

8/20/2020		Work Orders Currently in Process					
Ticket Number	Date of Creation	Days Open	Date Closed	Issue	Description	Status	
#22024	3/10/2017	1259		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 asstetics.	No Update.	
#30363	7/26/2018	756		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	611	5/15/2020	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)	Air Conditioner has been replaced.	
#37524	9/13/2019	245	5/15/2020	Water Fountain Leaking	Water Fountain on main floor leaks	Told that this needs to be replaced. This won't be done, not a prudent use of funds.	
#40632	11/22/2019	145	4/15/2020	Children's Side Door Not Closing	Not working.	To be reset during the spring, a work around is in place that will work until warmer weather when the door can be removed.	
#41075	12/17/2019	247		Handicap Paddles	Not working. Many repairs over time, many this year.	Paddles need to be evaluated and possibly replaced.	
#41099	12/18/2019	246		Fax Line Needs Relocating	Fax Line is in the way of staff and must be relocated	Never Done, have reissued this request	
#41934	2/3/2020	199		No Fire or smoke detection in attic	Have been asked by Board of Library Trustees to verify the existence of fire detection, and get a quote if nothing is present.	Project pushed to FY21, in the process of scheduling the work asap.	
				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 schedule this work for February 18th 2020	
	7/1/2019	114	FY20	Gutter replacement	Repalcement of Remaining Gutters	Process to be managed by Town Facilities Department	

Directors Report – August 20th 2020

Building and Grounds

- Review of spreadsheet

Monthly Successes

- Library Survey launched with many respondents on the very first day.
- Parking Lot Pickup has increased throughput 125% since the service launched, will increase further in the coming weeks, great job to the PLP Crew
- 384 registered participants of the Summer Reading program so far
- 103 adult participants in Summer Reading program (a record)
- Friends of the Library is collecting donations again.
- Technical Services manages needs very well during shut down, and had little to no catch up needed once Staff returned to daily work in the building. Great jobs TS.

General Update

- New Collections
- New Partnerships – Newbury Comics and The Belmont Religious Council
- Hannah Lee joins staff as new Young Adult Librarian
- Mary Carter announces resignation of her role with the Library. We thank her for 5 years of dedicated service and wish her well on future endeavors.

Director Goals for FY21

- Develop and implement an electronic marketing and outreach plan for library services
- Complete a new Long Range Plan
- Identify, Plan, and Implement 3-5 Innovative Programs across a range of target populations
- Professional Development – Focusing on Professional Writing and Innovation, Leadership and Branding
- Staff Development and Engagement
- Continue to enhance the partnership and collaboration with both The Council on Aging, and Recreation Department

