

Directors Report – January 2017

Follow up items

- Union Negotiations continue with Librarian Union
- Creation of Volunteer Policy and Unattended Children policy likely for march board meeting
- Security Protocol Advisory Group to meet Friday and review our proposal (20K & 7K of options)

Meetings and Events attended

- Facilities Director Gerry Boyle, Fred Dominici, Feasibility Committee, DPW Director Jay Marcotte, Jake Walker (BMI Imaging Inc), Anne Paulson, HR Director Jessica Porter, Mark Carthy, Carol Lasky (Cahoots), Myrna Greenfield (New Egg Marketing), Belmont Town Department Heads, Rebecca Richards – Belmont Gallery Of Art, Friends President Gail Gorman, Stewart Roberts, Heli Tomford, Angela Alessandria and members of the Garden Club Board, Foundation President Clair Coburn and Ellen Schrieber, Board of Foundation Member Sarah Phillips!, Principal Michael Mcallister, Belmont School Department Chairs, Kathy Keohane (3x), Friends Marketing Taskforce, Staff EAP Training

Building and Grounds

- Air Conditioned Quote received
- SPAG reviewing security requests Friday 2/17

Work Orders

- Review of Spreadsheet

Facilities Projects

- Boiler Project – Requests made for timeline
- Ceiling/ Insulation Project – Requests made for timeline
(Meeting scheduled to discuss both on Wednesday Feb 22nd with town)
- Capital discussions in process
- New cleaning attendant assigned to the Library.

General Update

- Staff training held this morning (February 16th)
- Meetings with BOS, Warrant Committee, and Capital Budget Committee approach
- Reference Room update preparations continue. Spatial requirements sent to designer. Decisions on furniture needs approaching, order to be placed.

Incidents

- Director called Police for a cleaning staff related behavior issue 2/10/17, employee removed from employment at Library, and cleaning company (Director requests follow up discussion with Board)
- Patron argument reported to Director on 2/10/17 incident reports filed by citizens
- Children's Coordinator reported issues with pre-teen bullying afterschool, working on a resolution

Work Orders Currently in Process			Status
Ticket Number	Date of Creation	Focus	
#16876	5/5/2016	Lighting / Ceiling / Insulation	Lights received and in storage in DPW Yard.
#16194	5/9/2016	Elevator Cab Upgrades	Leftover from Elevator Project taken back by town into general capital. Funds no longer available. Will look for funding support in June as FY17 closes. Ticket Closed
#18728	9/14/2016	Many 2nd floor windows won't open/stay closed	Note added by facilities on 12/6 that they will work on replacement parts.
#20433	12/6/2016	Cement patching needed behind Library alongside staff parking (WORK CANNOT BE DONE IN THE WINTER)	Open
#20436	12/6/2016	Quote requested to replace broken air conditioning unit ahead of Summer 2017	Quote being finalized, looks to land between 22K and 26K, discussion needed.
#20495	12/8/2016	Water Pressure Issue	Open
#20708	12/19/2016	Low Water Cut Off (Boiler)	Likely not to be repaired ahead of new boiler install
#21034	1/11/2017	Roof Leak in locked balcony area	Repairs complete. Ticket Closed.
#21535	2/7/2017	Door Lock Broken on West Wing Stairwell	Open
		Other work this month	
	January 16th	Outdoor lights on East Side of building replaced, new lights installed on front corner of the building.	
		Building Issues	
	Boiler	No recent issues (knock on wood)	
	Elevator	Elevator failed inspection. 60 days to make minor repair, parts ordered, elevator operational at present	



Belmont Public Library

Renovation No Addition	Renovation and Addition	New Construction
\$15,868,837	\$24,636,165	\$23,403,586
29,650 SF	45,760 SF	38,950 SF
No Expansion	Meets net SF Req. but less efficient	Meets net SF Requirements
Rebuild the Roof	Rebuild the Roof	New Construction
Seismic Reinforcement	Seismic Reinforcement	New Construction
Floor Load Undersized	Floor Load Undersized	Meets Loading Req
No Site Changes	Fewer Parking Spaces	Meets Current Parking
Doesn't Meet Program Needs	Meets Program Needs	Meets Program Needs
Medium Operating costs	Highest Operating costs	Lowest Operating Costs
No Security Improvements	Improves Building Security	Improves Building Security



