

BELMONT MEMORIAL LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
January 6, 2014

The meeting was called to order at 7:06 p.m. in the Claflin Room by Chair Matt Lowrie. Present were trustees Elaine Alligood, Mary Keenan, Sarah Phillips, and Matt Sullivan and Director Maureen Conners. Trustee Mark Carthy was absent.

The minutes of the meeting of November 13, 2013, were unanimously approved on a motion by Trustee Phillips, seconded by Trustee Alligood.

Old Business

Director Conners updated the Board on the completion of the interior painting – the lower floor and stairwells. Stewart Roberts has presented a plan for renovation of the Children's Room that makes the room more user and staff friendly. He will give the Director a cost estimate with a range of work. Chair Lowrie raised the possibility of having Mr. Roberts review the entire library for space reallocation, a suggestion that was well-received by the Board.

New Business

Trustees discussed the benefitted part-time position and agreed that it should become a full-time position with added responsibilities. Director Conners will discuss the change with Diane Crimmins, Human Resources Director.

Interested citizens have been encouraged to run for Library trustee as Trustee Keenan is not a candidate for re-election in the April Town elections.

FY15 Budget

The FY15 Budget is due today, the Capital Budget is due on January 13th. Director Conners reviewed each of the sections of the FY15 Budget. Chair Lowrie moved that the Board approve the budget as presented with modifications discussed including the adjustment of \$825 to the total budget. Seconded by Trustee Alligood, the motion was approved unanimously. \$825 is the reduction of gas price received from Budget Advisor Glenn Castro late this afternoon.

Capital Budget FY15

The major Library items are the elevator, roof repair, and automatic door openers. The Facilities Coordinator Gerald Boyle and Town Administrator David Kale have yet to review the Library's concerns about consolidation; these have been presented in writing to both parties. Mr. Boyle suggested a consultant with a real cost estimate for a new elevator. Funding for an elevator is in the Capital Budget as it is a safety issue. Automatic door openers such as those at the Town Hall are requested. These would ease entry for patrons including the handicapped and caregivers with strollers. Chair Lowrie moved that the Board approve the Capital Budget as presented with the discussed changes to the narrative. This motion, seconded by Trustee Phillips, was voted unanimously.

Other Business

Trustee Phillips updated the Board on the Friends of the Library. This vital organization which does so much to support the Library is recruiting new members for its board.

The meeting was adjourned at 8:35 p.m. on a motion by Chair Lowrie, seconded by Trustee Sullivan, and voted unanimously.

Next meeting - **Tuesday February 18th at 7:30 p.m.** - another meeting may be called in the interim if business warrants same.

Respectfully submitted,
Mary E. Keenan, secretary

Exhibits:

Budget FY15

Capital Budget FY15

From packet for December 17, 2013 meeting cancelled due to snowstorm

Agenda for December 17 meeting

Minutes for November 13 meeting

Warrant Committee Subcommittees listing

Director's Report December 17, 2013

Memorandum from Massachusetts Board of Library Commissioners – receipt and approval of FY15 Action Plan

Expenditures December 2013

Activity Reports for October and November 2013

**BELMONT PUBLIC LIBRARY
CAPITAL BUDGET
FY15**

FY 15 Capital Budget

There are many repairs needed in the current Library building with its systems approaching the half century mark. The items requested should be done for safety reasons, to comply with ADA regulations, or because the item is original to the building and beyond its life expectancy. The Library is submitting the following Capital requests for the FY15 budget:

- Final design/plan and cost estimate for the replacement of the elevator
- Final design/plan and cost estimate for the expansion/reconfiguration of the Children's Room
- Installation of two automatic door openers on the lower level

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, some or all of these costs would be avoided.

See attached Five Year timeline for Capital Projects and Estimate of Repairs to Existing Library provided by the architectural firm of Johnson Roberts Associates.

CAPITAL PROJECT FY14

1. Project

- a. **New Elevator** - The Library elevator is original to the building and is out of service an average of 6 times a year. Since the current library will continue to serve as the Belmont Public Library for the next several years, the elevator (which still runs with vacuum tubes) needs to be replaced. As mentioned before, the repair service reports it will check with the Smithsonian to find replacement parts since most parts are obsolete.

2. Reason for request

The elevator is a constant worry. It is approaching 50 years of age and is well beyond its life expectancy. Most parts are obsolete making it more difficult to find replacements keeping the elevator out of service for longer periods. It does not meet ADA regulations. Since the current building will continue to serve as the Library for several years, the Trustees would prefer to plan for the replacement rather than have the elevator breakdown unexpectedly and need to be replaced, keeping the elevator out of service for a much longer period. On separate occasions, two patrons have been trapped in the elevator. The Fire Department had to break the cast iron door handler. The door handler was replaced with steel and will no longer break. The elevator doors will have to be broken to free patrons when the next breakdown occurs.

3. Cost

- a. The Facilities Director is requesting a feasibility study with a cost estimate to be completed in FY14. The estimated cost of \$283,920 was provided by architect J. Stewart Roberts of Johnson Roberts Associates and is being used as a placeholder.
- b. Estimate was done in 2011 and has been adjusted for inflation.
- c. There may be a slight increase to the operating budget for the maintenance contract for a new elevator.

4. Timing of Project

- a. The elevator would be replaced in FY15 during the library's least busy time (which is February).
- b. The next steps for the Library elevator project would be to have the project costs approved by the Capital Budget Committee and Town Meeting. The Permanent Building Committee would then hire a project manager and an architect to complete the final plan and cost estimate. The Planning Board would need to approve the final design.
- c. Construction would begin after approval of designs and the bid process for hiring a contractor. The project could be completed in six months.
- d. The project cannot be phased.
- e. Yes, the project would go out to bid.

5. Life expectancy

- a. A new building elevator should last for at least 25 years.

6. Funding

- a. The project could be bonded.
- b. The project could be funded by the Capital Budget.
- c. The elevator was included in the funding for the current Library when it was built in 1965.

II. Project

1. The Expansion/Reconfiguration of the Children's Room

The Children's Room is constantly overcrowded creating difficulties for patrons, staff and programs. Due to the desperate need for more space, Stewart Roberts of Johnson Roberts Associates was hired in November 2013 to provide a feasibility study and cost estimate to expand the Children's Room and reconfigure the layout. His plan eliminates the wall between the Children's Room and the back workroom. This would allow for the expansion of the toddler area and the literacy area which includes ipad and computer stations; provide adequate seating for the older children; and redesign the Circulation Desk. Reconfiguring the layout of the room will expand service areas while making the room feel more open and inviting.

2. Reason for the Request

The Children's Department is in desperate need of space. The Children's area has many separate groupings of books – easy readers, picture books, talking books, etc. Most areas are cramped and uninviting because of the limited space. Weeding the collection so new materials can be added is an ongoing process. The Children's Department only has three tables available for students. Even though the Children's Department constitutes 46% of the total circulation, the Circulation Desk is small with limited space for checking in and out materials and holding reserves. Reconfiguring the space will expand and improve service areas and provide a more open and inviting children's space for patrons.

