

BELMONT MEMORIAL LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
October 16, 2013

The meeting was called to order by Director Maureen Conners at 7:05 p.m. in the Claflin Room of the Library. Present were Trustees Elaine Alligood, Mary Keenan, Sarah Phillips, and Matt Sullivan. Trustees Mark Carthy and Matt Lowrie were absent.

The minutes of the September 23 meeting were unanimously approved on a motion by Trustee Phillips, seconded by Trustee Alligood.

Old Business

Belmont Library Foundation (BLF)

Director Conners reported on messages received from Scott Ferson and Marcie Hirsch. Trustees are invited to attend the November 21 (tentative date) BLF meeting. Trustee Phillips referenced the BLF Articles of Organization. It is important that the BLF be a viable organization. Trustees are to bring their questions about the future of the BLF.

Library Plans

J. Stewart Roberts will provide a conceptual design and cost estimate for some work involving the Children's Room. Money is available in the Maintenance Budget. It is critical that the Library have work done (elevator, boiler, etc.) and that the figures be ready for the Capital Budget early in 2014.

New Business

Trust Funds

Trustee Phillips reported on FY2013 Trustee Funds Activity. The first five listed funds go into the "Special Fund 72" expenditure. Funds listed in italics are different in that they accumulate the income each year. Funds labeled "Cash Funds" are holding accounts. Opening balance includes the previous year's income which has not yet been spent. The prior year's interest income is what is spent in a given year. The opening balance for FY14 includes the income from the previous year. The prior year's income is always included in the current year's opening balance. The trustees were unanimous in their appreciation to Trustee Phillips on her work on clarifying the reporting of the trust funds.

Trustee Alligood made a motion to vote to transfer \$13,239.58 from the Special Trust Funds and \$3,290.32 from the Library Gift Funds to be expended in FY14. This motion, seconded by Trustee Phillips, passed unanimously.

Trustee Phillips also reported on the June 30, 2013 Town's Investment Report on the Library Trust Funds. The Library Funds are co-mingled with other funds in the town with the larger portion in conservative short term bonds and a smaller amount in blue chip stocks.

Long Range Action items

Director Conners walked the Board through the Long-Range Action Items and clarified some items. The weeding of the collection continues; an archivist has advised on some of the holdings.

Trustee Alligood moved that FY15 Action Items for the Long Range Plan be accepted as amended; seconded by Trustee Sullivan, the motion passed unanimously.

Director's Report

A 25 hour staff member has submitted her resignation. As the Warrant Committee had asked the trustees to think about the best solution to part-time employees eligible for benefits, this position was considered with extending this position to full-time with 10 hours assigned to the Children's Room, remaining as a 25 hour position with benefits in Circulation Department, or becoming a 15 hour position and a 10 hour position without benefits. The latter would be negotiated with the union. Director Connors and Lisa Cassidy, Supervisor of Circulation, will evaluate these options.

The new renewal policy has been appreciated by patrons. It was noted that the circulation within MinuteMan Network has dropped 4%.

Trustee Phillips reported on the Friends of the Belmont Library. The annual book sale is this weekend. It is also time to renew memberships; there are currently 386 members of Friends of the Library.

The date for the next meeting is on hold until Trustees Carthy and Lowrie are able to review the calendar. Suggested November dates are – in order of preference - Wednesday 13 or Wednesday 20 or Tuesday 19 or Thursday 7. It is imperative that the trustees meet before the BLF meeting on November 21.

A motion to adjourn was made at 9:03 p.m. by Trustee Alligood; seconded by Trustee Sullivan, it was voted unanimously.

Respectfully submitted,
Mary E. Keenan, secretary

Exhibits:

Agenda October 16, 2013

Minutes September 23, 2013

Belmont Library Foundation Articles of Organization

Trust Funds: FY2013 Trustee Funds Activity, FY14 Trustee Funds to Spend, Recap
of Library Funds for Fiscal Year 2013

Long Range Action Items New and Completed

Director's Report October 16, 2013

Letter of resignation – Megan Maulsby

Letter of appreciation – Julie Berry

Activity Report September 2013

Expenditures October 2013

XL

THE COMMONWEALTH OF MASSACHUSETTS

William Francis Galvin
Secretary of the Commonwealth
One Ashburton Place, Boston, MA 02108-1512

ARTICLES OF ORGANIZATION (Under G.L. Ch. 180)

ARTICLE I

The exact name of the corporation is:

The Belmont Library Foundation, Inc.

ARTICLE II

The purpose of the organization is to engage in the following activities:

See Continuation Sheet 2-A

Note: If the space provided under any article or item on this form is insufficient, additions shall be set forth on one side only of separate 8 1/2 x 11 sheets of paper leaving a left hand margin of at least 1 inch for binding. Additions to more than one article may be continued on a single sheet so long as each article requiring each such addition is clearly indicated.

CONTINUATION SHEET 2A

To direct, manage and undertake promotional and fundraising activities for the benefit of the Belmont Public Library (the "Library"), the public library system in Belmont, Massachusetts.

To disburse funds for the development, improvement, renovation, expansion or new construction of the property, buildings, facilities and/or other assets of the Library.

To disburse funds to the Library for the acquisition, development, improvement, renovation, expansion or new construction of any land, buildings, properties or other facilities.

To disburse funds to the Library for Library programs, services, materials and other needs or expenses.

To disburse funds to the Town of Belmont, any governmental body or entity established by or under the auspices of the Town of Belmont, or any charitable organization dedicated to municipal activities or improvements within the Town of Belmont, for projects carried on by any such entities or organizations, the intended purpose of which projects, or of a significant portion thereof, is to facilitate the development, improvement, renovation, expansion or new construction of the Library. Such projects may include, without limitation, the relocation and/or reconstruction of the Belmont public pool and landscaping or other improvement of public land adjacent or in proximity to the Library.

To carry on any other charitable or educational activity (within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986, as it may be amended (the "Code")) consistent with these Articles which may be lawfully carried on by a corporation organized under Chapter 180 of the Massachusetts General Laws.

ARTICLE III

A corporation may have one or more classes of members. If it does, the designation of such classes, the manner of election or appointment, the duration of membership and the qualification and rights, including voting rights, of the members of each class, may be set forth in the by-laws of the corporation or may be set forth below:

The corporation has no members.

ARTICLE IV

Other lawful provisions, if any, for the conduct and regulation of the business and affairs of the Corporation, for its voluntary dissolution, or for limiting, defining, or regulating the powers of the corporation, or of its directors or members, or of any class of members, are as follows:

See Continuation Sheet 4-A

ARTICLE V

The by-laws of the corporation have been duly adopted and the initial directors, president, treasurer and clerk or other presiding, financial or recording officers whose names are set out on the following page, have been duly elected.

*If there are no provisions state "None".

