

Directors Report – October 2017

Follow up items

- Bibliotemps service approved. Waiting for non-union raises to be assessed to salary lines ahead of implementation
- The Library sent a team of 15 to the Dan Scharfman Run for the 2nd year in a row.

Meetings and Events attended

- Facilities Director Gerry Boyle, Scott Brinch DPW Director Jay Marcotte, HR Director Jessica Porter, , Town Treasurer Floyd Carmen, Mike McHale – Bostonwood, Belmont Library Department Heads, Effective Leadership Development Program (4), Belmont Library Foundation Board, Friends of the Library Board, Community Education Steering Committee, MLN Membership Committee, Board of Selectmen (3), BLA Union Reps, Be Legal And In The Money: Ballot Question and Capital Campaign Dos and Don'ts, Friends President Sally Martin,

Building and Grounds

- Review of Spreadsheet

Facilities Projects

- Boiler installation is complete. Inspection scheduled for 10/18/17
- Gutter bids due 10/26/17
- Stairwell tile bid due 11/1/17
- Study Room – Proposal being sought for building evaluation
- Envelope – West Wing to close in November. East Wing likely in December.

General Update

- Books In Bloom being targeted for March 2018
- Rachel Overbeck to begin as new Children's Librarian on 10/30/17
- Azra Nelson hired as new PT Librarian Assistant for Circulation
- Reference Checks Complete on two PT Reference Librarians
- Reference checks in process for a Technology Intern
- Non-Union COLA put into process
- Benton Branch Visit
- Will be off site 10/23 - 10/24

Incidents

- September 23rd, 2017 – Violation of Behavior Policy - escalated to BPD

Current Fiscal Year Data Comparison

Key Performance Indicators

	Last Year												
	Current month	Month comparison	Aug 2017	Jul 2017	Jun 2017	May 2017	Apr 2017	Mar 2017	Feb 2017	Jan 2017	Dec 2016	Nov 2016	Oct 2016
Circulation - Total	42,817	42,866	49,092	48,794	44,753	47,846	48,830	54,175	45,489	47,239	43,359	45,386	45,995
Circulation - Adult (books/magazines)	9,502	9,709	10,750	10,195	9,924	10,335	10,087	11,317	9,308	10,418	9,399	9,408	10,040
Circulation - YA print (books/magazines)	1,945	1,790	2,750	2,680	2,356	1,782	1,885	1,907	1,628	1,579	1,534	1,737	1,721
Circulation - Children's print (books/magazines)	17,678	17,270	19,896	19,831	17,933	20,324	21,230	23,731	19,512	19,326	16,518	19,265	19,625
Circulation - Adult Audio Visual	7,888	8,410	8,766	8,830	8,207	9,345	9,174	10,252	8,770	9,412	9,603	8,852	8,818
Circulation - YA Audio Visual	64	92	72	64	50	67	66	60	42	85	81	75	88
Circulation - Children's Audio Visual	2,308	2,431	2,819	2,753	2,522	2,582	2,858	3,224	2,697	2,763	2,767	2,834	2,656
Circulation - downloads (eBooks/eAudiobooks)	3,144	2,977	3,779	4,103	3,329	3,191	3,302	3,519	3,303	3,410	3,254	2,999	2,862
Network Transfers - items borrowed													
Network Transfers - items loaned													
Registered Borrowers													
Reference Questions	2,686	2,898	4,004	2,874	2,471	2,681	2,999	3,589	3,090	2,883	2,708	3,327	3,455
Programs Offered (total)	33	44	30	31	33	56	71	76	55	63	55	65	56
Adult Programs	11	15	12	11	9	16	18	15	16	15	13	16	12
YA Programs	3	8	1	1	7	5	17	16	11	7	11	14	10
Children's Programs	19	21	17	19	17	35	36	45	28	41	31	35	34
Programs Attendance (total)	995	1,360	1,806	1,290	955	1,625	1,771	2,664	1,707	1,851	1,684	1,524	1,579
Adult Programs Attendance	167	284	690	237	112	211	325	486	590	256	224	217	162
YA Programs Attendance	42	167	30	8	91	52	201	297	168	103	242	190	264
Children's Programs Attendance	786	909	1,086	1,045	752	1,362	1,245	1,881	949	1,492	1,218	1,117	1,153
Meeting Room Use	52	64	45	37	44	78	92	98	66	80	72	86	82
Museum Pass Use	165	176	247	283	238	228	261	174	180	203	171	186	164
Use of Library Computers	1,652	1,577	1,852	1,302	617	1,955	1,947	2,248	1,895	1,947	1,676	1,795	1,935
Use of Library Wireless													
Visits to Library Website													
Volunteers	9	38	16	17	17	12	36	51	43	57	49	44	47
Volunteer hours worked	111.50	212.75	71.50	108.00	126.75	125.50	206.75	298.00	176.25	193.75	199.75	189.25	225.75
Holdings - Books and other print													
Holdings - Audio Visual (DVDs/CDs)													
Holdings - Downloadable (eBooks/eAudio/video)													
Holdings - Total													



