

Directors Report – February 2018

Follow up items

- Capital Overlay request retracted

Meetings attended

- HR Director Jessica Porter, Mike McHale – Bostonwood, Belmont Library Department Heads, Belmont Library Foundation Board, Friends of the Library Board, MLN Membership Committee, Board of Selectmen, Books In Bloom Working Group / Subcommittee, Friends President Sally Martin (2), Durkin Company Supervisor Rosangela Santos, IT Director Dave Petto, Library Building Committee (2), Library Foundation President David Stievater, Trustee Mark Carthy Assistant Town Administrator Phyllis Marshall, Facilities Consultant Pat Goddard, Community Pact signing with Lieutenant Governor Karyn Polito,

Building and Grounds

- Review of Spreadsheet

Monthly Successes

- International Valentines Celebration
- **Gish Jen author talk – Standing Room Only**
- 7 new book club kits
- New Saturday play group (36 attendees (almost doubled in Feb)
- Return to fuller story time schedule

General Update

- Library Assistant position posted
- Annual Report writing completed

Incidents

- Behavior incidents

Current Fiscal Year Data Comparison

Key Performance Indicators

Last Year

	Current month	Month comparison	Dec 2017	Nov 2017	Oct 2017	Sep 2017	Aug 2017	Jul 2017	Jun 2017	May 2017	Apr 2017	Mar 2017	Feb 2017
Circulation - Total	46,544	47,239	42,800	42,817	44,125	42,817	49,092	48,794	44,753	47,846	48,830	54,175	45,489
Circulation - Adult (books/magazines)	10,112	10,418	9,566	9,194	9,731	9,502	10,750	10,195	9,924	10,335	10,087	11,317	9,308
Circulation - YA print (books/magazines)	1,749	1,579	1,539	1,581	1,754	1,945	2,750	2,680	2,356	1,782	1,885	1,907	1,628
Circulation - Children's print (books/magazines)	18,669	19,326	15,917	17,877	18,476	17,678	19,896	19,831	17,933	20,324	21,230	23,731	19,512
Circulation - Adult Audio Visual	9,444	9,412	9,571	8,094	8,044	7,888	8,766	8,830	8,207	9,345	9,174	10,252	8,770
Circulation - YA Audio Visual	67	85	72	58	55	64	72	64	50	67	66	60	42
Circulation - Children's Audio Visual	2,292	2,763	2,118	2,258	2,149	2,308	2,819	2,753	2,522	2,582	2,858	3,224	2,697
Circulation - downloads (eBooks/eAudiobooks)	3,988	3,410	3,686	3,423	3,601	3,144	3,779	4,103	3,329	3,191	3,302	3,519	3,303
Reference Questions	3,323	2,883	3,223	3,681	3,501	2,686	4,004	2,874	2,471	2,681	2,999	3,589	3,090
Programs Offered (total)	70	63	48	60	62	33	30	31	33	56	71	76	55
Adult Programs	23	15	19	24	20	11	12	11	9	16	18	15	16
YA Programs	9	7	10	13	16	3	1	1	7	5	17	16	11
Children's Programs	38	41	19	23	26	19	17	19	17	35	36	45	28
Programs Attendance (total)	1,551	1,851	908	1,088	1,538	995	1,806	1,290	955	1,625	1,771	2,664	1,707
Adult Programs Attendance	265	256	176	224	257	167	690	237	112	211	325	486	590
YA Programs Attendance	127	103	121	135	132	42	30	8	91	52	201	297	168
Children's Programs Attendance	1,159	1,492	611	729	1,149	786	1,086	1,045	752	1,362	1,245	1,881	949
Meeting Room Use	86	80	63	81	75	52	45	37	44	78	92	98	66
Museum Pass Use	160	203	182	150	182	165	247	283	238	228	261	174	180
Use of Library Computers	1,604	1,947	1,721	1,777	1,901	1,652	1,852	1,302	617	1,955	1,947	2,248	1,895
Volunteers	10	57	10	13	14	9	16	17	17	12	36	51	43
Volunteer hours worked	116.50	193.75	49.00	148.50	162.00	111.50	71.50	108.00	126.75	125.50	206.75	298.00	176.25



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
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
Volunteers	500.00	244.00			
Volunteer hours worked	2,580.00	1,265.30			