Continuation Sheet 4-A

Other lawful provisions for the conduct and regulation of the business and affairs of the corporation or for limiting, defining, or regulating the powers of the corporation, or of its directors, are as follows:

(a) Powers. Subject to all the limitations set forth in these Articles, the corporation shall have all of the powers granted to a non-profit corporation pursuant to the provisions of Section 6 of Chapter 180 of the General Laws of the Commonwealth of Massachusetts as now in effect or hereafter amended and of Section 9 of Chapter 156B of said General Laws (other than those powers set forth in clause (m) of said Section 9), in each case, to the extent not inconsistent with the requirements contained in Section 501(c)(3) of the Code.

(b) Tax Exemption. Notwithstanding any other provision of these Articles, the corporation is organized exclusively for charitable and educational purposes, and intends at all times to qualify and remain qualified as exempt from federal income tax under Section 501(c)(3) of the Code and, in connection therewith:

- (i) the corporation is not formed for and shall not be conducted or operated for pecuniary profit or financial gain, and no part of its assets, income or profit shall be distributed to or inure to the benefit of any private individual or individuals, provided that nothing herein shall prevent the corporation from paying reasonable compensation to any person for services rendered to or for the corporation in furtherance of one or more of its purposes;
- (ii) no substantial part of the activities of the corporation shall be devoted to the carrying on of propaganda or otherwise attempting to influence legislation, except to the extent permitted by the Code whether pursuant to an election under Section 501(h) of the Code or otherwise, and no part of the activities of the corporation shall be devoted to participating or intervening in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office;
- (iii) the corporation shall not engage in or include among its purposes any activities not permitted to be carried on by a corporation exempt from federal income taxation under Section 501(c)(3) of the Code or corresponding provisions of subsequent tax laws; and
- (iv) in any taxable year in which the corporation is a private foundation as described in Section 509(a) of the Code, the corporation shall distribute its income for such period at such time and manner as not to subject it to tax under Section 4942 of the Code or corresponding provisions of any subsequent federal tax laws, and the corporation shall not (A) engage in any act of self-dealing as defined in Section 4941(d) of the Code or corresponding provisions of any subsequent federal tax laws, (B) retain any excess business holdings as defined in Section 4943(c) of the Code or corresponding provisions of any subsequent federal tax laws, (C) make any investments in such manner as to subject the corporation to tax under Section 4944 of the Code or corresponding provisions of any subsequent federal tax laws, or (D) make any taxable expenditures as defined in Section 4945(d) of the Code or corresponding provisions of any subsequent federal tax laws.

(c) Meetings Anywhere in the United States. Meetings of the directors of the corporation may be held anywhere in the United States.

(d) Amendment of the By-laws by Directors. The directors of the corporation may make, amend or repeal the Bylaws of the corporation in whole or in part.

(e) Exculpation; No Personal Liability. No officer or director of the corporation shall be personally liable to the corporation for monetary damages for breach of fiduciary duty as an officer or director, except to the extent that the elimination or limitation of liability is not permitted under applicable law as in effect when such liability is determined. No amendment or repeal of this provision shall deprive an officer or director of the benefits hereof with respect to any act or omission occurring prior to such amendment or repeal.

(f) Dissolution. Subject to Section 11A of Chapter 180 of the Massachusetts General Laws, in the event of dissolution of the corporation, all of its assets remaining after satisfaction of its liabilities shall be transferred: (A) to the Trustees of the Belmont Public Library; or (B) in the event the Trustees of the Belmont Public Library do not exist at the time of such dissolution, to such other organization(s) that qualify under Section 501(c) of the Code as are then supporting the Library, with the identification of such organization(s) and the proportions of the assets to which each of such organization(s) is entitled to be determined by a majority of the members of the board of directors of the corporation at its time of dissolution; and (C) if no such organization(s) then exist, to such other organization(s) that qualify under Section 501(c)(3) of the Code, as a majority of the members of the board of directors of the corporation at its time of dissolution shall designate.

(g) Successor Provisions. All references herein to provisions of the Internal Revenue Code and the Massachusetts General Laws refer to such provisions as in effect from time to time, including any successor provisions thereto.

ARTICLE VI

The effective date of organization of the corporation shall be the date approved and filed by the Secretary of the Commonwealth.

ARTICLE VII

The Information contained in Article VII is not a permanent part of the Articles of Organization.

a. The street address of the initial principal office of the corporation in Massachusetts is:

c/o Belmont Memorial Public Library, 366 Concord Avenue, Belmont, MA 02478

b. The name, residential address and post office address of each initial director and officer of the corporation is as follows:

	NAME	RESIDENTIAL ADDRESS	POST OFFICE ADDRESS
President:	Martha Gallagher	207 Slade Street Belmont, MA 02478	
Treasurer:	Mary L. Shelman	2 Ledgewood Place Belmont, MA 02478	
Clerk :	Hal Shubin	78 Chilton Street Belmont, MA 02478	

Directors: (or officers having the powers of directors)

Martha Gallagher

Mary L. Shelman

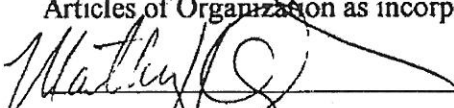
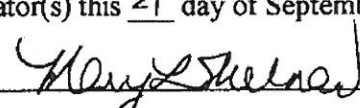
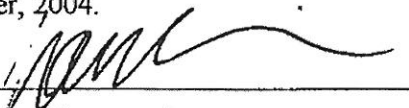
Hal Shubin

c. The fiscal year of the corporation shall end of the last day of the month of: June.

d. The name and business address of the resident agent, if any, of the corporation is: None.

I/We the below signed INCORPORATORS do hereby certify under the pains and penalties of perjury that I/We have not been convicted of any crimes relating to alcohol or gaming within the past ten years; I/We do hereby further certify that to the best of my/our knowledge the above named officers have not been similarly convicted. If so convicted, explain.

IN WITNESS WHEREOF AND UNDER THE PAINS AND PENALTIES OF PERJURY, I/we, whose signature(s) appear below as incorporator(s) and whose name(s) and business or residential address(es) are clearly typed or printed beneath each signature, do hereby associate with the intention of forming this corporation under the provisions of the General Laws, Chapter 180 and do hereby sign these Articles of Organization as incorporator(s) this 21 day of September, 2004.

		
Martha H. Gallagher	Mary L. Shelman	Hal Shubin
207 Slade St. Belmont MA 02478	2 Ledgewood Pl, Belmont MA 02478	78 Chilton St Belmont MA 02478

09070890

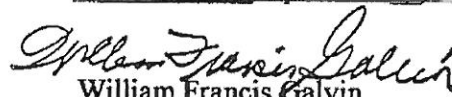
THE COMMONWEALTH OF MASSACHUSETTS

ARTICLES OF ORGANIZATION
GENERAL LAWS. CHAPTER 180

900223

I hereby certify that, upon an examination of these Articles of Organization, duly submitted to me, it appears that the provisions of the General Laws relative to the organization of corporations have been complied with, and I hereby approve said articles; and the filing fee in the amount of \$ 35 having been paid, said articles are deemed to have been filed with me this 24 day of September, 2004.