Current Fiscal Year Data Comparison

Key Performance Indicators

	Last Year												
	Current month	Month comparison	Jun 2020	May 2020	Apr 2020	Mar 2020	Feb 2020	Jan 2020	Dec 2019	Nov 2019	Oct 2019	Sep 2019	Aug 2019
Circulation - Total	28,733	56,736	22,106	14,272	15,196	37,842	60,063	59,710	48,897	49,042	51,663	51,049	54,942
Circulation - Adult (books/magazines)	3,636	10,747	2,906	97	67	5,243	11,115	11,652	9,527	9,059	10,019	9,642	10,283
Circulation - YA print (books/magazines)	732	2,854	639	1	10	1,150	1,849	1,806	1,753	1,906	1,747	1,886	2,545
Circulation - Children's print (books/magazines)	7,030	21,719	4,373	49	62	13,533	24,735	23,174	16,790	18,635	19,424	19,245	19,518
Circulation - Adult Audio Visual	2,060	7,795	1,550	45	53	4,712	9,215	9,511	8,238	7,257	7,469	6,800	7,581
Circulation - YA Audio Visual	18	64	8	1	0	13	27	28	52	41	23	35	52
Circulation - Children's Audio Visual	387	2,096	334	2	2	1,366	2,389	2,298	1,979	1,848	1,856	1,832	2,229
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	14,845	11,208	12,250	14,075	15,002	11,716	10,536	11,007	10,374	10,102	10,896	11,365	12,515
Reference Questions	592	2,163	205	67	58	587	1,450	1,515	1,292	1,482	1,720	1,471	2,126
Programs Offered (total)	35	64	35	25	13	20	72	84	63	70	79	58	59
Adult Programs	22	19	16	17	10	5	28	21	19	24	23	22	20
YA Programs	0	11	0	0	0	0	12	15	9	9	11	5	12
Children's Programs	13	34	19	8	3	15	32	48	35	37	45	31	27
Programs Attendance (total)	441	1,761	568	406	251	328	1,727	1,918	1,179	1,435	2,062	1,358	1,154
Adult Programs Attendance	220	125	185	163	111	38	555	160	151	324	274	218	250
YA Programs Attendance	0	88	0	0	0	0	101	111	43	39	71	43	120
Children's Programs Attendance	221	1,548	383	243	140	290	1,071	1,647	985	1,072	1,717	1,097	784
Meeting Room Use	0	73	0	0	0	24	94	92	84	89	96	75	70
Museum Pass Use	0	262	0	0	0		184	201	164	173	157	144	277
Use of Library Computers	0	1,694	0	0	0	721	1,653	2,871	2,309	1,590	1,764	1,652	1,774
Materials added	1,030		552	613	274	580	938	1,568					
Materials Withdrawn	211		248	7	0	884	1,025	1,845					



Current Fiscal Year Data Comparison

Key Performance Indicators	FY20	FY19	FY18	FY17	FY16
	Total Annual	Total Annual	Total Annual	Total Annual	Total Annual
Circulation - Total	521,518	599,254	548,782	562,579	557,469
Circulation - Adult (books/magazines)	90,357	120,223	118,589	121,002	124,061
Circulation - YA print (books/magazines)	18,146	21,572	23,095	23,424	21,516
Circulation - Children's print (books/magazines)	181,257	219,135	225,480	233,689	226,867
Circulation - Adult Audio Visual	70,226	90,878	102,538	108,748	110,921
Circulation - YA Audio Visual	344	612	733	870	894
Circulation - Children's Audio Visual	18,231	23,354	28,360	33,572	36,809
Circulation - downloads (eBooks/eAudiobooks)	141,046	116,660	46,351	38,552	34,639
Reference Questions	14,136	29,754	39,004	36,646	37,526
Programs Offered (total)	642	772	681	645	566
Adult Programs	224	278	246	156	139
YA Programs	84	115	107	117	91
Children's Programs	334	379	328	372	336
Programs Attendance (total)	14,147	18,084	17,700	19,186	16,620
Adult Programs Attendance	2,554	3,353	3,721	3,061	2,517
YA Programs Attendance	616	1,052	1,181	1,900	1,213
Children's Programs Attendance	10,977	13,679	12,798	14,225	12,890
Meeting Room Use	697	941	878	855	781
Museum Pass Use	1,562	2,531	2,477	2,525	2,592
Use of Library Computers	16,028	18,418	20,473	21,116	22,343

