Directors Report – May 27th, 2019

Follow up items

- First round of schematic and design completed and presented to the public. Work continues.
- Confirmed: Volunteers working at the library must be CORI checked in advance of service.

Building and Grounds

- CBC includes replacement Air Conditioner in Town Meeting ask
- Minor roof repairs completed after storm damage
- Plans to Crack, Seal and Fill the parking lot in June when the library is closed on a Sunday
- Review of spreadsheet

Monthly Successes

- Armenian materials display
- Presentation to teacher's assembly highlighting digital resources
- Maximizing Social Security Income
- Psychiatric Drugs and Why They Fail Us – Partnership with Science for the Public
- Magic the Gathering
- Elvis the Reading Dog returns

General Update

- Interviews for Minuteman Executive Director Complete, negotiations with finalist underway
- Fred Dooe set to retire in 30 days, will honor him at Town Meeting on 6/5 and at the Library at 6/27 (please join us) – The end of an era, that I've been very proud to be part of.

Incidents

- 4/24 (2) Behavior Policy Violations – Trespass Order Issued
- 4/25   Behavior Policy Violation
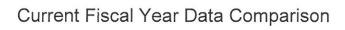- 5/1 (2) Behavior Policy Violation
- 5/8   Theft

Current Fiscal Year Data Comparison

BELMONT PUBLIC LIBRARY

Key Performance Indicators

	Current month	Last Year Month comparison	Mar 2019	Feb 2019	Jan 2019	Dec 2018	Nov 2018	Oct 2018	Sep 2018	Aug 2018	Jul 2018	Jun 2018	May 2018
Circulation - Total	51,657	46,207	54,318	48,117	51,763	46,493	40,573	49,279	43,987	52,437	51,693	46,686	44,909
Circulation - Adult (books/magazines)	10,180	9,261	10,734	9,430	10,620	9,713	9,079	9,771	9,078	10,944	10,567	10,393	9,840
Circulation - YA print (books/magazines)	1,355	1,743	1,729	1,442	1,515	1,504	1,408	1,547	1,641	2,744	2,566	2,359	1,667
Circulation - Children's print (books/magazines)	19,633	20,318	21,921	18,344	18,949	15,778	11,030	19,752	17,220	19,350	18,669	18,816	18,904
Circulation - Adult Audio Visual	7,947	8,238	6,486	7,621	8,817	8,803	7,436	7,061	6,951	8,287	7,571	8,096	7,974
Circulation - YA Audio Visual	48	54	48	44	47	68	43	35	41	73	57	60	59
Circulation - Children's Audio Visual	2,071	2,327	2,049	1,861	2,061	1,886	1,048	2,106	1,758	2,375	2,189	2,333	2,278
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	10,196	3,930	9,403	9,062	9,417	8,448	10,274	8,632	6,971	8,462	9,786	4,315	3,906
Reference Questions	1,895	3,048	2,022	2,056	2,218	2,109	2,955	2,980	2,616	3,733	3,486	3,131	3,296
Programs Offered (total)	71	72	81	61	77	55	60	71	51	51	53	45	80
Adult Programs	25	27	28	21	21	20	25	27	18	20	19	20	22
YA Programs	6	9	9	11	13	7	8	10	7	10	11	12	12
Children's Programs	40	36	44	29	43	28	27	34	26	21	23	13	46
Programs Attendance (total)	1,942	1,735	1,852	1,507	1,740	1,242	1,075	1,706	1,212	1,116	1,490	900	1,689
Adult Programs Attendance	379	270	359	273	198	158	285	492	156	260	102	149	207
YA Programs Attendance	41	75	69	121	108	55	52	92	58	71	149	234	105
Children's Programs Attendance	1,522	1,390	1,424	1,113	1,434	1,029	738	1,122	998	785	1,239	517	1,377
Meeting Room Use	92	90	100	75	97	72	69	80	63	57	60	61	96
Museum Pass Use	228	256	197	203	205	188	177	154	179	274	263	243	201
Use of Library Computers	1,776	1,918	1,827	1,241	1,536	1,454	1,359	1,607	1,346	1,543	1,278	1,486	1,547
Active Volunteers	5	12	5	6	4	5	13	13	13	13	5	8	12
Volunteer hours worked	36.50	160.00	45.00	46.50	44.50	21.25	154.00	182.50	146.00	112.00	101.00	121.00	158.50