Effective date: September, 2004


William Francis Galvin
Secretary of the Commonwealth

TO BE FILLED IN BY CORPORATION

Contact Information

Sharlyn C. Heslam, Esq.
Weil, Gotshal & Manges LLP
100 Federal Street
34th Floor
Boston, MA 02110

Telephone
Email:

(617) 772.8338
shar.heslam@weil.com

SECRETARY OF STATE
RECEIVED

SEP 24 PM 3:41

REGISTRATION DIVISION

COMPLETED

Collection Development

Goal I. Maintain a strong print collection at the same time as we provide new media and online resources to meet patrons' changing needs and interests.
(Current topics and Titles)

Objective 1: Provide a collection with sufficient copies of titles in high demand and in formats and languages patrons want

- Activity 1: Continue to increase Adult and Children's DVDs as space allows (on-going) **have been doing this – time to remove**
- Activity 2: Continue to monitor the use of the Overdrive Advantage program by checking circulation statistics **Have been doing this – time to remove**
- Activity 3: **Continue to** monitor the use of the Recorded Books in MP3 format to see if they are well received by patrons (on-going) **these are free-as long as they come we will put them out but no need to have large collection-least popular**
- Activity 4: Continue to **maintain a minimum collection of 650 current Foreign Films and, when space allows, increase the size of the collection (maintaining now) Completed have 739**
- Activity 5: Continue to **maintain a minimum collection of 170 current circulating games completed-have 246 now**
- Activity 6: Continue to add foreign language materials that reflect languages spoken in Belmont and taught in the schools - Children's will continue to emphasize Russian and Adult will emphasize Russian and Chinese. **Completed and now will begin adding Spanish for adult and children's**
- Activity 7: **Continue to** explore ways of rearranging areas of the library to better meet the competing needs for their use
- Activity 8: Apply for a Verizon Literacy Grant to help fund updating the non-print and print collection **when necessary all set for now will remove**
- Activity 9: Complete a major review of the reference print standing orders by the end of FY13 and make recommendations to replace with online database(s), maintain print or discontinue **Completed – new – standing orders will be reviewed as subscriptions come up for renewal**
- Activity 10: Continue to add Blue Ray DVDs increasing the adult collection to a minimum of 100 and increasing the children's collection to a minimum of 40 (adult is completed –have 151 children's has 14 but has until the end of this fiscal year to make it)
- Activity 11: Explore the best way to deliver Ebooks to patrons (i.e. federated searching) **Remove – MLN is looking into it now with new III products**

Objective 2: Continue the weeding program to update the collection, create more open shelf space and prepare for the building project

Activity 1: Departments will **complete** the implementation of their systematic weeding **schedule by weeding the remaining 35% of the circulating collection in FY14**

Activity 2: The reference collection will be reduced by 19% (500 titles) in FY13 **will complete by June 2013-need to extend to June 14**

Activity 3: **Engage a reference consultant to evaluate the materials in the locked stack (will assess the collection in October 2013)**

Activity 4: **Begin to inventory and organize the Belmont Author collection – (working on it)**

Services

Goal I. Provide information services and programs on a wide variety of topics that promote lifelong learning and personal growth for all ages. (Lifelong Learning/General Information)

Objective 1: Use new technologies to add value to all library services

Activity 1: Continue to provide Kindles for children, young adults and adults and monitor their use. ***Still popular***

Activity 2: Children's **will continue** to post new content to the blog hosted by the Belmont Patch **–trailed off but starting up with new programs**

Activity 3: **Monitor the use and effectiveness of social media (Facebook and Twitter) to promote the library and library programs –have added Pinterest**

Activity 4: The Young Adult department will investigate and, if appropriate, will implement the use of **Facebook, Wordpress, blogs and texting with Teens-after checking all – ended up using Gmail contact list instead-has 300 names**

Activity 5: **Continue** the migration to Windows 7

Activity 6: The Young Adult department's "Teen Techs" will **continue to offer** programs during the school year to help patrons learn how to download ebooks from Overdrive – **now do all types of computer instruction- facebook, EXCELL, WORD,SETTING UP FOLDERS** plus do it during the year

Activity 7: All departments will continue to add QR codes to materials that can link to our electronic resources- **remove will do when appropriate**

Activity 8: Continue to offer iPad stations in the children's room adding new content quarterly- **all set –ongoing – time to remove**

Activity 9: Evaluate the pilot program of loaning laptops for patron use within the library-*started the program in August too soon to evaluate – keep the same*

Activity 10: Investigate other vendors/services for public printing including wireless printing- *will be making a recommendation by February*

Objective 2: Develop programs that respond to the changing needs and demographics of the community

Activity 1: Continue to offer computer classes for seniors *utilizing the elder bus to transport seniors to the library*

Activity 2: Continue the book discussion group for teens *Keep in- feel it does compete with Chenery's*

Activity 3: *Begin planning for the fifth One Book, One Belmont* program in the spring or fall of FY14 **Completed – will implement in May 2014**

Activity 4: Continue to *utilize surveys for Teens* to gather their interest in using new technologies and for programming ideas (will continue)

Activity 5: The Children's librarian will collaborate with the Recreation Department to begin offering story times at area parks, and camps during the summer- **Completed – new-continue to camps and farmers market**

Activity 6: Redesign the game board for the pre-reading summer program for a new fresh look – **COMPLETED**

NEW Use new MBLC survey tool on website

Objective 3: Develop innovative ways to use the new website in order to enhance usability and interactive capability

Activity 1: *Evaluate the usefulness of the Library Insight option for mailing lists for teens* –REMOVE not useful went to gmail instead

Activity 2: *Continue to encourage the cable company* to tape the concert series and the OBOB and incorporate **their link on the library website.**

Activity 3: Continue to encourage patrons to subscribe to the library mailing list to receive email and to increase the electronic mailing list *on going*

Activity 4: *Hire a firm to implement changes that will update the look and feel of the website to improve usability and relevance in FY14-late fall early winter*

Activity 5: Create a maintenance plan for the website including migrating all software and database structure to the latest version available, and creating backups monthly or after any major changes – *partially completed*

Activity 6: **Continue** the use of online sign-ups and evaluations for Adult and Young Adult programs **and expanding their use to Children's programs - COMPLETED**

Activity 7: **Evaluate** the mobile application for the library website that is used with portable devices **to ensure usability in FY14- REMOVE - will be completed by end of FY14**

Objective 4: Strengthen collaboration between the Children's Librarian and the Young Adult Librarian

Activity 1: Continue to offer programming for grades 5- 8.