3. Cost

- a. A feasibility study and a rough cost estimate was provided by Johnson Roberts Associates. The estimate of \$ is being used as a placeholder. A final design and cost estimate will need to be completed before the project can go out to bid.
- b. The feasibility study was completed in January 2014
- c. There will be no increase in the operating budget

4. Timing of the Project

- a. The project will need a final design plan and a cost estimate done before the project can go out to bid.
- b. The project will need approval from the Capital Budget Committee, the Permanent Building Committee, the Planning Board and Town Meeting.
- c. The project will probably take XXX to complete.
- d. The project can be done in phases.
- e. Yes, the project will need to go out to bid.

5. Life expectancy of this project.

- a. The redesign of the Children's Room could not solve all the space issues. It will allow for some improvements which will buy time until a major renovation or new construction.

6. Funding

- a. This project can be bonded.

II. Project

1. Installation of Push Plate or Post Style Automatic Door Openers

The library has two entrance/exit doors on the ground floor. Installing a push plate or post style automatic door openers, similar to those at Town Hall and the Homer building, would allow library patrons easy access for entering or exiting the library. It would make the doors handicap accessible.

2. Reason for request

The doors on the lower level are equipped with openers that are adjustable. Even though the doors have been adjusted for the proper weight for opening by a handicapped individual, some patrons find the doors difficult to operate without assistance. Patrons have their hands full as they are usually returning materials to the Library or taking materials out of the Library. Pulling open a door can be difficult for the elderly, handicapped, and mothers who have children and books in hand while pushing a stroller.

3. Cost

- a. The cost of \$34,070 was provided by Johnson Roberts Associates.
- b. The estimate was done in 2011 and has been adjusted for inflation
- c. There should be no impact on the operating budget

4. Timing of project

- a. A quote would need to be ascertained to provide a current cost estimate.
- b. No other approvals are necessary.
- c. A week or two would be necessary for completion of the installation.
- d. The project cannot be phased in.
- e. No, the project does not have to be bid.

5. Life Expectancy

- a. Should last for quite some time.

6. Funding

- a. The funding will come from the Capital Budget.

BELMONT MEMORIAL LIBRARY
FY15 - FY21 CAPITAL BUDGET - PROJECTION

	<i>Unit cost</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>
Load Factor	1.13568	1.1811072	1.22835149	1.27748555	1.32858497	1.38172837	1.41369975	
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	\$0	\$0
Structural								
Repair Roof Structure	\$100,000				\$127,749			
Replace Roof	\$120,000				\$153,298			
subtotal	\$0	\$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	\$0	\$0	\$827,786	\$0	\$0	\$0	\$0
Other								
Carpet	\$160,667				\$189,765			
Children's reconfiguration								
Interior Painting	\$48,400	\$48,400						
Storm Windows - Replace	\$45,000				\$53,150			
Radio-frequency identification (RFID)	\$11,159				\$13,180			
subtotal	\$48,400	\$256,095	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$366,390	\$1,294,288	\$827,786	\$281,047	\$350,348	\$0	\$0	\$0
Total with 15% Contractor's Overhead & 10% Contin.	\$463,484	\$1,637,274	\$1,047,149	\$355,524	\$443,190	\$0	\$0	\$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 - FY21

*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

Revised December 2013

Town of Belmont Expenditure Report

	FY12 EXPENDED	FY13 EXPENDED	FY14 TOWN FINAL VOTE	FY14 ADJUSTED BUDGET	FY14 TOWN EST EXP	FY15 PROPOSED BUDGET	FY15 TOWN FINAL VOTE	FY15 Chg Level Services FY15	% Chg Level Services FY15
0100 General Fund									
<u>Library Administration</u>									
16111 511000 Full Time Salaries	\$197,010	\$201,174	\$204,058	\$204,058	\$204,058	\$204,318	\$0	\$260	0.13%
16111 511100 Part Time Salaries	\$6,943	\$9,552	\$9,775	\$9,775	\$9,775	\$10,436	\$0	\$661	6.76%
16111 513000 Overtime	\$8,059	\$9,226	\$8,450	\$9,925	\$9,925	\$9,950	\$0	\$25	0.25%
16111 514100 Specialty Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$260	\$0	#Div/0!
16111 514800 Longevity	\$950	\$925	\$975	\$975	\$975	\$975	\$0	\$0	0.00%
16111 517000 Health Insurance	\$22,413	\$22,413	\$22,295	\$22,295	\$22,295	\$22,295	\$0	\$0	0.00%
16111 517200 Workers Compensation	\$181	\$409	\$511	\$511	\$511	\$0	\$0	(\$511)	-100.00%
16111 517800 Medicare	\$2,923	\$3,091	\$3,249	\$3,249	\$3,249	\$3,144	\$0	(\$105)	-3.23%
16111 518000 Retirement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
16111 519900 Uniform Allowance	\$725	\$820	\$820	\$820	\$820	\$820	\$0	\$0	0.00%
Personal Services	\$239,204	\$247,611	\$250,133	\$251,608	\$251,608	\$252,198	\$0	\$590	0.23%

Town of Belmont Expenditure Report

		FY12 EXPENDED	FY13 EXPENDED	FY14 TOWN FINAL VOTE	FY14 ADJUSTED BUDGET	FY14 EXP	TOWN EST	FY15 PROPOSED BUDGET	FY15 TOWN FINAL VOTE	FY15 TOWN FINAL VOTE	Chg Level Services FY15	% Chg Level Services FY15
16112	521100	Utilities ESCo Lease Payme	\$8,690	\$8,690	\$8,690	\$8,690	\$8,690	\$8,690	\$0	\$0	0.00%	
16112	5222800	Natural Gas	\$9,926	\$11,711	\$16,500	\$16,500	\$16,500	\$17,325	\$0	\$825	5.00%	
16112	522900	Electricity	\$30,815	\$27,231	\$42,015	\$40,015	\$40,015	\$40,015	\$0	\$0	0.00%	
16112	523100	Water	\$3,728	\$3,314	\$5,000	\$4,750	\$4,750	\$5,000	\$0	\$250	5.26%	
16112	524300	Repair & Maint Bldg/Groun	\$73,189	\$80,216	\$126,180	\$125,000	\$125,000	\$134,235	\$0	\$9,235	7.39%	
16112	524500	Repair & Maint Off Equip	\$5,000	\$5,240	\$5,344	\$5,344	\$5,344	\$5,515	\$0	\$171	3.20%	
16112	530001	Prof Services-Medical Bills	\$735	\$155	\$299	\$299	\$299	\$299	\$0	\$0	0.00%	
16112	531700	Prof Services-Emp Train Se	\$338	\$329	\$315	\$315	\$315	\$350	\$0	\$35	11.11%	
16112	531900	Prof Services-Advertising	\$110	\$278	\$250	\$250	\$250	\$500	\$0	\$250	100.00%	
16112	534500	Postage	\$3,222	\$1,857	\$3,500	\$2,700	\$2,700	\$2,800	\$0	\$100	3.70%	
16112	534700	Printing	\$1,321	\$1,363	\$1,314	\$1,500	\$1,500	\$1,500	\$0	\$0	0.00%	
16112	542100	Office Supplies	\$893	\$817	\$900	\$900	\$900	\$945	\$0	\$45	5.00%	
16112	545000	Custodial Supplies	\$10,333	\$9,682	\$10,650	\$11,900	\$11,900	\$12,257	\$0	\$357	3.00%	
16112	548900	Vehicle Fuel	\$677	\$624	\$300	\$388	\$388	\$398	\$0	\$10	2.58%	
16112	571000	In State Travel	\$250	\$372	\$350	\$350	\$350	\$375	\$0	\$25	7.14%	
16112	573000	Dues and Membership	\$460	\$0	\$550	\$580	\$580	\$610	\$0	\$30	5.17%	
		<u>Other Expenses</u>	<u>\$149,687</u>	<u>\$151,878</u>	<u>\$222,157</u>	<u>\$219,481</u>	<u>\$230,814</u>	<u>\$0</u>	<u>\$11,333</u>	<u>5.16%</u>		
		Total Library Administration	\$388,891	\$399,488	\$472,290	\$471,089	\$471,089	\$483,012	\$0	\$11,923	2.53%	