Current Fiscal Year Data Comparison

Key Performance Indicators

Last Year

	Current month	Month comparison	May 2020	Apr 2020	Mar 2020	Feb 2020	Jan 2020	Dec 2019	Nov 2019	Oct 2019	Sep 2019	Aug 2019	Jul 2019
Circulation - Total	22,106	53,701	14,272	15,196	37,842	60,063	59,710	48,897	49,042	51,663	51,049	54,942	56,736
Circulation - Adult (books/magazines)	2,906	9,829	97	67	5,243	11,115	11,652	9,527	9,059	10,019	9,642	10,283	10,747
Circulation - YA print (books/magazines)	639	2,521	1	10	1,150	1,849	1,806	1,753	1,906	1,747	1,886	2,545	2,854
Circulation - Children's print (books/magazines)	4,373	19,370	49	62	13,533	24,735	23,174	16,790	18,635	19,424	19,245	19,518	21,719
Circulation - Adult Audio Visual	1,550	5,886	45	53	4,712	9,215	9,511	8,238	7,257	7,469	6,800	7,581	7,795
Circulation - YA Audio Visual	8	69	1	0	13	27	28	52	41	23	35	52	64
Circulation - Children's Audio Visual	334	2,047	2	2	1,366	2,389	2,298	1,979	1,848	1,856	1,832	2,229	2,096
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	12,250	11,921	14,075	15,002	11,716	10,536	11,007	10,374	10,102	10,896	11,365	12,515	11,208
Reference Questions	205	1,830	67	58	587	1,450	1,515	1,292	1,482	1,720	1,471	2,126	2,163
Programs Offered (total)	35	59	25	13	20	72	84	63	70	79	58	59	64
Adult Programs	16	23	17	10	5	28	21	19	24	23	22	20	19
YA Programs	0	13	0	0	0	12	15	9	9	11	5	12	11
Children's Programs	19	23	8	3	15	32	48	35	37	45	31	27	34
Programs Attendance (total)	568	1,365	406	251	328	1,727	1,918	1,179	1,435	2,062	1,358	1,154	1,761
Adult Programs Attendance	185	295	163	111	38	555	160	151	324	274	218	250	125
YA Programs Attendance	0	135	0	0	0	101	111	43	39	71	43	120	88
Children's Programs Attendance	383	935	243	140	290	1,071	1,647	985	1,072	1,717	1,097	784	1,548
Meeting Room Use	0	75	0	0	24	94	92	84	89	96	75	70	73
Museum Pass Use	0	265	0	0		184	201	164	173	157	144	277	262
Use of Library Computers	0	1,666	0	0	721	1,653	2,871	2,309	1,590	1,764	1,652	1,774	1,694
Materials added	552		613	274	580	938	1,568						
Materials Withdrawn	248		7	0	884	1,025	1,845						



Current Fiscal Year Data Comparison

Key Performance Indicators

	FY20	FY19	FY18	FY17	FY16
	Total Annual	Total Annual	Total Annual	Total Annual	Total Annual
Circulation - Total	521,518	599,254	548,782	562,579	557,469
Circulation - Adult (books/magazines)	90,357	120,223	118,589	121,002	124,061
Circulation - YA print (books/magazines)	18,146	21,572	23,095	23,424	21,516
Circulation - Children's print (books/magazines)	181,257	219,135	225,480	233,689	226,867
Circulation - Adult Audio Visual	70,226	90,878	102,538	108,748	110,921
Circulation - YA Audio Visual	344	612	733	870	894
Circulation - Children's Audio Visual	18,231	23,354	28,360	33,572	36,809
Circulation - downloads (eBooks/eAudiobooks)	141,046	116,660	46,351	38,552	34,639
Reference Questions	14,136	29,754	39,004	36,646	37,526
Programs Offered (total)	642	772	681	645	566
Adult Programs	224	278	246	156	139
YA Programs	84	115	107	117	91
Children's Programs	334	379	328	372	336
Programs Attendance (total)	14,147	18,084	17,700	19,186	16,620
Adult Programs Attendance	2,554	3,353	3,721	3,061	2,517
YA Programs Attendance	616	1,052	1,181	1,900	1,213
Children's Programs Attendance	10,977	13,679	12,798	14,225	12,890
Meeting Room Use	697	941	878	855	781
Museum Pass Use	1,562	2,531	2,477	2,525	2,592
Use of Library Computers	16,028	18,418	20,473	21,116	22,343