Continue to offer a chess club for grades 5-8 utilizing high school students as coaches **if successful. Changed to Drama – there was no chess club at the school to get volunteers so..**

Activity 2: Teen volunteers will help with the children's summer reading program by **keeping a database of the number of children participating, how often they come back, how much they are reading etc. COMPLETED _ will continue**

Activity 3: The young adult librarian and the children's librarians will **continue** to meet on a regular basis with school personnel - Chenery principal, English Department Director, **Reading Specialist**, Social Studies Director, **School Librarians**, and **the PTOs** during the school year to help meet the homework needs of students **and to share information about library resources. On going –will keep in - will focus on Butler School**

Objective 5: Continue collaborating with the public school system to help meet curriculum requirements

Activity 2: Continue to work on re-instating class visits **particularly with the 6th grade classes** or find another way to reach the students in order to provide bibliographic instruction.

Activity 3: Offer half hour reference interviews for students during their major reports, i.e. social studies projects **as needed (starting this fall-Book a librarian**

Goal II. Provide access to print and online resources and guidance in how to use them. (Formal learning support)

Objective 1: Continue to provide instructional classes to the public on how to use the computers

Activity 1: **Continue to work** with the elementary schools to see if there is interest in offering instruction on databases for class assignments **(going to try starting with kids Britannica**

Activity 2: **Continue to offer** instructional classes for adults based on survey results

Activity 3: Continue to offer **one-on-one instructional** classes on different portable devices (Kindle, Nook, iPad) **NEW – add classes for Zinio and Kindle**

Objective 2: Increase the number of databases available to the public

Activity 1: Continue to review online reference sources and integrate databases into the collection to enhance reference services (Ongoing)

Activity 2: Continue progress in FY14 on developing templates for compiling statistics on the use **of our new online resources and a schedule for maintaining it (ongoing)**

Goal III. Sustain the library's role as a focal point for community activities.
(Community/Commons)

Objective 1: Use public relations to increase the community's awareness of programs and services

Activity 1: Continue to use community cable and other media outlets (Patch, Twitter and Facebook) to promote library services - (Ongoing)

Activity 2: Continue to create lists monthly and continue to highlight more reader advisory information on the library's web - (Ongoing)

Activity 3: Continue the use of area **community** bulletin boards (Ongoing)

Activity 4: Continue to utilize the Friends of the Library volunteers to help with public relations (Ongoing)

Activity 5: Continue to collaborate with civic groups to offer and or publicize programs (example – One Book One Belmont) (Ongoing)

Activity 6: Continue to selectively utilize the QR code on library flyers
NEW _ MARKETING PERSON

Objective 2: Continue to assess the library's hours in relation to public requests and Staffing

Activity 1: Evaluate Staffing needs for additional hours and request appropriate funding

Activity 2: Investigate the need and cost of opening the children's room one evening a week year round and request funding for FY14 if necessary (will continue)

Staff Development

Goal I. Library Staff will have excellent customer-service skills and will deliver innovative library services and programs.

Objective 1: Enhance the Staff's ability to offer Reader Advisory services

Activity 1: Public Service Staff **will continue** to attend reader advisory training programs and/or webinars when offered

Activity 2: **Continue** to evaluate the usability of the "Readers Corner" on the library website and make appropriate

NEW NEW EVALUATION PRCESS WILL BE DONE ANNUALLY

Objective 2: Implement more customer-focused services

Activity 1: **Continue** a schedule of roving staff members and maintain a log

Activity 2: **Continue** to address changing service issues and customer service during the annual staff development day

Activity 3: **Continue** to find ways to reward the staff for providing good customer service

Objective 3: Staff will stay up-to-date with current trends in electronic resources

Activity 1: **Continue** to provide the staff with hands on training for new portable devices using the library's equipment and allow time to participate in at least one webinar per year on current trends in technology

Activity 2: Staff will continue to share new resources and skills with one another at department meetings when necessary *on going*

Activity 3: Staff will continue to take advantage of Webinars to keep abreast of new resources at least twice a year *on going*

TRY TO CONSOLIDATE these 3

Objective 4: Increase Staffing to meet the increased demands of the public

Activity 1: Develop a more formalized cross training program - (Ongoing)

Activity 2: Encourage more community involvement through volunteerism **by continuing to advertise** for specific and general skilled volunteer opportunities on the library's website and by utilizing local media.

Administration

Goal 1: Operate a facility that is fiscally responsible and follows procedures and policies that meet Town requirements, the regulations of the Massachusetts Board of Library Commissioners, and the needs of the community and staff.

Objective 1: Foster a strong relationship with Town officials, committees and Town Meeting representatives to encourage community and financial support for the library

NEW activity _ MARKETING PERSON

New – Packets of library materials at any event

- Activity 1: Work with the Board of Library Trustees and department heads to develop a budget that continues to addresses community needs and requirements for certification - Ongoing
- Activity 2: Continue to work with the sub committee of the Board of Library Trustees and Staff to review and update policies **on a regular basis**
- Activity 3: **Continue** to evaluate all permanent Staff on an annual basis
- Activity 4: Continue to work with the Board of Library Trustees, Town officials, the Belmont Library Foundation and the Friends of the Library to obtain support for the library - (Ongoing)
- Activity 5: Continue to develop a library mailing list to help identify new potential library supporters and enlist their involvement

Objective 2: Increase contributions to the library

- Activity 1: Revise the current memorial and gift program brochure **now that** the new branding/logo is in place
- Activity 2: Investigate the development of a planned giving campaign
- Activity 3: Continue to identify giving opportunities and post them on the library web page **We have a Donate Now button (when did we get that)**

Facilities

Goal 1: Provide inviting, comfortable, safe and accessible library that encourages learning and leisure reading, and provides access to up-to-date electronic resources. (Community/Commons, Services, Current Topics, General, Lifelong Learning)

Objective 1: The Library Director and the Board of Library Trustees will work with Town officials, the Belmont Library Foundation and the Friends of the Library to raise awareness and support for a new building

- Activity 1: Continue working with Town officials and the School Committee to find a suitable playing field
- Activity 2: Continue assisting the Belmont Library Foundation and Friends in their multi-year public relations/fundraising building campaign
- Activity 3: **Continue to update library staff regarding the building plans and timeline so they will feel comfortable answering questions regarding the new building**
- Activity 4: **Continue to update the new building FAQ sheet for library staff**

Alternate

Objective 1: Re-assess existing space to meet the current needs of the community for materials, services and programs

Activity 1: Prioritize identified needs

Activity 2: Work with the Permanent Building Committee to explore options for identified needs

Activity 3: Working with appropriate Town committees, develop a two to three year building improvement plan

Activity 4: Request Capital funding for the building improvement plan

Children's room expansion- tear down walls- space planner or architect or designer

Survey community or go to TM ask for support for new or ren/add

Approved 11/20/2012

NEW

Collection Development

Goal I. Maintain a strong print collection at the same time as we provide new media and online resources to meet patrons' changing needs and interests.
(Current topics and Titles)

Objective 1: Provide a collection with sufficient copies of titles in high demand and in formats and languages patrons want

Activity 1: **Continue** to maintain the audiovisual collections and increase when space allows (collections were foreign film, games, blu-rays)

