

Directors Report – November 19th , 2018

Follow up items

- Holiday 2018 and 2019 dates have been communicated to all staff through email.
- Town Administrator Garvin will be making the Capital Budget Recommendation and the CBC will meet with Departments as needed.
- Am working with Trustee Carthy through email to answer questions on staffing as they arise.

Building and Grounds

- Review of spreadsheet.
- New Curbing installed in parking lot.
- Garden Club work ends for the season.
- Children Carpet installation nearing completion. Targeting return to space after Thanksgiving. This project was planned excellently, considering every detail like no other project I've been involved with, and thus far it's had the least issues or delays as well. Measure twice cut once.

Monthly Successes (One Book One Belmont)

- One Book One Belmont a great success. Nearly 700 in attendance at programs.
- Emily Reardon honored beautifully by staff friends and others. We thank her for a job well done and congratulate her on calling it a career.
- Dial M for Movies group continues to grow in attendance. Trustees encouraged to attend.
- Library offers first large program in another language, to great praise.
- Charlotte Gordon Keynote speech a success.

General Update

- Interviews for Reference staff vacancies to begin later this month.
- Long time staff member Andy Moore resigns after appointment as Assistant Director of Wayland Library. We wish him well.
- Library Director chosen for Superior Court Jury. Trial begins on 11/19/18 and is expected to go through at least the first week in December. Work plan developed with Trustee Chair/Vicechair and Library Department Heads.

Incidents

- 10/27/18 – Unattended Child found at library. Parent contacted and arrived shortly thereafter.

Current Fiscal Year Data Comparison

BELMONT

PUBLIC

LIBRARY

Key Performance Indicators

	Current month	Last Year											
		Month comparison	Sep 2018	Aug 2018	Jul 2018	Jun 2018	May 2018	Apr 2018	Mar 2018	Feb 2018	Jan 2018	Dec 2017	Nov 2017
Circulation - Total	45,017	44,125	41,314	48,937	46,597	46,686	44,909	46,207	50,524	43,064	46,544	42,800	42,817
Circulation - Adult (books/magazines)	9,771	9,731	9,078	10,944	10,567	10,393	9,840	9,261	10,531	9,514	10,112	9,566	9,194
Circulation - YA print (books/magazines)	1,547	1,754	1,641	2,744	2,566	2,359	1,667	1,743	1,819	1,509	1,749	1,539	1,581
Circulation - Children's print (books/magazines)	19,752	18,476	17,220	19,350	18,669	18,816	18,904	20,318	21,292	17,806	18,669	15,917	17,877
Circulation - Adult Audio Visual	7,061	8,044	6,951	8,287	7,571	8,096	7,974	8,238	9,597	7,996	9,444	9,571	8,094
Circulation - YA Audio Visual	35	55	41	73	57	60	59	54	53	55	67	72	58
Circulation - Children's Audio Visual	2,106	2,149	1,758	2,375	2,189	2,333	2,278	2,327	2,607	2,118	2,292	2,118	2,258
Circulation - downloads (eBooks/eAudiobooks)	4,370	3,601	4,298	4,962	4,690	4,315	3,906	3,930	4,304	3,769	3,988	3,686	3,423
Reference Questions	2,980	3,501	4,616	3,733	3,486	3,131	3,296	3,048	3,313	2,924	3,323	3,223	3,681
Programs Offered (total)	71	62	51	51	53	45	80	72	79	71	70	48	60
Adult Programs	27	20	18	20	19	20	22	27	28	29	23	19	24
YA Programs	10	16	7	10	11	12	12	9	12	9	9	10	13
Children's Programs	34	26	26	21	23	13	46	36	39	33	38	19	23
Programs Attendance (total)	1,706	1,538	1,212	1,116	1,490	900	1,689	1,735	2,276	1,924	1,551	908	1,088
Adult Programs Attendance	492	257	156	260	102	149	207	270	546	533	265	176	224
YA Programs Attendance	92	132	58	71	149	234	105	75	103	69	127	121	135
Children's Programs Attendance	1,122	1,149	998	785	1,239	517	1,377	1,390	1,627	1,322	1,159	611	729
Meeting Room Use	80	75	63	57	60	61	96	90	103	89	86	63	81
Museum Pass Use	154	182	179	274	263	243	201	256	229	179	160	182	150
Use of Library Computers	1,607	1,901	1,346	1,543	1,278	1,486	1,547	1,918	2,066	1,647	1,604	1,721	1,777
Active Volunteers	13	14	13	13	5	8	12	12	11	13	10	10	13
Volunteer hours worked	182.50	162.00	146.00	112.00	101.00	121.00	158.50	160.00	155.25	142.00	116.50	49.00	148.50

