

Directors Report – December 2016

Follow up items

- Book drops relocated
- Policy Manifest created (discuss reservation of rights)
- Union Negotiations to begin with Librarian Union

Meetings and Events attended

- Facilities Director Gerry Boyle, Elaine Alligood / Nancy Dignan (Feasibility Study), Fred Dominici, Feasibility Sub/Full Committee, Friends of the Library Board , DPW Director Jay Marcotte, HR Director Jessica Porter, Jake Walker (BMI Imaging Inc), Anne Paulson, Town Treasurer Floyd Carman, MLN Membership Committee, MLN Marketing Think Tank, Mass Library System Strategic Planning Conference, Jessica Porter (HR Director, David Nagle SEIU Representative, Mark Carthy, Belmont Public Library Feasibility Committee, Open Public Forum, Carol Lasky (Cahoots), Myrna Greenfield (New Egg Marketing), Katie Conachy (Belmont Savings Bank), Adam Dash

Building and Grounds

- Bench moved into attic for refinishing by Garden Club
- Air Conditioned Quote being assembled after unit failure during the summer
- SPAG Committee in holding pattern on Library Security upgrades

Work Orders

- Review of Spreadsheet

Facilities Projects

- Envelope Project – Funding challenge, green community's monies needed for school boilers, lights in storage
- Boiler Project – Requests made for timeline. Boiler delivered and now on site
- FY18 Budget / Capital discussions in process
- Cleaning equipment purchase suggested – to be completed in phases
- Phone system repairs in process

General Update

- Angela O'Brien hired by the friends to guide the Reference Room Reno. More to come.
- Lock down Procedure training took place on 11/4 after hours with 10+ staff
- Art in Bloom Series scheduled for 8 weeks starting March 12th. Events on 3/30, 3/31, and 4/1
- Library Director published in October edition of Public Libraries Magazine
- Belmont Savings Bank to host a financial seminar in April for Finance Week
- 2nd PSA recorded for Belmont Media Center
- Time off scheduled January 3rd – 6th. Additional time December 27th -30th if possible.
- Review of Long Range Plan – **depending on time.**

Current Fiscal Year Data Comparison

Key Performance Indicators

Last Year

	Current month	Month comparison	Sep 2016	Aug 2016	Jul 2016	Jun 2016	May 2016	Apr 2016	Mar 2016	Feb 2016	Jan 2016	Dec 2015	Nov 2015
Circulation - Total	43,133	45,003	42,866	48,876	47,765	50,293	46,593	49,315	49,938	46,875	48,579	44,341	43,094
Circulation - Adult (books/magazines)	10,040	9,863	9,709	11,066	9,991	10,733	10,704	10,838	11,145	10,608	11,412	9,843	9,257
Circulation - YA print (books/magazines)	1,721	1,475	1,790	2,550	2,955	2,676	1,780	1,762	1,702	1,684	1,676	1,568	1,374
Circulation - Children's print (books/magazines)	19,625	19,222	17,270	19,410	19,545	20,440	18,781	20,142	20,179	18,522	18,716	17,056	18,027
Circulation - Adult Audio Visual	8,818	8,660	8,410	9,163	8,742	9,578	9,234	10,187	10,480	9,764	10,479	10,073	8,680
Circulation - YA Audio Visual	88	56	92	86	78	84	57	92	70	77	72	90	74
Circulation - Children's Audio Visual	2,656	2,871	2,431	3,150	3,088	3,313	2,952	3,229	3,276	3,178	2,969	2,740	2,975
Circulation - downloads (eBooks/eAudiobooks)	2,862	2,720	2,977	3,228	3,178	3,255	2,961	2,862	2,911	2,869	3,093	2,826	2,597
Network Transfers - items borrowed													
Network Transfers - items loaned													
Registered Borrowers													
Reference Questions	3,455	2,828	2,898	3,481	3,064	3,671	3,492	3,873	3,398	3,007	2,793	3,085	2,521
Programs Offered (total)	56	48	44	30	41	39	64	63	74	57	50	40	42
Adult Programs	12	5	15	4	7	8	13	19	24	18	13	7	10
YA Programs	10	9	8	5	6	11	15	13	10	8	8	4	5
Children's Programs	34	34	21	21	28	20	36	31	40	31	29	29	27
Programs Attendance (total)	1,579	1,412	1,360	992	1,474	1,072	1,352	2,536	2,076	1,588	1,171	1,353	1,055
Adult Programs Attendance	162	55	284	103	91	104	105	1,131	350	171	143	112	85
YA Programs Attendance	264	129	167	91	34	196	190	127	139	139	105	51	47
Children's Programs Attendance	1,153	1,228	909	798	1,349	772	1,057	1,278	1,587	1,278	923	1,190	923
Meeting Room Use	82	69	64	46	47	62	79	80	95	81	65	62	64
Museum Pass Use	164	206	176	256	288	272	209	228	178	218	182	207	210
Use of Library Computers	1,935	1,807	1,577	1,873	1,651	1,710	1,769	1,726	1,901	1,702	1,797	1,686	1,371
Use of Library Wireless													
Visits to Library Website													
Volunteers	47		38	51	55	48	39	33	43	46	35		
Volunteer hours worked	225.75		212.75	308.00	317.50	282.00	204.75	194.25	217.75	198.25	168.30		
Holdings - Books and other print													
Holdings - Audio Visual (DVDs/CDs)													
Holdings - Downloadable (eBooks/eAudio/video)													
Holdings - Total													