Activity 2: Expand the Adult foreign language to include materials in Spanish

Activity 3: Review the reference print standing orders and make recommendations to replace with online databases(s), maintain print or discontinue **as subscriptions come up for renewal**

Activity 4: **Continue** to explore ways of rearranging areas of the library to better meet the competing needs for their use

Objective 2: Continue the weeding program to update the collection, create more open shelf space and prepare for the building project

Activity 1: Departments will **complete** the implementation of their systematic weeding **schedule by weeding the remaining 35% of the circulating collection by the end of FY14**

Activity 2: The reference collection will be reduced by 19% (500 titles) by the end of **FY14** (June 2014)

Activity 3: **Complete** the inventory and organization of the Belmont Author collection **by FY15**

Activity 4: Technical services will update the records in the catalog for the Belmont Authors collection by the end of FY15

Services

Goal I. Provide information services and programs on a wide variety of topics that promote lifelong learning and personal growth for all ages. (Lifelong Learning/General Information)

Objective 1: Use new technologies to add value to all library services

Activity 1: Continue to provide Kindles for children, young adults and adults and monitor their use. ***Still popular***

Activity 2: Children's **will continue** to post new content to the blog hosted by the Belmont Patch

Activity 3: **Continue** to monitor the use and effectiveness of social media (**Pinterest**, Facebook and Twitter) to promote the library and library programs

- Activity 4: The Young Adult department **will continue to increase** the Gmail contact list.
- Activity 5: **Continue** the migration to Windows 7 **for all the critical PCs by June 2014**
- Activity 6: The Young Adult department's "Teen Techs" will **continue to offer** programs during the school year to help patrons learn how to download ebooks from Overdrive, **use Facebook, Word, Excel**
- Activity 7:** All departments will continue to add QR codes to materials that can link to our electronic resources **when appropriate**
- Activity 8: Evaluate the pilot program of loaning Netbooks for patron use within the library by the end of FY14**
- Activity 9: Investigate replacement options for the public computers in the adult section to help create more space**
- Activity 10: Migrate to Cybrarian for public printing including wireless printing by the end of FY14**
- Activity 11: Investigate vendors and install a standalone scanning system**
- Activity 12: Complete implementation and training of the new online acquisition programs for Ingram and Mid West Tapes**
- Activity 13: Continue annual requests to the Boston Public Library's Digitization Grant. In FY 15 submit a request to have the Belmont High School Yearbooks digitized.**

Objective 2: Develop programs that respond to the changing needs and demographics of the community

- Activity 1: **Continue** the book discussion group for **seventh and eighth graders**
- Activity 2: The children's librarians will provide more outreach to the students at the Butler School**
- Activity 3: **Will implement the fifth *One Book, One Belmont* program in May 2014**
- Activity 4: **Continue to utilize** surveys for Teens to gather their interest in using new technologies and for programming ideas
- Activity 5: The Children's librarian will continue collaborating with the Recreation Department and the Farmers' Market and will also collaborate with the preschools by offering story times at the camp, the Farmer's Market and the preschools**
- Activity 6: Utilize and incorporate the MBLC's new survey tool to gather information about how patron's use and rate library's services and the facility**
- Activity 7: The children's librarian will evaluate and restructure the rewards/incentives section of the summer reading program by the spring of 2014**

Objective 3: Develop innovative ways to use the new website in order to enhance usability and interactive capability

Activity 1: **Continue to encourage the cable company** to tape the concert series and the OBOB and incorporate **their link on the library website.**

Activity 3: Continue to encourage patrons to subscribe to the library mailing list to receive email and to increase the electronic mailing list *on going*

Activity 4: **Implement the recommendations for updating the look and feel of the website to improve usability and relevance and create a maintenance plan for migrating software and database structure to the latest version available, and creating backups monthly or after any major change by June 2014.**

Objective 4: Strengthen collaboration between the Children's Librarian and the Young Adult Librarian

Activity 1: Continue to offer programming for grades 5- 8. Offer another **Drama workshop over the summer of 2014**

Activity 2: Teen volunteers **will continue to maintain** a database, for the Children's summer reading program, of the number of children participating, how often they come back, how much they are reading

Activity 3: The young adult librarian and the children's librarians will **continue** to meet on a regular basis with school personnel - Chenery principal, English Department Director, **Reading Specialist, Social Studies Director, School Librarians, and the PTOs** during the school year to help meet the homework needs of students **and to share information about library resources. On going**

Objective 5: Continue collaborating with the public school system to help meet curriculum requirements

Activity 2: Continue to work on re-instating class visits **particularly with the 6th grade classes** or find another way to reach the students in order to provide bibliographic instruction.

Activity 3: **Continue to offer** half hour reference interviews for students during their major reports, i.e. social studies projects as needed **(starting this fall-Book a librarian)**

Goal II. Provide access to print and online resources and guidance in how to use them. (Formal learning support)

Objective 1: Continue to provide instructional classes to the public on how to use the computers

- Activity 1: **Continue to work** with the elementary schools to see if there is interest in offering instruction on databases such as **Kids Britannica** for class assignments
- Activity 2: **Continue to offer** instructional classes for adults based on survey results
- Activity 3: Continue to offer **instructional classes** on different portable devices (Kindle, Nook, iPad) **and library resources (i.e. Zinio)** and one-on-one instruction as needed

Objective 2: Increase the number of databases available to the public

- Activity 1: **Continue** to review online reference sources and integrate databases into the collection to enhance reference services based on funding and usage statistics (**Ongoing**)
- Activity 2: **Continue** progress in FY14 on developing templates for compiling statistics on the use of **our online resources and a schedule for maintaining it (ongoing)**

Goal III. Sustain the library's role as a focal point for community activities.
(Community/Commons)

Objective 1: Use public relations to increase the community's awareness of programs and services

- Activity 1: Continue to use community cable and other media outlets(Patch, Twitter, **Pinterest** and Facebook), the library's website, community bulletin boards to promote library services -(Ongoing)
- Activity 2: Hire a Marketing Consultant by January 2014 to help increase the library's visibility within the community and the electronic environment by marketing and promoting the value of the library and its services.**
- Activity 4: Continue to utilize the Friends of the Library volunteers to help with public relations (Ongoing)
- Activity 5: Continue to collaborate with civic groups to offer and or publicize programs (example – One Book One Belmont) (Ongoing)
- Activity 6: Continue to utilize the QR code on library flyers when appropriate**

Objective 2: Continue to assess the library's hours in relation to public requests and Staffing

- Activity 1: Evaluate Staffing needs for additional hours and request appropriate funding if necessary
- Activity 2: Investigate the need and cost of opening the children's room one evening a week year round and request funding for FY15**

Staff Development

Goal I. Library Staff will have excellent customer-service skills and will deliver innovative library services and programs.