Town of Belmont Expenditure Report

	FY12 EXPENDED	FY13 EXPENDED	FY14 TOWN FINAL VOTE	FY14 ADJUSTED BUDGET	TOWN EST EXP	FY15 PROPOSED BUDGET	FY15 TOWN FINAL VOTE	Chg Level Services FY15	% Chg Level Services FY15
<u>Library Public Services</u>									
16121 511000 Full Time Salaries	\$552,508	\$641,027	\$657,730	\$655,730	\$655,730	\$661,220	\$0	\$5,490	0.84%
16121 511100 Part Time Salaries	\$209,692	\$182,526	\$197,601	\$196,000	\$196,000	\$199,743	\$0	\$3,743	1.91%
16121 514800 Longevity	\$6,116	\$5,611	\$7,472	\$7,472	\$7,472	\$6,696	\$0	(\$776)	-10.39%
16121 517000 Health Insurance	\$138,767	\$138,767	\$105,465	\$105,465	\$105,465	\$115,740	\$0	\$10,275	9.74%
16121 517200 Workers Compensation	\$645	\$1,455	\$1,819	\$1,819	\$1,819	\$0	\$0	(\$1,819)	-100.00%
16121 517800 Medicare	\$10,501	\$11,950	\$12,511	\$12,511	\$12,511	\$12,581	\$0	\$70	0.56%
16121 517900 Life Insurance	\$227	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
16121 518000 Retirement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
<u>Personal Services</u>									
16122 530000 Professional and Tech Servic	\$779	\$738	\$851	\$851	\$851	\$900	\$0	\$49	5.76%
16122 534100 Telephone	\$6,881	\$6,918	\$8,245	\$8,245	\$8,245	\$9,645	\$0	\$1,400	16.98%
16122 552900 Books and Periodicals	\$263,080	\$310,615	\$279,305	\$279,305	\$279,305	\$317,858	\$0	\$38,553	13.80%
<u>Other Expenses</u>									
Total Library Public Services	\$1,189,196	\$1,299,607	\$1,270,999	\$1,267,398	\$1,267,398	\$1,324,383	\$0	\$56,985	4.50%

Town of Belmont

Expenditure Report

	FY12 EXPENDED	FY13 EXPENDED	FY14 TOWN FINAL VOTE	FY14 ADJUSTED BUDGET	TOWN EST EXP	FY15 PROPOSED BUDGET	FY15 TOWN FINAL VOTE	Chg Level Services FY15	% Chg Level Services FY15
<u>LibraryTech Services</u>									
16131 511000 Full Time Salaries	\$141,974	\$144,852	\$146,941	\$146,941	\$146,948	\$0	\$7	0.00%	
16131 511100 Part Time Salaries	\$14,851	\$12,072	\$12,034	\$12,034	\$12,034	\$0	\$0	0.00%	
16131 514800 Longevity	\$1,488	\$1,925	\$1,975	\$1,975	\$1,975	\$0	\$0	0.00%	
16131 517000 Health Insurance	\$16,404	\$16,404	\$32,599	\$32,599	\$48,855	\$0	\$16,256	49.87%	
16131 517200 Workers Compensation	\$177	\$399	\$499	\$499	\$499	\$0	\$0	(\$499)	-100.00%
16131 517800 Medicare	\$2,231	\$2,216	\$2,334	\$2,334	\$2,334	\$0	\$0	0.00%	
16131 518000 Retirement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
<u>Personal Services</u>									
16132 530600 Prof Services-Data Process	\$61,956	\$63,465	\$61,969	\$62,500	\$62,500	\$66,665	\$0	\$4,165	6.66%
16132 542200 Processing Supplies	\$11,000	\$10,998	\$11,550	\$12,000	\$12,000	\$12,133	\$0	\$133	1.11%
<u>Other Expenses</u>									
16133 587100 Capital Outlay Rep Comput	\$72,956	\$74,463	\$73,519	\$74,500	\$74,500	\$78,798	\$0	\$4,298	5.77%
	\$11,951	\$11,775	\$12,000	\$12,000	\$12,000	\$12,000	\$0	\$0	0.00%
	\$11,951	\$11,775	\$12,000	\$12,000	\$12,000	\$12,000	\$0	\$0	0.00%
Total LibraryTech Services									
Library Personal Services	\$262,032	\$264,107	\$281,901	\$282,882	\$282,882	\$302,944	\$0	\$20,062	7.09%
Library Other Expenses	\$1,334,785	\$1,406,815	\$1,429,113	\$1,426,987	\$1,426,987	\$1,460,324	\$0	\$33,337	2.34%
Library Capital Outlay	\$493,383	\$544,611	\$584,077	\$582,382	\$582,382	\$638,015	\$0	\$55,633	9.55%
Total	\$1,840,119	\$1,963,202	\$2,025,190	\$2,021,369	\$2,021,369	\$2,110,339	\$0	\$88,970	4.40%
Total General Fund	\$1,840,119	\$1,963,202	\$2,025,190	\$2,021,369	\$2,021,369	\$2,110,339	\$0	\$88,970	4.40%

Town of Belmont Expenditure Report

	FY12 EXPENDED	FY13 EXPENDED	FY14 TOWN FINAL VOTE	FY14 ADJUSTED BUDGET	TOWN EST EXP	FY15 PROPOSED BUDGET	FY15 TOWN FINAL VOTE	Chg Level Services FY15	% Chg Level Services FY15
	\$1,840,119	\$1,963,202	\$2,025,190	\$2,021,369	\$2,021,369	\$2,110,339	\$0	\$88,970	4.40%
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Grand Totals									