Patron Traffic

Month: January 2018

	Main Entrance	Childrens Room	Assembly Room	Daily Total
1	New	Year's	Day	
2	85	787	164	1,036
3	665	686	209	1,560
4	CLOSED	SNOW		
5	792	971	350	2,113
6	196	410	93	699
7	340	780	163	1,283
8				
9	769	1,750	266	2,785
10	580	697	248	1,525
11	623	747	215	1,585
12	1,813	2,079		
13				
14				
15	Martin	Luther	King Jr.	
16				
17	1,046	1,174	996	3,216
18	499	668	188	1,355
19	631	763	237	1,631
20	478	598	151	1,227
21	792	843	373	2,008
22	333	1,188	440	1,961
23	547	767	294	1,608
24	493	678	186	1,357
25	653	838	204	1,695
26	577	551	232	1,360
27	503	550	175	1,228
28	753	1,039	439	2,231
29	360	1,279	86	1,725
30	676	406	433	1,515
31	434	6	131	571

Monthly total

37,274

BELMONT PUBLIC LIBRARY EXPENDITURES									
FEBRUARY 2018									
ORIG./ADJ. APPROPRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT FEB	SPENT JULY - FEB	BALANCE	PROJECTED 8 MONTHS	% EXP	12-Feb-18 3:35 PM	
LIBRARY ADMINISTRATION									
16111									
511000	168,801.00	168,801.00	6,454.80	103,426.49	65,374.51	112,534.00	61.3%		
514800	775.00	775.00	0.00	775.00	0.00	516.67	100.0%		
517000	16,690.00	16,690.00	0.00	16,690.00	0.00	11,126.67	100.0%		
517800	2,459.00	2,459.00	0.00	0.00	2,459.00	1,639.33	0.0%		
16112									
524500	5,625.00	5,625.00	0.00	1,000.34	4,624.66	3,750.00	17.8%		
530001	326.00	326.00	0.00	565.00	(239.00)	217.33	173.3%		
531700	367.00	367.00	0.00	78.87	288.13	244.67	21.5%		
533190	500.00	500.00	0.00	0.00	500.00	333.33	0.0%		
534500	2,800.00	2,800.00	0.00	1,363.92	1,436.08	1,866.67	48.7%		
534700	1,575.00	1,575.00	0.00	581.39	993.61	1,050.00	36.9%		
542100	975.00	975.00	0.00	166.68	808.32	650.00	17.1%		
571000	390.00	390.00	0.00	74.86	315.14	260.00	19.2%		
573000	610.00	610.00	0.00	271.75	338.25	406.67	44.5%		
TOTAL LIBRARY ADMIN	201,893.00	201,893.00	6,454.80	124,994.30	76,898.70	134,595.33	61.9%		
LIBRARY PLANT OPERATIONS									
16141									
511000	55,303.00	55,303.00	2,180.44	34,887.03	20,415.97	36,868.67	63.1%		
511100	8,929.00	8,929.00	447.26	4,733.28	4,195.72	5,952.67	53.0%		
513000	10,352.00	10,352.00	0.00	8,087.53	2,284.47	6,901.33	77.9%		
514100	260.00	260.00	10.00	160.00	100.00	173.33	61.5%		
514800	450.00	450.00	0.00	650.00	(200.00)	300.00	144.4%		
517000	6,160.00	6,160.00	0.00	6,160.00	0.00	4,106.67	100.0%		
517200	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!		
517800	1,104.00	1,104.00	0.00	0.00	1,104.00	736.00	0.0%		
519900	820.00	820.00	0.00	820.00	0.00	546.67	100.0%		
16142									
522800	20,903.00	20,903.00	0.00	4,968.62	15,934.38	13,935.33	23.8%		
522900	44,116.00	44,116.00	0.00	17,783.88	26,332.12	29,410.67	40.3%		
523100	5,250.00	5,250.00	0.00	2,590.79	2,659.21	3,500.00	49.3%		
523400	8,690.00	8,690.00	0.00	0.00	8,690.00	5,793.33	0.0%		
524300	141,208.66	141,208.66	5,551.08	68,812.44	72,396.22	94,139.11	48.7%		
524306	16,698.00	16,698.00	370.00	3,740.00	12,958.00	11,132.00	22.4%		
545000	12,625.00	12,625.00	413.72	4,657.68	7,967.32	8,416.67	36.9%		
548900	398.00	398.00	0.00	4.81	393.19	265.33	1.2%		
TOTAL LIBRARY PLANT OPER	333,266.66	333,266.66	8972.50	158,036.06	175,230.60	222,177.77	47.4%		