BELMONT PUBLIC LIBRARY

Current Fiscal Year Data Comparison

Key Performance Indicators

	FY16	FY15	FY14	FY13	FY12
	Total Annual	Total Annual	Total Annual	Total Annual	Total Annual
Circulation - Total	557,469	536,824	555,696	531,572	541,724
Circulation - Adult (books/magazines)	124,061	120,027	128,476	128,453	136,911
Circulation - YA print (books/magazines)	21,516	20,486	22,456	20,471	20,679
Circulation - Children's print (books/magazines)	226,867	219,182	220,719	208,387	210,722
Circulation - Adult Audio Visual	110,921	106,847	119,738	117,716	118,556
Circulation - YA Audio Visual	894	1,029	1,229	1,129	1,395
Circulation - Children's Audio Visual	36,809	43,901	48,062	49,324	53,144
Circulation - downloads (eBooks/eAudiobooks)	34,639	24,441	15,491	11,677	7,859
Network Transfers - items borrowed					
Network Transfers - items loaned					
Registered Borrowers					
Reference Questions	37526	34,883	37,988	38,424	37,846
Programs Offered (total)	566	495	443	399	378
Adult Programs	139	101	53	47	63
YA Programs	91	55	75	52	49
Children's Programs	336	339	315	300	266
Programs Attendance (total)	16,620	14,012	14,327	13,176	12,860
Adult Programs Attendance	2,517	940	1,278	1,599	1,544
YA Programs Attendance	1,213	799	1,276	772	488
Children's Programs Attendance	12,890	12,273	11,773	10,805	10,828
Meeting Room Use	781	695	675	651	640
Museum Pass Use	2,592	2,473	2,567	2,407	2,519
Use of Library Computers	22,343	21,019	24,399	23,903	28,642
Use of Library Wireless					
Visits to Library Website					
Volunteers	244				
Volunteer hours worked	1,265.30				
Holdings - Books and other print					
Holdings - Audio Visual (DVDs/CDs)					
Holdings - Downloadable (eBooks/eAudio/video)					
Holdings - Total					

Patron Traffic

Month: October 2016

	Main Entrance	Childrens Room	Assembly Room	
1		720	142	
2	--	--	--	
3	641	1761	222	
4	783	853	227	
5	858	895	303	
6	668	953	417	
7	680	854	295	
8	490	659	293	
9	--	--	--	
10	Columbus	Day	Closed	
11	686	883	157	
12	879	935	287	
13	771	839	265	
14	646	633	211	Friends
15	554	856	338	Annual
16	810	1407	519	Book sale
17	372	833	415	
18	685	749	270	
19	759	861	254	
20	714	885	323	
21	714	682	216	
22	491	590	161	
23	775	1248	435	
24	250	323	85	
25	709	880	431	
26	658	867	238	
27	742	961	273	
28				
29	941	1289	421	
30	738	2087	548	
31				