Town of Belmont
Town Administration's Fiscal Year 2015 Budget Recommendation



February ~, 2014

BELMONT PUBLIC LIBRARY

OVERVIEW:

Budget Overview:

Complete the Budget Overview Chart that is below using the template found in Excel

FY14 Budget	FY15 Budget	\$ Change from Prior Year	% Change from Prior Year:	FY15 FTE's:
\$ 1,000,000	\$ 1,500,000	\$ 500,000	50%	

OVERVIEW:

Program Responsibilities:

The library has five primary areas:

- **Circulation Services** is the main public service point in the library. Staff are responsible for the circulation of all print and audiovisual material and the return 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, patron registrations, and displays. The circulation staff handled 2,722 items on a daily basis in FY13.
- **Adult/Reference Services** is a public service department where professional librarians assist users with advice on library collections and services, assist patrons with access to the internet, provide instruction in downloading ebooks and audiobooks to various devices, provide expertise on multiple kinds of information from many 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. In FY13, the total attendance for adult programs was 1,599. The Technology
- **Young Adult Services Librarian** 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 a priority. Other services provided are programs and workshops, homework help, summer reading, book discussions, reading lists, and a Teen Page on the website. In FY 13, the total attendance for Young Adult programs was 772.
- **Children's Services** provides library and information services to young children from infancy to grade six. The staff select a user-appropriate collection of materials in all formats. The department offers a variety of programs including story times, music and movement, science demonstrations, magic shows, and book groups. In FY13 10,805 children and caregivers attended these programs.
- **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 28,298 items in FY13. They process all the mail including correspondence, packages, bills and invoices, magazines and newspapers.



Town of Belmont Town Administration's Fiscal Year 2015 Budget Recommendation

February --, 2014

Staffing:

The proposed FY15 library budget has 23.58 FTEs including 18 full time and 3 part-time permanent employees.

Budget:

The proposed budget for FY15 is \$. Of the total amount, Circulation Services is %, Adult Services is %, Young Adult Services is %, Children's Services is % and Technical Services is %. Administration makes up % of the total budget.

Program Outcomes/ Performance Indicators:

The department indicators are primarily patron satisfaction, success rate, percentage increases or decreases, and time completed.

FY14 Accomplishments:

- coordinate purchases for the reference collections and databases in the town and school libraries.
- The Young Adult librarian visited most of the seventh and eighth grade classes and continues to work with the sixth graders and the Chenergy PTO.
- The Young Adult Department has implemented "Book a Librarian" for students. This program offers students the opportunity to work individually with a librarian for a half hour appointment to assist with major student reports.
- The Young Adult department now has a collection of high school textbooks for in-library use (subjects include Math, Science, History, Psychology) for students who leave their textbooks in school.
- The Young Adult department now has a collection of high school textbooks for in-library use (subjects include Math, Science, History, Psychology) for students who leave their textbooks in school.
- The Children's Librarian conducted story times at the Town summer camp and at the Farmers' Market. This very successful program will be held again next summer.
- The Coordinator of Children's Services met with the School Department's Elementary English Language Arts and Social Studies Specialists to discuss opportunities for outreach to the Butler School children. As a result, the Children's Services Coordinator met with the Butler first and second grade teachers and then visited the kindergarten and first grade classes. All the students received a library fun-packet and a library card application to take home.
- Overdrive statistics continue to increase. In 2012, the annual circulation for downloadable ebooks and audiobooks was 11,440. The number through November 2013 is 11,569 items.
- Planning for the Library's fifth One Book One Belmont program co-sponsored by the Friends of the Library and twelve community groups to be held Spring 2014 has been completed.
- The Young Adult librarian and the recently appointed High School librarian meet regularly. The Young Adult librarian recommends books to be added to the high school library; both librarians



**Town of Belmont
Town Administration's Fiscal Year 2015 Budget Recommendation**

February --, 2014

- The Children's department added three iPad stations to the Children's Early Literacy Area.
- The Library continues to circulate 31 Kindles - 16 adult, 5 young adult, 10 children; titles are added quarterly to each device to keep pace with patrons' needs and interest.
- The Library held three very successful MaKey Makey Invention workshops. MaKey Makey is a small circuit board with a set of alligator clips that works with any object to conduct electricity to control a computer. Fruits and vegetables have been very popular objects used. Workshop attendees' ages ranged from nine to eighty.
- The Technology and Reference librarians continue to hold one-on-one and group instructional classes on portable devices (Kindle, Nook, iPad), as well as classes on Zinio, a new database offering full digital copies of popular magazines, accessible on a computer or mobile device.
- The Young Adult Department expanded its "Teen Techs" program to include all types of computer instruction (Excel, Facebook, Word, etc.); the program also assists individuals with hand held devices and with downloading ebooks from Overdrive.
- Added Pinterest to the list of social media (Twitter, Flickr, Facebook) used to promote Library services.

- All departments now add QR codes to materials that link to the Library's electronic resources and to flyers when appropriate.
- Developed a pilot program of loaning Netbooks for patron use within the Library.
- Completed an inventory and evaluation of the third floor locked stacks and the Belmont author collections as part of the Library's redefining space initiative.
- Created "Fun Packets" as part of our outreach program for children and adults who are new to the Library. These bags which contain an informational brochure, bookmark, magnet or key chain flashlight, and pen or pencil have been well-received.
- Completed the FY15 Long Range Plan Action Items and submitted the document to the Massachusetts Board of Library Commissioners in October 2013.
- Participated once again in Town Day and Meet Belmont events.
- Friends of the Library held the annual pre-Book Sale event for all Belmont teachers. Over a thousand books were donated to the schools.



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- Installed new tile flooring in the lower level of the Library. Painted the lower level ceilings and walls.
- Completed the outside painting (sills, trim) of the brick Library building.

Department Budget:

Below is a brief summary of changes above 5% for non-salary items:

16112 524300 Repair and Maintenance of Library Building –
Included in this line item is \$48,400 to have the interior of the Library painted. Also included is a rough estimate (based on figures from last year) to have data lines moved/added for \$6,250 and new electrical wiring and outlets installed for \$5,700 to reconfigure the public computer stations to provide a less crowded space.

16122 534100 Telephone – Included in this line item is \$1,400 to upgrade the bandwidth for the wireless access.

16132 530600 Professional Services-Data Processing/Computer
Included in this line item is \$49,515 for the MLN contract, \$3,500 for a new software product and an upgrade to CybraryPrint, and \$2,660 for maintenance contracts.

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 open.

- supplies, maintenance, equipment, training, computer services, postage, and materials.

FY15	Salaries	Benefits	Other Expenses	Total
Division 1				0
Division 2				0
Division 3				0
Division 4				0
Division 5				0
Division 6				0
Division 7				0
Total	0	0	0	0

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. *Adult/ Reference Services* consists of a Coordinator and four full-time librarians, one of whom is assigned part-time to Technical Services; all report to the Coordinator of Adult Services. The Young Adult librarian who covers the Reference Desk part-time 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 Master's Degree in Library Science. All



Town of Belmont

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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 35 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 Company, a contractual cleaning service, also covers 44 hours per week.

