

Directors Report – December 19th 2019

Building and Grounds

- Inclusion in snow conference calls, weather email blasts etc, making winter 2020 better already
- Review of spreadsheet

Monthly Successes

- Great local collaboration on Pizza with the Police
- Storytime at the Gallery of Art
- Afterschool Programming successes with Habitat
- OBOB Author Stephen Puleo returns for Books and Bites, a great night
- Schematic and Design Phase completes
- Holiday Party Thursday afternoon – Thank you

General Update

- Warrant Committee requests former budget narrative format be reinstated. Work has begun
- Building Committee presents schematics and costs in several presentations, in print, online, in video etc. A great completion to this work as the next phase begins
- Annual Report writing ½ way done
- Material theft has Department Heads focused on reviewing placement of high value items
- Best wishes to Jonathan Nichols who departs to become Assistant Library Director in Haverhill, MA

Favorable ideas from library consultant (as determined by Department Heads)

- More welcoming signage on entry points, in the elevator and throughout the library
- Better options in community rooms (in ceiling projectors, updated seating, updated sound equipment, flat podium for computers etc)
- Targeted facelift: outside columns, grungy carpets, bathroom partitions rotted windows, etc
- Non-descriptive nametags for library staff
- Easier access to computers (sign in process streamlined)
- Updating of collection names as needed
- Review of collection security system (strips cost / software licensing)
- Continue efforts to right size the materials collections
- Review of printing process / costs
- Advertise processes / timelines to the public
- Create an all staff inventory of skills, special proficiencies, languages spoken, etc
- Consider renaming points of service
- Send out positive feedback as it's received, recognize successes more openly

Current Fiscal Year Data Comparison

Key Performance
Indicators

Last Year

	Current month	Month comparison	Oct 2019	Sep 2019	Aug 2019	Jul 2019	Jun 2019	May 2019	Apr 2019	Mar 2019	Feb 2019	Jan 2019	Dec 2018
Circulation - Total	49,042	40,976	51,663	51,049	54,942	56,736	53,701	51,937	51,999	54,694	48,446	52,558	46,821
Circulation - Adult (books/magazines)	9,059	9,079	10,019	9,642	10,283	10,747	9,829	10,278	10,180	10,734	9,430	10,620	9,713
Circulation - YA print (books/magazines)	1,906	1,408	1,747	1,886	2,545	2,854	2,521	1,600	1,355	1,729	1,442	1,515	1,504
Circulation - Children's print (books/magazines)	18,635	11,030	19,424	19,245	19,518	21,719	19,370	19,119	19,633	21,921	18,344	18,949	15,778
Circulation - Adult Audio Visual	7,257	7,436	7,469	6,800	7,581	7,795	5,886	8,012	7,947	6,486	7,621	8,817	8,803
Circulation - YA Audio Visual	41	43	23	35	52	64	69	39	48	48	44	47	68
Circulation - Children's Audio Visual	1,848	1,048	1,856	1,832	2,229	2,096	2,047	1,903	2,071	2,049	1,861	2,061	1,886
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	10,102	10,677	10,896	11,365	12,515	11,208	11,921	10,789	10,538	9,779	9,391	10,212	8,776
Reference Questions	1,482	2,955	1,720	1,471	2,126	2,163	1,830	1,854	1,895	2,022	2,056	2,218	2,109
Programs Offered (total)	70	60	79	58	59	64	59	82	71	81	61	77	55
Adult Programs	24	25	23	22	20	19	23	31	25	28	21	21	20
YA Programs	9	8	11	5	12	11	13	10	6	9	11	13	7
Children's Programs	37	27	45	31	27	34	23	41	40	44	29	43	28
Programs Attendance (total)	1,435	1,075	2,062	1,358	1,154	1,761	1,365	1,837	1,942	1,852	1,507	1,740	1,242
Adult Programs Attendance	324	285	274	218	250	125	295	396	379	359	273	198	158
YA Programs Attendance	39	52	71	43	120	88	135	101	41	69	121	108	55
Children's Programs Attendance	1,072	738	1,717	1,097	784	1,548	935	1,340	1,522	1,424	1,113	1,434	1,029
Meeting Room Use	89	69	96	75	70	73	75	101	92	100	75	97	72
Museum Pass Use	173	177	157	144	277	262	265	198	228	197	203	205	188
Use of Library Computers	1,590	1,359	1,764	1,652	1,774	1,694	1,666	1,785	1,776	1,827	1,241	1,536	1,454