Current Fiscal Year Data Comparison

Key Performance Indicators

Last Year

	Current month	Month comparison	Oct 2015	Sep 2016	Aug 2016	Jul 2016	Jun 2016	May 2016	Apr 2016	Mar 2016	Feb 2016	Jan 2016	Dec 2015
Circulation - Total	43,068	43,094	45,003	42,866	48,876	47,765	50,293	46,593	49,315	49,938	46,875	48,579	44,341
Circulation - Adult (books/magazines)	9,408	9,257	9,863	9,709	11,066	9,991	10,733	10,704	10,838	11,145	10,608	11,412	9,843
Circulation - YA print (books/magazines)	1,737	1,374	1,475	1,790	2,550	2,955	2,676	1,780	1,762	1,702	1,684	1,676	1,568
Circulation - Children's print (books/magazines)	19,265	18,027	19,222	17,270	19,410	19,545	20,440	18,781	20,142	20,179	18,522	18,716	17,056
Circulation - Adult Audio Visual	8,852	8,680	8,660	8,410	9,163	8,742	9,578	9,234	10,187	10,480	9,764	10,479	10,073
Circulation - YA Audio Visual	75	74	56	92	86	78	84	57	92	70	77	72	90
Circulation - Children's Audio Visual	2,834	2,975	2,871	2,431	3,150	3,088	3,313	2,952	3,229	3,276	3,178	2,969	2,740
Circulation - downloads (eBooks/eAudiobooks)	2,999	2,597	2,720	2,977	3,228	3,178	3,255	2,961	2,862	2,911	2,869	3,093	2,826
Network Transfers - items borrowed													
Network Transfers - items loaned													
Registered Borrowers													
Reference Questions	3,327	2,521	2,828	2,898	3,481	3,064	3,671	3,492	3,873	3,398	3,007	2,793	3,085
Programs Offered (total)	65	42	48	44	30	41	39	64	63	74	57	50	40
Adult Programs	16	10	5	15	4	7	8	13	19	24	18	13	7
YA Programs	14	5	9	8	5	6	11	15	13	10	8	8	4
Children's Programs	35	27	34	21	21	28	20	36	31	40	31	29	29
Programs Attendance (total)	1,524	1,055	1,412	1,360	992	1,474	1,072	1,352	2,536	2,076	1,588	1,171	1,353
Adult Programs Attendance	217	85	55	284	103	91	104	105	1,131	350	171	143	112
YA Programs Attendance	190	47	129	167	91	34	196	190	127	139	139	105	51
Children's Programs Attendance	1,117	923	1,228	909	798	1,349	772	1,057	1,278	1,587	1,278	923	1,190
Meeting Room Use	86	64	69	64	46	47	62	79	80	95	81	65	62
Museum Pass Use	186	210	206	176	256	288	272	209	228	178	218	182	207
Use of Library Computers	1,795	1,371	1,807	1,577	1,873	1,651	1,710	1,769	1,726	1,901	1,702	1,797	1,686
Use of Library Wireless													
Visits to Library Website													
Volunteers	44			38	51	55	48	39	33	43	46	35	
Volunteer hours worked	189.25			212.75	308.00	317.50	282.00	204.75	194.25	217.75	198.25	168.30	
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Holdings - Downloadable (eBooks/eAudio/video)					
Holdings - Total					

Patron Traffic

Month: November 2016

	Main Entrance	Childrens Room	Assembly Room	Daily Total
1				
2		2034	665	2,699
3	861	980	281	2,122
4	818	956	293	2,067
5	347	418	108	873
6	729	816	175	1,720
7	283	363	76	722
8	Election	Day	Closed	
9	657	1950	1684	4,291
10	811	1109	390	2,310
11	Veteran's	Day	Closed	
12	608	653	170	1,431
13	821	965	183	1,969
14				
15	1014	1134	442	2,590
16	454	911		1,365
17				
18	1340	1724	765	3,829
19	549	581	149	1,279
20	754	915	233	1,902
21	542	773	264	1,579
22	429	491	181	1,101
23	699	719	219	1,637
24	Thanksgiving	Day	Closed	
25	--	--	--	
26	641	731	165	1,537
27	754	729	166	1,649
28	399	442	83	924
29	711	927	364	2,002
30	529	930	307	1,766
31				

