

FY 2021 TRUSTEE FUNDS TO SPEND						
SPECIAL FUNDS	Notes	A OPENING BALANCE 7/1/2020	B INCOME EARNED FY20	C WITHDRAWAL OF 80% IN FY21	D TOTAL	ENDING BALANCE 6/30/2020
Michael E Deluty Fund	Holistic - Medical	\$ 16,540.45	\$ 395.22	\$ 316.18	\$ 16,224.27	\$ 16,224.27
Katharine W Atkins Fund	Special Books	23,391.57	558.87	447.10	22,944.47	22,944.47
Margaret Wrisley Fund	Special Books	20,236.34	483.52	386.82	19,849.52	19,849.52
Esther Burdick Fund	Horticulture	13,174.19	314.83	251.86	12,922.33	12,922.33
Blanche Howe Jenney Fund	Special Books	18,469.12	904.67	723.74	17,745.38	17,745.38
Special Fund "72" Expenditure	Cash Fund	13,322.60			13,322.60	13,322.60
Jane Dustan Children's Ed Fund	Children's	616,630.49	14,722.49	11,777.99	604,852.50	604,852.50
Jane Dustan Children's Expense	Cash Fund	13,849.97			13,849.97	13,849.97
Jane Dustan Bequest	Building	386,512.85	9,148.60		386,512.85	386,512.85
Capital Building Fund	Building	32,349.84	749.47		32,349.84	32,349.84
Richard & Audrey Lenk Bequest		62,540.45	1,480.47		62,540.45	62,540.45
Philip May Bequest		176,662.47	4,181.66		176,662.47	176,662.47
TOTAL SPECIAL FUNDS		\$ 1,393,680.34	\$ 32,939.80	\$ 13,903.68	\$ 1,379,776.66	\$ 1,379,776.66
LIBRARY GIFT FUNDS						
		OPENING BALANCE 7/1/2020	INCOME EARNED FY20	WITHDRAWAL OF 80% IN FY21	TOTAL	ENDING BALANCE 6/30/2020
Frances Apt	Children's	\$ 10,601.38	\$ 251.59	\$ 201.27	\$ 10,400.11	\$ 10,400.11
Alice B. Curtis Bequest	Non-fiction	6,032.74	143.17	114.54	5,918.20	5,918.20
Clafin Fund	History	23,022.66	546.36	437.09	22,585.57	22,585.57
Dr. Small Bequest	Non-fiction	6,321.36	150.02	120.02	6,201.34	6,201.34
Lucy Luard Bequest	Art/crafts	3,097.32	73.50	58.80	3,038.52	3,038.52
Rachel Atkins Bequest	Art/crafts	15,321.24	363.60	290.88	15,030.36	15,030.36
Kaplan Fund	Unrestricted	6,674.83	158.40	126.72	6,548.11	6,548.11
Dressler Fund	Biography	16,366.27	388.40	310.72	16,055.55	16,055.55
Van Norden Fund	Music	9,013.11	213.90	171.12	8,841.99	8,841.99
Regina O'Brien	Irish studies	2,444.41	58.01	46.41	2,398.00	2,398.00
Edith Mintz Fund	Classical literature	1,461.00	34.67	27.74	1,433.27	1,433.27
Richard Lenk	General	18,052.98	428.43	342.74	17,710.24	17,710.24
Belmont Village Hill	Unrestricted	5,315.43	126.14	100.91	5,214.52	5,214.52
Dr. Samuelson		2,836.82	67.32	53.86	2,782.96	2,782.96
Mildred A. Manfredi-King		1,254.44	29.77	23.82	1,230.63	1,230.63
Mary Claire Phelan	Staff Development	2,130.12	50.55	40.44	2,089.68	2,089.68
Misc. Dedicated Fund		40,832.57	969.02	775.22	40,057.36	40,057.36
Misc.-Unrestricted Fund		\$ 33,766.24	\$ 801.33	\$ 641.06	\$ 33,125.17	\$ 33,125.17
TOTAL LIBRARY GIFT FUNDS		\$ 204,544.91	\$ 4,854.18	\$ 3,883.34	\$ 200,661.57	\$ 200,661.57
TOTAL FUNDS		\$ 1,598,225.25	\$ 37,793.98	\$ 17,787.02	\$ 1,580,438.23	\$ 1,580,438.23