BELMONT PUBLIC LIBRARY

Current Fiscal Year Data Comparison

Key Performance Indicators

Last Year

	Current month	Month comparison	Dec 2016	Nov 2016	Oct 2016	Sep 2016	Aug 2016	Jul 2016	Jun 2016	May 2016	Apr 2016	Mar 2016	Feb 2016
Circulation - Total	47,239	48,579	43,359	45,386	45,995	42,866	48,876	47,765	50,293	46,593	49,315	49,938	46,875
Circulation - Adult (books/magazines)	10,418	11,412	9,399	9,408	10,040	9,709	11,066	9,991	10,733	10,704	10,838	11,145	10,608
Circulation - YA print (books/magazines)	1,579	1,676	1,534	1,737	1,721	1,790	2,550	2,955	2,676	1,780	1,762	1,702	1,684
Circulation - Children's print (books/magazines)	19,326	18,716	16,518	19,265	19,625	17,270	19,410	19,545	20,440	18,781	20,142	20,179	18,522
Circulation - Adult Audio Visual	9,412	10,479	9,603	8,852	8,818	8,410	9,163	8,742	9,578	9,234	10,187	10,480	9,764
Circulation - YA Audio Visual	85	72	81	75	88	92	86	78	84	57	92	70	77
Circulation - Children's Audio Visual	2,763	2,969	2,767	2,834	2,656	2,431	3,150	3,088	3,313	2,952	3,229	3,276	3,178
Circulation - downloads (eBooks/eAudiobooks)	3,410	3,093	3,254	2,999	2,862	2,977	3,228	3,178	3,255	2,961	2,862	2,911	2,869
Network Transfers - items borrowed													
Network Transfers - items loaned													
Registered Borrowers													
Reference Questions	2,883	2,793	2,708	3,327	3,455	2,898	3,481	3,064	3,671	3,492	3,873	3,398	3,007
Programs Offered (total)	63	50	55	65	56	44	30	41	39	64	63	74	57
Adult Programs	15	13	13	16	12	15	4	7	8	13	19	24	18
YA Programs	7	8	11	14	10	8	5	6	11	15	13	10	8
Children's Programs	41	29	31	35	34	21	21	28	20	36	31	40	31
Programs Attendance (total)	1,851	1,171	1,684	1,524	1,579	1,360	992	1,474	1,072	1,352	2,536	2,076	1,588
Adult Programs Attendance	256	143	224	217	162	284	103	91	104	105	1,131	350	171
YA Programs Attendance	103	105	242	190	264	167	91	34	196	190	127	139	139
Children's Programs Attendance	1,492	923	1,218	1,117	1,153	909	798	1,349	772	1,057	1,278	1,587	1,278
Meeting Room Use	80	65	72	86	82	64	46	47	62	79	80	95	81
Museum Pass Use	203	182	171	186	164	176	256	288	272	209	228	178	218
Use of Library Computers	1,947	1,797	1,676	1,795	1,935	1,577	1,873	1,651	1,710	1,769	1,726	1,901	1,702
Use of Library Wireless													
Visits to Library Website													
Volunteers	57	35	49	44	47	38	51	55	48	39	33	43	46
Volunteer hours worked	193.75	168.30	199.75	189.25	225.75	212.75	308.00	317.50	282.00	204.75	194.25	217.75	198.25
Holdings - Books and other print													
Holdings - Audio Visual (DVDs/CDs)													
Holdings - Downloadable (eBooks/eAudio/video)													
Holdings - Total													

