

BELMONT MEMORIAL LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
JUNE 3, 2014

Chair Matt Lowrie called the meeting to order at 7:36 p.m. in the Claflin Room of the Library. Present were Trustees Elaine Alligood, Mark Carthy, Kathleen Keohane, Matt Lowrie, Gail Mann, and Sarah Phillips. Director Maureen Connors was absent.

The minutes of the Annual Meeting of April 15, 2014, were approved on a motion by Chair Lowrie, seconded by Trustee Carthy and voted unanimously. The minutes of the monthly meeting of April 15, 2014, were approved on a motion by Chair Lowrie, seconded by Trustee Mann, and voted unanimously.

Old Business

Consolidation of Library facilities maintenance – The Trustees reviewed the history of discussions with the Town regarding the consolidation of Library facilities maintenance with those of the Town. Consolidation of preventive maintenance, services contracts, supplies and small repairs would save money for the town. The Trustees wish to join the consolidation, but most agreed that a consistent, onsite custodian was important for the Library, as well as a voice on the Consolidation Board when library matters are discussed. Trustee Carthy suggested more Library flexibility on these issues. After speaking with Director Connors, Trustees Keohane and Mann will approach Town representatives to further discuss the outstanding issues.

Position vacancies – Young Adult Librarian Ellen Girouard was appointed the new Technology Librarian. The Young Adult position will be posted soon.

J. Stewart Roberts repair estimate – The Trustees reviewed updated library repair estimates provided by J. Stewart Roberts, in preparation for a meeting with the Financial Task Force, Capital Subcommittee, on June 13th. Chair Lowrie reviewed the requirements of ADA and Massachusetts Architectural Access Board, as they would apply to library repairs and renovations. The Roberts repair estimates include required, basic, optional, and ADA access improvements that, depending on timing and cost, could trigger ADA compliance for the entire facility. The Trustees discussed planning for ADA compliance as repairs are made to avoid degradation of the building. Chair Lowrie and Trustee Keohane will prepare slides for the Financial Task Force meeting, giving repair information and options, with a timeline to allow for planned ADA compliance. The Trustees can then seek Town guidance on a realistic plan forward.

New Business

Open Meeting Law – Chair Lowrie reviewed the Open Meeting Law for all Trustees, including posting requirements, executive sessions, and email communications.

Community Preservation Act – Trustee Keohane reported on discussions about CPA with Town officials. Trustees Carthy and Phillips will review library projects that could qualify for CPA funds. Preliminary Applications are due September 30th.

Staff Day – This year, Staff Day is scheduled for Friday morning, June 27; the library will then open to patrons from 1:00pm to 5:00pm. On motion of Trustee Alligood, seconded by Trustee Carty, it was unanimously **VOTED** to close the library building for Staff Day, June 27, from 9:00am to 1:00pm.

Friends of the Library update - Trustee Phillips reported on the Annual Meeting held May 29 where Susan Flannery, Director of Cambridge Libraries, spoke about their new main library building and the community effort involved in making it a reality. A brief second Annual Meeting will be held on June 5th to vote on the revised Bylaws.

The meeting adjourned at 9:40 p.m.

Next meetings Thursday, June 12th, 7:00 p.m. and Friday, June 13th, 8:00 a.m.

The June meeting scheduled for June 17th is cancelled, and will be rescheduled when Director Conners returns.

Respectfully submitted,
Sarah Phillips, Secretary

Exhibits:

Agenda June 3, 2014

Annual Meeting Minutes April 15, 2014

Minutes April 15, 2014

Director's letter dated 5/21/12 to Selectman Mark Paolillo, regarding facilities consolidation

Director's memo dated 8/29/13 regarding facilities consolidation

BPL Estimate of Repairs to Existing Library, J. Stewart Roberts Associates, Inc., 5/28/14

Email from J. Stewart Roberts to Director Conners regarding Massachusetts Architectural Access Board Regulations, attaching 521 CMR 3.0

Draft of slides for Financial Task Force, 6/3/14

Town of Belmont Open Meeting Law E-Mail Guidance

Board of Selectmen Liaisons 2014 – 2015

FY15 CPA Application Timeline

Town of Belmont BOS/Warrant Committee Expenditure Report

MBLC Letter to Chair Lowrie dated 4/21/14 regarding State Aid

Thank-you Note from Mary Keenan

Thank-you Notes from Friends Members

Activity Report April 2014

Belmont Public Library Expenditures June 2014

Board of Selectmen
Mark Paolillo, Chairman
455 Concord
Belmont, Ma 02478

May 21, 2012

Mark,

This letter is to clarify the Board of Library Trustees' position regarding the Facilities Consolidation program. The Board of Trustees has not yet voted in favor of joining the program. There are several concerns that need to be addressed before a vote could take place. Some of the concerns are:

- the library is open 68 hours per week, Monday - Sunday unlike most of the Town buildings
- the library has approximately 1,000 visits per day
- definite need for an onsite custodian

The Trustees are interested in continuing a dialog with the Facilities Consolidation committee in order to have all their concerns addressed.

Sincerely,

Maureen Conners
Library Director

August 29, 2013

Consolidation items to consider

The Library could be included on the following:

1. Contracts for Preventative Maintenance:

| | | |
|----------|-----------------|--------------------|
| Elevator | Fire Alarms | Fire extinguishers |
| HVAC | Security System | |
| Boiler | | |

Preventive Maintenance for annual cleaning of carpets, floor tiles and windows.

2. Like services that go out to bid:

| | |
|-------------------|--------------------------|
| Cleaning Services | Painting of the Building |
|-------------------|--------------------------|

3. Ordering of custodial supplies from the same vendor(s).

4. Small repairs - electrical, plumbing etc. If the town has custodial staff who have the expertise- the library could request by work order (or whatever means the Facilities Director has establish) to have the work done instead of hiring an independent electrician or plumber.

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

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

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

Barnes, Deitra

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

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

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

Maureen

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

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

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

Belmont Memorial Library

Belmont, Massachusetts

Estimate of Repairs to Existing Library

5/28/2014

Construction

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

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

Project Expenses

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

\$228,377

Total Project Budget **\$3,289,934** **\$2,452,508** **\$74,125** **\$1,077,885**

Cumulative Total **\$5,742,442** **\$5,816,567** **\$6,894,452**

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

521 CMR 3.00: JURISDICTION

3.1 SCOPE

All work performed on public buildings or facilities (see 521 CMR 5.00: DEFINITIONS), including construction, reconstruction, alterations, remodeling, additions, and changes of use shall conform to 521 CMR.