Current Fiscal Year Data Comparison

Key Performance Indicators

	FY19	FY18	FY17	FY16	FY15
	Total Annual	Total Annual	Total Annual	Total Annual	Total Annual
Circulation - Total	599,254	548,782	562,579	557,469	536,824
Circulation - Adult (books/magazines)	120,223	118,589	121,002	124,061	120,027
Circulation - YA print (books/magazines)	21,572	23,095	23,424	21,516	20,486
Circulation - Children's print (books/magazines)	219,135	225,480	233,689	226,867	219,182
Circulation - Adult Audio Visual	90,878	102,538	108,748	110,921	106,847
Circulation - YA Audio Visual	612	733	870	894	1,029
Circulation - Children's Audio Visual	23,354	28,360	33,572	36,809	43,901
Circulation - downloads (eBooks/eAudiobooks)	116,660	46,351	38,552	34,639	24,441
Reference Questions	29,754	39,004	36,646	37,526	34,883
Programs Offered (total)	772	681	645	566	495
Adult Programs	278	246	156	139	101
YA Programs	115	107	117	91	55
Children's Programs	379	328	372	336	339
Programs Attendance (total)	18,084	17,700	19,186	16,620	14,012
Adult Programs Attendance	3,353	3,721	3,061	2,517	940
YA Programs Attendance	1,052	1,181	1,900	1,213	799
Children's Programs Attendance	13,679	12,798	14,225	12,890	12,273
Meeting Room Use	941	878	855	781	695
Museum Pass Use	2,531	2,477	2,525	2,592	2,473
Use of Library Computers	18,418	20,473	21,116	22,343	21,019

Patron Traffic

Month: November 2019

	Main Entrance	Childrens Room	Assembly Room	Daily Total
1	1,066	480	304	1,850
2				
3	574	1,370	372	2,316
4	298	364	155	817
5	625	689	157	1,471
6	518	711	242	1,471
7	667	917	317	1,901
8	503	587	234	1,324
9	405	567	216	1,188
10	624	772	175	1,571
11	Veteran's	Day	Closed	
12	340	370	91	801
13	646	875	358	1,879
14	547	723	199	1,469
15	609	748	226	1,583
16	608	546	169	1,323
17	664	873	162	1,699
18	333	381	147	861
19	487	743	382	1,612
20	522	691	183	1,396
21	508	659	194	1,361
22	647	666	314	1,627
23	417	516	184	1,117
24	723	1,007	271	2,001
25	264	442	97	803
26	568	597	193	1,358
27	532	594	179	1,305
28	Thanksgiving	Day	Closed	
29	--	--	--	
30	655	749	163	1,567

Monthly total

37,671

BELMONT PUBLIC LIBRARY EXPENDITURES									
		DECEMBER	2019					17-Dec-19 12:01 PM	
	ORIG./ADJ. APPROPRNS.	TRANSFER	ADJUSTED BUDGET	SPENT DEC	SPENT JULY - DEC	BALANCE	PROJECTED 6 MONTHS	% EXP	
LIBRARY ADMINISTRATION									
16111									
511000	SALARIES, FULL TIME	178,455.00	178,455.00	10,356.94	82,917.01	95,537.99	89,227.50	46.5%	
514800	LONGEVITY	925.00	925.00	925.00	925.00	0.00	462.50	100.0%	
16112									
524500	MAINTENANCE OFFICE EQUIP	8,972.66	8,972.66	0.00	6,523.66	2,449.00	4,486.33	72.7%	
530001	MEDICAL REPORTS & BILLS	780.00	780.00	0.00	390.00	390.00	390.00	50.0%	
531700	EMPLOYEE TRAINING	500.00	500.00	0.00	321.25	178.75	250.00	64.3%	
531900	ADVERTISING & PUBLIC RELA	500.00	500.00	0.00	0.00	500.00	250.00	0.0%	
534500	POSTAGE	2,800.00	2,800.00	17.15	729.57	2,070.43	1,400.00	26.1%	
534700	PRINTING	1,575.00	1,575.00	29.90	166.34	1,408.66	787.50	10.6%	
542100	OFFICE SUPPLIES	975.00	975.00	123.86	234.88	740.12	487.50	24.1%	
571000	IN-STATE TRAVEL	500.00	500.00	0.00	217.33	282.67	250.00	43.5%	
573000	DUES & MEMBERSHIP	610.00	610.00	0.00	220.00	390.00	305.00	36.1%	
	TOTAL LIBRARY ADMIN	196,592.66	196,592.66	11,452.85	92,645.04	103,947.62	98,296.33	47.1%	
LIBRARY PLANT OPERATIONS									
16141									
511000	SALARIES, FULL TIME	58,988.80	58,988.80	3,402.78	27,532.66	31,456.14	29,494.40	46.7%	
511100	SALARIES, PART TIME	9,306.40	9,306.40	697.98	4,510.03	4,796.37	4,653.20	48.5%	
513000	OVERTIME	10,559.00	10,559.00	524.59	3,955.74	6,603.26	5,279.50	37.5%	
514100	SPECIALTY PAY/STIPEND	260.00	260.00	15.00	120.00	140.00	130.00	46.2%	
514800	LONGEVITY	1,050.00	1,050.00	1,050.00	1,050.00	0.00	525.00	100.0%	
519900	UNIFORM	820.00	820.00	0.00	820.00	0.00	410.00	100.0%	
16142									
522800	GAS	22,168.00	22,168.00	0.00	1,230.67	20,937.33	11,084.00	5.6%	
522900	ELECTRICITY	52,491.36	52,491.36	0.00	17,377.37	35,113.99	26,245.68	33.1%	
523100	WATER	5,512.00	5,512.00	0.00	2,235.99	3,276.01	2,756.00	40.6%	
523400	ENERGY CONSERVATION	8,690.00	8,690.00	0.00	0.00	8,690.00	4,345.00	0.0%	
524300	MAINTENANCE BUILDING	130,955.50	130,955.50	625.29	11,381.76	119,573.74	65,477.75	8.7%	
524305	R&M HVAC CONTRACT SERVI	17,974.00	17,974.00	0.00	1,661.65	16,312.35	8,987.00	9.2%	
545000	CUSTODIAL SUPPLIES	13,590.00	13,590.00	392.30	2,045.10	11,544.90	6,795.00	15.0%	
548900	GASOLINE	398.00	398.00	5.00	5.00	393.00	199.00	1.3%	
	TOTAL LIBRARY PLANT OPER	332,763.06	332,763.06	6,712.94	73,925.97	258,837.09	166,381.53	22.2%	