Current Fiscal Year Data Comparison

Key Performance Indicators	FY17	FY16	FY15	FY14	FY13
	Total Annual	Total Annual	Total Annual	Total Annual	Total Annual
Circulation - Total	562,579	557,469	536,824	555,696	531,572
Circulation - Adult (books/magazines)	121,002	124,061	120,027	128,476	128,453
Circulation - YA print (books/magazines)	23,424	21,516	20,486	22,456	20,471
Circulation - Children's print (books/magazines)	233,689	226,867	219,182	220,719	208,387
Circulation - Adult Audio Visual	108,748	110,921	106,847	119,738	117,716
Circulation - YA Audio Visual	870	894	1,029	1,229	1,129
Circulation - Children's Audio Visual	33,572	36,809	43,901	48,062	49,324
Circulation - downloads (eBooks/eAudiobooks)	38,552	34,639	24,441	15,491	11,677
Network Transfers - items borrowed					
Network Transfers - items loaned					
Registered Borrowers					
Reference Questions	36,646	37,526	34,883	37,988	38,424
Programs Offered (total)	645	566	495	443	399
Adult Programs	156	139	101	53	47
YA Programs	117	91	55	75	52
Children's Programs	372	336	339	315	300
Programs Attendance (total)	19,186	16,620	14,012	14,327	13,176
Adult Programs Attendance	3,061	2,517	940	1,278	1,599
YA Programs Attendance	1,900	1,213	799	1,276	772
Children's Programs Attendance	14,225	12,890	12,273	11,773	10,805
Meeting Room Use	855	781	695	675	651
Museum Pass Use	2,525	2,592	2,473	2,567	2,407
Use of Library Computers	21,116	22,343	21,019	24,399	23,903
Use of Library Wireless					
Visits to Library Website					
Volunteers	500.00	244.00			
Volunteer hours worked	2,580.00	1,265.30			
Holdings - Books and other print					
Holdings - Audio Visual (DVDs/CDs)					
Holdings - Downloadable (eBooks/eAudio/video)					
Holdings - Total					

Patron Traffic

Month: September 2017

	Main Entrance	Childrens Room	Assembly Room	Daily Total
1	661	730	2	1,393
2	--		--	
3	--		--	
4	Labor	Day	Closed	
5	634	642	3	1,279
6	1,066	1125		2,191
7	706	882		1,588
8	673	729		1,402
9	527	581		1,108
10	--		--	
11	659	840		1,499
12	818	755		1,573
13	737	762		1,499
14	732	734		1,466
15	675	687		1,362
16	507	605		1,112
17	--		--	
18	678	739		1,417
19				
20	1,557	1529		3,086
21	660	746		1,406
22	749	767		1,516
23	490	524		1,014
24	--		--	
25	573	693		1,266
26	782	1554		2,336
27	691	769		1,460
28	781	782		1,563
29	743	707		1,450
30	492	501		993