Over the past several years, the Library's capacity to service Belmont has been impacted 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% very popular. Workshop attendees' ages ranged from nine to eighty.

eReader expo - The eReader expo continues to provide an opportunity for individuals to try 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

The circulation numbers in the chart below only include items checked out for FY13. Return items are not included.

Charts for Circulation per FTEs and FTEs by Function go here

	Type of Staff:	Type of Staff:	Type of Staff:	Total:
Division 1				0
Division 2				0
Division 3				0
Division 4				0
Division 5				0
Division 6				0
Division 7				0
Total:	0	0	0	

GOALS, PROGRAM OUTCOME, DESCRIPTION OF FUNCTION, AND INPUT / OUTPUT MEASURES:

See attached document labeled "Template 2"

SUMMARY:

Innovation and Initiatives:

The Library has provided the following services to help accomplish its goal of meeting patrons changing needs and interests:

Makey Makey Invention workshops - Makey Makey is a little circuit board with a set of alligator clips that works with any object that conducts electricity to control your computer. Fruits and vegetables have been

2 1/2

eReader expo - The eReader expo continues to provide an opportunity

for individuals to try 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



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for when shopping for an eReader. Eight eReader eXpos were held during the year.

Circulating Netbooks - Borrowers in high school or older who have a valid Minuteman library card can checkout a Netbook computer to be used in the Library for two hours.

One on One Zinio Training - In addition to the Library's workshops on Overdrive and downloading free eBooks, the Library now offers one-on-one assistance for Zinio, a new database offering full digital copies of popular magazines, accessible on a computer or mobile device.

Homework and study sessions - The Library continues to host Finals Study sessions for high school students and Homework & Hot Chocolate sessions for the middle school students. These sessions have been popular with students.

Book a Librarian – Patrons may book a librarian for a half hour for one-on-one help for major assignments or projects.

Opportunities:

In order to continue to be effective in meeting the demands of the public, additional money is requested to supplement the three critical components of the Library's public services: hours of operation, the materials budget, and technology.

HOURS OF OPERATION

- Add one evening in the Children's Department September to June for 44 weeks: \$6,072

TECHNOLOGY/MATERIALS BUDGET

- Electronic Resources - Databases, eBooks, eReaders: \$10,000

The online databases which supplement out-of-print reference collections are current 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. In FY13, 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 an 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 \$1,000 and \$3,000 dollars with some more costly. 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.

• Print and Audiovisual Materials - \$10,000

According to the Massachusetts Board of Library Commissioners state regulations, the Library materials budget allocation should be 15% of the library's total appropriation. However, the Belmont Library requested an accommodation from the MBLC when the Town's budgets for the Library were reduced several years ago. The MBLC allowed the Library's material budget to be 13.5% of the total Library appropriation. The materials budget continues to be at 13.5%. The request of \$10,000 would help with inflation and the purchasing of multiple copies of high demand items.

CHALLENGES:

Many repairs are needed in the current Library building with its systems approaching the half-century mark. In April 2011, the architectural firm of Johnson Roberts Associates prepared a detailed list of estimated repairs for the existing building. The list included here details items that are required, safety issues, basic maintenance and optional items. This



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year (FY14) the asbestos tiles on the lower level were removed and new tiles were installed. Below is a general summary of issues within the existing building.

BUILDING ISSUES

Safety Issues/Elevator: The elevator, original to the building, is out of service an average of six times annually. The repair service reports they will check with the Smithsonian to find the replacement part necessary since most parts are obsolete. 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 handle; this was replaced with steel and will no longer break. The doors will have to be broken to free patrons should there be another breakdown. This replacement of the elevator has been included in the FY15 Capital Budget.

ADA Compliance: Not all sections of the Library are ADA accessible. The aisles between the shelving of stack areas are only 35 inches wide and have an egress at one end only. Lack of proper shelving in certain areas of the collection 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. Two automatic door openers for the lower level are included in the FY15 Capital Budget.

Safety Issues/Fire Suppressant: The building has a smoke detection system but no fire suppressant system.

Space Constraints: Keeping up with patron demand 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 look at the titles on display. The Children's Room is another crowded space. There is very little floor space for the younger children and only three tables for the older children to do homework. The Children's Room accounts for 46% of the total library circulation. A final schematic design to enlarge/reconfigure the children's room is included in the FY15 Capital Budget.

Mechanicals: 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.

Roof: The roof continues to leak even though it has been repaired numerous times. A new rubber roof was installed 2003; leaks from ponding occur because of a concave roof, the result of the AC units placed on the roof after the building was constructed. Looking ahead to the next five years, it is anticipated that the costs of repairs to keep the building functioning and safe for patrons 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
 - Allows access to grants and ensures state funds. (Belmont Library usually receives in the range of \$32,000)



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To be a certified, the library must:

- Meet the MAR
- Not charge for normal library Services
- Open a minimum number of hours per week
- Allow non-resident borrowing
- Expend a percentage of the municipal appropriation on materials
- Have a Director with a Master's Degree in Library Science



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GOALS, PROGRAM OUTCOME, DESCRIPTION OF FUNCTION AND INPUT/OUTPUT MEASURES:

Program: ADULT SERVICES

- 1. Goal: Collection Development** - Maintain a strong print collection while providing new media & online resources to meet patrons' changing needs and interests.
 - 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.
 - 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 Outcome:** In FY13 the library exceeded its goal for withdrawing materials. The FY13 adult projection for withdrawals was 6,500 items. The actual number was 17,600. Withdrawing materials became the number one priority for the adult department due to the space constraints within department. The projection for FY15
 - approximately 8,000 items (7%) will be added to the adult collection.
 - approximately 5,000 items (4.6%) will be discarded from the adult collection.

3. Description:

Adult/Reference Services Overview:

Select books, databases and other materials for the adult and reference collections

Keep up-to-date on the development of electronic resources and other new media

Maintain general reference, fiction and non-fiction collections

Manage audio visual collection including music compact discs, talking books, videos, DVDs

Answer information and reference questions in person, over the phone and by email

Instruct patrons in the use of the Internet, the online catalog and other online databases

Maintain and update the library website

Initiate and facilitate appropriate programs for library patrons

4. Performance Chart:

Complete the attached chart in Excel and it will be inserted here in your final document



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INPUTS	Actual	Actual	Budget	Projected	Projected
Numerically measurable inputs which have an impact on the goal (ie: staff level) Numerically measurable inputs which have an impact on the goal (ie: staff level)					
OUTPUTS					
Numerically measurable outputs showing progress towards accomplishing goal (ie: number of permits issued)					

PROGRAM - YOUNG ADULT SERVICES

- 1. Goal: Collection Development** – Maintain a strong print collection while providing new media and online resources to meet patrons' changing needs and interests.
 - 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 needs and leisure reading/viewing of the students in grades seven through twelve.