Current Fiscal Year Data Comparison

Key Performance Indicators

Last Year

	Current month	Month comparison	Apr 2020	Mar 2020	Feb 2020	Jan 2020	Dec 2019	Nov 2019	Oct 2019	Sep 2019	Aug 2019	Jul 2019	Jun 2019
Circulation - Total	14,272	51,937	15,196	37,842	60,063	59,710	48,897	49,042	51,663	51,049	54,942	56,736	53,701
Circulation - Adult (books/magazines)	97	10,278	67	5,243	11,115	11,652	9,527	9,059	10,019	9,642	10,283	10,747	9,829
Circulation - YA print (books/magazines)	1	1,600	10	1,150	1,849	1,806	1,753	1,906	1,747	1,886	2,545	2,854	2,521
Circulation - Children's print (books/magazines)	49	19,119	62	13,533	24,735	23,174	16,790	18,635	19,424	19,245	19,518	21,719	19,370
Circulation - Adult Audio Visual	45	8,012	53	4,712	9,215	9,511	8,238	7,257	7,469	6,800	7,581	7,795	5,886
Circulation - YA Audio Visual	1	39	0	13	27	28	52	41	23	35	52	64	69
Circulation - Children's Audio Visual	2	1,903	2	1,366	2,389	2,298	1,979	1,848	1,856	1,832	2,229	2,096	2,047
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	14,075	10,789	15,002	11,716	10,536	11,007	10,374	10,102	10,896	11,365	12,515	11,208	11,921
Reference Questions	67	1,854	58	587	1,450	1,515	1,292	1,482	1,720	1,471	2,126	2,163	1,830
Programs Offered (total)	25	82	13	20	72	84	63	70	79	58	59	64	59
Adult Programs	17	31	10	5	28	21	19	24	23	22	20	19	23
YA Programs	0	10	0	0	12	15	9	9	11	5	12	11	13
Children's Programs	8	41	3	15	32	48	35	37	45	31	27	34	23
Programs Attendance (total)	406	1,837	251	328	1,727	1,918	1,179	1,435	2,062	1,358	1,154	1,761	1,365
Adult Programs Attendance	163	396	111	38	555	160	151	324	274	218	250	125	295
YA Programs Attendance	0	101	0	0	101	111	43	39	71	43	120	88	135
Children's Programs Attendance	243	1,340	140	290	1,071	1,647	985	1,072	1,717	1,097	784	1,548	935
Meeting Room Use	0	101	0	24	94	92	84	89	96	75	70	73	75
Museum Pass Use	0	198	0		184	201	164	173	157	144	277	262	265
Use of Library Computers	0	1,785	0	721	1,653	2,871	2,309	1,590	1,764	1,652	1,774	1,694	1,666
Materials added	613		274	580	938	1,568							
Materials Withdrawn	7		0	884	1,025	1,845							