Monthly total

34,979

Work Orders Currently in Process						
Ticket Number	Date of Creation	Days Open	Date Closed	Issue	Description	Status
#18728	9/14/2016	400		2nd floor windows	Many of the windows won't open, many others open and won't stay open. New hardware is needed in many cases, in other cases new windows are needed.	Facilities staff came by on 9/19/17 to check out certain windows and ask questions. No update since that visit. A followup has been sent to them.
#22024	3/13/2017	220		Cement slab	A cement slab has fallen off of the front of the building below the front fencing under the windows near the bushes. It's costly to replace, but only asctetics.	Cost was given verbally. Anywhere from 5K - 10K. This does not seem to be a prudent use of funds, as it is cosmetic only and not an area that supports the building.
#24106	8/15/2017	65		Parking Lot	"No Parking" needs to be rewritten on the fire lanes	Likely will wait until the spring when the entire lot will be the focus of a larger project (curbs, new lines)
#24255	8/28/2017	52		Roof Inspection Needed	Board of Trustees request a roof inspection be done to measure any urgent repairs that might be needed	Foley Buhl Roberts & Associates working on a report
#25712	10/11/2017	8		Water Heater Upgrade Required	The water heater was turned off as the inspector felt it was not properly venting. The work was assigned quickly to an outside vendor and has now been completed.	Just awaiting an inspection, but it was ok to turn the hott water back on.
#25856	10/17/2017	2		Emergency Lights need replacement bulbs	Our once a year inspection revealed some bulbs in emergency lights need to be replaced to keep in compliance.	Work order just created and turned in.
				Facilities Projects		
The Durkin Company Boiler	7/1/2017	110		Contract needed.	MOA being finalized. The Library will utilize the State MIHEC Contract.	Final Draft being reviewed for approval.
	7/1/2016	474	10/18/2017	New boiler work in process		Final inspection scheduled for 10/18/17
				Capital Projects		
	7/1/2017	110	FY18	Gutter replacement	Process in Prebid	Schedule for August - October
	7/1/2017	110	FY18	Stairwell tile abatement	Bids due November 1st	Schedule for October - December
	7/1/2017	110	FY18	Light replacement	Spec received on 9/12/17 (Facilities has asked for more time to review)	Schedule for September - January
	7/1/2017	110	FY18	Quiet study room	Have reached to an Architect for a building evaluation per Glen Clancy	Schedule for November - February
	7/1/2017	110	FY18	Parking lot work	Project has yet to begin.	Schedule for April - May

The Jane G. Dustan Children's Education & Enrichment Fund
for the benefit of the Belmont Public Library

- \$250,000 transfer May 6, 1998
- Income and appreciation to "supplement" regular funding of library programs for children; can accumulate income or use as much as trustees deem reasonable.
- Preserve value of principal, adjusted for inflation.
- \$100,000 from principal may be used for "renovating, adding to or replacing the main library" if approved by Town Meeting not later than May 6, 2008 (possibly May 6, 2013).
- Additional gift of \$250,000 made Sept. 20, 2005, by trustees of Jane G. Dustan Trust 1995.

Memorandum of Agreement, May 6, 1998

Amendment of Paragraph 4, August 26, 2002

Amendment of Paragraph 4, May 6, 2008 (Note: JGD died 7/15/2004)

Memorandum of Agreement
to establish
THE JANE G. DUSTAN CHILDREN'S
EDUCATION AND ENRICHMENT FUND
for the benefit of
the Belmont Public Library
Belmont, Massachusetts

Terms and Conditions

1. The Fund shall be established with an initial contribution of \$250,000.
2. Except as investment responsibility may be delegated by the Trustees to the Treasurer or others from time to time, the principal of the Fund shall be invested by the Trustees, according to investment policies established by them. The income of the Fund shall be used by the Trustees in accordance with the provisions of this Memorandum of Agreement.
3. The Trustees shall use such portion of the available income and the appreciation realized or unrealized, if any, as they may deem reasonable, to supplement, but not in lieu of, the funding regularly and normally provided by the Town of Belmont for programs for Children in its annual budget for the library. In particular, income and appreciation shall be used to enhance the library's regular programs for Children, especially programs designed to encourage Children to read, comprehend and otherwise appreciate literature appropriate for Children. Income and appreciation from the Fund shall not be used to pay the salaries of regular library personnel, but may be used to pay the fees of special guest speakers, readers or performers. Income not currently expended may be added from time to time to the principal of the Fund and thereafter expended as if it were appreciation in the value of the Fund. The reasonableness of an expenditure of appreciation or the accumulation of income in any given year shall be determined without regard to the limitations on such expenditure or accumulation set forth in UMIFA; however, it is Jane G. Dustan's intent that the historic dollar value of the Fund adjusted for inflation be maintained.
4. Notwithstanding any other provisions of this Memorandum of Agreement to the contrary, the Trustees may expend an amount ~~not exceeding~~ one hundred thousand dollars (\$100,000) of the amount contributed to the Fund by Jane G. Dustan for the purpose of renovating, adding to or replacing the main library of the Belmont Public Library. However, no amount contributed to the Fund by Jane G. Dustan may be so expended unless the Trustees make a commitment to expend the amount for any such purpose, and the Belmont