3.1.1 To determine the scope of compliance, refer to 521 CMR 3.2, New Construction and 521 CMR 3.3, Existing Buildings. In the absence of jurisdiction by 521 CMR, 780 CMR: the State Building Code may apply.

3.2 NEW CONSTRUCTION

All new construction of public buildings/facilities shall comply fully with 521 CMR.

3.3 EXISTING BUILDINGS

All additions to, reconstruction, remodeling, and alterations or repairs of existing public buildings or facilities, which require a building permit or which are so defined by a state or local inspector, shall be governed by all applicable subsections in 521 CMR 3.00: JURISDICTION.

For specific applicability of 521 CMR to existing multiple dwellings undergoing renovations, see 521 CMR 9.2.1.

3.3.1 If the work being performed amounts to less than 30% of the full and fair cash value of the building and

- a. if the work costs less than \$100,000, then only the work being performed is required to comply with 521 CMR
or
- b. if the work costs \$100,000 or more, then the work being performed is required to comply with 521 CMR. In addition, an accessible public entrance and an accessible toilet room, telephone, drinking fountain (if toilets, telephones and drinking fountains are provided) shall also be provided in compliance with 521 CMR.

Exception: General maintenance and on-going upkeep of existing, underground transit facilities will not trigger the requirement for an accessible entrance and toilet unless the cost of the work exceeds \$500,000 or unless work is being performed on the entrance or toilet.

Exception: Whether performed alone or in combination with each other, the following types of alterations are not subject to 521 CMR 3.3.1, unless the cost of the work exceeds \$500,000 or unless work is being performed on the entrance or toilet. (When performing exempted work, a memo stating the exempted work and its costs must be filed with the permit application or a separate building permit must be obtained.)

- a. Curb Cuts: The construction of curb cuts shall comply with 521 CMR 21.00: CURB CUTS.
- b. Alteration work which is limited solely to electrical mechanical, or plumbing systems; to abatement of hazardous materials; or retrofit of automatic sprinklers and does not involve the alteration of any elements or spaces required to be accessible under 521 CMR. Where electrical outlets and controls are altered, they must comply with 521 CMR.
- c. Roof repair or replacement, window repair or replacement, repointing and masonry repair work.
- d. Work relating to septic system repairs, (including Title V, 310 CMR 15.00, improvements) site utilities and landscaping.

3.3.2 If the work performed, including the exempted work, amounts to 30% or more of the full and fair

cash value (see 521 CMR 5.00) of the building the entire building is required to comply with 521 CMR.

a. Where the cost of constructing an addition to a building amounts to 30% or more of the full and fair cash value of the existing building, both the addition and the existing building must be fully accessible.

3.3.3 Alterations by a tenant do not trigger the requirements of 521 CMR 3.3.1b and 3.3.2 for other tenants. However, alterations, reconstruction, remodeling, repairs, construction, and changes in use falling within 521 CMR 3.3.1b and 3.3.2, will trigger compliance with 521 CMR in areas of public use, for the owner of the building.

3.3.4 No alteration shall be undertaken which decreases or has the effect of decreasing accessibility or usability of a building or facility below the requirements for new construction.

3.3.5 If alterations of single elements, when considered together, amount to an alteration of a room or space in a building or facility, that space shall be made accessible.

3.3.6 No alteration of an existing element, space, or area of a building or facility shall impose a requirement for greater accessibility than that which would be required for new construction.

3.4 CHANGE IN USE

When the use of a building changes from a private use to one that is open to and used by the public, an accessible entrance must be provided, even if no work is being performed. When a portion of a building changes use from a private use to one that is open to and used by the public, then an accessible route must be provided from an accessible entrance even if no work is being performed.

3.4.1 RESERVED FOR FUTURE ACTION: Changes in use, from private to public, in private residential homes where no work is being performed.

3.5 WORK PERFORMED OVER TIME

When the work performed on a building is divided into separate phases or projects or is under separate building permits, the total cost of such work in any 36 month period shall be added together in applying 521 CMR 3.3, Existing Buildings.

3.00: JURISDICTION

3.6 MULTIPLE USES

When a building is occupied by two or more uses, the Regulations which apply to each use shall apply to such parts of the building within that use.

3.6.1 521 CMR 3.3, Existing Buildings shall apply based upon each use and not on the entire building.

Example: If a three story building valued at \$300,000 has one floor of retail use and two floors of residential use, the full and fair cash value of the retail portion shall be 1/3 of the total value which would be \$100,000.

3.7 PARTIAL APPLICATION

When only a portion of a building is subject to 521 CMR, the full and fair cash value shall be prorated by the ratio of the square footage of that portion to the square footage of the whole building.

Example: Where the whole building is 100,000 square feet, the full and fair cash value is \$1,000,000, and the part subject to 521 CMR is 10,000 square feet (one_tenth of the total), then the full and fair cash value of the part subject to 521 CMR would be one_tenth of \$1,000,000 or \$100,000.

3.7.1 If the Board determines that such prorating would cause an inequitable result, the Board may otherwise calculate the full and fair cash value of the portion of the building.