October 2018

Patron Traffic

Month: October 2018

	Main Entrance	Childrens Room	Assembly Room	Daily Total
1	643	811	241	1,695
2	584	951	235	1,770
3	573	723	223	1,519
4	750	848	358	1,956
5	663	655	172	1,490
6	562	611	180	1,353
7	--	--	--	
8	Columbus	Day	Closed	
9	626	801	246	1,673
10				
11	1,210	1451	516	3,177
12	590	698	393	1,681
13	537	582	169	1,288
14	774	636	814	2,224
15	205	2390	1406	4,001
16	552	858	322	1,732
17	542	767	271	1,580
18	639	839	212	1,690
19	539	641	201	1,381
20	468	538	236	1,242
21		829	174	1,003
22		999	121	1,120
23	1,321	727	308	2,356
24	615	717	190	1,522
25	562	830	255	1,647
26	608	645	189	1,442
27	424	577	291	1,292
28				
29	622	1,272	261	2,155
30	640	940	308	1,888
31	646	798	399	1,843

Booksale

Monthly total

47,720

BELMONT PUBLIC LIBRARY EXPENDITURES									
NOVEMBER 2018									
ORIG./ADJ. APPROPRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT NOV	SPENT JULY-NOV	BALANCE	PROJECTED 5 MONTHS	% EXP		
LIBRARY ADMINISTRATION									
16111									
511000 SALARIES, FULL TIME	172,905.00	172,905.00	10,093.57	67,132.77	105,772.23	72,043.75	38.8%		
514800 LONGEVITY	875.00	875.00	0.00	0.00	875.00	364.58	0.0%		
517000 HEALTH INSURANCE	6,715.00	6,715.00	0.00	6,715.00	0.00	2,797.92	100.0%		
517800 MEDICARE	2,473.00	2,473.00	0.00	2,473.00	0.00	1,030.42	100.0%		
16112									
524500 MAINTENANCE OFFICE EQUIP	8,207.00	8,207.00	0.00	5,757.04	2,449.96	3,419.58	70.1%		
530001 MEDICAL REPORTS & BILLS	390.00	390.00	0.00	470.00	(80.00)	162.50	120.5%		
531700 EMPLOYEE TRAINING	500.00	500.00	0.00	115.00	385.00	208.33	23.0%		
531900 ADVERTISING & PUBLIC RELA	500.00	500.00	25.98	199.35	300.65	208.33	39.9%		
534500 POSTAGE	2,800.00	2,800.00	14.09	326.39	2,473.61	1,166.67	11.7%		
534700 PRINTING	1,575.00	1,575.00	0.00	114.30	1,460.70	656.25	7.3%		
542100 OFFICE SUPPLIES	975.00	975.00	0.00	186.25	788.75	406.25	19.1%		
571000 IN-STATE TRAVEL	500.00	500.00	0.00	56.56	443.44	208.33	11.3%		
573000 DUES & MEMBERSHIP	610.00	610.00	0.00	213.00	397.00	254.17	34.9%		
TOTAL LIBRARY ADMIN	199,025.00	199,025.00	10,133.64	83,758.66	115,266.34	82,927.08	42.1%		
LIBRARY PLANT OPERATIONS									
16141									
511000 SALARIES, FULL TIME	57,825.00	57,825.00	3,336.06	22,240.40	35,584.60	24,093.75	38.5%		
511100 SALARIES, PART TIME	9,124.00	9,124.00	596.57	2,421.37	6,702.63	3,801.67	26.5%		
513000 OVERTIME	10,352.00	10,352.00	222.40	5,099.90	5,252.10	4,313.33	49.3%		
514100 SPECIALTY PAY/STIPEND	260.00	260.00	15.00	100.00	160.00	108.33	38.5%		
514800 LONGEVITY	850.00	850.00	0.00	0.00	850.00	354.17	0.0%		
517000 HEALTH INSURANCE	6,715.00	6,715.00	0.00	6,715.00	0.00	2,797.92	100.0%		
517200 WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	0.00	#DIV/0!			
517800 MEDICARE	1,149.00	1,149.00	0.00	1,149.00	0.00	478.75	100.0%		
519900 UNIFORM	820.00	820.00	0.00	820.00	0.00	341.67	100.0%		
16142									
522800 GAS	21,948.00	21,948.00	0.00	527.58	21,420.42	9,145.00	2.4%		
522900 ELECTRICITY	44,998.00	44,998.00	0.00	11,114.41	33,883.59	18,749.17	24.7%		
523100 WATER	5,512.00	5,512.00	0.00	1,737.32	3,774.68	2,296.67	31.5%		
523400 ENERGY CONSERVATION	8,690.00	8,690.00	0.00	0.00	8,690.00	3,620.83	0.0%		
524300 MAINTENANCE BUILDING	121,360.00	121,360.00	5,067.32	29,074.46	92,285.54	50,566.67	24.0%		
524306 R&M HVAC CONTRACT SERV	17,366.00	17,366.00	0.00	3,357.94	14,008.06	7,235.83	19.3%		
545000 CUSTODIAL SUPPLIES	13,130.00	13,130.00	0.00	0.00	13,130.00	5,470.83	0.0%		
548900 GASOLINE	398.00	398.00	0.00	0.00	398.00	165.83	0.0%		
TOTAL LIBRARY PLANT OPER	320,497.00	320,497.00	9237.35	84,357.38	236,139.62	133,540.42	26.3%		