Amended
8/21/2002
4/22/2008

Town Meeting (or other appropriating authority) has approved the program of renovations, addition or replacement or appropriated monies therefor, within five (5) years of the date of this Memorandum of Agreement. Furthermore, no amount may be expended for any renovation or addition unless such renovation or addition includes a plan to enhance or expand the space occupied by the Children's program. The limitation on the amount expended for any such renovations, addition or replacement shall not apply to amounts contributed to the Fund by other donors.

5. Commencing with the period ending June 30, 1999 and for each twelve month period ending June 30 thereafter, the Trustees shall report within 90 days after the close of the period to Jane G. Dustan, or her Representative, for so long as she shall live, as to the market value of the assets held in the Fund and the income earned thereon, distributions from the Fund in such quarter, and the names of additional donors to the Fund (unless such a donation is made anonymous by express direction of the donor) and the amount contributed by each donor.
6. Additions to the Fund may be made at any time.
7. In consideration of the initial contribution, the Trustees shall name the Children's room in the present Belmont Public Library and in any future new library exclusively in honor of Jane G. Dustan. An appropriate sign bearing the name of Jane G. Dustan shall be placed and maintained at the entrance of the Children's room. Her portrait shall also be hung and maintained in the Children's room.
8. This Memorandum of Agreement shall be governed by the laws of the Commonwealth of Massachusetts, including, without limitation, to the extent not inconsistent herewith, UMIFA. References in UMIFA to the "governing board" and "institution" are to the Trustees and the Town of Belmont, respectively.
9. This Memorandum of Agreement may only be amended during the lifetime of Jane G. Dustan and then only by the written consent of Jane G. Dustan, or her Representative.
10. If, in future years, circumstances have changed so significantly that it is no longer practical to use this Fund for the above defined purposes, the Trustees may use the Fund's income and principal (including appreciation) for such other purposes as they reasonably consider to most closely fit the donor's original intent.
11. As used in this Memorandum of Agreement, the following definitions will apply:

died
7/15/2004

- (a) "Children" means persons sixteen (16) years of age or younger.
- (b) "Fund" means The Jane G. Dustan Children's Educational and Enrichment Fund.
- (c) "Representative" includes a person holding power of attorney for Jane G. Dustan.
- (d) "Treasurer" means the Treasurer of the Town of Belmont.
- (e) "Trustees" means the Trustees of the Belmont Public Library.
- (f) "UMIFA" means Massachusetts General Laws, Chapter 180A (the Uniform Management of Institutional Funds Act).

JANE G. DUSTAN

Jane G. Dustan
By: H. Kenneth Fish, F.I.L.P.A.
H. Kenneth Fish, Attorney-in-fact

May 5, 1998
Date

H. C. Telford
Chair, Trustees Belmont Public Library

May 6, 1998
Date

COMMONWEALTH OF MASSACHUSETTS

Suffolk
Middlesex, ss.

May 5, 1998

Then personally appeared the above-named H. KENNETH FISH and acknowledged that the foregoing was his free act and deed on behalf of Jane G. Dustan, before me,

Mama J. Jackson
Notary Public

My commission expires: 7-8-99

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

May 6, 1998

Then personally appeared the above-named HELI TOMFORD, Chair of the Trustees of the Belmont Public Library, and acknowledged that the foregoing was her free act and deed on behalf of the Trustees, before me,

Carrie Anne Perkins
Notary Public

My commission expires: 10-4-2007

120044

AMENDMENT
to Agreement establishing
THE JANE G. DUSTAN CHILDREN'S
EDUCATION AND ENRICHMENT FUND
for the benefit of
the Belmont Public Library
Belmont, Massachusetts

Reference is made to a Memorandum of Agreement dated May 6, 1998 between Jane G. Dustan and the Trustees of the Belmont Public Library establishing the the Jane G. Dustan Children's Education and Enrichment Fund for the benefit of the Belmont Public Library, Belmont, Massachusetts.