		ORIG./ADJ. APPROPRNTS.	TRANSFER	ADJUSTED BUDGET	SPENT DEC	SPENT JULY - DEC	BALANCE	PROJECTED 6 MONTHS	% EXP
	LIBRARY PUBLIC SERVICE								
<u>16121</u>									
511000	WAGES, FULL TIME	807,237.00		807,237.00	45,887.81	355,056.63	452,180.37	403,618.50	44.0%
511100	WAGES, PART TIME	247,707.98		247,707.98	11,409.41	92,088.99	155,618.99	123,853.99	37.2%
513000	OVERTIME	10,000.00		10,000.00	470.28	4,917.36	5,082.64	5,000.00	49.2%
514800	LONGEVITY	6,721.00		6,721.00	5,208.93	5,208.93	1,512.07	3,360.50	77.5%
<u>16122</u>									
530000	PROFESSIONAL SERVICES	1,976.00		1,976.00	0.00	569.54	1,406.46	988.00	28.82%
534100	TELEPHONE	9,053.00		9,053.00	0.00	1,312.43	7,740.57	4,526.50	14.5%
552900	BOOKS/PER/FILM/CD/REC	356,843.52		356,843.52	14,181.90	138,028.65	218,814.87	178,421.76	38.7%
573000	DUES	1,020.00		1,020.00	0.00	0.00	1,020.00	510.00	0.0%
	TOTAL LIB PUBLIC SERV	1,440,558.50	0.00	1,440,558.50	77,158.33	597,182.53	843,375.97	720,279.25	41.5%
	LIBRARY TECHNICAL SERVICES								
<u>16131</u>									
511000	SALARIES, FULL TIME	175,395.00		175,395.00	9,951.63	77,411.88	97,983.12	87,697.50	44.1%
511100	SALARIES, PART TIME	12,736.00		12,736.00	857.08	7,652.47	5,083.53	6,368.00	60.1%
514800	LONGEVITY	2,825.00		2,825.00	2,150.00	2,150.00	675.00	1,412.50	76.1%
<u>16132</u>									
530600	COMPUTER SERVICE	76,994.00		76,994.00	140.00	63,064.55	13,929.45	38,497.00	81.9%
542200	PROCESSING SUPPLIES	12,740.00		12,740.00	815.35	6,477.63	6,262.37	6,370.00	50.8%
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECHNICAL S	280,690.00	0.00	280,690.00	13,914.06	156,756.53	123,933.47	140,345.00	2.73%
	LIBRARY CAPITAL								
<u>16133</u>									
587100	CAPITAL COMPUTER	12,500.00		12,500.00	0.00	0.00	12,500.00	6,250.00	0.0%
	TOTAL LIBRARY DEPT.	2,263,104.22	0.00	2,263,104.22	109,238.18	920,510.07	1,342,594.15	1,131,552.11	40.7%