April 2019

Current Fiscal Year Data Comparison

Key Performance Indicators	FY18 Total Annual	FY17 Total Annual	FY16 Total Annual	FY15 Total Annual	FY14 Total Annual
Circulation - Total	548,782	562,579	557,469	536,824	555,696
Circulation - Adult (books/magazines)	118,589	121,002	124,061	120,027	128,476
Circulation - YA print (books/magazines)	23,095	23,424	21,516	20,486	22,456
Circulation - Children's print (books/magazines)	225,480	233,689	226,867	219,182	220,719
Circulation - Adult Audio Visual	102,538	108,748	110,921	106,847	119,738
Circulation - YA Audio Visual	733	870	894	1,029	1,229
Circulation - Children's Audio Visual	28,360	33,572	36,809	43,901	48,062
Circulation - downloads (eBooks/eAudiobooks)	46,351	38,552	34,639	24,441	15,491
Reference Questions	39,004	36,646	37,526	34,883	37,988
Programs Offered (total)	681	645	566	495	443
Adult Programs	246	156	139	101	53
YA Programs	107	117	91	55	75
Children's Programs	328	372	336	339	315
Programs Attendance (total)	17,700	19,186	16,620	14,012	14,327
Adult Programs Attendance	3,721	3,061	2,517	940	1,278
YA Programs Attendance	1,181	1,900	1,213	799	1,276
Children's Programs Attendance	12,798	14,225	12,890	12,273	11,773
Meeting Room Use	878	855	781	695	675
Museum Pass Use	2,477	2,525	2,592	2,473	2,567
Use of Library Computers	20,473	21,116	22,343	21,019	24,399
Active Volunteers	145	500	244		
Volunteer hours worked	1503.75	2,580.00	1,265.30		

Patron Traffic
Month: _____ April _____ 2019 _____

	Main Entrance	Childrens Room	Assembly Room	Daily Total
1	275	390	85	750
2	615	787	469	1,871
3	580	1,077	1,425	3,082
4	677	789	286	1,752
5	547	729	224	1,500
6	444	563	186	1,193
7	689	840	189	1,718
8	304	350	182	836
9	566	691	258	1,515
10				
11	1,276	1,505	573	3,354
12	618	614	268	1,500
13	489	612	256	1,357
14	640	796	109	1,545
15	Patriots'	Day		
16	287	320	108	715
17	627	801	245	1,673
18	598	867	626	2,091
19	510	629	297	1,436
20	535	640	148	1,323
21	Easter		Closed	
22	621	713	148	1,482
23	513	742	334	1,589
24	755	774	294	1,823
25	728	780	319	1,827
26	577	687	216	1,480
27				
28	1,157	1,407	579	3,143
29	298	366	136	800
30	627	747	254	1,628

