

Directors Report – December 13th, 2018

Follow up items

- Capital Budget talks continue, Regular budget talks begin

Building and Grounds

- Review of spreadsheet.
- Staff breakroom alarm installed.
- Children's carpet installed, paint refreshed
- Automatic door locks change order in progress

Monthly Successes

- Children's Room reopens to patron delight
- Library of Things is coming...
- Oudens Ello hired by Library Building Committee
- Reference begins use of Gimlet tracking software
- 150 things to do list complete (view on our website)

General Update

- Community Outreach Librarian process complete, announcement soon
- Mary Carter begins maternity leave momentarily, good luck Mary.
- Library Director continues to report for Jury Duty.
- Vacation scheduled for the week of 1/7/19

Incidents

- 11/26/18 – Fire Department check in
- 12/1/18 – Police perform wellness check
- 12/4/18 – Behavior policy violation – Children's Room
- 12/5/18 – Computer policy violation – Reference Room

Current Fiscal Year Data Comparison

Key Performance Indicators

Last Year

	Current month	Month comparison	Oct 2018	Sep 2018	Aug 2018	Jul 2018	Jun 2018	May 2018	Apr 2018	Mar 2018	Feb 2018	Jan 2018	Dec 2017
Circulation - Total	35,075	42,817	45,017	41,314	48,937	46,597	46,686	44,909	46,207	50,524	43,064	46,544	42,800
Circulation - Adult (books/magazines)	9,079	9,194	9,771	9,078	10,944	10,567	10,393	9,840	9,261	10,531	9,514	10,112	9,566
Circulation - YA print (books/magazines)	1,408	1,581	1,547	1,641	2,744	2,566	2,359	1,667	1,743	1,819	1,509	1,749	1,539
Circulation - Children's print (books/magazines)	11,030	17,877	19,752	17,220	19,350	18,669	18,816	18,904	20,318	21,292	17,806	18,669	15,917
Circulation - Adult Audio Visual	7,436	8,094	7,061	6,951	8,287	7,571	8,096	7,974	8,238	9,597	7,996	9,444	9,571
Circulation - YA Audio Visual	43	58	35	41	73	57	60	59	54	53	55	67	72
Circulation - Children's Audio Visual	1,048	2,258	2,106	1,758	2,375	2,189	2,333	2,278	2,327	2,607	2,118	2,292	2,118
Circulation - downloads (eBooks/eAudiobooks)	4,776	3,423	4,370	4,298	4,962	4,690	4,315	3,906	3,930	4,304	3,769	3,988	3,686
Reference Questions	2,955	3,681	2,980	4,616	3,733	3,486	3,131	3,296	3,048	3,313	2,924	3,323	3,223
Programs Offered (total)	60	60	71	51	51	53	45	80	72	79	71	70	48
Adult Programs	25	24	27	18	20	19	20	22	27	28	29	23	19
YA Programs	8	13	10	7	10	11	12	12	9	12	9	9	10
Children's Programs	27	23	34	26	21	23	13	46	36	39	33	38	19
Programs Attendance (total)	1,075	1,088	1,706	1,212	1,116	1,490	900	1,689	1,735	2,276	1,924	1,551	908
Adult Programs Attendance	285	224	492	156	260	102	149	207	270	546	533	265	176
YA Programs Attendance	52	135	92	58	71	149	234	105	75	103	69	127	121
Children's Programs Attendance	738	729	1,122	998	785	1,239	517	1,377	1,390	1,627	1,322	1,159	611
Meeting Room Use	69	81	80	63	57	60	61	96	90	103	89	86	63
Museum Pass Use	177	150	154	179	274	263	243	201	256	229	179	160	182
Use of Library Computers	1,359	1,777	1,607	1,346	1,543	1,278	1,486	1,547	1,918	2,066	1,647	1,604	1,721
Active Volunteers	13	13	13	13	13	5	8	12	12	11	13	10	10
Volunteer hours worked	154.00	148.50	182.50	146.00	112.00	101.00	121.00	158.50	160.00	155.25	142.00	116.50	49.00