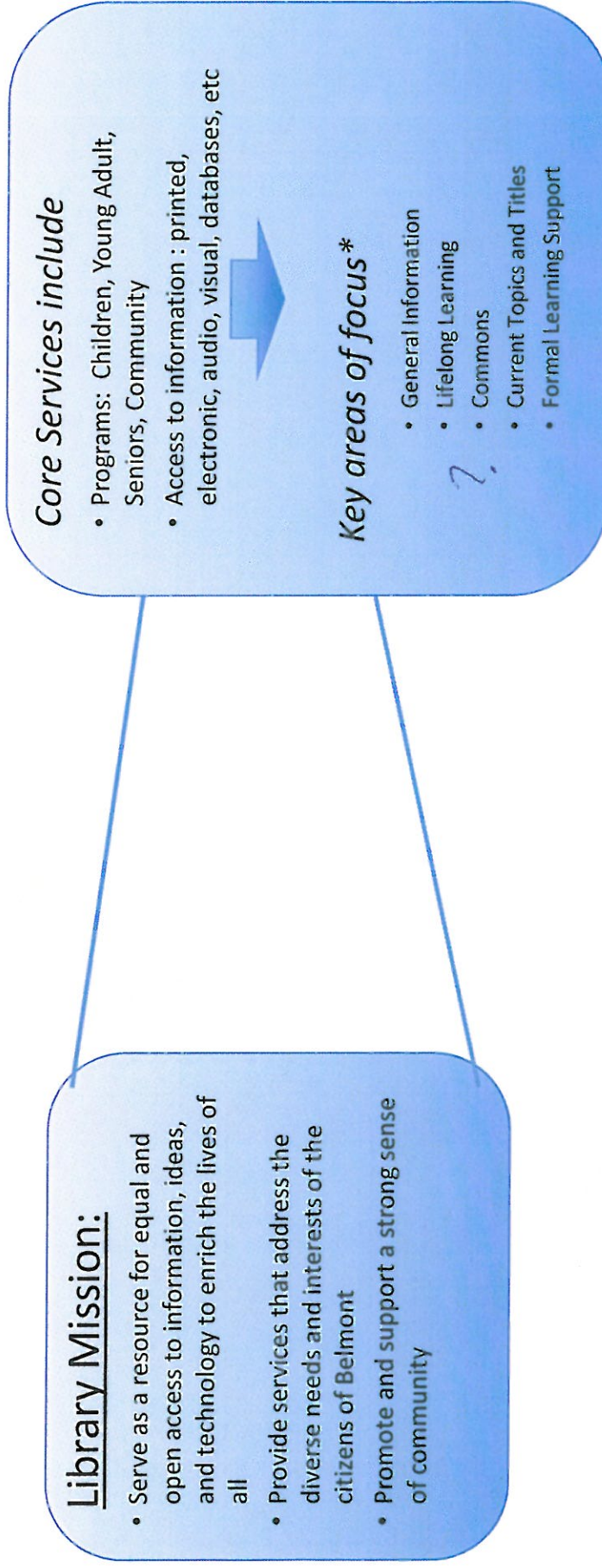
Library Framework

Purpose:

- *To tell a compelling and complete story that*
 - *To outline the role of the library – today and tomorrow*
 - *To frame how the services will change and the impact that may have on the physical plant*
 - *To provide history and context for the grant process*
 - *To outline the required and desired changes to the library*

Draft 6/3/2014

Mission, Roles and Core Services



* As per long range plan 2008

Usage and Drivers of Change

2013 - 2014

- Circulation
- Programs
- Ebooks
- Key databases
- Children = 46%
-

Population

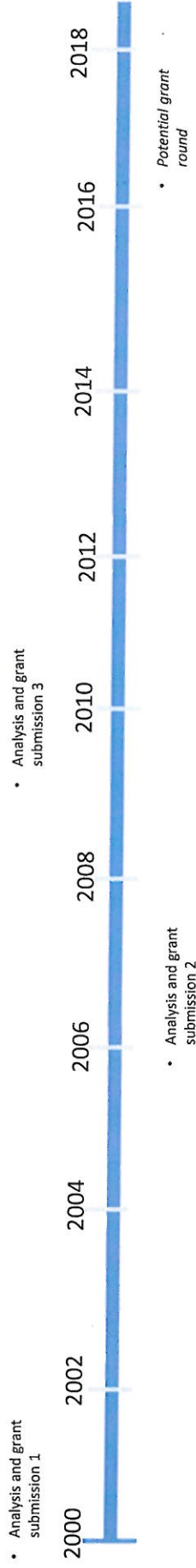
- Children
- Seniors

- Impacts to services
- Enhanced need for technology and technology support
- Expanded space to meet expanded population
- Expanded ELL
- Space for collaboration
- Electronic materials

Usage and Drivers of Change

- Competing demands
 - Community for capital projects
 - Short term vs long term plan
 - ADA

History



2001 2002

Project #1

- Rebuild in current location
- Other options considered but dismissed
- Total cost xxx

Project #2

- Submitted grant application
- Withdrew application based on prior Capital Plan
- Deferred to more pressing needs of the community

Project #3

- Build new across the street on field
- Other options considered but field option felt to be best and would allow Police to move into old Library building

Notes and Considerations

- Circulation vs population
- Library serves the population. How is the population changing?
- Based on school impacts, strong increase in ELL, school age children growth
- Other population diversity trends that we need to be aware of
- Other demand trends?
- School innovation and use of Ipads (we have 3!)
- School department goes back to their strategic plan to assess changes and impacts
- School target goal to maintain existing buildings and to avoid deferred maintenance
- School trend modeling groups – what does it tell us
- Requirement to use 15% of budget for electronic
- What are the resources that we have in this space and what should we have to keep up with demand and with the schools?
- What came out of the discussion the other night on the 29th that we could leverage for talking points
- What is the current allocation of space to programs?
- How to allocate space best to core services and to align with future state needs?
- Assess spaces needs against must to have versus nice to have
- Age of building and usage requires maintenance of physical plant
- Considerations with ADA; limits maintenance costs to percent of building assessed value. Expenditures over 3 year period that exceed that amount will then trigger the demand to fully comply with ADA rules
- Compliance with ADA would require
 - Xxx
 - Xxx
 - Xxx
- Next grant round funding uncertain – possibility and timing

English language learners

How is the role of the library changing? What is our strategic vision for the library and how does that impact the current and targeted service offerings?

- Evolving role of technology
- Need for collaboration space
- Need to partner with schools and other segments of community

| Service Offerings | Component | Core | Current | Future | Comments |
|-------------------------------|-------------------------|------|---------|--------|----------|
| General | Printed Books | Y | | | |
| | Databases | Y | | | |
| | E Books and Audio Books | Y | | | |
| | Video. CDs | | | | |
| Technology Access and Support | | Y | | | |
| Targeted | Childrens | Y | | | |
| | Young Adult | Y | | | |
| | Senior | Y | | | |
| | Other | Y | | | |
| Community Space | | N | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Belmont Town Offices

455 Concord Avenue, Belmont, MA 02478
ph: 617-993-2610

Open Meeting Law, Ethics & Info For Elected & Appointed Officials

Newly elected or appointed officials must appear in person at the Town Clerk's office to be administered the oath of office (**swearing in**) before participating in any meeting requiring a vote. For new Town Meeting Members, the oath of office is administered at the Town Meeting or following a successful caucus and a Town Meeting Member Handbook is distributed.

An example of the general oath follows:

Do you solemnly affirm that you will uphold the Constitution of the United States of America, the Constitution of the Commonwealth of Massachusetts and the By-Laws of the Town of Belmont and you will impartially perform the duties of _____ to which you have been duly elected (appointed), keeping uppermost in your mind what is best for the Town of Belmont and its inhabitants.