Monthly total

43,364

BELMONT PUBLIC LIBRARY EXPENDITURES									
		DECEMBER	2016						7-Dec-16 12:21 PM
		ORIG./ADJ. APPROPRPTS.	TRANSFER	ADJUSTED BUDGET	SPENT DEC	SPENT JULY - DEC	BALANCE	PROJECTED 6 MONTHS	% EXP
LIBRARY ADMINISTRATION									
16111									
511000	SALARIES, FULL TIME	165,267.00		165,267.00	6,288.66	71,859.12	93,407.88	82,633.50	43.5%
514800	LONGEVITY	725.00		725.00	0.00	725.00	0.00	362.50	100.0%
517000	HEALTH INSURANCE	16,285.00		16,285.00	0.00	16,285.00	0.00	8,142.50	100.0%
517800	MEDICARE	2,407.00		2,407.00	0.00	0.00	2,407.00	1,203.50	0.0%
16112									
524500	MAINTENANCE OFFICE EQUIP	8,911.50		8,911.50	0.00	3,885.50	5,026.00	4,455.75	43.6%
530001	MEDICAL REPORTS & BILLS	326.00		326.00	0.00	0.00	326.00	163.00	0.0%
531700	EMPLOYEE TRAINING	367.00		367.00	0.00	163.00	204.00	183.50	44.4%
531900	ADVERTISING & PUBLIC RELA	500.00		500.00	0.00	40.40	459.60	250.00	8.1%
534500	POSTAGE	2,800.00		2,800.00	0.00	1,319.09	1,480.91	1,400.00	47.1%
534700	PRINTING	1,575.00		1,575.00	0.00	255.72	1,319.28	787.50	16.2%
542100	OFFICE SUPPLIES	975.00		975.00	0.00	158.41	816.59	487.50	16.2%
571000	IN-STATE TRAVEL	390.00		390.00	19.98	182.18	207.82	195.00	46.7%
573000	DUES & MEMBERSHIP	610.00		610.00	0.00	217.00	393.00	305.00	35.6%
	TOTAL LIBRARY ADMIN	201,138.50	0.00	201,138.50	6,288.64	95,090.42	106,048.08	100,569.25	47.3%
LIBRARY PLANT OPERATIONS									
16141									
511000	SALARIES, FULL TIME	55,725.00		55,725.00	2,127.04	24,670.33	31,054.67	27,862.50	44.3%
511100	SALARIES, PART TIME	8,680.00		8,680.00	422.90	2,651.27	6,028.73	4,340.00	30.5%
513000	OVERTIME	10,352.00		10,352.00	372.23	6,554.74	3,797.26	5,176.00	63.3%
514100	SPECIALTY PAY/STIPEND	260.00		260.00	10.00	116.00	144.00	130.00	44.6%
514800	LONGEVITY	450.00		450.00	0.00	450.00	0.00	225.00	100.0%
517000	HEALTH INSURANCE	6,010.00		6,010.00	0.00	6,010.00	0.00	3,005.00	100.0%
517200	WORKER'S COMPENSATION	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
517800	MEDICARE	1,106.00		1,106.00	0.00	0.00	1,106.00	553.00	0.0%
519900	UNIFORM	820.00		820.00	0.00	820.00	0.00	410.00	100.0%
16142									
521100	EBSCO	4,345.00		4,345.00	0.00	4,345.00	0.00	2,172.50	100.0%
522800	GAS	30,223.02		30,223.02	0.00	1,099.28	29,123.74	15,111.51	3.6%
522900	ELECTRICITY	44,116.00		44,116.00	0.00	12,021.32	32,094.68	22,058.00	27.2%
523100	WATER	5,250.00		5,250.00	0.00	1,302.44	3,947.56	2,625.00	24.8%
523400	ENERGY CONSERVATION	4,345.00		4,345.00	0.00	0.00	4,345.00	2,172.50	0.0%
524300	MAINTENANCE BUILDING	171,681.21		171,681.21	654.24	25,119.02	146,562.19	85,840.61	14.6%
545000	CUSTODIAL SUPPLIES	12,625.00		12,625.00	0.00	3,435.30	9,189.70	6,312.50	27.2%
548900	GASOLINE	398.00		398.00	0.00	11.48	386.52	199.00	2.9%
	TOTAL LIBRARY PLANT OPER	356,386.23	0.00	356,386.23	3,586.41	88,606.18	267,780.05	178,193.12	24.9%

[illegible]

Inventory of Belmont Public Library Policies

December 2016

- Ads and Informational Material in the Library – **Approved May 2008**
- Behavior Policy for Patrons – **Amended June 2010**
- Children's Room Technology Policy – **Revised December 2015**
- Circulation Policy – **Amended August 2016**
- Collection Policy for Tangible Gifts – **Approved June 2008**
- Confidentiality of Library Records – **Approved December 2008**
- Criminal Offender Record Information CORI Policy – **Approved June 2009**
- Exhibit and Display Policy – **Date of creation unknown**
- Food and Drink Policy – **Date of creation unknown**
- Homebound Delivery Policy – **Approved August of 2015**
- Internet/Computer Acceptable Use Policy – **Creation date unknown**
- Materials Selection Policy – **Creation date unknown**
- Meeting Room Policy – **Creation date unknown**
- Museum Pass Policy – **Updated in 2015**
- Public Service Policy – **Approved June of 1995**