Objective 1: Enhance the Staff's ability to offer Reader Advisory services

Activity 1: Public Service Staff **will continue** to attend reader advisory training programs and/or webinars when offered

Activity 2: **Continue** to evaluate the usability of the "Readers Corner" on the library website and make appropriate changes

Activity 3: **Review the evaluation procedure for librarians and revise if necessary by the end of FY15**

Objective 2: Implement more customer-focused services

Activity 1: **Continue** a schedule of roving staff members and maintain a log (ongoing)

Activity 2: **Continue** to address changing service issues and customer service during the annual staff development day

Activity 3: **Continue** to find ways to reward the staff for providing good customer service (ongoing)

Activity 4: **Continue to offer an adult reading program**

Activity 5: **Continue "Staff Picks" and "Patron Picks" as a way to recommend books, books on CDs, etc.**

Activity 6: **Continue distributing "library fun packets" for adults and children who are new to the library at special events (Meet Belmont, Farmers's Market, ESL night, Camp visits etc.)**

Objective 3: Staff will stay up-to-date with current trends in electronic resources

Activity 1: **Continue** to provide the staff with hands on training for new portable devices using the library's equipment, participate in Webinars to keep abreast of new resources and technologies and staff will continue to share new resources and skills with one another at department meetings (*on going*)

Objective 4: Increase Staffing to meet the increased demands of the public

Activity 1: Develop a more formalized cross training program - (Ongoing)

Activity 2: Encourage more community involvement through volunteerism **by continuing to advertise** for specific and general skilled volunteer opportunities on the library's website and by utilizing local media.

Administration

Goal 1: Operate a facility that is fiscally responsible and follows procedures and policies that meet Town requirements, the regulations of the Massachusetts Board of Library Commissioners, and the needs of the community and staff.

Objective 1: Foster a strong relationship with Town officials, committees and Town Meeting representatives to encourage community and financial support for the library

Activity 1: Work with the Board of Library Trustees and department heads to develop a budget that continues to address community needs and requirements for certification - Ongoing

Activity 2: Continue to work with the sub committee of the Board of Library Trustees and Staff to review and update policies **on a regular basis**

Activity 4: Continue to work with the Board of Library Trustees, Town officials, the Belmont Library Foundation and the Friends of the Library to obtain support for the library - (Ongoing)

Activity 5: Continue to develop a library mailing list to help identify new potential library supporters and enlist their involvement

Activity 6: Work with newly hired Marketing Consultant to increase community support for the library in 2014

Objective 2: Increase contributions to the library

Activity 1: Revise the current memorial and gift program brochure **now that** the new branding/logo is in place

Activity 2: Investigate the development of a planned giving campaign

Activity 3: **Continue** to identify giving opportunities and post them on the library web page

Facilities

Goal 1: Provide inviting, comfortable, safe and accessible library that encourages learning and leisure reading, and provides access to up-to-date electronic resources. (Community/Commons, Services, Current Topics, General, Lifelong Learning)

Objective 1: The Library Director and the Board of Library Trustees will work with Town officials, the Belmont Library Foundation and the Friends of the Library to raise awareness and support for a new building

Activity 1: Continue discussions with Town officials regarding the need for a new library

Activity 2: Continue working with and assisting the Belmont Library Foundation Board to develop a plan for the present and for the future since turning back the MBLC Grant.

Objective 2: Re-assess existing space to meet the current needs of the community for materials, services and programs

Activity 1: Review and prioritize identified needs

Activity 2: Working with appropriate Town committees, develop a one to two to three year building improvement plan ?????

Activity 3: Hire an architect to develop preliminary design plans to expand the children's area by January 2014

Activity 4: Work with the Permanent Building Committee and the Capital Budget Committee to explore options for identified needs

Activity 5: Request Capital funding for the building improvement plan

Children's room expansion- tear down walls- space planner or architect/ designer –once locked staff collection evaluated – might be enough space to shift and possibly have space for a tutoring area or shift magazines-whatever

Survey community or go to TM ask for support for new or ren/add

Approved 11/19/2013

RECAP OF LIBRARY FUNDS FOR FISCAL YEAR 2013

LIBRARY FUNDS	OPENING BALANCE 7/1/2012	DONATION TRANSFER IN FY13	INCOME FY13	EXPENDITURE/ TRANSFER OUT FY13	ENDING BALANCE 6/30/2013
Library Gift Fund	\$166,445.51	\$570.00	\$4,112.90		\$171,128.41
Michael E Deluty	\$15,406.76		\$377.81	\$267.31	\$15,517.26
Katharine W Atkins	\$21,788.18		\$534.28	\$378.06	\$21,944.40
Margaret Wrisley	\$18,849.24		\$462.22	\$327.04	\$18,984.42
Esther Burdick	\$12,271.32		\$300.91	\$212.91	\$12,359.32
Blanche Howe Jenney	\$16,580.03		\$511.26	\$362.98	\$16,728.31
Jane Gray Children's Educ Fund	\$585,721.02		\$14,362.99	\$10,163.09	\$589,920.92
Jane Gray Children's Expense Acct	\$46.76	\$10,163.09		\$9,595.00	\$614.85
Dustan Library Bequest	\$303,453.95		\$7,487.88		\$310,941.83
Library Capital Building fund	\$22,430.99	\$1,507.00	\$566.93		\$24,504.92
Special Fund "72" Expenditure only	\$708.73	\$1,548.30		\$78.31	\$2,178.72
TOTAL	\$1,163,702.49	\$13,788.39	\$28,717.18	\$21,384.70	\$1,184,823.36