Patron Traffic

Month: November 2018

	Main Entrance	Childrens Room	Assembly Room	Daily Total	
1	535	651	283	1,469	
2	636	684	213	1,533	
3	493	625	183	1,301	Galaxy
4	806	986	187	1,979	
5	59	1047			
6	569	1140	1298	3,007	Voting
7	577	1203	1472	3,252	
8	782	865	217	1,864	J move
9	785	1115	399	2,299	
10	374	356	125	855	
11	Veteran's	Day	Closed		
12	--	--	--		
13	640	776	283	1,699	
14	615	612	312	1,539	
15	580	664	243	1,487	
16	568	697	219	1,484	
17	384	456	211	1,051	
18					
19	1009	1030	264	2,303	
20	CLOSED	Transformer			
21	494	931	300	1,725	
22	Thanksgiving	Day	Closed		
23	--	--	--		
24	753	755	380	1,888	
25	642	572	165	1,379	
26	273	226	76	575	
27	561	629			
28	607	622	612	1,841	
29					
30	1292	1256	597	3,145	

Monthly total

37,675

BELMONT PUBLIC LIBRARY EXPENDITURES									
DECEMBER 2018									
ORIG./ADJ. APPROPRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT DEC	SPENT JULY - DEC	BALANCE	PROJECTED 6 MONTHS	% EXP		
LIBRARY ADMINISTRATION									
16111									
511000	172,905.00	172,905.00	6,729.04	77,226.33	95,678.67	86,452.50	44.7%		
514800	875.00	875.00	875.00	875.00	0.00	437.50	100.0%		
517000	6,715.00	6,715.00	0.00	6,715.00	0.00	3,357.50	100.0%		
517800	2,473.00	2,473.00	0.00	2,473.00	0.00	1,236.50	100.0%		
16112									
524500	8,207.00	8,207.00	0.00	5,757.04	2,449.96	4,103.50	70.1%		
530001	390.00	390.00	0.00	470.00	(80.00)	195.00	120.5%		
531700	500.00	500.00	0.00	115.00	385.00	250.00	23.0%		
531900	500.00	500.00	0.00	199.35	300.65	250.00	39.9%		
534500	2,800.00	2,800.00	182.70	509.09	2,290.91	1,400.00	18.2%		
534700	1,575.00	1,575.00	0.00	114.30	1,460.70	787.50	7.3%		
542100	975.00	975.00	0.00	186.25	788.75	487.50	19.1%		
571000	500.00	500.00	0.00	74.55	425.45	250.00	14.9%		
573000	610.00	610.00	0.00	213.00	397.00	305.00	34.9%		
TOTAL LIBRARY ADMIN			0.00	199,025.00	7,786.74	94,927.91		104,097.09	47.7%
LIBRARY PLANT OPERATIONS									
16141									
511000	57,825.00	57,825.00	2,224.04	25,576.46	32,248.54	28,912.50	44.2%		
511100	9,124.00	9,124.00	456.20	3,105.67	6,018.33	4,562.00	34.0%		
513000	10,352.00	10,352.00	556.01	5,961.71	4,390.29	5,176.00	57.6%		
514100	260.00	260.00	10.00	115.00	145.00	130.00	44.2%		
514800	850.00	850.00	850.00	850.00	0.00	425.00	100.0%		
517000	6,715.00	6,715.00	0.00	6,715.00	0.00	3,357.50	100.0%		
517200	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!		
517800	1,149.00	1,149.00	0.00	1,149.00	0.00	574.50	100.0%		
519900	820.00	820.00	0.00	820.00	0.00	410.00	100.0%		
16142									
522800	21,948.00	21,948.00	0.00	1,157.93	20,790.07	10,974.00	5.3%		
522900	44,998.00	44,998.00	0.00	13,417.79	31,580.21	22,499.00	29.8%		
523100	5,512.00	5,512.00	0.00	1,737.32	3,774.68	2,756.00	31.5%		
523400	8,690.00	8,690.00	0.00	0.00	8,690.00	4,345.00	0.0%		
524300	121,360.00	121,360.00	190.50	29,264.96	92,095.04	60,680.00	24.1%		
524306	17,366.00	17,366.00	968.82	4,326.76	13,039.24	8,683.00	24.9%		
545000	13,130.00	13,130.00	0.00	0.00	13,130.00	6,565.00	0.0%		
548900	398.00	398.00	0.00	0.00	398.00	199.00	0.0%		

