

Directors Report – June 27th, 2019

Building and Grounds

- Awaiting AC Install
- Awaiting parking lot work
- Awaiting information about restoring access to security camera system
- Review of spreadsheet

Monthly Successes

- The Library of Things launches to great response
- May is for the Birds Program successful
- Storytime had very strong numbers, and we had a full Baby Sign Language program
- 5th Graders visited from Belmont Day School (1st time)
- Staff attend trainings on servings seniors who identify LGBTQ+
- Staff attend active shooter training

General Update

- Summer Reading Program begins
- Town Meeting approves the Library Budget. FY21 work begins immediately with likelihood of an override vote in mind
- MLN Executive Director Finalist turns down final offer and took a different position. More interviews are being scheduled now
- Library Director completes Effective Business Writing Course

Incidents

- 6/13/19 – Theft from Children's Coat Hooks (Umbrella)
- Follow up: Theft of Rain Barrel located on security camera, police not able to identify license plate number on vehicle

Current Fiscal Year Data Comparison

Key Performance Indicators

	Last Year												
	Current month	Month comparison	Apr 2019	Mar 2019	Feb 2019	Jan 2019	Dec 2018	Nov 2018	Oct 2018	Sep 2018	Aug 2018	Jul 2018	Jun 2018
Circulation - Total	51,525	44,909	51,657	54,318	48,117	51,763	46,493	40,573	49,279	43,987	52,437	51,693	46,686
Circulation - Adult (books/magazines)	10,278	9,840	10,180	10,734	9,430	10,620	9,713	9,079	9,771	9,078	10,944	10,567	10,393
Circulation - YA print (books/magazines)	1,600	1,667	1,355	1,729	1,442	1,515	1,504	1,408	1,547	1,641	2,744	2,566	2,359
Circulation - Children's print (books/magazines)	19,119	18,904	19,633	21,921	18,344	18,949	15,778	11,030	19,752	17,220	19,350	18,669	18,816
Circulation - Adult Audio Visual	8,012	7,974	7,947	6,486	7,621	8,817	8,803	7,436	7,061	6,951	8,287	7,571	8,096
Circulation - YA Audio Visual	39	59	48	48	44	47	68	43	35	41	73	57	60
Circulation - Children's Audio Visual	1,903	2,278	2,071	2,049	1,861	2,061	1,886	1,048	2,106	1,758	2,375	2,189	2,333
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	10,377	3,906	10,196	9,403	9,062	9,417	8,448	10,274	8,632	6,971	8,462	9,786	4,315
Reference Questions	1,854	3,296	1,895	2,022	2,056	2,218	2,109	2,955	2,980	2,616	3,733	3,486	3,131
Programs Offered (total)	82	80	71	81	61	77	55	60	71	51	51	53	45
Adult Programs	31	22	25	28	21	21	20	25	27	18	20	19	20
YA Programs	10	12	6	9	11	13	7	8	10	7	10	11	12
Children's Programs	41	46	40	44	29	43	28	27	34	26	21	23	13
Programs Attendance (total)	1,837	1,689	1,942	1,852	1,507	1,740	1,242	1,075	1,706	1,212	1,116	1,490	900
Adult Programs Attendance	396	207	379	359	273	198	158	285	492	156	260	102	149
YA Programs Attendance	101	105	41	69	121	108	55	52	92	58	71	149	234
Children's Programs Attendance	1,340	1,377	1,522	1,424	1,113	1,434	1,029	738	1,122	998	785	1,239	517
Meeting Room Use	101	96	92	100	75	97	72	69	80	63	57	60	61
Museum Pass Use	198	201	228	197	203	205	188	177	154	179	274	263	243
Use of Library Computers	1,785	1,547	1,776	1,827	1,241	1,536	1,454	1,359	1,607	1,346	1,543	1,278	1,486
Active Volunteers		12	5	5	6	4	5	13	13	13	13	5	8
Volunteer hours worked		158.50	36.50	45.00	46.50	44.50	21.25	154.00	182.50	146.00	112.00	101.00	121.00



Current Fiscal Year Data Comparison

Key Performance Indicators

	FY18	FY17	FY16	FY15	FY14
	Total Annual	Total Annual	Total Annual	Total Annual	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: May 2019

	Main Entrance	Childrens Room	Assembly Room	Daily Total
1	597	737	281	1,615
2	638	887	338	1,863
3	634	788	344	1,766
4	381	527	139	1,047
5	705	829	348	1,882
6	395	474	120	989
7	588	704	312	1,604
8	522	726	232	1,480
9	645	740	292	1,677
10	634	753	197	1,584
11				
12	958	1,217	247	2,422
13	230	392	96	718
14	634	771	283	1,688
15	519	712	254	1,485
16	784	1,000	374	2,158
17	471	454	124	1,049
18	343	534	177	1,054
19	589	703	173	1,465
20	291	369	191	851
21	645	750	254	1,649
22	664	792	280	1,736
23	652	1,535	311	2,498
24	573	751	282	1,606
25	514	569	166	1,249
26	--	--	--	
27	Memorial	Day	Closed	
28	727	913	417	2,057
29	497	697	251	1,445
30	729	878	225	1,832
31	652	708	225	1,585