Monthly total   42,983

BELMONT PUBLIC LIBRARY EXPENDITURES

MAY 2019

23-May-19
4:44 PM

		ORIG./ADJ. APPROPRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT MAY	SPENT JULY - MAY	BALANCE	PROJECTED 11 MONTHS	% EXP
16111	**LIBRARY ADMINISTRATION**								
511000	SALARIES, FULL TIME	172,905.00		172,905.00	16,822.60	157,974.88	14,930.12	158,496.25	91.4%
514800	LONGEVITY	875.00		875.00	0.00	875.00	0.00	802.08	100.0%
517000	HEALTH INSURANCE	6,715.00		6,715.00	0.00	6,715.00	0.00	6,155.42	100.0%
517800	MEDICARE	2,473.00		2,473.00	0.00	2,473.00	0.00	2,266.92	100.0%
16112									
524500	MAINTENANCE OFFICE EQUIP	8,207.00		8,207.00	0.00	6,432.86	1,774.14	7,523.08	78.4%
530001	MEDICAL REPORTS & BILLS	390.00		390.00	0.00	470.00	(80.00)	357.50	120.5%
531700	EMPLOYEE TRAINING	500.00		500.00	0.00	155.00	345.00	458.33	31.0%
531900	ADVERTISING & PUBLIC RELA	500.00		500.00	0.00	237.73	262.27	458.33	47.5%
534500	POSTAGE	2,800.00		2,800.00	43.55	1,044.25	1,755.75	2,566.67	37.3%
534700	PRINTING	1,575.00		1,575.00	0.00	714.88	860.12	1,443.75	45.4%
542100	OFFICE SUPPLIES	975.00		975.00	0.00	649.69	325.31	893.75	66.6%
571000	IN-STATE TRAVEL	500.00		500.00	108.46	436.45	63.55	458.33	87.3%
573000	DUES & MEMBERSHIP	610.00		610.00	0.00	358.00	252.00	559.17	58.7%
	TOTAL LIBRARY ADMINISTRA`	199,025.00	0.00	199,025.00	16,974.61	178,536.74	20,488.26	182,439.58	89.7%
16141	**LIBRARY PLANT OPERATIONS**								
511000	SALARIES, FULL TIME	57,825.00		57,825.00	5,560.10	52,264.94	5,560.06	53,006.25	90.4%
511100	SALARIES, PART TIME	9,124.00		9,124.00	1,052.77	8,351.97	772.03	8,363.67	91.5%
513000	OVERTIME	10,352.00		10,352.00	444.81	8,630.55	1,721.45	9,489.33	83.4%
514100	SPECIALTY PAY/STIPEND	260.00		260.00	25.00	235.00	25.00	238.33	90.4%
514800	LONGEVITY	850.00		850.00	0.00	850.00	0.00	779.17	100.0%
517000	HEALTH INSURANCE	6,715.00		6,715.00	0.00	6,715.00	0.00	6,155.42	100.0%
517200	WORKER'S COMPENSATION	0.00		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	1,053.25	100.0%
519900	UNIFORM	820.00		820.00	0.00	820.00	0.00	751.67	100.0%
16142									
522800	GAS	21,948.00		21,948.00	1,128.82	12,844.81	9,103.19	20,119.00	58.5%
522900	ELECTRICITY	44,998.00		44,998.00	1,838.81	25,756.90	19,241.10	41,248.17	57.2%
523100	WATER	5,512.00		5,512.00	0.00	4,144.15	1,367.85	5,052.67	75.2%
523400	ENERGY CONSERVATION	8,690.00		8,690.00	0.00	0.00	8,690.00	7,965.83	0.0%
524300	MAINTENANCE BUILDING	121,360.00		121,360.00	7,358.57	77,244.57	44,115.43	111,246.67	63.6%
524306	R&M HVAC CONTRACT SERVIC	17,366.00		17,366.00	8,030.81	12,840.57	4,525.43	15,918.83	73.9%
545000	CUSTODIAL SUPPLIES	13,130.00		13,130.00	478.78	4,104.17	9,025.83	12,035.83	31.3%
548900	GASOLINE	398.00		398.00	7.53	24.47	373.53	364.83	6.1%
	TOTAL LIBRARY PLANT OPER	320,497.00	0.00	320,497.00	25926.00	215,976.10	104,520.90	293,788.92	67.4%