At the time of the swearing in of elected officials and all members of boards, committees and commissions, the following materials are distributed and a confirmation receipt is signed and filed with the Town Clerk:

- The **Commonwealth of Massachusetts Open Meeting Law** is distributed or referred for on-line access. Among other items, it covers posting requirements for open meetings, executive session requirements, appropriate conduct and recording requirements for minutes. Effective July 1, 2010, responsibility for the state-wide enforcement of the Open Meeting Laws, relative to local, county, regional, and state public bodies has been centralized in the office of the Attorney General.

Town Clerk's Overview- Posting a Public Meeting in Belmont (Effective October 1, 2011)

MA Attorney General's Open Meeting Law Guide (Updated August 2013)

Email Use Guidelines - Middlesex County District Attorney Office

- The **Commonwealth of Massachusetts Ethics (Conflict of Interest) Laws** is distributed and referred for online access.

Each year, the Town Clerk's office is required to deliver (and obtain a receipt of delivery), the Ethics Summary to every employee, elected official, and member of boards, committees and commissions. In addition, every two years, the Town Clerk's office is required to distribute and collect receipt of completion of the State's on-line Ethics test. Upon successful completion of the test, a **personalized** certificate is issued which must be filed with the Town Clerk. This requirement became effective in April of 2010 and must be updated every two years. For detailed information regarding the Conflict of Interest Laws, refer to the State Ethics Commission.

The Conflict of Interest Law, Ethics training may be viewed at www.mass.gov/ethics under Education and Training Resources.

MIDDLESEX COUNTY DISTRICT ATTORNEY'S OFFICE
MARTHA COAKLEY, DISTRICT ATTORNEY
OML GUIDELINES ON USE OF E- MAIL

INTRODUCTION

In light of the proliferation in the use of personal computers in recent years, it has become more common for persons, both at home and at work, to communicate through electronic mail, commonly known as "e-mail." In order to assist members of governmental bodies to comply with the Open Meeting Law in their use of this new technology, the following guidelines have been prepared. As every case will present its own set of circumstances, these guidelines must be considered general in nature. Specific questions concerning the proper use of e-mail, or other questions concerning the Open Meeting Law, may be directed to the District Attorney's Open Meeting Law Team at (617) 494-4062.

DISCUSSION

The Open Meeting Law requires that "all meetings of a governmental body shall be open to the public" and that "no quorum of a governmental body shall meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as provided by this section." G.L. c. 39, § 23B. "Meetings" covered by the Law include discussion or consideration by a quorum of "any public business or public policy matter over which the governmental body has supervision, control, jurisdiction, or advisory power." G.L. c. 39, § 23A.

Thus, no substantive discussion by a quorum of members of a governmental body about public business within the jurisdiction of the governmental body is permissible except at a meeting held in compliance with the requirements of the Open Meeting Law. Like private conversations held in person or over the telephone, e-mail conversations among a quorum of members of a governmental body that relate to public business violate the Open Meeting Law, as the public is deprived of the opportunity to attend and monitor the e-mail "meeting."

Members of governmental bodies, should also be cautious about communicating via e-mail on an individual basis. This is because private, serial conversations may reach a quorum of members without the knowledge of all participants. Private, serial, discussions of public business involving a quorum violate the Open Meeting Law regardless of the knowledge or intent of the parties.

Certain housekeeping matters may, of course, be communicated outside of a meeting. Questions concerning meeting cancellations and scheduling often must be discussed outside of a meeting. Similarly, requests to put items on the agenda, so long as no substantive discussion occurs, are properly communicated outside a meeting. Other proper uses of e-mail may be to permit members of a governmental body to communicate with town department heads or staff. Both members of governmental bodies and town employees, however, must take care not to utilize such communications to poll board members or otherwise engage in deliberations.

Additionally, whenever an e-mail message is sent or received by a member of a governmental body; it is the recommendation of this office that a hard copy be created and immediately placed in a central file, where it can be provided as a public record on request.

CONCLUSION

Despite the convenience and speed of communication by e-mail, its use by members of a governmental body carries a high risk of violating the Open Meeting Law. Not only do private e-mail communications deprive the public of the chance contemporaneously to monitor the discussion, but by excluding non participating members such communications are also inconsistent with the collegial character of governmental bodies. For these reasons, e-mail messages among members of governmental bodies are best avoided except for matters of a purely housekeeping or administrative nature.

Board of Selectmen Liaisons 2014-2015

| | |
|------------------------------------|----------|
| Belmont Housing Trust: | Rojas |
| BMLD Advisory Committee: | Rojas |
| Board of Assessors: | Paolillo |
| Board of Health: | Baghdady |
| Board of Library Trustees: | Paolillo |
| Capital Budget Committee | Baghdady |
| Capital Endorsement Committee | Rojas |
| Community Path Advisory Committee: | Paolillo |
| Community Preservation Committee: | Rojas |
| Conservation Commission: | Baghdady |
| Council on Aging: | Baghdady |
| Economic Development: | Paolillo |
| Financial Task Force | Paolillo |
| Permanent Audit Committee | Paolillo |
| Planning Board: | Baghdady |
| Recreation Commission: | Rojas |
| School Committee: | Paolillo |
| Traffic Advisory Committee: | Rojas |
| Warrant Committee: | Rojas |
| Zoning Board of Appeals: | Baghdady |