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

Current Fiscal Year Data Comparison

Key Performance Indicators

	Current month	Last Year											
		Month comparison	Mar 2020	Feb 2020	Jan 2020	Dec 2019	Nov 2019	Oct 2019	Sep 2019	Aug 2019	Jul 2019	Jun 2019	May 2019
Circulation - Total	15,196	51,999	37,842	60,063	59,710	48,897	49,042	51,663	51,049	54,942	56,736	53,701	51,937
Circulation - Adult (books/magazines)	67	10,180	5,243	11,115	11,652	9,527	9,059	10,019	9,642	10,283	10,747	9,829	10,278
Circulation - YA print (books/magazines)	10	1,355	1,150	1,849	1,806	1,753	1,906	1,747	1,886	2,545	2,854	2,521	1,600
Circulation - Children's print (books/magazines)	62	19,633	13,533	24,735	23,174	16,790	18,635	19,424	19,245	19,518	21,719	19,370	19,119
Circulation - Adult Audio Visual	53	7,947	4,712	9,215	9,511	8,238	7,257	7,469	6,800	7,581	7,795	5,886	8,012
Circulation - YA Audio Visual	0	48	13	27	28	52	41	23	35	52	64	69	39
Circulation - Children's Audio Visual	2	2,071	1,366	2,389	2,298	1,979	1,848	1,856	1,832	2,229	2,096	2,047	1,903
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	15,002	10,538	11,716	10,536	11,007	10,374	10,102	10,896	11,365	12,515	11,208	11,921	10,789
Reference Questions	58	1,895	587	1,450	1,515	1,292	1,482	1,720	1,471	2,126	2,163	1,830	1,854
Programs Offered (total)	13	71	20	72	84	63	70	79	58	59	64	59	82
Adult Programs	10	25	5	28	21	19	24	23	22	20	19	23	31
YA Programs	0	6	0	12	15	9	9	11	5	12	11	13	10
Children's Programs	3	40	15	32	48	35	37	45	31	27	34	23	41
Programs Attendance (total)	251	1,942	328	1,727	1,918	1,179	1,435	2,062	1,358	1,154	1,761	1,365	1,837
Adult Programs Attendance	111	379	38	555	160	151	324	274	218	250	125	295	396
YA Programs Attendance	0	41	0	101	111	43	39	71	43	120	88	135	101
Children's Programs Attendance	140	1,522	290	1,071	1,647	985	1,072	1,717	1,097	784	1,548	935	1,340
Meeting Room Use	0	92	24	94	92	84	89	96	75	70	73	75	101
Museum Pass Use	0	228		184	201	164	173	157	144	277	262	265	198
Use of Library Computers	0	1,776	721	1,653	2,871	2,309	1,590	1,764	1,652	1,774	1,694	1,666	1,785
Materials added	274		580	938	1,568								
Materials Withdrawn	0		884	1,025	1,845								



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



Current Fiscal Year Data Comparison

Key Performance Indicators

	Current month	Last Year											
		Month comparison	Feb 2020	Jan 2020	Dec 2019	Nov 2019	Oct 2019	Sep 2019	Aug 2019	Jul 2019	Jun 2019	May 2019	Apr 2019
Circulation - Total	37,842	54,694	60,063	59,710	48,897	49,042	51,663	51,049	54,942	56,736	53,701	51,937	51,999
Circulation - Adult (books/magazines)	5,243	10,734	11,115	11,652	9,527	9,059	10,019	9,642	10,283	10,747	9,829	10,278	10,180
Circulation - YA print (books/magazines)	1,150	1,729	1,849	1,806	1,753	1,906	1,747	1,886	2,545	2,854	2,521	1,600	1,355
Circulation - Children's print (books/magazines)	13,533	21,921	24,735	23,174	16,790	18,635	19,424	19,245	19,518	21,719	19,370	19,119	19,633
Circulation - Adult Audio Visual	4,712	6,486	9,215	9,511	8,238	7,257	7,469	6,800	7,581	7,795	5,886	8,012	7,947
Circulation - YA Audio Visual	13	48	27	28	52	41	23	35	52	64	69	39	48
Circulation - Children's Audio Visual	1,366	2,049	2,389	2,298	1,979	1,848	1,856	1,832	2,229	2,096	2,047	1,903	2,071
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	11,716	9,779	10,536	11,007	10,374	10,102	10,896	11,365	12,515	11,208	11,921	10,789	10,538
Reference Questions	587	2,022	1,450	1,515	1,292	1,482	1,720	1,471	2,126	2,163	1,830	1,854	1,895
Programs Offered (total)	20	81	72	84	63	70	79	58	59	64	59	82	71
Adult Programs	5	28	28	21	19	24	23	22	20	19	23	31	25
YA Programs	0	9	12	15	9	9	11	5	12	11	13	10	6
Children's Programs	15	44	32	48	35	37	45	31	27	34	23	41	40
Programs Attendance (total)	328	1,852	1,727	1,918	1,179	1,435	2,062	1,358	1,154	1,761	1,365	1,837	1,942
Adult Programs Attendance	38	359	555	160	151	324	274	218	250	125	295	396	379
YA Programs Attendance	0	69	101	111	43	39	71	43	120	88	135	101	41
Children's Programs Attendance	290	1,424	1,071	1,647	985	1,072	1,717	1,097	784	1,548	935	1,340	1,522
Meeting Room Use	24	100	94	92	84	89	96	75	70	73	75	101	92
Museum Pass Use		197	184	201	164	173	157	144	277	262	265	198	228
Use of Library Computers	721	1,827	1,653	2,871	2,309	1,590	1,764	1,652	1,774	1,694	1,666	1,785	1,776
Materials added	580		938	1,568									
Materials Withdrawn	884		1,025	1,845									



