 15,665.23		\$ 15,665.23
Katharine W Atkins Fund	Special Books	22,990.67		1,046.27		837.02		22,153.65		22,153.65
Margaret Wisley Fund	Special Books	19,889.56		905.14		724.11		19,165.45		19,165.45
Esther Burdick Fund	Horticulture	12,948.59		589.27		471.42		12,477.17		12,477.17
Blanche Howe Jenney Fund	Special Books	17,525.88		797.57		638.06		16,887.82		16,887.82
Special Fund "72" Expenditure	Cash Fund	1,190.73						1,190.73		1,190.73
Jane Dustan Children's Ed Fund	Children's	606,244.35		27,813.73		22,250.98		583,993.37		583,993.37
Jane Dustan Children's Expense	Cash Fund	913.65						913.65		913.65
Jane Dustan Bequest	Building	325,766.97		14,825.14				325,766.97		325,766.97
Capital Building Fund	Building	25,919.02		1,169.10				25,919.02		25,919.02
TOTAL SPECIAL FUNDS		\$ 1,049,646.52		\$ 47,886.06		\$ 25,513.46		\$ 1,024,133.06		\$ 1,024,133.06
LIBRARY GIFT FUNDS		A		B		C		D		ENDING BALANCE 6/30/2015
		OPENING BALANCE 7/1/2014		INCOME EARNED FY14		WITHDRAWAL OF 80% IN FY15		TOTAL		
Frances Apt	Children's	8,934.81		\$ 406.39		\$ 325.11		\$ 8,609.70		\$ 8,609.70
Alice B. Curtis Bequest	Non-fiction	5,374.69		247.91		198.33		5,176.36		5,176.36
Clafin Fund	History	20,560.25		970.49		776.39		19,783.86		19,783.86
Dr. Small Bequest	Non-fiction	5,399.72		245.60		196.48		5,203.24		5,203.24
Lucy Luard Bequest	Art/crafts	2,647.51		123.18		98.54		2,548.97		2,548.97
Rachel Atkins Bequest	Art/crafts	13,293.17		613.05		490.44		12,802.73		12,802.73
Kaplan Fund	Unrestricted	5,862.51		270.25		216.20		5,646.31		5,646.31
Dressler Fund	Biography	14,052.51		640.25		512.20		13,540.31		13,540.31
Van Norden Fund	Music	7,725.21		351.37		281.10		7,444.11		7,444.11
Regina O'Brien	Irish studies	2,088.26		94.98		75.98		2,012.28		2,012.28
Edith Mintz Fund	Classical literature	1,231.33		56.01		44.81		1,186.52		1,186.52
Richard Lenk	General	15,660.62		724.55		579.64		15,080.98		15,080.98
Belmont Village Hill	Unrestricted	4,585.71		211.49		169.19		4,416.52		4,416.52
Dr. Samuelson		2,390.86		108.75		87.00		2,303.86		2,303.86
Mildred A. Manfredi-King		1,057.24		48.09		38.47		1,018.77		1,018.77
Mary Claire Phelan	Staff Development	1,795.26		81.66		65.33		1,729.93		1,729.93
Misc. Dedicated Fund		34,413.55		1,565.26		1,252.21		33,161.34		33,161.34
Misc.-Unrestricted Fund		\$ 30,674.87		\$ 1,395.21		\$ 1,116.17		\$ 29,558.70		\$ 29,558.70
TOTAL LIBRARY GIFT FUNDS		\$ 177,748.08		\$ 8,154.49		\$ 6,523.59		\$ 171,224.49		\$ 171,224.49
TOTAL FUNDS		\$ 1,227,394.60		\$ 56,040.55		\$ 32,037.05		\$ 1,195,357.55		\$ 1,195,357.55

DIRECTOR'S REPORT
January 15, 2015
Claflin Room
7:30 PM

Buildings and Grounds

Heating system. We had recurring trouble with the heating system over the holidays, although we hope the problems are now resolved. The burner stopped running on the morning of Tuesday, Dec. 30. Combustion Services came out that day and replaced the control box, and that seemed to work. However, our custodian came to work early Friday morning to find the building cold because the boiler had shut off sometime during the day or night of Thursday, Jan. 1. Combustion Services returned and said that the new control box was not quite compatible with our old system; another control box was ordered. Other repairs got the heating system running again, but not in time to warm up the building so the library closed at 1 PM on Friday.