FY15 CPA Application Timeline

| | |
|----------------------------|--|
| July 1, 2014 | Preliminary Applications Available |
| July 9, 2014 | Regular CPC Meeting |
| August 13, 2014 | Regular CPC Meeting |
| September 10, 2014 | Regular CPC Meeting |
| September 18, 2014 | Public Meeting |
| | <ul style="list-style-type: none"> • Past Year Updates <ul style="list-style-type: none"> • Project Status • Current Year <ul style="list-style-type: none"> • Review of Timeline and Process • Q & A |
| → September 30, 2014 | Preliminary Applications Due |
| → October 8, 2014 | Regular CPC Meeting |
| | <ul style="list-style-type: none"> • Approve / Reject Preliminary Applications • Special CPC Meeting on October 9, 2014 if needed • Accept/Reject Letters sent by October 10, 2014 |
| November 12, 2014 | Regular CPC Meeting |
| November 13, 2014 | Public Meeting |
| → | <ul style="list-style-type: none"> • Brief Project Presentations from Sponsors <ul style="list-style-type: none"> • 5 Minute Presentations • Sponsors answer questions from the public and CPC • Questions from sponsors |
| → December 1, 2014 | Final Applications Due |
| December 10, 2014 | Regular CPC Meeting |
| December 18, 2014 | Special CPC Meeting (if necessary) |
| → | <ul style="list-style-type: none"> • Select project sponsors provide further information • Submit additional materials as requested • Attend meeting to answer CPC's questions |
| January 14, 2015 | Regular CPC Meeting |
| | <ul style="list-style-type: none"> • Approve / Reject Final Applications <ul style="list-style-type: none"> • Special CPC Meeting on January 15, 2015 if needed • App/Ref Letters sent by January 16, 2015 |
| Months of January/February | Financial Analysis of Projects |
| | <ul style="list-style-type: none"> • Determine any secondary costs for the approved projects |
| Months of February/March | Meet with Selectmen and Warrant Committee |
| February 11, 2015 | Regular CPC Meeting |
| March 11, 2015 | Regular CPC Meeting |
| | <ul style="list-style-type: none"> • Final Draft of the Project Summaries for Town Meeting |
| April 8, 2015 | Regular CPC Meeting |
| Late April 2015 | League of Women Voters Meeting |
| | <ul style="list-style-type: none"> • Sponsors in attendance to address questions from the public |
| May 2015 | Town Meeting |

Town of Belmont

BOS/Warrant Committee Expenditure Report

| | FY13 EXPENDED | FY14 TOWN FINAL VOTE | FY14 ADJUSTED BUDGET | FY14 TOWN EST EXP | FY15 TOWN FINAL VOTE | \$ Chg Level Services FY15 | % Chg Level Services FY15 |
|--------------------------------------|------------------|-------------------------|----------------------------|-------------------------|-------------------------|-------------------------------|------------------------------|
| <u>Library Administration</u> | | | | | | | |
| 16111 511000 Full Time Salaries | \$201,174 | \$204,058 | \$204,058 | \$204,058 | \$204,318 | \$260 | 0.13% |
| 16111 511100 Part Time Salaries | \$9,552 | \$9,775 | \$9,775 | \$9,775 | \$10,436 | \$661 | 6.76% |
| 16111 513000 Overtime | \$9,226 | \$8,450 | \$8,450 | \$9,925 | \$9,950 | \$1,500 | 17.75% |
| 16111 514100 Specialty Pay/Stipend | \$0 | \$0 | \$0 | \$0 | \$260 | \$260 | #Div/0! |
| 16111 514800 Longevity | \$925 | \$975 | \$975 | \$975 | \$975 | \$0 | 0.00% |
| 16111 517000 Health Insurance | \$22,413 | \$22,295 | \$22,295 | \$22,295 | \$22,295 | \$0 | 0.00% |
| 16111 517200 Workers Compensation | \$409 | \$511 | \$511 | \$511 | \$0 | (\$511) | -100.00% |
| 16111 517800 Medicare | \$3,091 | \$3,249 | \$3,249 | \$3,249 | \$3,288 | \$39 | 1.20% |
| 16111 518000 Pension Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | #Num! |
| 16111 519900 Uniform Allowance | \$820 | \$820 | \$820 | \$820 | \$820 | \$0 | 0.00% |
| <u>PERSONAL SERVICES</u> | \$247,611 | \$250,133 | \$250,133 | \$251,608 | \$252,342 | \$2,209 | 0.88% |

Town of Belmont

BOS/Warrant Committee Expenditure Report

| | FY13 EXPENDED | FY14 TOWN FINAL VOTE | FY14 ADJUSTED BUDGET | FY14 TOWN EST EXP | FY15 TOWN FINAL VOTE | \$ Chg Level Services FY15 | % Chg Level Services FY15 |
|--|------------------|-------------------------|----------------------------|-------------------------|-------------------------|-------------------------------|------------------------------|
| <u>Library Administration</u> | | | | | | | |
| 16112 521100 Utilities ESCo Lease Payme | \$8,690 | \$8,690 | \$8,690 | \$8,690 | \$8,690 | \$0 | 0.00% |
| 16112 522800 Natural Gas | \$11,711 | \$16,500 | \$16,500 | \$16,500 | \$16,500 | \$0 | 0.00% |
| 16112 522900 Electricity | \$27,231 | \$42,015 | \$42,015 | \$40,015 | \$40,015 | (\$2,000) | -4.76% |
| 16112 523100 Water | \$3,314 | \$5,000 | \$5,000 | \$4,750 | \$5,000 | \$0 | 0.00% |
| 16112 524300 Repair & Maint Bldg | \$80,216 | \$126,180 | \$126,180 | \$125,000 | \$134,235 | \$8,055 | 6.38% |
| 16112 524500 Maint Office Equipment | \$5,240 | \$5,344 | \$5,344 | \$5,344 | \$5,515 | \$171 | 3.20% |
| 16112 530001 Prof Services-Medical Bills | \$155 | \$299 | \$299 | \$299 | \$299 | \$0 | 0.00% |
| 16112 531700 Prof Services-Emp Train Se | \$329 | \$315 | \$315 | \$315 | \$350 | \$35 | 11.11% |
| 16112 531900 Prof Services-Advertising | \$278 | \$250 | \$250 | \$250 | \$500 | \$250 | 100.00% |
| 16112 534500 Postage | \$1,857 | \$3,500 | \$3,500 | \$2,700 | \$2,800 | (\$700) | -20.00% |
| 16112 534700 Printed Materials | \$1,363 | \$1,314 | \$1,314 | \$1,500 | \$1,500 | \$186 | 14.16% |
| 16112 542100 Office Supplies | \$817 | \$900 | \$900 | \$900 | \$945 | \$45 | 5.00% |
| 16112 545000 Custodial Supplies | \$9,682 | \$10,650 | \$10,650 | \$11,900 | \$12,257 | \$1,607 | 15.09% |
| 16112 548900 Vehicle Fuel - Unleaded | \$624 | \$300 | \$300 | \$388 | \$398 | \$98 | 32.67% |
| 16112 571000 In State Travel | \$372 | \$350 | \$350 | \$350 | \$375 | \$25 | 7.14% |
| 16112 573000 Dues and Membership | \$0 | \$550 | \$550 | \$580 | \$610 | \$60 | 10.91% |
| <u>OTHER EXPENSES</u> | | | | | | | |
| | \$151,878 | \$222,157 | \$222,157 | \$219,481 | \$229,989 | \$7,832 | 3.53% |
| Total Library Administration | \$399,488 | \$472,290 | \$472,290 | \$471,089 | \$482,331 | \$10,041 | 2.13% |