Monthly total

44,054

BELMONT PUBLIC LIBRARY EXPENDITURES									
JUNE 2019									
	ORIG./ADJ. APPROPRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT JUNE	SPENT JULY- JUNE	BALANCE	PROJECTED 12 MONTHS	% EXP	14-Jun-19 9:55 AM
LIBRARY ADMINISTRATION									
16111									
511000	172,905.00		172,905.00	10,093.59	168,068.47	4,836.53	172,905.00	97.2%	
514800	875.00		875.00	0.00	875.00	0.00	875.00	100.0%	
517000	6,715.00		6,715.00	0.00	6,715.00	0.00	6,715.00	100.0%	
517800	2,473.00		2,473.00	0.00	2,473.00	0.00	2,473.00	100.0%	
16112									
524500	8,207.00		8,207.00	1,150.00	7,582.86	624.14	8,207.00	92.4%	
530001	390.00		390.00	0.00	470.00	(80.00)	390.00	120.5%	
531700	500.00		500.00	173.00	328.00	172.00	500.00	65.6%	
531900	500.00		500.00	278.40	516.13	(16.13)	500.00	103.2%	
534500	2,800.00		2,800.00	40.80	1,267.75	1,532.25	2,800.00	45.3%	
534700	1,575.00		1,575.00	0.00	714.88	860.12	1,575.00	45.4%	
542100	975.00		975.00	0.00	799.23	175.77	975.00	82.0%	
571000	500.00		500.00	82.05	518.50	(18.50)	500.00	103.7%	
573000	610.00		610.00	0.00	358.00	252.00	610.00	58.7%	
TOTAL LIBRARY ADMINISTRATION				11,817.84	190,686.82	8,338.18	199,025.00	95.8%	
LIBRARY PLANT OPERATIONS									
16141									
511000	57,825.00		57,825.00	3,336.06	55,601.00	2,224.00	57,825.00	96.2%	
511100	9,124.00		9,124.00	140.37	8,492.34	631.66	9,124.00	93.1%	
513000	10,352.00		10,352.00	1,668.04	10,298.59	53.41	10,352.00	99.5%	
514100	260.00		260.00	15.00	250.00	10.00	260.00	96.2%	
514800	850.00		850.00	0.00	850.00	0.00	850.00	100.0%	
517000	6,715.00		6,715.00	0.00	6,715.00	0.00	6,715.00	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	1,149.00	100.0%	
519900	820.00		820.00	0.00	820.00	0.00	820.00	100.0%	
16142									
522800	21,948.00		21,948.00	0.00	12,844.81	9,103.19	21,948.00	58.5%	
522900	44,998.00		44,998.00	0.00	25,756.90	19,241.10	44,998.00	57.2%	
523100	5,512.00		5,512.00	0.00	4,144.15	1,367.85	5,512.00	75.2%	
523400	8,690.00		8,690.00	0.00	0.00	8,690.00	0.00	0.0%	
524300	121,360.00		121,360.00	1,167.48	82,582.05	38,777.95	121,360.00	68.0%	
524306	17,366.00		17,366.00	0.00	12,840.57	4,525.43	17,366.00	73.9%	
545000	13,130.00		13,130.00	0.00	4,104.24	9,025.76	13,130.00	31.3%	
548900	398.00		398.00	4.55	29.02	368.98	398.00	7.3%	
TOTAL LIBRARY PLANT OPERATIONS				6331.50	226,477.67	94,019.33	320,497.00	70.7%	