The building closed again at 1 PM on Saturday, January 3, because the burner stopped running. Once again Combustion Services made repairs – on one of the visits installing a new ignition transformer. The heating system kept working until early Wednesday morning, Jan. 7. By this time Combustion Services had received the new control box, which was installed. The heating system has been working since then. To sum up, we were closed 8 hours in total over two consecutive days and it appears that the new control and ignition transformer have resolved the problem for now.

This week I am meeting with the service manager at Combustion Services to get his assessment of the condition of the heating system, what repairs or replacements might be needed, and how much each option might cost.

Automatic door openers. These have been installed at the two entrances on the ground floor and appear to be functioning – and used. We have asked the vendor to return and make the post (for the open button) on the pool side more stable, but have not received a response.

Storage for gas-powered equipment. Gerry Boyle, Director of Facilities, told me Monday, Jan. 5, that we must move all gas-powered equipment (snowblowers, lawnmower, leafblower) out of the building in accord with fire regulations. He suggested renting a container, although installing a shed is another option. Renting an 8' x 10' steel container from Mobile Mini would cost \$89/month plus \$15/month insurance unless we can include the container in the library's insurance policy, plus \$218 for delivery (and pickup), for a total of \$1466 in first year. Home Depot has pre-assembled sheds selling for that amount or less.

A container could be placed on the cement in a parking space. John suggests the spot closest to the street on the pool side, so that the snowblower could be brought into the building to get it started or possibly an extension cord run from the building to the container. A decision should be made about what steps to take.

Refrigerator and stove. The Friends of the Library met on Thursday, Jan. 8, and offered to buy a refrigerator and stove for use by the staff and for programming purposes (i.e., cooking programs). They voted to spend up to \$1500 for the two appliances, through preferably less.

Security system. The town is considering an upgrade of security throughout its buildings. Kevin Looney and a consultant from TSG Solutions visited the library the week of Jan. 5 to determine what security features are in place or needed (alarms, cameras, automatic door locks, etc.)

Director's Report

FY16 Budgets. The FY16 operational budget proposal was due Friday, Jan. 9 and the FY16 capital budget due Monday, Jan. 12. We have explained that the proposals will be late but submitted as soon as possible after the Trustees approval on Jan. 15. I met with Assistant Town Manager Phyllis Marshall and Glen Castro on Friday, Jan. 9 to get a better sense of the Town's expectations.

Attached is a preliminary draft of the library's proposed Expenditure Sheet for FY16, subject to your suggestions on Thursday. In particular the repair and maintenance, computer services, and materials line items are still being developed.

Phyllis Marshall has added a new object, or category, to the Library Administration cost center. Called "plant operations," it would bring together the line items that might be affected by consolidation, such as utilities and repair and maintenance. These are now listed under Library Administration – Other Expenses.

Capital Budget. At the last meeting, it was suggested that a feasibility study be included for FY16 examining a new library building vs. addition/renovation. The projects previously earmarked for FY2016 also would be retained, but for discussion with the Town on the appropriate timing: the boiler/HVAC system replacement, carpet installation, and storm window installation. The Trustees might also consider \$20,000 for space reorganization for programming purposes, such as removing bookshelves and replacing them with additional seating, study, and group working space.

Director Search. Search Committee Chair Elaine Alligood has written a new job posting that has been submitted to Human Resources Director Diane Crimmins and should be posted to various employment sites this week. She is developing a schedule of interview dates to be presented to the Trustees on Jan. 15.

Video games. On Monday, Jan. 5, Arlington's Robbins Library notified MLN libraries that large numbers of video games had been checked out of the Arlington and Newton Libraries over the New Year's weekend. A patron (or patrons) had obtained 3 new library cards (with addresses in Arlington and Cambridge) under names very similar to the patron who has failed to return video games to Belmont. Because of the new cards, the patron was able to check out games from both the adult and children's rooms of several libraries, because no overdue items were visible. MLN imposed an immediate, temporary checkout limit of 3 video games per person at all MLN libraries.

We filed a police report on Monday concerning our two patrons with large numbers of overdue video games but have not heard an outcome. We still have the option of small claims court.