- Using 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:** In FY13 projections for this goal were exceed. The Young Adult librarian became full-time in FY13 and was able to spend more time on collection development. The projection for FY15:
 - approximately 700 items (8%) will be added to the young adult collection.
 - approximately 875 items (9.5%) 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



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- Instructs students in the use of the online catalog and databases
- Initiates appropriate programs including reading programs, poetry workshops, and babysitting 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. Performance Chart:

Complete the attached chart in Excel and it will be inserted here in your final document

Program Name: CHILDREN'S SERVICES

- 1. Goal: Collection Development -** Maintain a strong print collection while providing new media and online resources to meet patrons' changing needs and interests.
 - 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.
 - Using 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:** In FY13 the projections for this goal were exceed. Withdrawing materials became a high priority for the Children's Room due to the space constraints. The projection for FY15
 - approximately 3,250 items (7 %) will be added to the children's collection.
 - approximately 3,000 items (6.5%) 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



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Select material for the children's collection

Maintain the collection of general reference, picture books, easy readers, fiction and non-fiction

Manage the audio visual collection including DVDs, books on CD, and music CDs

Initiate 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

Instruct children in the use of the online catalog and databases.

4. Performance Chart:

Complete the attached chart in Excel and it will be inserted here in your final document

Program Name: CIRCULATION SERVICES

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

- 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: In FY13 the Library experienced a slight drop (2.9%) in circulation, as did the majority of libraries in the MLN network. The projections for FY14 and FY15 show a slight increase in circulation.

- Approximately 881,000 items will be checked in and checked out in FY15. In FY13 this number was 879,076.

3. Detailed Description

Check in and check out of all materials owned by Belmont and materials from libraries in and outside the network

Notify patrons of reserves and overdue items

Reconcile fines and lost items

Issue library cards and maintains a patron database

Unpack bins for materials being returned to Belmont and receive materials from other libraries to fill Belmont patron requests

Pack delivery bins to send Belmont materials to other libraries to fill patron requests and return items from other libraries

Print paging list to retrieve material being requested from Belmont residents and other libraries

Shelve materials



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4. Performance Chart:

Complete the attached chart in Excel and it will be inserted here in your final document

Program Name: TECHNICAL SERVICES

1. Goal: Process new materials for checkout or patron use in the Library and process all discards for the Adult, Young Adult and Children's collection

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

2. Program Outcome: In FY13 the projections for this goal were exceed. Withdrawing materials became a high priority for all departments. The projection for FY15:

- Approximately 20,825 items will be either discarded or proceed for patron use.

3. Detailed Description

Order, receive, process and invoice new materials

Create requisitions

Enter all new materials into the Minuteman Library Network's online catalog

Prepare items with proper labels, security strips, plastic jackets

Replace jackets, cases, barcodes, labels, etc.

Receive, sort and distribute mail

Check in periodicals

Maintain (adding and discarding materials) holdings information

Assists on the circulation desk

Help unpack the deliveries with materials being returned to Belmont as well as materials to fill holds for Belmont patrons.

4. Performance Chart:

Complete the attached chart in Excel and it will be inserted here in your final document

DIRECTOR'S REPORT

December 17, 2013

Claflin Room

7:30 PM

Building and Grounds

Lazco Construction Co has completed the painting on the lower level- hall, stairwells and the assembly room. Looks pretty good-nice and clean!

Asplundth came last week and pruned all the trees. One small tree was removed and a lot of large limbs taken down. The locust trees had some major pruning done but this will hopefully help them better survive the snow and ice.

Director's Report

Denise Shaver, Deborah Borsuk and I had our first meeting with Stew Roberts to review some of his ideas for renovating the children's room. We discussed what we liked and didn't like, what might work better etc. He is away until the first of the year so we have not yet seen any new designs. He does have a very interesting approach for marketing the plans for a renovation. I will discuss it at the meeting.

We have posted the reference librarian position. Then posting includes new language - *Performs a variety of promotional activities including overall responsibility for social media and for regular updates to the library web page. Assist with technology training and documentation. Complies and organizes statistics.* Hopefully we will be able to fill the position by the end of January.

Lisa and I have been discussing the permanent part-time circulation assistant. We would like to make the position full-time by adding 10 hours to it. This way we could give some of the clerical tasks that were part of the reference position to the circulation assistant. There is enough money in the budget to do this. We can discuss this more at the meeting.

I'm meeting with Gerry Boyle, Facilities Director, on Tuesday to discuss building repairs and capital budget items for the FY15 Budget. All department heads were told to go over any plans with Gerry. I also asked about the memo we had sent which listed items that the library thought would be good to consolidate with the town. He said he was aware of the memo and would ask David Kale about it at their next one-on-one meeting.

FY15 budget

December 12 – FY15 Personnel Analysis Sheets were due and our estimated FY14 expenditures.

January 6 – Operational budget requests and budget narratives are due.

I will discuss what I think we should include in the maintenance budget and the Capital budget for FY15 at the meeting. We will need to have a meeting before January 6 to vote to approve the FY15 budget.

Would January 2 be okay? Or Monday Dec. 30?

Mary would like another trustee to join her on the budget committee since she will not be on the committee next year. I think it is a good idea.

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

MEMORANDUM

To: Maureen Conners, Director/Administrator

From: April Mazza, Information Specialist, Library Advisory & Development

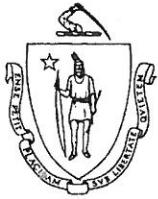
Date: November 19, 2013

Re: Action Plan

This letter acknowledges the receipt and approval of your Action Plan for FY 2015.

The current long range plan on file at the MBLC runs from 2010 to 2015.

If you have any questions on the planning process, our review of your action plan, or the dates above please contact me at 1-800-952-7403 extension 232 or email april.mazza@state.ma.us



Commonwealth of Massachusetts Board of Library Commissioners

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

December 12, 2013

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

re: Belmont Public Library

On December 5, 2013, the Board of Library Commissioners certified the Town of Belmont to participate in the FY2014 State Aid to Public Libraries Program. In doing so, the Board reviewed the library's FY2013 compliance with Minimum Standards for Free Public Library Service and the municipality's FY2014 compliance with the Municipal Appropriation Requirement.

For FY2014, there will be two State Aid to Public Libraries award payments. Each payment will represent approximately half of the total annual award, depending on budget conditions.

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

FY2014 Library Incentive Grant (LIG)	\$ 5,883.24
FY2014 Municipal Equalization Grant (MEG)	\$ 2,173.98
FY2014 Nonresident Circulation Offset (NRC)	\$ 6,178.51
Total	\$ 14,235.73

The second payment will be sent to the Town of Belmont by the last quarter of FY2014.

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

State Aid to Public library may not be used toward meeting the Municipal Appropriation Requirement, as stated in Chapter 38, Acts of 2013 of the Massachusetts Legislature.

Sincerely,

A handwritten signature in black ink that reads "Dianne L. Carty".