Pursuant to the provisions of paragraph 9 of the Memorandum of Agreement, paragraph 4 is hereby amended and restated to read as follows:

Notwithstanding any other provisions of this Memorandum of Agreement to the contrary, the Trustees may expend an amount not exceeding one hundred thousand dollars (\$100,000) of the amount contributed to the Fund by Jane G. Dustan for the purpose of renovating, adding to or replacing the main library of the Belmont Public Library. However, no amount contributed to the Fund by Jane G. Dustan may be so expended unless the Trustees make a commitment to expend the amount for any such purpose, and the Belmont Town Meeting (or other appropriating authority) has approved the program of renovations, addition or replacement or appropriated monies therefor, not later than May 6, 2008. Furthermore, no amount may be expended for any renovation or addition unless such renovation or addition includes a plan to enhance or expand the space occupied by the Children's program. The limitation on the amount expended for any such renovations, addition or replacement shall not apply to amounts contributed to the Fund by other donors.

JANE G. DUSTAN

By: H. Kenneth Fish
H. Kenneth Fish, Attorney-in-fact

August 21, 2002
Date

Vera G. Dreyer
Chair, Trustees Belmont Public Library

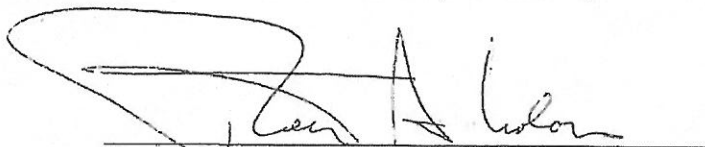
Aug. 26, 2002
Date

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

August 22, 2002

Then personally appeared the above-named H. KENNETH FISH and acknowledged that the foregoing was his free act and deed on behalf of Jane G. Dustan, before me,



Notary Public

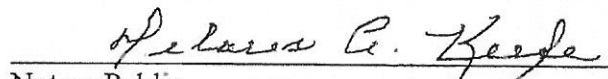
My commission expires: 3/31/06

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

August 26, 2002

Then personally appeared the above-named VERA G. DREYER, Chair of the Trustees of the Belmont Public Library, and acknowledged that the foregoing was her free act and deed on behalf of the Trustees, before me,



Notary Public

My commission expires: July 26, 2007

200.7/220187

GIFTS OF CASH AND FINANCIAL ASSETS POLICY

The Board of Library Trustees of the Belmont Public Library gratefully welcomes gifts of monetary donations, including bequests and memorial and honor gifts with specific designations. Such gifts may be, but not limited to, outright monetary gifts (checks); marketable securities, donor advised fund gifts, or insurance with the Belmont Public Library as a designated beneficiary. In accepting or declining any such gift, the Board, fulfilling its statutory obligations under Massachusetts General Laws Chapter 78, must at all times make decisions that are in the best interest of both the Library and the community.

All monetary gifts are deposited into the custody of the Town of Belmont under the authority of the Town Treasurer: such funds are tracked separately and used exclusively by the Library as the Trustees deem prudent.

The Library's monetary gift policy guidelines have been developed to ensure:

- compliance with state and federal regulations and acceptable business practices
- guidance for persons involved in gift solicitation, recording, and management on behalf of the Belmont Public Library
- complete and accurate recording of gifts and pledges
- equity and fairness for the purpose of donor gift recognition and stewardship
- no discrimination regarding race, religion, age or gender.

In the event that the Board of Library Trustees reasonably determines that any policy or practice in this document, or with respect to any gift, conflicts with any applicable law or regulation, the Board may alter or remove any such practice or policy to the extent necessary to conform with such law or regulation, and will do so, to the extent practical under the circumstances, in a manner intended to conform to the desires of any donors whose donations might be affected by such a change.