FY 2013 TRUSTEE FUNDS ACTIVITY									
SPECIAL FUNDS	Notes	OPENING BALANCE 7/1/2012	WITHDRAWAL OF 80% FY12 INCOME	ACTUAL EXPENDITURE FY13	DEPOSITS FY13	TOTAL		+	=
Michael E Deluty Fund	Holistic - Medical	\$ 15,406.76	\$ 267.31			\$ 15,139.45			
Katharine W Atkins Fund	Special Books	21,788.18	378.06		-	\$21,410.12		\$ 377.81	\$ 15,517.26
Margaret Wisley Fund	Special Books	18,849.24	327.04		-	\$18,522.20		534.28	21,944.40
Esther Burdick Fund	Horticulture	12,271.32	212.91		-	\$12,058.41		462.22	18,984.42
Blanche Howe Jenney Fund	Special Books	16,580.03	362.98	78.31	-	\$16,217.05		300.91	12,359.32
Special Fund "72" expenditure	Cash Fund	708.73		78.31	-	\$16,217.05		511.26	16,728.31
Jane Dustan Children's Ed Fur	Children's	585,721.02	10,163.09		1,548.30	\$2,257.03			2,178.72
Jane Dustan Children's Expen:	Cash Fund	46.76		9,595.00	-	\$575,557.93		14,362.99	589,920.92
Jane Dustan Bequest	Building	303,453.95			10,163.09				614.85
Capital Building Fund	Building	22,430.99			1,507.00	\$303,453.95		7,487.88	310,941.83
TOTAL SPECIAL FUNDS		\$ 997,256.98	\$ 11,711.39	\$ 9,673.31	\$ 13,218.39	\$23,937.99		566.93	24,504.92
						\$ 988,554.13		\$ 24,604.28	\$1,013,694.95
LIBRARY GIFT FUNDS	Notes	OPENING BALANCE 7/1/2012	WITHDRAWAL OF 80% FY12 INCOME	ACTUAL EXPENDITURE FY13	DEPOSITS FY13	TOTAL	PERCENT OF TOTAL	+	=
Frances Apt	Children's	\$ 8,323.45		-	-	\$ 8,323.45	4.98%	\$ 204.97	\$ 8,528.42
Alice B. Curtis Bequest	Non-fiction	5,077.47		-	-	5,077.47	3.04%	125.04	5,202.51
Claflin Fund	History	19,876.92		-	-	19,876.92	11.90%	489.49	20,366.41
Dr. Small Bequest	Non-fiction	5,030.25		-	-	5,030.25	3.01%	123.87	5,154.12
Lucy Luard Bequest	Arts/crafts	2,522.89		-	-	2,522.89	1.51%	62.13	2,585.02
Rachel Atkins Bequest	Arts/crafts	12,556.15		-	-	12,556.15	7.52%	309.21	12,865.36
Kaplan Fund		5,535.12		-	-	5,535.12	3.31%	136.31	5,671.43
Dressler Fund	Biography	13,113.27		-	-	13,113.27	7.85%	322.93	13,436.20
Van Norden Fund	Music	7,196.62		-	-	7,196.62	4.31%	177.22	7,373.84
Regina O'Brien	Irish studies	1,945.37		-	-	1,945.37	1.16%	47.91	1,993.28
Edith Mintz Fund	Classical literature	1,147.07		-	-	1,147.07	0.69%	28.25	1,175.32
Richard Lenk	General	14,339.88		-	500.00	14,839.88	8.89%	365.44	15,205.32
Belmont Village Hill	Unrestricted	4,331.70		-	-	4,331.70	2.59%	106.67	4,438.37
Dr. Samuelson		2,227.26		-	-	2,227.26	1.33%	54.85	2,282.11
Mildred A. Manfredi-King		984.90		-	-	984.90	0.59%	24.25	1,009.15
Mary Claire Phelan		1,672.42		-	-	1,672.42	1.00%	41.18	1,713.60
Misc. Dedicated Fund		32,058.81		-	-	32,058.81	19.20%	789.48	32,848.29
Misc.-Unrestricted Fund		28,505.97		-	70.00	\$ 28,575.97	17.11%	\$ 703.71	\$ 29,279.68
TOTAL LIBRARY GIFT FUNDS		\$ 166,445.52		-	\$ 570.00	\$ 167,015.52	100.00%	\$ 4,112.90	\$ 171,128.42
TOTAL FUNDS		\$1,163,702.50	\$ 11,711.39	\$ 9,673.31	\$ 13,788.39	\$1,165,779.50		\$ 28,717.18	\$1,184,823.37
		Opening Bal 7/1/2012		Expenditures FY13	New Gifts FY13				Ending Bal 6/30/2013
Small Gifts		\$ 4,730.65		\$ 1,993.98	\$ 2,971.00				\$ 5,707.67

FY 14 TRUSTEE FUNDS TO SPEND		A	B	C	D		
SPECIAL FUNDS	Notes	OPENING BALANCE 7/1/2013	INCOME EARNED FY13	WITHDRAWAL OF 80% IN FY14	TOTAL		ENDING BALANCE 6/30/2014
Michael E Deluty Fund	Holistic - Medical	\$ 15,517.26	\$ 377.81	\$ 302.25	\$ 15,215.01		\$ 15,215.01
Katharine W Atkins Fund	Special Books	21,944.40	534.28	427.42	21,516.98		21,516.98
Margaret Wisley Fund	Special Books	18,984.42	462.22	369.78	18,614.64		18,614.64
Esther Burdick Fund	Horticulture	12,359.32	300.91	240.73	12,118.59		12,118.59
Blanche Howe Jenney Fund	Special Books	16,728.31	511.26	409.01	16,319.30		16,319.30
Special Fund "72" Expenditure	Cash Fund	2,178.72			2,178.72		2,178.72
Jane Dustan Children's Ed Fund	Children's	589,920.92	14,362.99	11,490.39	578,430.53		578,430.53
Jane Dustan Children's Expense	Cash Fund	614.85			614.85		614.85
Jane Dustan Bequest	Building	310,941.83	7,487.88		310,941.83		310,941.83
Capital Building Fund	Building	24,504.92	566.93		24,504.92		24,504.92
TOTAL SPECIAL FUNDS		\$ 1,013,694.95	\$ 24,604.28	\$ 13,239.58	\$ 1,000,455.37		\$ 1,000,455.37
LIBRARY GIFT FUNDS		OPENING BALANCE 7/1/2013	INCOME EARNED FY13	WITHDRAWAL OF 80% IN FY14	TOTAL	PERCENT	ENDING BALANCE 6/30/2014
Frances Apt	Children's	\$ 8,528.42	\$ 204.97	\$ 163.98	\$ 8,364.44	4.98%	\$ 8,364.44
Alice B. Curtis Bequest	Non-fiction	5,202.51	125.04	100.03	5,102.48	3.04%	5,102.48
Claflin Fund	History	20,366.41	489.49	391.59	19,974.82	11.90%	19,974.82
Dr. Small Bequest	Non-fiction	5,154.12	123.87	99.10	5,055.02	3.01%	5,055.02
Lucy Luard Bequest	Art/crafts	2,585.02	62.13	49.70	2,535.32	1.51%	2,535.32
Rachel Atkins Bequest	Art/crafts	12,865.36	309.21	247.37	12,617.99	7.52%	12,617.99
Kaplan Fund		5,671.43	136.31	109.05	5,562.38	3.31%	5,562.38
Dressler Fund	Biography	13,436.20	322.93	258.34	13,177.86	7.85%	13,177.86
Van Norden Fund	Music	7,373.84	177.22	141.78	7,232.06	4.31%	7,232.06
Regina O'Brien	Irish studies	1,993.28	47.91	38.33	1,954.95	1.16%	1,954.95
Edith Mintz Fund	Classical literature	1,175.32	28.25	22.60	1,152.72	0.69%	1,152.72
Richard Lenk	General	15,205.32	365.44	292.35	14,912.97	8.89%	14,912.97
Belmont Village Hill	Unrestricted	4,438.37	106.67	85.34	4,353.03	2.59%	4,353.03
Dr. Samuelson		2,282.11	54.85	43.88	2,238.23	1.33%	2,238.23
Mildred A. Manfredi-King		1,009.15	24.25	19.40	989.75	0.59%	989.75
Mary Claire Phelan		1,713.60	41.18	32.94	1,680.66	1.00%	1,680.66
Misc. Dedicated Fund		32,848.29	789.48	631.58	32,216.71	19.20%	32,216.71
Misc.-Unrestricted Fund		\$ 29,279.66	\$ 703.70	\$ 562.96	\$ 28,716.70	17.11%	\$ 28,716.70
TOTAL LIBRARY GIFT FUNDS		\$ 171,128.41	\$ 4,112.90	\$ 3,290.32	\$ 167,838.09	100.00%	\$ 167,838.09
TOTAL FUNDS		\$1,184,823.36	\$28,717.18	\$ 16,529.90	\$1,168,293.46		\$1,168,293.46

DIRECTOR'S REPORT

October 16, 2013

Claflin Room

7 PM

Building and Grounds

The outside painting should begin soon. Lazco Construction Co was awarded the bid. There is some money remaining for painting so I have asked them to paint the rest of the lower level and both the stairwells going up to the main floor.