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: March 2020Main
EntranceChildrens
RoomAssembly
RoomDaily
Total

1		710		858		312		1,880
2		262		316		64		642
3		585		842		623		2,050
4		587		1,371		1,479		3,437
5		642		706		225		1,573
6		511		656		210		1,377
7		516		547		148		1,211
8		641		826		178		1,645
9		352		343		81		776
10		623		515		176		1,314
11		469		420		159		1,048
12		704		708		160		1,572
13		COVID-19						
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

Monthly total

18,525

Current Fiscal Year Data Comparison

Key Performance Indicators

	Current month	Last Year											
		Month comparison	Jan 2020	Dec 2019	Nov 2019	Oct 2019	Sep 2019	Aug 2019	Jul 2019	Jun 2019	May 2019	Apr 2019	Mar 2019
Circulation - Total	60,063	48,446	59,710	48,897	49,042	51,663	51,049	54,942	56,736	53,701	51,937	51,999	54,694
Circulation - Adult (books/magazines)	11,115	9,430	11,652	9,527	9,059	10,019	9,642	10,283	10,747	9,829	10,278	10,180	10,734
Circulation - YA print (books/magazines)	1,849	1,442	1,806	1,753	1,906	1,747	1,886	2,545	2,854	2,521	1,600	1,355	1,729
Circulation - Children's print (books/magazines)	24,735	18,344	23,174	16,790	18,635	19,424	19,245	19,518	21,719	19,370	19,119	19,633	21,921
Circulation - Adult Audio Visual	9,215	7,621	9,511	8,238	7,257	7,469	6,800	7,581	7,795	5,886	8,012	7,947	6,486
Circulation - YA Audio Visual	27	44	28	52	41	23	35	52	64	69	39	48	48
Circulation - Children's Audio Visual	2,389	1,861	2,298	1,979	1,848	1,856	1,832	2,229	2,096	2,047	1,903	2,071	2,049
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	10,536	9,391	11,007	10,374	10,102	10,896	11,365	12,515	11,208	11,921	10,789	10,538	9,779
Reference Questions	1,450	2,056	1,515	1,292	1,482	1,720	1,471	2,126	2,163	1,830	1,854	1,895	2,022
Programs Offered (total)	72	61	84	63	70	79	58	59	64	59	82	71	81
Adult Programs	28	21	21	19	24	23	22	20	19	23	31	25	28
YA Programs	12	11	15	9	9	11	5	12	11	13	10	6	9
Children's Programs	32	29	48	35	37	45	31	27	34	23	41	40	44
Programs Attendance (total)	1,727	1,507	1,918	1,179	1,435	2,062	1,358	1,154	1,761	1,365	1,837	1,942	1,852
Adult Programs Attendance	555	273	160	151	324	274	218	250	125	295	396	379	359
YA Programs Attendance	101	121	111	43	39	71	43	120	88	135	101	41	69
Children's Programs Attendance	1,071	1,113	1,647	985	1,072	1,717	1,097	784	1,548	935	1,340	1,522	1,424
Meeting Room Use	94	75	92	84	89	96	75	70	73	75	101	92	100
Museum Pass Use	184	203	201	164	173	157	144	277	262	265	198	228	197
Use of Library Computers	1,653	1,241	2,871	2,309	1,590	1,764	1,652	1,774	1,694	1,666	1,785	1,776	1,827
Materials added	938		1,568										
Materials Withdrawn	1,025		1,845										



Current Fiscal Year Data Comparison

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	Total Annual	Total Annual	Total Annual	Total Annual	Total Annual
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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: February 2020