Loan periods and fines. A MLN task force has recommended uniform standards for loan periods, renewals, and fines for most library materials, to minimize patron confusion as they request and check out materials from many different MLN libraries. Among the recommendations are a three-week loan period on books, a seven-day loan period for speed reads, and fines of 10 cents/day for books and 50 cents/day for DVDs. The task force also recommends that libraries stop putting loan-period stickers (i.e., 14-day) on items. These recommendations will be discussed in upcoming MLN committee meetings and will be highly encouraged but not necessarily mandatory.

Residents warm up to 'trailer' library

By Marilyn Miller
mmiller@wickedlocal.com

EASTHAM — The three oversize trailers in the town hall parking lot don't look like much, but for many people entering the town's temporary library it's a pleasant surprise.

The trailers are serving the needs of townspeople until the new \$6.8 million library is constructed on the original library site on Samoset Road. The new library will not be built and opened to the public until sometime in 2016.

A ramp to the entrance can handle wheelchairs. Once in the door, to the right is the circulation desk. Karen McDonald, adult services librarian, and Aimee Eckman, volunteer, were manning the desk one recent day. Behind them was an area where staff can work and have lunch and where the computers available to the public are located.

"It's pretty big," Eckman agreed.

There are restrooms in the middle of the trailer, storage in the back, public computers and a makeshift lunch area for staff is behind the circulation desk.

Adult fiction is filed in one area, then CDs, paperbacks,



Youth Services Librarian Fran McLoughlin is right at home in the children's section of the trailer library. STAFF PHOTO BY MARILYN MILLER

DVDs. The brightly decorated children's section has room for play and other activities, and children's books and films shelved along the walls and in the stacks.

There has only been one complaint about the temporary library, McDonald said.

"One person in the entire

town came in and said, 'This is not a library.' Everybody else has said 'You've done the best you can.'"

McDonald said the trailers seem spacious enough. "In here, the children's area, they do programs," she said. "It's adorable."

Fran McLoughlin, youth

services librarian, said "We are doing very well here."

They are able to use nearby town hall for Lego, and for movies.

"I usually hold a small story time here on Fridays, and then we have another one on Wednesdays for the really little kids and they need more



Public Services Librarian Marianne Sinopoli finds Eastham residents are pleasantly surprised when they visit the temporary library for the first time. STAFF PHOTO BY MARILYN MILLER

space so we hold that over at town hall. It's working out."

Marianne Sinopoli, public services librarian said from her perch behind the desk she shares with McLoughlin in the children's section she finds the trailer library "very comfortable and cozy here."

"From my desk, I can see people when they walk in the door. I can tell when someone is walking in for the first time. Their eyes light up. I think it's very obvious that it's much brighter and exciting than they expected it to be. The outside doesn't represent well what you are going to find on the inside. People's eyes light up as if to say, 'Wow, this is OK,'" she said.

BELMONT PUBLIC LIBRARY EXPENDITURES									
JANUARY 2015									
	ORIG./ADJ. APPROPRTS.	TRANSFER	ADJUSTED BUDGET	SPENT JAN	SPENT JULY - JAN	BALANCE	PROJECTED 7 MONTHS	% EXP	
LIBRARY ADMINISTRATION									
16111									
511000	204,318.00		204,318.00	3,680.90	112,742.46	91,575.54	119,185.50	55.2%	
511100	10,436.00		10,436.00	217.72	4,506.04	5,929.96	6,087.67	43.2%	
513000	9,950.00		9,950.00	267.81	4,795.35	5,154.65	5,804.17	48.2%	
514100	280.00		260.00	5.00	135.00	125.00	151.67	51.9%	
514800	975.00		975.00	0.00	975.00	0.00	568.75	100.0%	
517000	22,295.00		22,295.00	0.00	0.00	22,295.00	13,005.42	0.0%	
517200	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!	
517800	3,288.00		3,288.00	0.00	0.00	3,288.00	1,918.00	0.0%	
519900	820.00		820.00	0.00	820.00	0.00	478.33	100.0%	
16112									
521100	8,690.00		8,690.00	0.00	4,345.00	4,345.00	5,069.17	50.0%	
522800	16,500.00		16,500.00	0.00	2,659.29	13,840.71	9,625.00	16.1%	
522900	40,015.00		40,015.00	0.00	13,982.26	26,032.74	23,342.08	34.9%	
523100	5,000.00		5,000.00	0.00	1,027.65	3,972.35	2,916.67	20.6%	
524300	134,235.00		134,235.00	0.00	29,787.65	104,447.35	78,303.75	22.2%	
524400	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!	
524500	5,515.00		5,515.00	0.00	0.00	5,515.00	3,217.08	0.0%	
530001	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!	
531700	299.00		299.00	0.00	326.00	(27.00)	174.42	109.0%	
531900	350.00		350.00	0.00	0.00	350.00	204.17	0.0%	
534500	500.00		500.00	0.00	34.95	465.05	291.67	7.0%	
534700	2,800.00		2,800.00	0.00	1,330.99	1,469.01	1,633.33	47.5%	
542100	1,500.00		1,500.00	0.00	195.80	1,304.20	875.00	13.1%	
545000	945.00		945.00	0.00	236.29	708.71	551.25	25.0%	
548900	12,257.00		12,257.00	0.00	5,060.10	7,196.90	7,149.92	41.3%	
571000	398.00		398.00	0.00	18.00	380.00	232.17	4.5%	
573000	375.00		375.00	0.00	116.59	258.41	218.75	31.1%	
	610.00		610.00	0.00	593.00	17.00	355.83	97.2%	
TOTAL LIBRARY ADMIN	482,331.00	0.00	482,331.00	4,171.43	183,094.42	299,236.58	281,359.75	38.0%	