		ORIG./ADJ. APPROPRPTS.	TRANSFER	ADJUSTED BUDGET	SPENT JUNE	SPENT JULY- JUNE	BALANCE	PROJECTED 12 MONTHS	% EXP
	LIBRARY PUBLIC SERVICE								
16121									
511000	WAGES, FULL TIME	743,142.00		743,142.00	44,250.95	725,353.38	17,788.62	743,142.00	97.6%
511100	WAGES, PART TIME	227,497.00		227,497.00	9,795.13	190,108.85	37,388.15	227,497.00	83.6%
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	0.00	4,548.21	2,390.79	6,939.00	65.5%
517000	HEALTH INSURANCE	111,090.00		111,090.00	0.00	111,090.00	0.00	111,090.00	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	14,055.00	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	115.00	1,702.60	273.40	1,976.00	86.2%
534100	TELEPHONE	9,053.00		9,053.00	322.63	4,426.29	4,626.71	9,053.00	48.9%
552900	BOOKS/PER/FILM/CD/REC	344,758.00		344,758.00	10,629.49	300,588.48	44,169.52	344,758.00	87.2%
573000	DUES	1,020.00		1,020.00	0.00	145.00	875.00	1,020.00	14.2%
	TOTAL LIBRARY PUBLIC SERV	1,459,530.00	0.00	1,459,530.00	65,113.20	1,352,017.81	107,512.19	1,459,530.00	92.63%
	LIBRARY TECHNICAL SERVICES								
16131									
511000	SALARIES, FULL TIME	171,919.00		171,919.00	9,942.73	165,407.28	6,511.72	171,919.00	96.2%
511100	SALARIES, PART TIME	12,520.00		12,520.00	970.32	11,993.95	526.05	12,520.00	95.8%
514800	LONGEVITY	2,725.00		2,725.00	0.00	2,212.50	512.50	2,725.00	81.2%
517000	HEALTH INSURANCE	36,390.00		36,390.00	0.00	36,390.00	0.00	36,390.00	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	2,616.00	100.0%
16132									
530600	COMPUTER SERVICE	74,021.00		74,021.00	0.00	71,347.31	2,673.69	74,021.00	96.4%
542200	PROCESSING SUPPLIES	12,740.00		12,740.00	0.00	12,740.00	0.00	12,740.00	100.0%
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	10,913.05	302,707.04	10,223.96	312,931.00	96.73%
	LIBRARY CAPITAL								
16133									
587100	CAPITAL COMPUTER	12,500.00		12,500.00	0.00	2,577.44	9,922.56	12,500.00	20.6%
	TOTAL LIBRARY DEPARTMENT	2,304,483.00	0.00	2,304,483.00	94,175.59	2,074,466.78	230,016.22	2,304,483.00	90.02%

6/27/19

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

6/27/19

- 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

6/27/19

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 – **Amended December 2015, January 2017**
- 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, Amended March 2019**

For review today: Exhibit and Display Policy

Privacy Policy Confidentiality of Library Records

The Belmont Public Library is dedicated to protecting the privacy and ~~confidentiality~~ of our patrons to the fullest extent of the law. In accordance with the requirements of Massachusetts General Laws, Chapter 78, Section 7, and in accordance with the recommendations of the American Library Association and the Minuteman Library Network, the Belmont Public Library recognizes that all circulation-patron records and the information within them, ~~records identifying names of users with specific materials and all library registration files identifying names, addresses and telephone numbers with a library-assigned registration number~~, shall be confidential and will not be divulged to anyone other than the user except under presentation of a subpoena or search warrant. All inquiries for patron information made by government agents should be referred to the Library Director, or their designee. ~~All staff members must respect this right of confidentiality. No records can be made available to any inquiries, governmental or otherwise, unless a warrant or a subpoena has been served by a court of competent jurisdiction and the library administration has consulted with legal counsel to determine if it is proper to release requested information. In cases involving the USA Patriot Act, some search warrants or subpoenas come with a "gag order" automatically attached, preventing staff from telling the patron or the public that information has been provided to the FBI.~~

Procedure: All inquiries for patron information should be referred to the library director or designated alternate.

Reference: *Code of Ethics of the American Library Association*
Policy on Confidentiality of Library Records

Third Party and Law Enforcement Requests for Library Records and User Information

The legal custodian of records for the Belmont Public Library is the Library Director. As the legal custodian of records, the Library Director is the person responsible for responding to any request for library records or information about a library user.

6/27/19

The Library Director ~~may designate one or more library employees~~ The Coordinators of Public Service, Technology & Technical Services, and Children's Services to serve as persons responsible for responding to any request for library records or information about a library user when the Library Director is absent or unavailable.

The circulation and registration records of the Belmont Public Library shall not be made available to any third party nor any law enforcement agency of a local, state, or federal government except when a court order in proper form, issued by a court of competent jurisdiction after a showing of good cause, is presented to the library by the law enforcement agency or person seeking the records.

No library employee or volunteer may release library records or reveal information about a library user to any third party or law enforcement agent unless authorized to do so by the Library Director or the Library Director's designated alternate. ~~In all circumstances, without exception, employees and volunteers shall follow the procedures set forth in Belmont Public Library Staff Procedure Document "Guidelines for Responding to Requests for Library Records and User Information."~~

The Library Director ~~and the Belmont Public Library Board are~~ is jointly responsible for ensuring that every library employee and volunteer is provided with a copy of the ~~Policy and Staff Directive and ensuring that every employee and volunteer participate in a training program on their implementation.~~ this policy.

**Adopted by the Belmont Board of Library Trustees
12/16/ 2008**

Amended June 2019

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.