Frizzell, David

Thu, Nov 1,
4:31 PM

to me, Kathy, Gail

Peter,

It was great talking to you today about the Fire Alarm system as well.

The system is beyond its current useful life. As the system continues to age the ability to get parts to service the equipment will become more difficult. The issue we run into is a failure of the Fire Alarm Control Panel (FACP) will result in the Library closing. Given the uncertainty of Library's future the dilemma to invest in the current building is not an easy one to justify. Basically, the Library is facing two options.

Option 1

The Library continues with its current FACP and devices. The current system is operating without any known issues. The system is being tested and no issues are known. I would recommend that the Library continue to test and maintain the existing system. The risk the Library faces is a failure of the FACP could require the Library to close for a period of time for repair or FACP replacement. If there is a need to do an "emergency" replacement only the FACP would be required to be replaced. My best estimate is this option has the risk of closure for two to three days and approximately \$20K in cost. The Library would then be faced with the cost to bring the system "up to code" at some later date.

Option 2

The Library decides the risk for Option 1 is too great and moves forward with its replacement. Due to the type and occupancy of the Building there will need to be a registered professional hired to do a code analysis and design a system. Once a design is completed the project would need to go out to bid. The installation will require a new FACP, initiating devices (smoke detectors, heat detectors, pull stations), and notification devices (horns & visual strobes). It will most likely require all new wiring as well due to design and warranty issues. During the installation it may require areas of the Library or the whole Library to be either vacated or closed. This would be part of scheduled work, so they could work with the Library to mitigate the impact. This project would take many weeks to complete and unless a premium was paid to do the work "after hours" there could be a continuous interruption. The cost of a code compliant system along with required design, project management, and oversight could cost \$150,000.

Option 1 is not a permanent a solution and has a fair amount of unknown risk. Option 2 provides the Library with the known course of action and limits the risk moving forward but at a considerable greater financial cost. Option 1 seems like the most reasonable, and fiscally responsible option, given the financial pressures, moving forward provided we keep testing and maintaining the current system.

If you have any questions feel free to reach out.

David L. Frizzell

Chief of Department

Belmont Fire Department

617-993-2204

11/19/2018

January

- Budget Review Begins with Town Admin Team
- Annual Report writing continues

February

- Budget Review Continues with additional committees
- Preparation for Town Meeting

March

- Budget Review Continues with additional committees
- Preparation for Town Meeting (check due dates for warrant articles / updates)

April

- Annual Election (Two Trustees each year)
- Annual Trustees meeting – Vote new officers

May

- Annual Town Meeting (Warrants)
 - Update from Library if needed

June

- Annual Town Meeting (Financials)
- Friends Annual meeting

July

- Minuteman Contract – Sign and Submit

August

- Community Preservation
- Meet Belmont
- ARIS Report due to MBLC

September

- Trust Fund Review
- ARIS Report due to MBLC
- Budget Considerations begin

October

- Friends annual book sale
- Financial Report due to MBLC
- Capital Budget Due (new as of 2019)