Work Orders Currently in Process						
Ticket Number	Date of Creation	Days Open	Date Closed	Issue	Description	Status
#22024	3/10/2017	342		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 aesthetics.	2nd quote requested (Feb 2018)
#24106	8/15/2017	184		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	151	1/26/2018	Roof Inspection Needed	Board of Trustees request a roof inspection be done to measure any urgent repairs that might be needed	Report complete. Submitted to Kathy Keohane on 1/26/18
				Facilities Projects		
Server Room AC	11/7/2017	94	2/9/2018	Server Room AC Unit Needs Replacement	AC Unit needs to be replaced.	Work now complete
				Capital Projects		
	7/1/2016	573	FY17	Library Envelope Upgrade	New insulation, lights, and ceiling to be installed for energy efficiency in East and West Wings of Main Floor.	West Wing Project Complete. East Wing remains. Phyllis Marshall to manage schedule as Facilities Department has yet to replace administration roles.
	7/1/2017	208	FY18	Gutter replacement	Vendor chosen, project targeted for end of calendar year	Front Gutters chosen for replacement. Work to be scheduled for two weeks in March*
	7/1/2017	195	FY18	Stairwell tile encapsulation	Encapsulate Stairwell Tiles with new rubber and tile floor coverings.	Project Complete
	7/1/2017	208	FY18	Light replacement	Spec received on 9/12/17 (Facilities has asked for more time to review)	Project Delayed -awaiting new Facilities Director
	7/1/2017	208	FY18	Quiet study room	Building evaluation received - waiting on estimate and sketch	Project Delayed -awaiting new Facilities Director
	7/1/2017	208	FY18	Parking lot work	Project has yet to begin.	Schedule for April - May

Inventory of Belmont Public Library Policies

Spring 2018

- Ads and Informational Material in the Library – **Approved May 2008**
- Behavior Policy for Patrons – **Amended April 2017**
- Children's Room Technology Policy – **Revised December 2015**
- Circulation Policy – **Amended February 2017**
- 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 – **Date of creation unknown**
- Materials Selection Policy – **Approved October 2012**
- Meeting Room Policy – **Date of creation unknown**
- Museum Pass Policy – **Amended 2015**
- Public Service Policy – **Approved June of 1995**
- Special Collections Access Policy – **Adopted January 2018**
- Unattended Children Policy – **Adopted March 2017**

Next to review: Circulation Policy, Exhibit and Display Policy, Public Service Policy

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.

In order to provide the best service, all patrons are strongly encouraged to bring their library cards, a digital image of their card, or utilize the Minuteman Library Network Mobile App, which includes a digital card.

Library accounts belonging to children ages fourteen and under who are present in the library but have forgotten their library cards may be looked up by library staff. However, the staff will only look up the library account belonging to said child, and the child must be able to provide identifying information confirming that the patron record belongs to him or her such as address, phone number, date of birth, or other details found in the library record.

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

6 weeks

Fines and Charges

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

Lost Library Card	\$2.00
Copy & Print	¢10 per page
Color Copy	¢25 per page

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

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.

Voted April 2016

Amended August 2016

Amended February 2017

Amended March 2018



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F 617-527-9606

offices in:
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Manchester NH
Atlanta GA

www.fbra.com

January 24, 2018

Mr. Peter J. Struzziero, Director
Belmont Public Library
336 Concord Ave., P.O. Box 125
Belmont, MA 02478

Reference: **Belmont Public Library**
Belmont, MA
Roome & Guarracino Structural Study Review

Dear Peter:

At the request of the Town of Belmont, Foley Buhl Roberts & Associates, Inc. (FBRA) reviewed the December 12, 2016 Roome & Guarracino Consulting Structural Engineers (R&G) letter report regarding the structural aspects of proposed renovations/additions to the Belmont Public Library. During our subsequent discussions with Gerald Boyle of the Town of Belmont, we were asked to focus our efforts on the roof structure, which had been reported by R&G to be undersized and requiring removal/replacement if the building were to be renovated in the future.

FBRA reviewed the original architectural and structural drawings that were provided to us by the Town. These drawings included sheets 5, 7, and 13-17, dated January 29, 1964, prepared by Kilham, Hopkins, Greeley & Brodie Architects and Nichols, Norton & Zaldastani Consulting Engineers. Structural calculations were prepared, based on the information indicated on the original drawings (framing details and condition were not confirmed in the field). We concluded that the roof framing, as detailed on the original drawings, is structurally adequate and meets current code snow load requirements for the Town of Belmont. We discussed our findings with R&G in November 2017, and provided them with additional original drawings that they apparently did not have at the time of their December 2016 report. Following their review of the additional drawings, R&G concurred that the roof has adequate structural capacity, and they submitted a revised letter report on January 2, 2018.

Based on the available information, our independent structural review and discussions with Roome & Guarracino Consulting Structural Engineers, we confirm that the existing roof structure is structurally adequate.

Please do not hesitate to contact us if you have any questions or if you need additional information.

Very truly yours,

FOLEY BUHL ROBERTS & ASSOCIATES, INC.

Jonathan D. Buhl, P.E.
Principal