Belmont Public Library
Activity Report For The Month
of December 2014

Days open 2013: 29
Days open 2014: 29

Agency	December <u>2014</u>	Increase Over <u>December 2013</u>	Cumulated <u>2014</u>	Cumulated Increase <u>Over 2013</u>
Adult	24,014	(519)	279,253	(4,689)
Juvenile	<u>20,995</u>	<u>(516)</u>	<u>268,945</u>	<u>7,655</u>
Total	45,009	(1,035)	548,198	2,966

Downloadable Audiobooks & eBooks (included in above figures)

OverDrive	1934	18,222
Hoopla	228	644

Average Daily Circulation

	<u>2014</u>	<u>2013</u>
Adult	828	880
Juvenile	724	742

Non-Book (included in above figures)

Adult	10,311	(1,463)	114,275	(7,614)
Juvenile	<u>3,861</u>	<u>(387)</u>	<u>46,175</u>	<u>(2,626)</u>
Total	14,172	(1,850)	160,450	(10,240)

DVD

Adult	7,053	(1,563)	81,227	(6,211)
Juvenile	<u>2,702</u>	<u>(396)</u>	<u>33,581</u>	<u>(1,735)</u>
Total	9,755	(1,959)	114,808	(7,946)

Internet Use

Internet	1,765	23,945
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Interlibrary Loan:

Borrowed	8	164
Loaned	12	176
Faxed	5	11

Young Adult Circulation
1,604

22,954

ACTIVITY REPORT FOR THE MONTH OF DECEMBER 2014

Reference and Information

	December 2014	Increase Over December 2013	Cumulated 2014	Cumulated Increase Over 2013
Adult	2,900	260	36,314	(2,363)
Email	7	-	58	(25)
Total	<u>2,907</u>	<u>260</u>	<u>36,372</u>	<u>(2,388)</u>

Book Processing

Added:	998
Withdrawn:	1,822
Repaired:	51

Meeting Room Use

Room	Times Used	Attendance	Cumulated Times Used	Cumulated Attendance
Assembly	18	845	224	9,219
Flett	29	531	577	6,573
Misc.	<u>6</u>	<u>64</u>	<u>141</u>	<u>2,680</u>
Total	53	1,440	942	18,472

Library Sponsored Programs (included in above figures)

Adult	6	42	74	1,337
Juvenile	30	1,075	322	10,745
Young Adult	<u>3</u>	<u>67</u>	<u>56</u>	<u>847</u>
Total	39	1,184	452	12,929

Circulating Passes:

		Pass Cumulated
Aquarium	31	341
Audubon	3	83
Boston By Foot	- (Pass not available in Dec.)	22
Children's	15	203
DeCordova	3	95
Discovery	8	97
Einstein's Workshop	9	99
Essex/Peabody	17	159
Fine Arts	39	396
Fruitlands	- (Pass not available in Dec.)	25
Gardner	11	132
Harvard Art	- (Closed until January 2015)	-
Harvard Natural History	10	124
Institute of Contemp. A	14	102
Kennedy Library	4	59
Mass Parks Pass	-	29
Orchard House	2	29
Plimoth Plantation	- (Pass not available in Dec.)	58
Science	30	374
Zoos	<u>6</u>	<u>166</u>
Total	202	2,593