Dianne L. Carty
Acting Director

Enclosures: Ch. 38, Acts of 2013, FY2014 State Aid to Public Libraries Fact Sheet
cc: Maureen Connors, Director
Belmont Public Library, Belmont
Treasurer, the Town of Belmont

Warrant Committee Subcommittees
2013-14 Budget

Culture and Recreation:

Elizabeth Grob, Chair
Liz Allison
Anne Helgen
Bob McLaughlin

Education:

Bob Sarno, Chair
Pat Brusch
Jim Gammill
Elizabeth Grob
Raffi Manjikian

General Government:

Adam Dash, Chair
Liz Allison
Sami Baghdady
Roy Epstein
Jim Gammill

Public Safety:

Raffi Manjikian, Chair
Sami Baghdady
Anne Helgen
Greg Mennis

Public Works:

Roy Epstein, Chair
Adam Dash
Bob McLaughlin
Greg Mennis

Capital Budget Committee:

Pat Brusch

Minuteman Liaison:

Bob McLaughlin

BOS Financial Task Force:

Anne Helgen

BELMONT PUBLIC LIBRARY EXPENDITURES

DECEMBER 2013

12-Dec-13
3:15 PM

	ORIG./ADJ. APPROPRNTS.	TRANSFER	ADJUSTED BUDGET	SPENT DEC	SPENT JULY - DEC	BALANCE	PROJECTED 6 MONTHS	% EXP
LIBRARY ADMINISTRATION								
16111								
511000 SALARIES, FULL TIME	204,058.00		204,058.00	11,752.38	94,019.06	110,038.94	102,029.00	46.1%
511100 SALARIES, PART TIME	9,775.00		9,775.00	610.08	3,527.99	6,247.01	4,887.50	36.1%
513000 OVERTIME	8,450.00		8,450.00	483.71	5,021.48	3,428.52	4,225.00	59.4%
514800 LONGEVITY	975.00		975.00	975.00	0.00	487.50	100.0%	
517000 HEALTH INSURANCE	22,295.00		22,295.00	0.00	0.00	22,295.00	11,147.50	0.0%
517200 WORKER'S COMPENSATION	511.00		511.00	0.00	0.00	511.00	255.50	0.0%
517800 MEDICARE	3,249.00		3,249.00	0.00	0.00	3,249.00	1,624.50	0.0%
519900 UNIFORM	820.00		820.00	0.00	820.00	0.00	410.00	100.0%
16112								
521100 EBSCO	8,690.00		8,690.00	0.00	4,345.00	4,345.00	4,345.00	50.0%
522800 GAS	16,500.00		16,500.00	0.00	1,133.53	15,366.47	8,250.00	6.9%
522900 ELECTRICITY	42,015.00		42,015.00	0.00	12,262.32	29,752.68	21,007.50	29.2%
523100 WATER	5,000.00		5,000.00	0.00	0.00	5,000.00	2,500.00	0.0%
524300 MAINTENANCE BUILDING	129,394.00		129,394.00	2,916.60	49,028.10	80,365.90	64,697.00	37.9%
MAINTENANCE GROUNDS	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
524400 REPAIRS & MAINTENANCE	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
524500 MAINTENANCE OFFICE EQUIP	5,344.00		5,344.00	0.00	0.00	5,344.00	2,672.00	0.0%
MAINTENANCE LIBRARY EQUI	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
530001 MEDICAL REPORTS & BILLS	299.00		299.00	0.00	0.00	299.00	149.50	0.0%
531700 EMPLOYEE TRAINING	315.00		315.00	0.00	0.00	315.00	157.50	0.0%
531900 ADVERTISING & PUBLIC RELA	250.00		250.00	0.00	208.80	41.20	125.00	83.5%
534500 POSTAGE	3,500.00		3,500.00	33.83	1,288.92	2,211.08	1,750.00	36.8%
534700 PRINTING	1,314.00		1,314.00	0.00	298.29	1,015.71	657.00	22.7%
542100 OFFICE SUPPLIES	900.00		900.00	0.00	66.64	833.36	450.00	7.4%
545000 CUSTODIAL SUPPLIES	10,650.00		10,650.00	0.00	5,981.07	4,668.93	5,325.00	56.2%
548900 GASOLINE	300.00		300.00	0.00	199.94	100.06	150.00	66.6%
571000 IN-STATE TRAVEL	350.00		350.00	0.00	151.75	198.25	175.00	43.4%
573000 DUES & MEMBERSHIP	550.00		550.00	0.00	580.00	(30.00)	275.00	105.5%
TOTAL LIBRARY ADMIN	475,504.00	0.00	475,504.00	16,771.60	179,327.89	296,176.11	237,752.00	37.7%

	ORIG/ADJ. APPROPTNS.	TRANSFER	ADJUSTED BUDGET	SPENT DEC	SPENT JULY - DEC	BALANCE	PROJECTED 6 MONTHS	% EXP
LIBRARY PUBLIC SERVICE								
16121								
511000 WAGES, FULL TIME	657,730.00		657,730.00	36,770.43	291,112.73	366,617.27	328,865.00	44.3%
511100 WAGES, PART TIME	197,601.00		197,601.00	10,960.73	84,037.69	113,563.31	98,800.50	42.5%
513000 OVERTIME	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800 LONGEVITY	7,472.00		7,472.00	4,871.43	4,871.43	2,600.57	3,736.00	65.2%
517000 HEALTH INSURANCE	105,465.00		105,465.00	0.00	0.00	105,465.00	52,732.50	0.0%
517200 WORKER'S COMPENSATION	1,819.00		1,819.00	0.00	0.00	1,819.00	909.50	0.0%
517800 MEDICARE	12,511.00		12,511.00	0.00	0.00	12,511.00	6,255.50	0.0%
517900 LIFE INSURANCE	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
16122								
530000 PROFESSIONAL SERVICES	851.00		851.00	0.00	750.00	101.00	425.50	88.1%
534100 TELEPHONE	8,245.00		8,245.00	0.00	1,551.67	6,693.33	4,122.50	18.8%
552900 BOOKS/PER/FILM/CD/REC	279,305.00		279,305.00	8,646.10	123,083.34	156,221.66	139,652.50	44.1%
573000 DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
TOTAL LIB PUBLIC SERVC	1,270,999.00	0.00	1,270,999.00	61,248.69	505,406.86	765,592.14	635,499.50	39.76%
LIBRARY TECH SERVICE								
16131								
511000 SALARIES, FULL TIME	146,941.00		146,941.00	8,442.15	67,537.26	79,403.74	73,470.50	46.0%
511100 SALARIES, PART TIME	12,034.00		12,034.00	694.26	5,549.54	6,484.46	6,017.00	46.1%
514800 LONGEVITY	1,975.00		1,975.00	1,537.50	1,537.50	437.50	987.50	77.8%
517000 HEALTH INSURANCE	32,599.00		32,599.00	0.00	0.00	32,599.00	16,299.50	0.0%
517200 WORKER'S COMPENSATION	499.00		499.00	0.00	0.00	499.00	249.50	0.0%
517800 MEDICARE	2,334.00		2,334.00	0.00	0.00	2,334.00	1,167.00	0.0%
16132								
530600 COMPUTER SERVICE	73,969.00		73,969.00	0.00	53,653.85	20,315.15	36,984.50	72.5%
542200 PROCESSING SUPPLIES	11,550.00		11,550.00	0.00	7,294.14	4,255.86	5,775.00	63.2%
573000 DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
TOTAL LIBRARY TECH SERV	281,901.00	0.00	281,901.00	10,673.91	135,572.29	146,328.71	140,950.50	48.09%
TOTAL LIBRARY DEPARTMT	2,028,404.00	0.00	2,028,404.00	88,694.20	820,307.04	1,208,096.96	1,014,202.00	40.44%