Town of Belmont

BOS/Warrant Committee Expenditure Report

| | FY13 EXPENDED | FY14 TOWN FINAL VOTE | FY14 ADJUSTED BUDGET | FY14 TOWN EST EXP | FY15 TOWN FINAL VOTE | \$ Chg Level Services FY15 | % Chg Level Services FY15 |
|---------------------------------------|------------------|-------------------------|----------------------------|-------------------------|-------------------------|-------------------------------|------------------------------|
| <u>Library Public Services</u> | | | | | | | |
| 16121 511000 Full Time Salaries | \$641,027 | \$657,730 | \$657,730 | \$655,730 | \$661,221 | \$3,491 | 0.53% |
| 16121 511100 Part Time Salaries | \$182,526 | \$197,601 | \$197,601 | \$196,000 | \$199,743 | \$2,142 | 1.08% |
| 16121 514800 Longevity | \$5,611 | \$7,472 | \$7,472 | \$7,472 | \$6,696 | (\$776) | -10.39% |
| 16121 517000 Health Insurance | \$138,767 | \$105,465 | \$105,465 | \$105,465 | \$115,740 | \$10,275 | 9.74% |
| 16121 517200 Workers Compensation | \$1,455 | \$1,819 | \$1,819 | \$1,819 | \$0 | (\$1,819) | -100.00% |
| 16121 517800 Medicare | \$11,950 | \$12,511 | \$12,511 | \$12,511 | \$12,581 | \$70 | 0.56% |
| 16121 517900 Life Insurance | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | #Num! |
| 16121 518000 Pension Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | #Num! |
| <u>PERSONAL SERVICES</u> | | | | | | | |
| 16122 530000 Professional Services | \$738 | \$851 | \$851 | \$851 | \$900 | \$49 | 5.76% |
| 16122 534100 Telephone | \$6,918 | \$8,245 | \$8,245 | \$8,245 | \$9,645 | \$1,400 | 16.98% |
| 16122 552900 Books and Periodicals | \$310,615 | \$279,305 | \$279,305 | \$279,305 | \$293,270 | \$13,965 | 5.00% |
| <u>OTHER EXPENSES</u> | | | | | | | |
| | \$318,271 | \$288,401 | \$288,401 | \$288,401 | \$303,815 | \$15,414 | 5.34% |
| Total Library Public Services | \$1,299,607 | \$1,270,999 | \$1,270,999 | \$1,267,398 | \$1,299,796 | \$28,797 | 2.27% |

Town of Belmont

BOS/Warrant Committee Expenditure Report

| | FY13 EXPENDED | FY14 TOWN FINAL VOTE | FY14 ADJUSTED BUDGET | FY14 TOWN EST EXP | FY15 TOWN FINAL VOTE | \$ Chg Level Services FY15 | % Chg Level Services FY15 |
|---|--------------------|-------------------------|----------------------------|-------------------------|-------------------------|-------------------------------|------------------------------|
| <u>Library/Tech Services</u> | | | | | | | |
| 16131 511000 Full Time Salaries | \$144,852 | \$146,941 | \$146,941 | \$146,941 | \$146,948 | \$7 | 0.00% |
| 16131 511100 Part Time Salaries | \$12,072 | \$12,034 | \$12,034 | \$12,034 | \$12,034 | \$0 | 0.00% |
| 16131 514800 Longevity | \$1,925 | \$1,975 | \$1,975 | \$1,975 | \$1,975 | \$0 | 0.00% |
| 16131 517000 Health Insurance | \$16,404 | \$32,599 | \$32,599 | \$32,599 | \$48,855 | \$16,256 | 49.87% |
| 16131 517200 Workers Compensation | \$399 | \$499 | \$499 | \$499 | \$0 | (\$499) | -100.00% |
| 16131 517800 Medicare | \$2,216 | \$2,334 | \$2,334 | \$2,334 | \$2,334 | \$0 | 0.00% |
| 16131 518000 Pension Fund | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | #Num! |
| <u>PERSONAL SERVICES</u> | | | | | | | |
| 16132 530600 Computer Services | \$177,868 | \$196,382 | \$196,382 | \$196,382 | \$212,146 | \$15,764 | 8.03% |
| 16132 542200 Computer Supplies | \$63,465 | \$61,969 | \$61,969 | \$62,500 | \$66,665 | \$4,696 | 7.58% |
| | \$10,998 | \$11,550 | \$11,550 | \$12,000 | \$12,133 | \$583 | 5.05% |
| <u>OTHER EXPENSES</u> | | | | | | | |
| 16133 587100 Capital Outlay Repl Comput | \$74,463 | \$73,519 | \$73,519 | \$74,500 | \$78,798 | \$5,279 | 7.18% |
| | \$11,775 | \$12,000 | \$12,000 | \$12,000 | \$12,000 | \$0 | 0.00% |
| <u>CAPITAL OUTLAY</u> | | | | | | | |
| | \$11,775 | \$12,000 | \$12,000 | \$12,000 | \$12,000 | \$0 | 0.00% |
| Total Library/Tech Services | | | | | | | |
| | \$264,107 | \$281,901 | \$281,901 | \$282,882 | \$302,944 | \$21,043 | 7.46% |
| Library Personal Services | | | | | | | |
| | \$1,406,815 | \$1,429,113 | \$1,429,113 | \$1,426,987 | \$1,460,469 | \$31,356 | 2.19% |
| Library Other Expenses | | | | | | | |
| | \$544,611 | \$584,077 | \$584,077 | \$582,382 | \$612,602 | \$28,525 | 4.88% |
| Library Capital Outlay | | | | | | | |
| | \$11,775 | \$12,000 | \$12,000 | \$12,000 | \$12,000 | \$0 | 0.00% |
| Total | \$1,963,202 | \$2,025,190 | \$2,025,190 | \$2,021,369 | \$2,085,071 | \$59,881 | 2.96% |



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

April 21, 2014

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

re: Belmont Public Library

The Board of Library Commissioners is pleased to issue a second and final State Aid to Public Libraries award to the Town of Belmont in these amounts:

| | |
|--|---------------------|
| FY2014 Library Incentive Grant (LIG) | \$ 5,883.23 |
| FY2014 Municipal Equalization Grant (MEG) | \$ 2,492.42 |
| FY2014 Nonresident Circulation Offset Award | \$ 6,357.55 |
| | <hr/> |
| Total | \$ 14,733.20 |

The state treasurer's office will issue the check within the next few weeks. With this payment, Belmont will have received a total of \$ 28,968.93 in FY2014 State Aid to Public Libraries funds.