January 2017



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: January 2017

	Main Entrance	Childrens Room	Assembly Room	Daily Total
1	New	Year's	Day	
2	--	--	--	
3	639	784	365	1,788
4	572	697	256	1,525
5	817	892	410	2,119
6	618	663	193	1,474
7				
8	989	1093	252	2,334
9	247	238	102	587
10	642	669	266	1,577
11	576	806	256	1,638
12				
13	1288	1522	513	3,323
14	610	553	211	1,374
15				
16	Martin	Luther	King Jr.	
17	1093	1129	345	2,567
18	835	812	298	1,945
19	659	886	329	1,874
20	703	718	265	1,686
21	506	562	170	1,238
22	656	866	328	1,850
23				
24	950	1340	405	2,695
25	532	712	284	1,528
26	696	846	372	1,914
27	577	622	263	1,462
28	486	664	203	1,353
29	735	876	262	1,873
30	328	420	107	855
31	672	815	326	1,813

Monthly total

42,392

BELMONT PUBLIC LIBRARY
BELMONT, MASSACHUSETTS
Feasibility Committee Agenda
February 16th, 2017
Clafin Room, Belmont Public Library
6:30 PM

6:30pm Call to order

6:31pm Review and Acceptance of Minutes

6:35pm Review of public input

6:55pm Vote on preferred building option

7:00pm Discussion with Board of Library Trustees

7:45pm Adjournment

Belmont Public Library Circulation Policy

The Belmont Public Library is a member of the Minuteman Library Network (MLN). Your library card entitles you to borrow materials from our Belmont Library as well as 42 other public and academic libraries.

Policies regarding loan periods, fines, renewals, etc. vary depending on the individual library. Items checked out in Belmont will follow this Belmont Circulation Policy. Click here to go to the **Minuteman Library Network (MLN)**.

Apply For a Library Card

1. Library Card Policy

A library card may be obtained by presenting photographic identification and confirmation of current address. Children who are able to write their own name or are at least age six may have a card and a parent or legal guardian may confirm their name and address using their own identification. A full legal name and current mailing address must be on file for cardholders of all ages. If applicant is under 13 years old, parent or guardian must provide proof of identification and address and sign the library card application. A child must be present for a parent or legal guardian to get them a library card. If applicant is between the ages of 13 and 17 and cannot meet the ID and address requirements, parent or guardian must provide proof of identification and address. A teen must be present for a parent or legal guardian to get them a library card.

Belmont residents are eligible to sign up for a library card, as are all Massachusetts residents not living in a town that has had its reciprocal borrowing privileges suspended by the Board of Library Trustees due to lack of certification by the Massachusetts Board of Library Commissioners. As members of the Minuteman Library Network, Belmont adheres to the Minuteman policy of issuing only one library card per person for use at all public libraries in the network.

Out-of-state residents who meet the following requirements may be issued a library card with sufficient identification: work and/or attend school in Massachusetts; own property in Belmont; are temporarily living in Massachusetts for more than one month. Out-of-state residents must provide identification showing their home/permanent address.

Please present your library card when checking out materials. We take your right to privacy very seriously; therefore we require that you use only your own card. You may use a representation of your card on your own personal smartphone if it is done with an application that properly displays the barcode for our barcode readers. In order to pick up a hold for someone else you must have their library card in hand.

Please notify the library immediately of any loss of your card or device holding its representation, and notify us of any changes in address, telephone or email.

2. Valid ID(s)

Before creating a new patron record, the individual must present the following:

- Current, valid Massachusetts Driver's License or Massachusetts State Identification Card with current address

OR...one document from Section 1 AND one document from Section 2 below:

Section 1:

- Passport
- Alien Resident Card
- Government issued cards, such as Military ID
- State issued photo ID including welfare, Medicaid or FID card
- University or school ID
- Senior/T.A.P ID issued by the MBTA

In addition to one of the items listed above, please bring one of the following documents to prove your current local address which must include your name.

Section 2:

- Utility bill or tax bill (dated within the last 60 days)
- Imprinted bank check or deposit slip
- Official school schedule with applicant's name and address typed on it
- Official letter verifying residency and mailing address dated within last 30 days from a social service provider, temporary employer that provides housing, or a short-term residence.
- Postcard or piece of mail, mailed to applicant from the library
- eBills

Not acceptable as proof of current address:

Lease agreements, rent receipts, or personal letters.