Belmont Public Library
Activity Report For The Month
of October 2013

Days open 2012:	28
Days open 2013:	28

Agency	<u>October 2013</u>	<u>Increase Over October 2012</u>	<u>Cumulated 2013</u>	<u>Cumulated Increase Over 2012</u>
Adult	23,103	1,770	235,651	5,387
Juvenile	22,021	351	216,966	(5,265)
Total	45,124	2,121	452,617	122

Downloadable Audiobooks & eBooks (included in above figures)

Checkouts	1082	10,488
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Average Daily Circulation

	<u>2013</u>	<u>2012</u>
Adult	825	762
Juvenile	786	774

Non-Book (included in above figures)

Adult	9,729	819	100,224	1,750
Juvenile	3,825	(151)	40,196	(3,305)
Total	13,554	668	140,420	(1,555)

DVD

Adult	6,899	637	71,682	2,609
Juvenile	2,755	(129)	29,038	(2,819)
Total	9,654	508	100,720	(210)

Internet Use

Internet	1,871	19,684
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Interlibrary Loan:

Borrowed	28	301
Loaned	40	399
Faxed	1	6

Young Adult Circulation

1,580	(173)
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ACTIVITY REPORT FOR THE MONTH OF OCTOBER 2013

Reference and Information

	October <u>2013</u>	Increase Over October 2012	Cumulated <u>2013</u>	Cumulated Increase Over 2012
Adult	2,830	75	32,651	939
Email	4	(5)	72	19
Total	<u>2,834</u>	<u>70</u>	<u>32,723</u>	<u>958</u>

Book Processing

Added:	972
Withdrawn:	1,845
Repaired:	54

Meeting Room Use

<u>Room</u>	<u>Times Used</u>	<u>Attendance</u>	<u>Cumulated Times Used</u>	<u>Cumulated Attendance</u>
Assembly	22	1,035	219	9,479
Flett	33	880	231	5,401
Misc.	<u>17</u>	<u>263</u>	<u>123</u>	<u>2,325</u>
Total	<u>72</u>	<u>2,178</u>	<u>573</u>	<u>17,205</u>

Library Sponsored Programs (included in above figures)

Adult	6	78	34	963
Juvenile	39	1,579	264	10,136
Young Adult	4	45	64	1,038
Total	<u>49</u>	<u>1,702</u>	<u>362</u>	<u>12,137</u>

Circulating Passes:

		<u>Pass Cumulated</u>
Aquarium	33	190
Audubon	8	82
Boston By Foot	8	33
Children's	15	191
DeCordova	9	90
Discovery	5	94
Essex/Peabody	4	96
Fine Arts	35	324
Fruitlands	8	12
Gardner	10	122
Harvard Art	-	(Closed until Fall of 2014) 13
Harvard Natural History	10	109
Institute of Contemp. A	9	87
Kennedy Library	2	31
Mass Parks Pass	2	18
Orchard House	4	4
Plimoth Plantation	3	44
Science	21	342
Zoos	<u>17</u>	<u>160</u>
Total	<u>203</u>	<u>2,042</u>

Belmont Public Library
Activity Report For The Month
of November 2013

Days open 2012:	26
Days open 2013:	28

Agency	<u>November 2013</u>	<u>Increase Over November 2012</u>	<u>Cumulated 2013</u>	<u>Cumulated Increase Over 2012</u>
Adult	22,758	888	258,409	6,275
Juvenile	22,813	1,101	239,779	(4,164)
Total	45,571	1,989	498,188	2,111

Downloadable Audiobooks & eBooks (included in above figures)

Checkouts	1081	11,569
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Average Daily Circulation

	<u>2013</u>	<u>2012</u>
Adult	813	841
Juvenile	815	835

Non-Book (included in above figures)

Adult	9,891	(69)	110,115	1,681
Juvenile	4,357	116	44,553	(3,189)
Total	14,248	47	154,668	(1,508)

DVD

Adult	7,140	7	78,822	2,616
Juvenile	3,180	160	32,218	(2,659)
Total	10,320	167	111,040	(43)

Internet Use

Internet	1,676	21,360
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Interlibrary Loan:

Borrowed	40	341
Loaned	38	437
Faxed	-	6

Young Adult Circulation

1,528	(68)
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ACTIVITY REPORT FOR THE MONTH OF NOVEMBER 2013

Reference and Information

	November <u>2013</u>	Increase Over <u>November 2012</u>	Cumulated <u>2013</u>	Cumulated Increase <u>Over 2012</u>
Adult	3,386	266	36,037	1,205
Email	4	(7)	76	12
Total	<u>3,390</u>	<u>259</u>	<u>36,113</u>	<u>1,217</u>

Book Processing

Added:	1,000
Withdrawn:	927
Repaired:	35

Meeting Room Use

<u>Room</u>	<u>Times Used</u>	<u>Attendance</u>	<u>Cumulated Times Used</u>	<u>Cumulated Attendance</u>
Assembly	28	1,021	247	10,500
Flett	31	678	262	6,079
Misc.	<u>17</u>	<u>370</u>	<u>140</u>	<u>2,695</u>
Total	<u>76</u>	<u>2,069</u>	<u>649</u>	<u>19,274</u>

Library Sponsored Programs (included in above figures)

Adult	5	70	39	1,033
Juvenile	33	1,043	297	11,179
Young Adult	<u>7</u>	<u>111</u>	<u>71</u>	<u>1,149</u>
Total	<u>45</u>	<u>1,224</u>	<u>407</u>	<u>13,361</u>

Circulating Passes:

		<u>Pass Cumulated</u>
Aquarium	44	234
Audubon	5	87
Boston By Foot	-	(Passes not available in Nov.)
Children's	19	210
DeCordova	8	98
Discovery	10	104
Essex/Peabody	9	105
Fine Arts	48	372
Fruitlands	2	14
Gardner	9	131
Harvard Art	-	(Closed until Fall of 2014)
Harvard Natural History	13	122
Institute of Contemp. A	7	94
Kennedy Library	11	42
Mass Parks Pass	-	18
Orchard House	5	9
Plimoth Plantation	12	56
Science	35	377
Zoos	<u>8</u>	<u>168</u>
Total	<u>245</u>	<u>2,287</u>