	TOTAL LIBRARY PLANT OPER	320,497.00	0.00	320,497.00	5,255.57	94,197.60	226,299.40	160,248.50	29.4%
		ORIG./ADJ. APPROPRPTS.	TRANSFER	ADJUSTED BUDGET	SPENT DEC	SPENT JULY - DEC	BALANCE	PROJECTED 6 MONTHS	% EXP
	LIBRARY PUBLIC SERVICE								
16121									
511000	WAGES, FULL TIME	743,142.00		743,142.00	27,342.79	332,992.42	410,149.58	371,571.00	44.8%
511100	WAGES, PART TIME	227,497.00		227,497.00	6,032.69	87,922.87	139,574.13	113,748.50	38.6%
513000	OVERTIME	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514105	EYEGGLASS REIMBURSEMENT	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY	6,939.00		6,939.00	4,548.21	4,548.21	2,390.79	3,469.50	65.5%
517000	HEALTH INSURANCE	111,090.00		111,090.00	0.00	111,090.00	0.00	55,545.00	100.0%
517200	WORKER'S COMPENSATION	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
517800	MEDICARE	14,055.00		14,055.00	0.00	14,055.00	0.00	7,027.50	100.0%
517900	LIFE INSURANCE	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
16122									
530000	PROFESSIONAL SERVICES	1,976.00		1,976.00	0.00	800.79	1,175.21	988.00	40.53%
534100	TELEPHONE	9,053.00		9,053.00	0.00	1,754.18	7,298.82	4,526.50	19.4%
552900	BOOKS/PER/FILM/CD/REC	344,758.00		344,758.00	8,399.03	122,287.29	222,470.71	172,379.00	35.5%
573000	DUES	1,020.00		1,020.00	145.00	145.00	875.00	510.00	14.2%
	TOTAL LIB PUBLIC SVC	1,459,530.00	0.00	1,459,530.00	46,467.72	675,595.76	783,934.24	729,765.00	46.3%
	LIBRARY TECHNICAL SERVICES								
16131									
511000	SALARIES, FULL TIME	171,919.00		171,919.00	6,628.48	75,922.80	95,996.20	85,959.50	44.2%
511100	SALARIES, PART TIME	12,520.00		12,520.00	460.15	5,341.74	7,178.26	6,260.00	42.7%
514800	LONGEVITY	2,725.00		2,725.00	2,212.50	2,212.50	512.50	1,362.50	81.2%
517000	HEALTH INSURANCE	36,390.00		36,390.00	0.00	36,390.00	0.00	18,195.00	100.0%
517200	WORKER'S COMPENSATION	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
517800	MEDICARE	2,616.00		2,616.00	0.00	2,616.00	0.00	1,308.00	100.0%
16132									
530600	COMPUTER SERVICE	74,021.00		74,021.00	360.00	62,545.60	11,475.40	37,010.50	84.5%
542200	PROCESSING SUPPLIES	12,740.00		12,740.00	1,616.43	5,191.97	7,548.03	6,370.00	40.8%
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECHNICAL S	312,931.00	0.00	312,931.00	11,277.56	190,220.61	122,710.39	156,465.50	1.71%
	LIBRARY CAPITAL								
16133									
587100	CAPITAL COMPUTER	12,500.00		12,500.00	0.00	0.00	12,500.00	6,250.00	0.0%
	TOTAL LIBRARY DEPT.	2,304,483.00	0.00	2,304,483.00	70,787.59	1,054,941.88	1,249,541.12	1,152,241.50	45.8%

[illegible]

12/13/18

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

- ARIS Report due to MBLC
- Budget Considerations begin

October

- Trust Fund Review
- Holiday hours review for upcoming year
- Friends annual book sale review
- Financial Report due to MBLC
- Capital Budget Due (new as of 2019)

November

- Special Town meeting

12/13/18

- Holiday hours review for upcoming year
- Budget Narrative work in progress
- Friends annual book sale review

December

- Budget Narrative work in progress
- Annual Report writing begins