These awards are funded by Chapter 38, Acts of 2013, which states that awards should be placed in a separate account to be expended by the public library, without appropriation.

We have notified your municipal treasurer about this FY2014 State Aid to Public Libraries payment. However, you should contact the treasurer and/or accountant about the award amounts and confirm that the funds will be made available to the library.

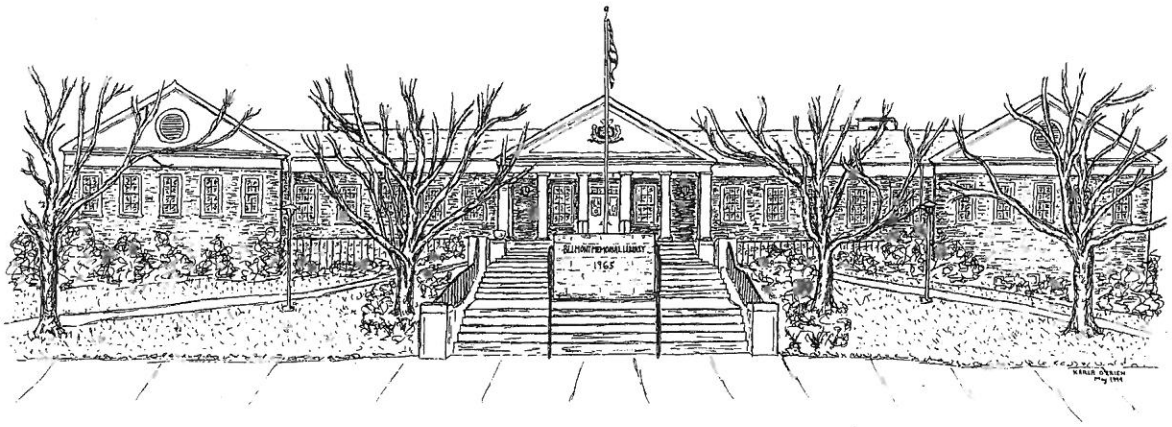
Sincerely,

A handwritten signature in cursive script that reads "Dianne L. Carty".

Dianne L. Carty
Acting Director

cc: Belmont Public Library, Belmont
Treasurer, Town of Belmont

Belmont Public Library
Belmont, Massachusetts



As you continue to forge ahead, please know you have my good wishes. May you all find satisfaction in your work for the Town and its precious resource - its library.

Sincerely,
Mary Keenan

350 Common St.
Belmont, MA 02478
April 24, 2014

Dear Trustees,

Last Tuesday's Reception was the perfect ending for a decade as trustee. Thank you! I loved every minute of it and do appreciate the behind-the-scenes work that made it possible. Every time I open the book Gardens of Venue I will think of the meetings, the work, the accomplishments we shared.

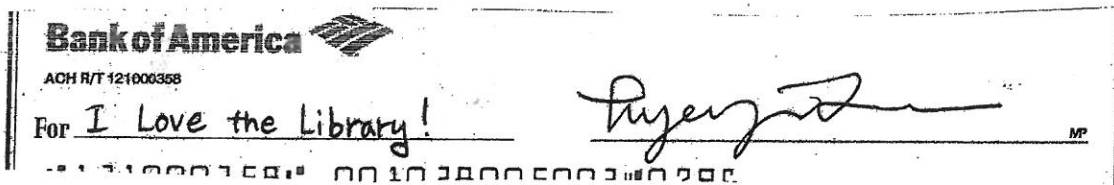
Maureen -

4-31-14

I've recent notes from Memberships
for the Friends. Please share with
the staff. Thanks - Anne Laurier

Hyon-Jee Lee Voigt
Christopher A Voigt
57 Elizabeth Road
Belmont, MA 02478

new member



old member

I consider myself an absent distant friend
of the Belmont Library and its staff. Since
I have moved away permanently I can no
longer take part in your activities. I will
remember your many kindnesses to me and my
husband always

Sincerely Elizabeth Roitman

Elizabeth Roitman

| | | ORIG./ADJ. APPROPRNTS. | TRANSFER | ADJUSTED BUDGET | SPENT JUNE | SPENT JULY- JUNE | BALANCE | PROJECTED 12 MONTHS | % EXP |
|--------|-------------------------|---------------------------|----------|--------------------|---------------|---------------------|------------|------------------------|----------|
| | LIBRARY PUBLIC SERVICE | | | | | | | | |
| 16121 | | | | | | | | | |
| 511000 | WAGES, FULL TIME | 657,730.00 | | 657,730.00 | 11862.33 | 569,454.60 | 88,275.40 | 657,730.00 | 86.6% |
| 511100 | WAGES, PART TIME | 197,601.00 | | 197,601.00 | 2987.91 | 169,918.94 | 27,682.06 | 197,601.00 | 86.0% |
| 513000 | OVERTIME | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | #DIV/0! |
| 514800 | LONGEVITY | 7,472.00 | | 7,472.00 | 0.00 | 4,871.43 | 2,600.57 | 7,472.00 | 65.2% |
| 517000 | HEALTH INSURANCE | 105,465.00 | | 105,465.00 | 0.00 | 105,465.00 | 0.00 | 105,465.00 | 100.0% |
| 517200 | WORKER'S COMPENSATION | 1,819.00 | | 1,819.00 | 0.00 | 1,819.00 | 0.00 | 1,819.00 | 100.0% |
| 517800 | MEDICARE | 12,511.00 | | 12,511.00 | 0.00 | 12,511.00 | 0.00 | 12,511.00 | 100.0% |
| 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 | 851.00 | 88.1% |
| 534100 | TELEPHONE | 8,245.00 | | 8,245.00 | 0.00 | 5,755.02 | 2,489.98 | 8,245.00 | 69.8% |
| 552900 | BOOKS/PER/FILM/CD/REC | 280,369.95 | | 280,369.95 | 0.00 | 224,433.17 | 55,936.78 | 280,369.95 | 80.0% |
| 573000 | DUES | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | #DIV/0! |
| | TOTAL LIB PUBLIC SVC | 1,272,063.95 | 0.00 | 1,272,063.95 | 14,850.24 | 1,094,978.16 | 177,085.79 | 1,272,063.95 | 86.08% |
| | LIBRARY TECH SERVICE | | | | | | | | |
| 16131 | | | | | | | | | |
| 511000 | SALARIES, FULL TIME | 146,941.00 | | 146,941.00 | 2,814.05 | 135,074.42 | 11,866.58 | 146,941.00 | 91.9% |
| 511100 | SALARIES, PART TIME | 12,034.00 | | 12,034.00 | 231.42 | 10,987.91 | 1,046.09 | 12,034.00 | 91.3% |
| 514800 | LONGEVITY | 1,975.00 | | 1,975.00 | 0.00 | 1,537.50 | 437.50 | 1,975.00 | 77.8% |
| 517000 | HEALTH INSURANCE | 32,599.00 | | 32,599.00 | 0.00 | 32,599.00 | 0.00 | 32,599.00 | 100.0% |
| 517200 | WORKER'S COMPENSATION | 499.00 | | 499.00 | 0.00 | 499.00 | 0.00 | 499.00 | 100.0% |
| 517800 | MEDICARE | 2,334.00 | | 2,334.00 | 0.00 | 2,334.00 | 0.00 | 2,334.00 | 100.0% |
| 16132 | | | | | | | | | |
| 530600 | COMPUTER SERVICE | 73,969.00 | | 73,969.00 | 0.00 | 59,938.04 | 14,030.96 | 73,969.00 | 81.0% |
| 542200 | PROCESSING SUPPLIES | 11,550.00 | | 11,550.00 | 0.00 | 10,354.12 | 1,195.88 | 11,550.00 | 89.6% |
| 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 | 3,045.47 | 253,323.99 | 28,577.01 | 281,901.00 | 89.86% |
| | TOTAL LIBRARY DEPARTMT | 2,029,468.95 | 0.00 | 2,029,468.95 | 22,198.78 | 1,738,393.14 | 291,075.81 | 2,029,468.95 | 85.66% |