*a Post Office Box or business address is not sufficient – a current residential address is required.

3. Ways to Apply

Apply in person or online.

4. How to complete the online registration:

- Pick up your full service library card at a Minuteman public library of your choice within 6 months.
- After 6 months, temporary accounts, including item requests, are deleted.
- Please mention that you have already registered for a temporary card and bring your temporary library number or a copy of the confirmation email.
- When you pick up your card you must present a photo ID and proof of address (see above).

5. Smartphones

Your library card barcode can be scanned into your smartphone and used at the staffed circulation desks as well as the self-checkout machines. Please visit your device's app store for the appropriate barcode scanner app for your device.

Loan Periods, Renewals, Limits and Late Fees

Patrons are allowed a total of 150 items to be checked out to their account. There is a limit of 50 requests per account. Items cannot be borrowed or renewed if the overdue charges are over 10. Video games have a limit of 3 per account.

Belmont Loan Periods

Text Books	2 hours (must remain in Library)
DVDs & Blu-Rays	1 week
Rokus	1 week
Speed Views	1 week
Speed Reads	2 weeks
CDs & TV Series	2 weeks
Children's Books	2 weeks
Magazines	2 weeks
NEW Books	2 weeks
Kindles	2 weeks
Video Games	2 weeks
NEW YA Books	2 weeks
YA Reading List Books	2 weeks
Circulation Bags	2 weeks
Audiobooks	4 weeks
Older Books	4 weeks
Paperbacks	4 weeks
Older YA Books	4 weeks
Book Club Kits	6 weeks

*Kindles and Video games may only be reserved by Belmont patrons and must be picked up in Belmont.

Fines and Charges

Items which are returned or renewed past their due date will accrue an Overdue Fine. All items are subject to a maximum late fee of \$5.00.

Adult Books	¢10/day
Children's Books	¢05/day
DVDs, Blu-Rays & Rokus	¢50/day
Video Games, Kindles	\$1.00/day
Book Club Kits	\$1.00/day
Special Equipment	\$1.00/day
Circulating Museum Passes	\$5.00/day

Other Charges:

Lost Library Card	\$2.00 -\$1.00
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Copy & Print
Color Copy

¢10 per page
¢25 per page

Lost or Damaged Items

You are responsible for items checked out to your card. Please pay in person or online for lost or damaged items. If paying by check for a Belmont lost item, make check payable to the Town of Belmont. We do accept **NEW** replacement copies for Belmont items, and refunds are issued within 30 days of receipt of payment.

The replacement fee for a lost or damaged Commonwealth Catalog item is \$100.00. The replacement fee for a lost or damaged ILL item varies depending on the lending library's policies.

Lost book on CD costs are either \$10.00 per disc, or the total cost of the item. Replacement costs for circulating technology varies.

Renewals

Most library materials are renewable as long as no reserves are pending. To renew, please have your library card number ready. You may renew items: online, by phone at 617-993-2855 or in person. Overdue materials may also be renewed, however fees will apply for the days the materials were late. Items cannot be renewed if charges are over \$10. Most library materials are renewable up to two times, as long as no reserves are pending.

Reserves

To reserve an item you will need your library card number and PIN. You can do this online or in the library. You can also call the Reference Department at 617-993-2870 for adult materials and 617-993-2880 for children materials.

You cannot reserve:

- Most recent magazine issue
- Reference materials

Only Belmont residents may reserve:

- Feature Films & TV Shows added to collection in the last three months
- Kindles
- Rokus
- Video games
- Museum Passes

You will receive an email or phone call when your reserve is ready for pick-up. Reserves must be picked up within seven days. Reserved material must be checked out on the library card of the borrower who has placed the reserve. Reserves cannot be released to any individual other than the cardholder unless the individual has the library card or reserve pick-up notice in hand.