12/19/2019	Work Orders Currently in Process					
Ticket Number	Date of Creation	Days Open	Date Closed	Issue	Description	Status
#20204	3/10/2017	1014		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 aesthetics.	No Update.
#30363	7/26/2018	511		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.
#31506	9/12/2018	463		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 has approved funding. Facilities Department assembling quotes now and will move forward with replacement of this unit.
#37524	9/13/2019	97		Water Fountain Leaking	Water Fountain on main floor leaks	Has been adjusted twice by Library Director, now seeking a plumber as a more permanent repair is needed.
#39539	10/11/2019	69		Metal Partitions	Rusted and gross, need to be replaced	No Update.
#40632	11/22/2019	27		Mag Lock on Side Door	Not working.	All related to the same door. Have asked for a thorough review.
#40664	11/25/2019	24		Japanese Knotweed	Weeds need to be removed	Facilities Director explained it is not something they can take on, not enough resources.
#41075	12/17/2019	2		Handicap Paddles	Not working. Many repairs over time, many this year.	Paddles need to be evaluated and possibly replaced.
#41077	12/17/2019	2		Children's Door not closing	Outside door will not close all the way without force.	Have talked to two vendors who both blame each other. Have now asked the Facilities Director to review.
				Other Facilities Projects		
				Capital Projects		
	7/1/2016	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	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	844	FY18	Light replacement	New Facilities Director is evaluating old agreement and plans to adjust. Project targeted for summer	Project now in process (1 day a week by Town Electrician, no cost for labor)
	7/1/2017	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	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	218	FY19	Automatic Door Locks	Installing of timed door locks on public entrances.	Project Complete
	7/1/2019	114	FY20	3rd Floor Air Conditioner	Needs to be purchased and replaced.	Facilities has scheduled this work for February 18th 2020
	7/1/2019	114	FY20	Gutter replacement	Replacement of Remaining Gutters	Process to be managed by Town Facilities Department

12/19/19

January

- Budget Review Begins with Town Admin Team
- Annual Report writing continues
- Plans for the year – list

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

- Financial Report due to MBLC
- Budget Considerations begin
- ITAC Rep Check In

October

12/19/19

- Trust Fund Review
- Holiday hours review for upcoming year
- Friends annual book sale review
- Financial Report due to MBLC
- Forthcoming FY 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

- Annual Report writing begins
- ITAC Rep Check In

GIFT PROGRAM

The Board of Library Trustees offers the following gift suggestions:

1. **Memorial Books in honor of a friend or relative** – With a donation of \$15, \$25 (or more), one or more books will be purchased as a lasting tribute to a friend or relative. Books are selected that will keep alive the memory and interests of the person designated. A special bookplate will be placed in the book or books, carrying the name of the person and the name of the donor, if desired. The family of the person honored will be notified of the memorial gift without mention of the amount.
2. **A gift to commemorate a special occasion** – Gifts are appropriate to honor a special occasion such as a birthday, graduation, wedding, the birth of a child, anniversary or retirement. The person honored will be notified of the remembrance, without mention of the amount, and a bookplate will be placed in each book. Since books are used over and over again, this is one of the most useful tributes that can be given.
3. **An unrestricted gift** – An unrestricted gift is particularly valuable because it affords flexibility in meeting the changing needs of a dynamic institution. Gifts of this type would be used alone or with other gifts at the discretion of the Board of Library Trustees to sponsor a lecture or lecture series, to acquire an art object, to purchase an item of furniture or equipment, etc. With the consent of the donor, suitable recognition will be provided.
4. **A bequest** – A bequest is a gift made in a will. It is desirable that the beneficiary be “Trustees of the Belmont Public Library.” A bequest may be for a specific purpose, subject to certain limitations, or be left to the discretion of the Board of Trustees. We would be glad to confer with your lawyer.

For further information please contact the Library Director at 617-489-2000.

[Click here to print a donation form and mail](#) with a check or drop off at the library.

Collection Policy for Tangible Gifts | Art, Sculpture, Rare Books Furniture Etc.

The Board of Library Trustees has established the following guidelines that apply to a gift of tangible property to the Library:

1. Acceptance in each case is determined by the resolution of the Board of Library Trustees or by the Director pursuant to authority granted by the Board of Library Trustees. The Board of Library Trustees will acknowledge all gifts but in no instance will said Board apply a monetary value to the gift. The donor or his/her lawful representative will complete such reasonable acknowledgement or gift grant form(s), if any, as the Trustees require.
2. The criteria for a gift will be the same as the criteria for an item purchased by the Library. Any gift must be of aesthetic and/or historical interest.
3. A gift shall not involve additional expense for its present or future use, display maintenance, or administration unless such expense is covered by new or existing funds provided for this purpose.
4. Any item given as a gift becomes the sole property of the Library. The Library will be the sole determinant of its use/display. Any gift accepted may be kept, displayed, sold, donated, or discarded at the discretion of the Board of Library Trustees.

Approved June 10, 2008

Amended August 22, 2018

12/19/19

Inventory of Belmont Public Library Policies

- 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**
- 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**
- Naming Rights Policy – **Adopted November 2018**
- Privacy Policy – **Amended June 2019**
- Special Collections Access Policy – **Adopted January 2018**
- Unattended Children Policy – **Adopted March 2017, Amended March 2019**

For review in January 2020: Ads and Informational Material in the Library