Belmont Public Library
Activity Report For The Month
of April 2014

Days open 2013: 28
Days open 2014: 28

| Agency | April 2014 | Increase Over April 2013 | Cumulated 2014 | Cumulated Increase Over 2013 |
|----------|---------------|-----------------------------|-------------------|---------------------------------|
| Adult | 23,146 | 1,496 | 95,292 | 1,626 |
| Juvenile | 23,398 | 1,804 | 91,747 | 5,253 |
| Total | 46,544 | 3,300 | 187,039 | 6,879 |

Downloadable Audiobooks & eBooks (included in above figures)

| | | |
|-----------|------|-------|
| Checkouts | 1292 | 5,139 |
|-----------|------|-------|

Average Daily Circulation

| | 2014 | 2013 |
|----------|------|------|
| Adult | 827 | 773 |
| Juvenile | 836 | 771 |

Non-Book (included in above figures)

| | | | | |
|----------|--------|-------|--------|---------|
| Adult | 9,513 | (81) | 40,607 | (565) |
| Juvenile | 3,966 | (118) | 15,748 | (941) |
| Total | 13,479 | (199) | 56,355 | (1,506) |

DVD

| | | | | |
|----------|-------|------|--------|---------|
| Adult | 6,925 | 75 | 29,429 | (127) |
| Juvenile | 2,930 | (31) | 11,541 | (882) |
| Total | 9,855 | 44 | 40,970 | (1,009) |

Internet Use

| | | |
|----------|-------|-------|
| Internet | 1,978 | 8,631 |
|----------|-------|-------|

Interlibrary Loan:

| | | |
|----------|----|----|
| Borrowed | 14 | 68 |
| Loaned | 18 | 82 |
| Faxed | - | - |

Young Adult Circulation

| | | |
|-------|-----|-------|
| 1,897 | 375 | 7,167 |
|-------|-----|-------|

ACTIVITY REPORT FOR THE MONTH OF APRIL 2014

Reference and Information

| | April <u>2014</u> | Increase Over <u>April 2013</u> | Cumulated <u>2014</u> | Cumulated Increase <u>Over 2013</u> |
|-------|----------------------|------------------------------------|--------------------------|--|
| Adult | 3,528 | (213) | 13,622 | (865) |
| Email | <u>2</u> | <u>(3)</u> | <u>28</u> | <u>(6)</u> |
| Total | 3,530 | (216) | 13,650 | (871) |

Book Processing

| | |
|------------|-------|
| Added: | 912 |
| Withdrawn: | 1,280 |
| Repaired: | 42 |

Meeting Room Use

| <u>Room</u> | <u>Times Used</u> | <u>Attendance</u> | <u>Cumulated Times Used</u> | <u>Cumulated Attendance</u> |
|-------------|-------------------|-------------------|---------------------------------|---------------------------------|
| Assembly | 22 | 850 | 88 | 3,421 |
| Flett | 32 | 746 | 402 | 2,945 |
| Misc. | <u>10</u> | <u>171</u> | <u>45</u> | <u>648</u> |
| Total | 64 | 1,767 | 535 | 7,014 |

Library Sponsored Programs (included in above figures)

| | | | | |
|-------------|----------|-----------|-----------|------------|
| Adult | 6 | 221 | 26 | 702 |
| Juvenile | 31 | 926 | 124 | 4,420 |
| Young Adult | <u>3</u> | <u>74</u> | <u>18</u> | <u>295</u> |
| Total | 40 | 1,221 | 168 | 5,417 |

Circulating Passes:

| | | <u>Pass Cumulated</u> |
|-------------------------|----------------------------------|-----------------------|
| Aquarium | 37 | 153 |
| Audubon | 11 | 20 |
| Boston By Foot | - (Passes not available in Apr.) | - |
| Children's | 20 | 70 |
| DeCordova | 5 | 26 |
| Discovery | 8 | 37 |
| Einstein's Workshop | 2 | 2 |
| Essex/Peabody | 10 | 45 |
| Fine Arts | 41 | 143 |
| Fruitlands | 3 | 3 |
| Gardner | 12 | 41 |
| Harvard Art | - (Closed until Fall of 2014) | - |
| Harvard Natural History | 13 | 37 |
| Institute of Contemp. A | 6 | 29 |
| Kennedy Library | 8 | 17 |
| Mass Parks Pass | 1 | 2 |
| Orchard House | 4 | 8 |
| Plimoth Plantation | 2 | 5 |
| Science | 37 | 130 |
| Zoos | <u>18</u> | <u>30</u> |
| Total | 238 | 798 |