		ORIG./ADJ. APPROPRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT MAY	SPENT JULY - MAY	BALANCE	PROJECTED 11 MONTHS	% EXP
	LIBRARY PUBLIC SERVICE								
16121									
511000	WAGES, FULL TIME	743,142.00		743,142.00	68,834.31	680,885.56	62,256.44	681,213.50	91.6%
511100	WAGES, PART TIME	227,497.00		227,497.00	17,520.77	180,530.59	46,966.41	208,538.92	79.4%
513000	OVERTIME	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514105	EYEGLASS REIMBURSEMENT	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY	6,939.00		6,939.00	0.00	4,548.21	2,390.79	6,360.75	65.5%
517000	HEALTH INSURANCE	111,090.00		111,090.00	0.00	111,090.00	0.00	101,832.50	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	12,883.75	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	381.96	1,587.60	388.40	1,811.33	80.3%
534100	TELEPHONE	9,053.00		9,053.00	322.78	4,103.66	4,949.34	8,298.58	45.3%
552900	BOOKS/PER/FILM/CD/REC	344,758.00		344,758.00	25,509.87	283,281.53	61,476.47	316,028.17	82.2%
573000	DUES	1,020.00		1,020.00	0.00	145.00	875.00	935.00	14.2%
	TOTAL LIBRARY PUBLIC SERV	1,459,530.00	0.00	1,459,530.00	112,569.69	1,280,227.15	179,302.85	1,337,902.50	87.7%
	LIBRARY TECHNICAL SERVICES								
16131									
511000	SALARIES, FULL TIME	171,919.00		171,919.00	16,571.18	155,464.55	16,454.45	157,592.42	90.4%
511100	SALARIES, PART TIME	12,520.00		12,520.00	1,200.40	11,023.63	1,496.37	11,476.67	88.0%
514800	LONGEVITY	2,725.00		2,725.00	0.00	2,212.50	512.50	2,497.92	81.2%
517000	HEALTH INSURANCE	36,390.00		36,390.00	0.00	36,390.00	0.00	33,357.50	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	2,398.00	100.0%
16132									
530600	COMPUTER SERVICE	74,021.00		74,021.00	916.71	70,594.39	3,426.61	67,852.58	95.4%
542200	PROCESSING SUPPLIES	12,740.00		12,740.00	70.00	12,719.64	20.36	11,678.33	99.8%
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	18,758.29	291,020.71	21,910.29	286,853.42	93.0%
	LIBRARY CAPITAL								
16133									
587100	CAPITAL COMPUTER	12,500.00		12,500.00	0.00	1,758.50	10,741.50	11,458.33	14.1%
	TOTAL LIBRARY DEPARTMEN	2,304,483.00	0.00	2,304,483.00	174,228.59	1,967,519.20	336,963.80	2,112,442.75	85.4%

5/28/2019

Ticket Number	Date of Creation	Today	Days Open	Date Closed	Issue	Description	Status
					Work Orders Currently in Process		
#22024	3/10/2017	5/27/2019	808		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 is only ascetics.	No Update.
#29933	5/15/2018	5/27/2019	377		Air Compressor	Air Compressor has reached the end of it's life (54 years) and is in need of replacement.	Unit not on site to be installed (3/19/19)
#30363	7/26/2018	5/27/2019	305		East Wing Entrance Not Level	Landing is not level with doorway, trip hazard	DPW has responded that they are unable to assist with this request. Facilities Director has commented that he hopes to assist with this need when similar work is done in other buildings.
#30527	8/14/2018	5/27/2019	286		Boiler Room Pipes need insulation	Pipes need insulation for protection	This work is not critical, but would be good to do within a few years (depending on the future) Quotes obtained in April of 2019 put the cost at $9,625 for both cold and hot piping insulation.
#31506	9/12/2018	5/27/2019	257		Air Conditioner components frozen in blocks of ice	Unit had large ice blockage and running water behind it could be heard, was running into the ceiling and dripping into public spaces below (reference room)	CBC will ask Town Meeting for this funding in June of 2019
#33370	3/1/2019	4/25/2019	55	4/25/2019	Roof Damaged	A wind storm blew some stripping off of a roof joint.	The stripping has now been replaced.
#35505	3/11/2019	5/27/2019	77		Handicap Paddle	Once again the Handicap Paddle is malfunctioning	A new electrical switch has been ordered (3/19/19)
#36781	5/21/2019	5/27/2019	6		Gutters need to be cleaned	Gutters need to be cleaned out	Work order submitted
					Other Facilities Projects		
					Capital Projects		
	7/1/2016	5/11/2018	679	FY17	Library Envelope Upgrade	New insulation, lights, and ceiling to be installed for energy efficiency in East and West Wings of Main Floor.	Project Complete
	7/1/2017	1/24/2019	572	FY18	Gutter replacement	Replacement of Gutters - Front only	Gutter Replacement Complete - Front only, additional sides being considered for a FY20 Capital Project
	7/1/2017	3/21/2019	628	FY18	Light replacement	Project targeted for summer	Project now in process (1 day a week by Town Electrician, no cost for labor)
	7/1/2017	3/21/2019	628	FY18	Quiet study room	New Facilities Director is evaluating old agreement and plans to adjust. Project targeted for summer	It's been determined by the Facilities Director that the funding from Capital Budget Committee is not enough to complete this project due to the required design elements that would be needed.
	7/1/2017	12/13/2018	530	FY18	Parking lot work	Curbs have been replaced	DPW has replaced broken curbing (11/16/18). They will look to crack seal fill in the spring
	7/1/2018	2/4/2019	218	FY19	Automatic Door Locks	Installing of timed door locks on public entrances.	Project Complete