	Main Entrance	Childrens Room	Assembly Room	Daily Total
1	557	576	197	1,330
2	724	847	248	1,819
3	350	391	94	835
4	569	611	198	1,378
5	622	686	282	1,590
6	664	800	289	1,753
7	449	602	230	1,281
8	361	515	187	1,063
9	753	1,007		1,760
10	353	393		746
11	514	590	191	1,295
12				
13				
14	1,762	2,017	646	4,425
15	517	602	161	1,280
16	654	879	374	1,907
17	Presidents'	Day	Closed	
18	349	418	101	868
19	462	773	237	1,472
20	607	724	329	1,660
21	541	654	208	1,403
22	476	521	223	1,220
23	673	782	204	1,659
24	398	358	224	980
25	608	356	181	1,145
26	556	566	176	1,298
27	603	816	224	1,643
28	483	647	161	1,291
29	430	598	159	1,187

new battery

Monthly total

38,288

FY2021

BELMONT PUBLIC LIBRARY EXPENDITURES									

[illegible]

[illegible]

		ORIG./ADJ. APPROPRNTS.	TRANSFER	ADJUSTED BUDGET	SPENT JUNE	SPENT JULY- JUNE	BALANCE	PROJECTED 12 MONTHS	% EXP
	LIBRARY PUBLIC SERVICE								
16121									
511000	WAGES, FULL TIME	807,237.00	-3,156.00	804,081.00	70,538.50	747,134.39	56,946.61	804,081.00	92.9%
511100	WAGES, PART TIME	247,707.98		247,707.98	23,229.54	212,380.57	35,327.41	247,707.98	85.7%
513000	OVERTIME	10,000.00		10,000.00	0.00	7,387.21	2,612.79	10,000.00	73.9%
514105	EYEGLOSS REIMBURSEMENT	525.00		525.00	0.00	525.00	0.00	525.00	100.0%
514800	LONGEVITY	6,721.00		6,721.00	812.50	6,021.43	699.57	6,721.00	89.6%
16122									
530000	PROFESSIONAL SERVICES	1,976.00		1,976.00	0.00	1,486.88	489.12	1,976.00	75.2%
534100	TELEPHONE	9,053.00		9,053.00	647.18	4,044.21	5,008.79	9,053.00	44.7%
552900	BOOKS/PER/FILM/CD/REC	356,843.52		356,843.52	84,998.39	357,585.51	(741.99)	356,843.52	100.2%
573000	DUES	1,020.00		1,020.00	0.00	0.00	1,020.00	1,020.00	0.0%
	TOTAL LIBRARY PUBLIC SERV	1,441,083.50	-3,156.00	1,437,927.50	180,226.11	1,336,565.20	101,362.30	1,437,927.50	92.95%
	LIBRARY TECHNICAL SERVICES								
16131									
511000	SALARIES, FULL TIME	175,395.00		175,395.00	17,912.94	171,620.69	3,774.31	175,395.00	97.8%
511100	SALARIES, PART TIME	12,736.00		12,736.00	0.00	13,284.70	(548.70)	12,736.00	104.3%
514800	LONGEVITY	2,825.00		2,825.00	350.00	2,500.00	325.00	2,825.00	88.5%
16132									
530600	COMPUTER SERVICE	76,994.00		76,994.00	5,288.11	77,266.89	(272.89)	76,994.00	100.4%
542200	PROCESSING SUPPLIES	12,740.00		12,740.00	617.69	10,715.16	2,024.84	12,740.00	84.1%
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	24,148.74	275,387.44	5,302.56	280,690.00	98.11%
	LIBRARY CAPITAL								
16133									
587100	CAPITAL COMPUTER	12,500.00		12,500.00	12,473.66	12,473.66	26.34	12,500.00	99.8%
	TOTAL LIBRARY DEPARTMEN	2,263,629.22	0.00	2,263,629.22	262,905.37	1,989,124.46	274,504.76	2,263,629.22	87.87%