I have also asked J. Stewart Roberts to provide us with a conceptual design for renovation and reorganization of the children's room – removing walls and relocating the bathrooms. We have met once to discuss some of our ideas. Stewart will submit a fee proposal to do the work.

Director's Report

Megan Maulsby has resigned.

Her position is a 25 hour permanent position in the circulation department. Lisa and I are evaluating whether to keep the position as 25 hours, increase it to 35 hours or create two positions - a 10 hour and a 15 hour- with no benefits. The latter will have to be impact bargained with the SEIU union.

We have the new trust fund worksheets set up. Sarah and I will review at the meeting. We will only vote to transfer 80% of the income earned for the Dustan Fund. Since we had an additional \$40,000 for materials last year we did not spend the 80% that was transferred for FY13. However that money is still available to spend for FY14.

Long Range Action Items – you have two sets of action items. The blue sheets are the action items that have been completed. The white sheets are the new action items for FY14 and FY15. We will need to vote the new action items.

What's Happening: The Friends have purchased two new Museum passes – Fruitlands Museum and Orchard House. I have hired a consulting archivist, Joan Krizack from Northeastern University, to evaluate and make recommendations for the reference material up in the balcony and locked stack area. We are trying to make room to be used as space for tutors or newspaper storage etc. We are thinking of ways to create more usable space- perhaps even a "maker space" might be possible.

We have started the Go Digital classes; will be offering a MAKEY MAKEY class for ages 10 and up to 100; working on a Holiday Sing with Powers Music School, a beer tasting with the Crafts Beer store in the center when author Tom Acitelli comes to discuss his new book out about beer, Audacity of Hops.

Megan Maultsby

46 Slade Street
Belmont, MA 02478-2228

T 617 489-4272

September 16, 2013

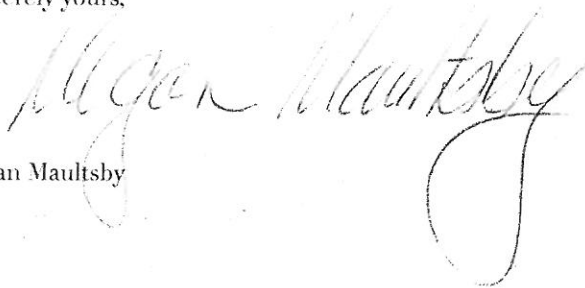
Maureen Conners
Director
Belmont Public Library
336 Concord Avenue
Belmont, MA 02478-2228

Dear Maureen,

For personal and family reasons, I can no longer commit to the 25 hour-per-week position I currently hold at the library. Regrettably, I must therefore resign my position working in the Library's Circulation Department. My final day will be September 30th.

I want to thank you for the opportunity to have worked at the library. Should the need arise for a part-time employee for the Circulation Department, I would be happy to discuss whether there is a reduced schedule that will help the library and be conducive to my current situation.

Sincerely yours,



Megan Maultsby

cc: Diane Crimmins
Human Resources Director
Town Hall
455 Concord Avenue, 2F
Belmont, MA 02478

September 30, '12

Dear Ellen,

Thank you so much for your efforts to organize and publicize a launch party for All the Truth, I so much appreciate it. The turnout was lovely and the setup was perfect. I'm grateful for the ~~very~~ hospitality Belmont's library has always shown me, and I would always be delighted to come back if you can use me.

Thanks again, and happy fall!  Julie Berry

[illegible]

Belmont Public Library
Activity Report For The Month
of September 2013

Days open 2012: 22
Days open 2013: 24

Agency	September 2013	Increase Over September 2012	Cumulated 2013	Cumulated Increase Over 2012
Adult	22,590	1,987	212,548	3,617
Juvenile	20,651	183	194,945	(5,616)
Total	43,241	2,170	407,493	(1,999)

Downloadable Audiobooks & eBooks (included in above figures)

Checkouts	1017	9,406
-----------	------	-------

Average Daily Circulation

	2013	2012
Adult	941	937
Juvenile	860	930

Non-Book (included in above figures)

Adult	9,552	1,122	90,495	931
Juvenile	3,560	(184)	36,371	(3,154)
Total	13,112	938	126,866	(2,223)

DVD

Adult	6,815	1,027	64,783	1,972
Juvenile	2,515	(260)	26,283	(2,690)
Total	9,330	767	91,066	(718)

Internet Use

Internet	1,775	17,813
----------	-------	--------

Interlibrary Loan:

Borrowed	28	273
Loaned	46	359
Faxed	-	5

Young Adult Circulation

1,699	(156)
-------	-------

ACTIVITY REPORT FOR THE MONTH OF SEPTEMBER 2013

Reference and Information

	September 2013	Increase Over September 2012	Cumulated 2013	Cumulated Increase Over 2012
Adult	3,360	439	29,821	864
Email	3	(8)	68	24
Total	<u>3,363</u>	<u>431</u>	<u>29,889</u>	<u>888</u>

Book Processing

Added:	1,252
Withdrawn:	2,186
Repaired:	42

Meeting Room Use

Room	Times Used	Attendance	Cumulated Times Used	Cumulated Attendance
Assembly	16	735	197	8,444
Flett	23	567	198	4,521
Misc.	<u>8</u>	<u>174</u>	<u>106</u>	<u>2,062</u>
Total	47	1,476	501	15,027

Library Sponsored Programs (included in above figures)

Adult	2	33	28	885
Juvenile	24	865	225	8,557
Young Adult	<u>1</u>	<u>47</u>	<u>60</u>	<u>993</u>
Total	27	945	313	10,435

Circulating Passes:

		Pass Cumulated
Aquarium	36	157
Audubon	9	74
Boston By Foot	3	25
Children's	14	176
DeCordova	4	81
Discovery	7	89
Essex/Peabody	16	92
Fine Arts	21	289
Fruitlands	4	4
Gardner	8	112
Harvard Art	- (Closed until Fall of 2014)	13
Harvard Natural History	9	99
Institute of Contemp. A	6	78
Kennedy Library	2	29
Mass Parks Pass	2	16
Orchard House	-	-
Plimoth Plantation	3	41
Science	20	321
Zoos	<u>20</u>	<u>143</u>
Total	184	1,839