Town Of Belmont

Board of Selectmen's Office
and Town Administrator

FY18 BUDGET SCHEDULE DRAFT (As of November 21, 2016) DRAFT

KEY DATES:	EVENT:
November 14, 2016	Town Administrator Briefing on FY18 Budget operating budget and capital guidelines with Department Heads, Distribution of budget materials to Departments, including Personnel Analysis Sheets, Statutory Analysis Sheets, Budget Narrative, Revenue Analysis Sheets, Performance Measures and Capital Budget request forms for FY18, FY18-22
November 30, 2016	Free Cash Certified by Department of Revenue
December 2, 2016	Personnel Analysis Sheets Due to Town Administrator's Office by Departments
December 12, 2016 (estimated)	FY18 Tax Rate recommendation by Board of Assessors and vote by the BOS
December 20, 2016	Non-Salary Operating Budget Due to Town Administrator's Office by Departments
January 9, 2017 (Tentative)	Joint Meeting of the Board of Selectmen (BOS) & School Committee to discuss the FY18 Budget Process
January 9, 2017	Final Budget Narratives Due to Town Administrator's Office by Departments
January 10, 2017	Detailed Capital Budget Requests due from Department Heads to the Town Administrator's Office for review and BOS discussion prior to the submittal to the Capital Budget Committee
January 12 - 23, 2017	Formal department presentations to the Town Administrator, including Personnel Analysis Sheets, Statutory Analysis Sheets, Budget Narrative, Revenue Analysis Sheets, Performance Measures
January 25, 2017	Governor's Budget Announced – Initial Local Aid Estimates Provided

February, 2017	Minuteman Regional School District Votes for FY18 Budget
February 13, 2017	Submission of proposed FY18 Operating Budget to the Board of Selectman, BOS votes to transmit FY18 Budget to the Warrant Committee. Joint Meeting with the School Committee and BOS to review Town and School Budget Proposals
February 15, 2017	Joint Meeting of BOS, School Committee, and Warrant Committee to present budget overview
February 15 – May 5, 2017	Warrant Committee reviews Operating Budget and prepares report to ATM
February 20, 2017	Transmittal of the Capital Budget to the Capital Budget Committee
March 3 and 10, 2017	Public meetings by Selectmen on Department budget requests
March, 2017	Possible budget revisions based on the Selectmen's public meetings and review of all general government budget requests. Transmit the Approved Town Operating Budget, as amended, to the Warrant Committee as voted by the BOS.
TBD	Joint Meetings of Selectmen & School Committee, as needed
March 9 – May 5, 2017	Capital Committee reviews Capital Budget and prepares report to ATM
April 7, 2017	ATM materials (non-financial) due to Town Clerk's Office for TM Packets
April 10, 2016	Town Meeting Members receive ATM materials (non-financial) for review (3 weeks)
May 1, 3, 8, 10, 2017	Annual Town Meeting: Opening Session (non-financial) warrant articles & votes
May 12, 2017	ATM budget materials (financial) due to Town Clerk's Office
May 15, 2017	Town Meeting Members receive ATM budget materials (financial) for review (3 weeks)
June 5 & June 7, 2017	Annual Town Meeting – Vote on the FY18 Budget Town Meeting action on budget articles and financial appropriations

Budget Calendar

Work Orders Currently in Process	
Focus	Status
Metal Fencing	CLOSED Reached to a vendor directly after work order went unanswered for 4 months. Job now complete
Lighting / Ceiling / Insulation	Ceiling/Insulation plan being developed by Facilities
Elevator Cab Upgrades	Verbal quote was high, no formal quotes ever came in, have reached again to facilities to assist
Phone System Testing Needed	Open
Many 2nd floor windows won't open/stay closed	Note added by facilities on 9/15 that some had been fixed but hardware is needed.
Cement patching needed behind Library alongside staff parking	Open
Quote requested to replace broken air conditioning unit ahead of Summer 2017	Open
Outside lights need new bulbs, and 1-2 additional lights are needed above the East Parking Lot and on the South East corner of the building.	Open
Other work this month	
4 calls made to Motion Elevator Company for Elevator issues. Each was resolved within 24 hours	
Reached out to AAA Sparkling Window & Gutter Cleaning to have gutters cleaned and checked for the winter	
DPW relocated Book Drops to East Parking Lot. Working to install an awning and a light.	
Boiler failed. Cooling And Heating able to advise custodian on how to trouble shoot. Issue resolved without major repair.	