Gift Acceptance Terms

Gifts accepted for the benefit of the Belmont Public Library come under the full control of the Board of Library Trustees and will be accepted only if they meet all of the following criteria. Gifts should:

- be appropriate to the mission and needs of the Library
- be unrestricted or, if restricted, given with reasonably broad and flexible terms to maximize the usefulness to the Library
- be irrevocable
- impose no undue financial burdens on the Library
- permit, with the donor's informed consent, the Library to apply the gift to other library needs in the event that the designated purpose is no longer practical, necessary, or able to be performed.
- be non-discriminatory regarding race, religion, age or gender

The acceptance of gifts does not constitute or imply endorsement by the Trustees of any service, product or business of the donor. Publicity given to such gifts or donations must not be of the donor's services or products.

The donor is solely responsible for complying with any tax or accounting requirements applicable to the donor. In all cases, the donor is advised to consult with the donor's tax planner/lawyer. Under no circumstances may the donor rely on any statement about possible financial, accounting or tax considerations made by the Belmont Public Library or its Trustees, representatives or affiliates.

The Belmont Public Library must be assigned as both an irrevocable beneficiary and owner of a donated insurance policy without the obligation for future premiums before a policy can be accepted and recorded as a gift.

All marketable securities will be valued at the mean of their high and low market values on the date of transfer.

In consultation with the Board of Library Trustees, gifts over \$10,000 may qualify for establishment of a permanent endowment with donor designated name, and may in consultation with the Board of Library Trustees, be restricted to certain uses. Based on the spending policy approved annually by the Board of Library Trustees, a percentage of the fund's annual earnings is directed to support Library needs.

Similarly, gifts between \$1,000 and \$9,999 may qualify for establishment of a named fund and be eligible for certain restrictions. Such restrictions will be determined with consultation between the donor and the Library.

Unless designated for a specific previously established fund, gifts under \$1,000.00 will become part of the Library's general trust fund. Such gifts will be used for purposes as close to a donor(s)'s intent as practical in the judgment of the Board of Library Trustees in consultation with the Library Director and Staff.

A Memorial or Honoring Fund at the Belmont Public Library is the summation of gifts from individual donations that are designated for a collective memorial or honoring, usually in memory or in honor of one person, but not limited to one individual. Memorial and Honoring gifts will be designated as unrestricted and placed in the Library's collective gift fund.

A special bookplate will be placed in all books and/or materials purchased through any memorial or honoring gift. Donors may advise Library Staff regarding such purchases, but acknowledge that Library Director or Staff will have the final authority for such purchases in accordance with the Library's then current needs and collection policies.

The Library encourages matching gifts made by a third party such as those made by an employer or businesses to the Library or its supporting entities. Matching gifts may be counted toward any requirements for specific recognition or fund totals.

Gift Acceptance Authority

A *Gift Committee* formed by the Board of Library Trustees will periodically review the Library's gift policy, bringing any recommendations for revision to the Board for its acceptance. At a minimum, the Gift Committee will include two representatives from the Board of Library Trustees and the Library Director.

The Gift Committee also will represent the Library to review questions about specific interpretation of Library gift policies. In addition, the following guidelines will be observed:

- donor information will be released only with authorization of the donor or the donor's legally authorized designee(s).
- gift records of the Belmont Public Library will be kept confidential to the extent permitted by law. Donor information, with prior donor consent, will be released only by the Board of Library Trustees.
- no solicitation of funds may be undertaken by any party on behalf of the Belmont Public Library without the prior approval of the Board of Library Trustees. The Gift Committee may recommend, allow or disallow a solicitation or fundraising project based on the Library's fundraising priorities.

Gift Acceptance Process

Gifts to the Belmont Public Library should delineate the donor(s)'s intention and must include any applicable supporting documentation (such as excerpts from completed wills, bequest intention forms, and trust agreements).

Gifts to support the Belmont Public Library will be acknowledged promptly in writing.

Gifts will be recognized for:

- for state and federal tax purposes
- for gift societies, plaques, or other tangible donor recognition
- establishment of named funds, permanent endowments or other tangible donor recognition

In the case of memorial or honor gifts, both the donor and the designee(s) will receive acknowledgements. In the case of matching gifts, that donor entity as well as the direct Library gift donor will receive acknowledgements.

Approved
April 14, 2009