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)
- ITAC Rep Check In

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

May
- Selectmen Liaison Check In
- Annual Town Meeting (Warrants)
  - Update from Library if needed

June
- Annual Town Meeting (Financials)
- ITAC Rep Check In

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
- ITAC Rep Check In

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
- 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
- ITAC Rep Check In

5/28/2019

Inventory of Belmont Public Library Policies

Spring 2019

- 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 – **Amended August 2018**
- Confidentiality of Library Records –**Approved December 2008**
- 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**
- Special Collections Access Policy – **Adopted January 2018**
- Unattended Children Policy – **Adopted March 2017**

For review today: Exhibit and Display Policy

Belmont Public Library Naming Rights Policy
Adopted 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 any supporting organizations should similarly be sent to the Library Director for presentation to the Board.

Core & More: Examining Core Skills in LIS Programs from Faculty, Student, & Employer Perspectives

Laura Saunders, Associate Professor, Simmons College School of Library and Information Science

Peter Struzziero, Director, Belmont Public Library

Nevada Trepanowski, MSLIS Student, Simmons College School of Library and Information Science

ABSTRACT

This panel, including an LIS faculty member, LIS student, and public library director (Simmons SLIS '09 graduate), will share results of a series of surveys, in which over 2400 respondents ranked 53 skills on a scale of "core" to "specialized." The panelists will examine the survey results in light of competency statements offered by professional associations, and trends observed in job postings. The student will discuss how the competencies align with their program experiences, and the library director will share observations about how well interns and new graduates are prepared to take on professional roles, and how best to position themselves in job applications. LIS faculty panelists will reflect on implications for curricular development.

OVERVIEW

The LIS field encompasses a wide range of career paths and directions, all of which must be considered when preparing new LIS professionals. It is incumbent on LIS schools to ensure that their curricula are meeting the needs of the field. But which skills are most needed in the field right now? How well are LIS programs meeting these current needs, and how can emerging professionals best position themselves to develop the necessary skills and communicate their qualifications to employers?

This panel will bring together an LIS faculty member, a current LIS student, and public library director to discuss explore these questions. The panelists will share results of a series of surveys, in which over 2400 respondents ranked 53 skills on a scale of "core" to "specialized." The panelists will discuss the overall

results, and compare how public, academic, and school libraries ranked various skills.

The student panelist will discuss how the competencies from these various data sources align with their program experiences, and the public library director will share observations about how well interns and new graduates are prepared to take on professional roles, and how they might best position themselves when applying for jobs. The LIS faculty member will reflect on implications for curricular development.

In an interactive portion, the panelists will poll participants in real time about their impressions of what skills and competencies should be core or specialized, and panelists will respond to the poll results and questions. Time will also be allocated for open discussion.

Attendees will gain new insight into 1) which skills are considered core to the field, across library settings; 2) how library employers rank these skills and how well they believe emerging professionals are prepared for their roles in information settings; 3) how to develop necessary skills through LIS programs and professional development, and; 4) how to highlight these skills in job applications for maximum impact.