November

- Special Town meeting
- Holiday hours review for upcoming year

11/19/2018

- Budget Narrative work in progress

December

- Budget Narrative work in progress
- Annual Report writing begins

DRAFT

Belmont Public Library Naming Rights Policy

Draft: November 2018

The Belmont Public Library (the Library) Board of Trustees (the Board) offers naming rights for new *and existing* physical assets at the Library. This includes buildings, rooms, spaces, substantial equipment/furniture installations, and landscaping features. The Board may approve other naming recognition items and values on a case-by-case basis. The Board shall have sole discretion to make any and all decisions regarding whether to accept funds for naming rights. Should the Board decide to accept funds for naming rights, the Board shall also have sole discretion as to all decisions regarding how said naming rights are implemented. The Board's goal in granting naming rights to accept funds would be to cover more than 50% of the cost of the entirety of a physical asset.

In cases where naming rights are approved, a plaque will be installed at or near the named area. The Board reserves the right to choose the wording, size, location, and style of the plaque. At the Board's discretion, an appropriate dedication ceremony may be planned and conducted. The Board reserves the right to remove any and all naming at the Library, without refund, if the Board determines, in its sole discretion, that good cause exists to do so.

All proposals for naming rights, whether for development purposes or direct solicitations, should be sent in writing to the Library Director for presentation to the Board. *Any such proposals received by the Belmont Library Foundation should similarly be sent to the Library Director for presentation to the Board.*

Naming opportunities as of January 2019 are attached.

(Example only – not approved)

Naming Opportunities (as of January 2019)

A Naming Opportunity presents a unique chance for individuals, families and businesses to write a chapter in the history of the Belmont Public Library. Through a Naming Opportunity level gift, the donor becomes a part of the Library's legacy for generations to come. For gifts of the following amounts, donors may be recognized for their contributions:

For a \$10,000,000 gift:

Belmont Public Library

For a \$5,000,000 gift:

For a \$1,000,000 gift:

For a \$500,000 gift:

For a \$100,000 gift:

For a \$50,000 gift:

For a \$10,000 gift:

11/19/2018

Political Election and Petition Campaign and Petition Activity Policy (Draft name)

The Board of Library Trustees wishes to preserve and ensure the value of ~~our~~ programs and services at the Belmont Public Library and therefore ~~create~~establishes the following policy regarding political campaigns, candidates and public policy petitions.

Circulation of political nomination papers or public policy petitions in the Belmont Public Library building or on ~~its~~Library grounds is prohibited.

Patrons of the Library are requested not to circulate petitions, including nomination papers, within the Library building.

All candidates for election to public office or sponsors of public policy petitions who are interested in meeting ~~or addressing the patrons of the Belmont Public Library are welcome to~~may contact the Board of Library Trustees by way of the Library Director, to request such an opportunity. The Board of Library Trustees reserves the right to accept or reject any such requests, at its sole discretion, may or may not be considered, taking into account the mission of the Library and the interests of its patrons, as well as equal access considerations.

Campaign literature may not be left at the Library or distributed to its patrons. Similarly, individuals supporting or opposing political issues or candidates are requested to leave no literature.

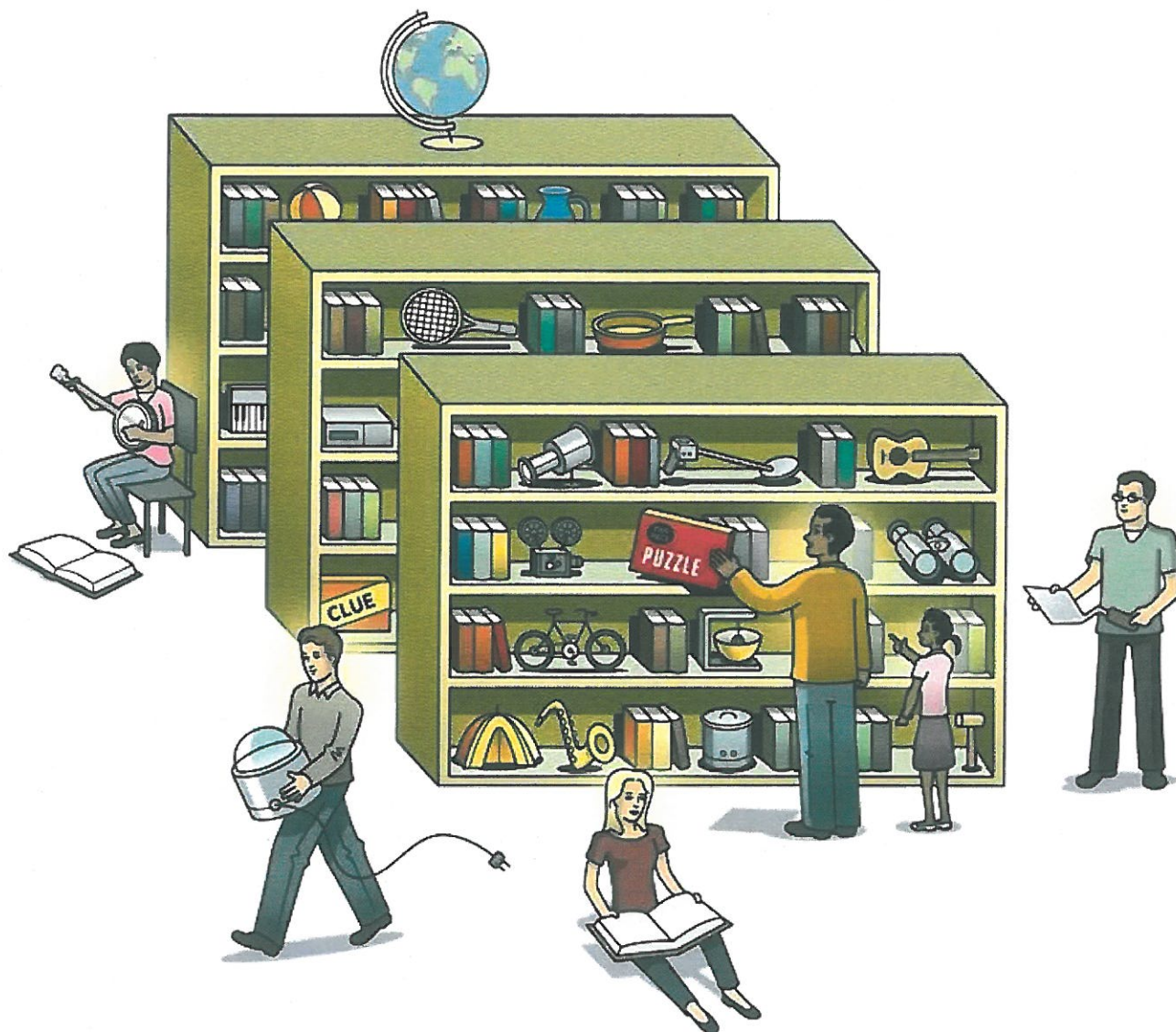
No fundraising or solicitation of money for campaigns or public policy petitions is allowed in the Library, or other public buildings, per Massachusetts General Laws.

~~We will consider accommodations for formal opportunities for appearances by candidates and sponsors of public policy petitions, providing all candidates or both sides of the issue are invited to appear simultaneously, on a case by case basis.~~

Commented [g1]: Reflected in third paragraph.

**Globe Local**

Need a cake pan? Try the 'Library of Things'



PETER AND MARIA HOEY FOR THE BOSTON GLOBE

By Nancy Shohet West

GLOBE CORRESPONDENT OCTOBER 26, 2018

Stopping by the library? No need to limit yourself to books and a DVD or two. While you're there, consider whether you have any short-term use for a novelty cake pan, a jigsaw puzzle,

a food dehydrator, a label maker, a trowel, a guitar, or a telescope.

Books remain at the crux of any public library's collection, but such institutions are starting to think far outside the box when it comes to patrons' needs, as demonstrated when the Boston Public Library earlier this month launched an initiative to lend out mobile WiFi hotspots, portable devices that provide Internet access by tracking signals from cell towers.

In the suburbs, library-goers are discovering everything from musical instruments to household tools in newly eclectic collections, which are commonly referred to as a "Library of Things."

According to Kristi Chadwick of the Massachusetts Library System, a state-supported collaborative that provides services to libraries throughout the state, the concept began decades ago with art prints. "But what it has evolved into is finding ways for libraries to support their communities in ways they did not traditionally do by looking at the needs of the community in areas beyond literacy," she said.

As many area librarians who oversee Library of Things collections see it, the items essentially fall into two broad categories: items that will be used only rarely, such as a novelty cake pan or a label maker; or try-before-you-buy items that a prospective consumer might want to test-drive before purchasing, such as a video camera or a musical instrument.

Rebecca Neale of Bedford went to her library in advance of a family vacation to borrow a child safety harness for airplane travel — something she may need only once or twice a year, but doesn't want to fly without.

One concern, conceded Chadwick, is liability, which can be an issue with tools, mechanical items, or even cake pans should any food allergens be transferred. Accordingly, even though usage is free, borrowers sign contracts acknowledging their responsibilities.

Metal detectors are both popular and problematic as well, added her Massachusetts Library System colleague, Laura Bogart. "We include information explaining to patrons that metal detectors are not allowed on national parks. Libraries in general are extremely conscientious about complying with local laws."

Sara Levine, assistant supervisor of public services for the Newton Free Library, watched in delight as her library's small collection of ukuleles almost hopped off the shelves. "First we bought eight. They were so popular we bought four more. But we still have a wait list," she said.

Parents of young children will surely recognize the value that this system has for games, toys, and puzzles, which children often quickly tire of or outgrow. The Middleborough Public Library even named its collection in honor of its young patrons, calling it a "Funbrary."

Three years ago, children's librarian Amanda Meyer used grant money to create thematic backpacks focusing on a theme such as birdwatching or astronomy. Then she added outdoor games to the collection, as well as a play parachute and some snap circuits for electricity projects.

"It's something we think of as part of our service to our community. And it's a lot of fun," Meyer said.

Purchase of most items is typically funded from the library's regular budget or occasional special grants; other items are donated by patrons.

"In a way, we operate as a consumer reports testing group," said Noreen O'Gara, Bedford Free Library's assistant director. "Some items are things people want to take home and test out, such as a classical guitar that they might want to have for a few days to see if their kids play it enough to merit buying one."

But there's also limited-use technology like a machine that converts VHS tapes into DVDs. "Once you've done that, you don't really have further need for the equipment," O'Gara said.

Even small and less expensive items that people will use for only a short time are popular, O'Gara said, such as a particular size of knitting needles or a level for hanging pictures evenly. "Stuff that would just sit in your basement if you bought it."

This last point resonates particularly with Laura Moore, a downsizing and personal organizing expert whose Concord company is called [ClutterClarity](https://www.clutterclarity.com/).

“Library of Things is part of the sharing economy, a growing trend to counter the cost and consequences of excessive or mindless accumulation that has cluttered homes and polluted our planet,” Moore said. “The Library of Things demonstrates that Americans are shifting their deeply held belief of isolation and independence to one of connection and interdependence.”

“Initially, our collection was mostly board games,” said Kimberly Blakely of Wilmington’s public library. “Then someone offered us a telescope. Jigsaw puzzles are great for Libraries of Things because once you’ve put together a puzzle, you don’t necessarily want to do the same one again.

“This past summer we started lending out a tent. We have lawn games like croquet and bocce. We have a laminator and a label maker for people who want to do some home organizing. We have Rokus and Alexas, which are more the kind of thing you might want to test out before purchasing for yourself.”

Bedford resident Paul Wittman borrowed his library’s kilowatt meter. “I wanted to try it to find out the electrical usage of various things around the house,” he said. “I eventually bought one, but I probably would not have bought it without being able to try it first for free.”

Still, as the Boston Public Library’s recent initiative has affirmed, sometimes what you need is not a laminator or a ukulele but Wi-Fi access, and many suburban libraries lend out hotspots as well.

It was a lifesaver for Jennifer Campbell of Boxborough last winter when a snowstorm necessitated driving rather than flying to Myrtle Beach for vacation.

“Passing through the wilds of Virginia, we were still able to access our e-mail and digital data, thanks to the Boxborough library,” she recalled. “I definitely think an item like this supports the mission of Boxborough’s library. People want information access, and this is another way the library provides that.”



JONATHAN WIGGS/GLOBE STAFF

Noreen O'Gara, assistant library director at the Bedford Free Public Library, showed a guitar to a little boy who was about to check out with some items from a display.

Nancy Shohet West can be reached at nancywest@gmail.com.

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