FY 2020 TRUSTEE FUNDS ACTIVITY									
SPECIAL FUNDS	Notes	OPENING BALANCE 7/1/2019	WITHDRAWAL OF 80% FY19 INCOME	ACTUAL EXPENDITURE FY20	DEPOSITS FY20	+	=	FY20 INCOME CARRY TO FY2021	= ENDING BALANCE 6/30/2020
Michael E Deluty Fund	Holistic - Medical	\$ 16,421.97	\$ 276.74		\$ -		\$ 16,145.23	\$ 395.22	\$ 16,540.45
Katharine W Atkins Fund	Special Books	23,223.96	391.26		-		\$22,832.70	558.87	23,391.57
Margaret Wrisley Fund	Special Books	20,091.32	338.50		-		\$19,752.82	483.52	20,236.34
Esther Burdick Fund	Horticulture	13,079.84	220.48		-		\$12,859.36	314.83	13,174.19
Blanche Howe Jenney Fund	Special Books	18,296.04	731.59		-		\$17,564.45	904.67	18,469.12
Special Fund "72" expenditure	Cash Fund	11,364.03			1,958.57		\$13,322.60		13,322.60
Jane Dustan Children's Ed Fund	Children's	612,202.72	10,294.72		-		601,908.00	14,722.49	616,630.49
Jane Dustan Children's Expense	Cash Fund	18,882.62		15,327.37	10,294.72		\$377,364.25	9,148.60	13,849.97
Jane Dustan Bequest	Building	377,364.25			-		\$31,600.37	749.47	32,349.84
Capital Building Fund	Building	31,600.37					\$61,059.98	1,480.47	62,540.45
Richard & Audrey Lenk Bequest		61,059.98					\$172,480.81	4,181.66	176,662.47
Philip May Bequest		172,480.81					\$ 1,346,890.57	\$ 32,939.80	\$ 1,393,680.34
TOTAL SPECIAL FUNDS		\$ 1,376,067.91	\$ 12,253.29	\$ 15,327.37	\$ 12,253.29				
LIBRARY GIFT FUNDS	Notes	OPENING BALANCE 7/1/2019	WITHDRAWAL OF 80% FY19 INCOME	ACTUAL EXPENDITURE FY20	DEPOSITS FY20	PERCENT OF TOTAL	TOTAL	FY20 INCOME CARRY TO FY2021	ENDING BALANCE 6/30/2020
Frances Apt	Children's	\$ 10,349.79					\$ 10,349.79	\$ 251.59	\$ 10,601.38
Alice B. Curtis Bequest	Non-fiction	5,889.57				5.18%	5,889.57	143.17	6,032.74
Clafin Fund	History	22,476.30				2.95%	22,476.30	546.36	23,022.66
Dr. Small Bequest	Non-fiction	6,171.34				11.26%	6,171.34	150.02	6,321.36
Lucy Luard Bequest	Art/crafts	3,023.82				3.09%	3,023.82	73.50	3,097.32
Rachel Atkins Bequest	Art/crafts	14,957.64				1.51%	14,957.64	363.60	15,321.24
Kaplan Fund	Unrestricted	6,516.43				7.49%	6,516.43	158.40	6,674.83
Dressler Fund	Biography	15,977.87				3.26%	15,977.87	388.40	16,366.27
Van Norden Fund	Music	8,799.21				8.00%	8,799.21	213.90	9,013.11
Regina O'Brien	Irish studies	2,386.40				4.41%	2,386.40	58.01	2,444.41
Edith Mintz Fund	Classical literature	1,426.33				1.20%	1,426.33	34.67	1,461.00
Richard Lenk	General	17,624.55				0.71%	17,624.55	428.43	18,052.98
Belmont Village Hill	Unrestricted	5,189.28				8.83%	5,189.28	126.14	5,315.43
Dr. Samuelson		2,769.49				2.60%	2,769.49	67.32	2,836.82
Mildred A. Manfredi-King		1,224.67				1.39%	1,224.67	29.77	1,254.44
Mary Claire Phelan	Staff Development	2,079.57				0.61%	2,079.57	50.55	2,130.12
Misc. Dedicated Fund		39,863.55				1.04%	39,863.55	969.02	40,832.57
Misc. Unrestricted Fund		\$ 32,964.91				19.96%	\$ 32,964.91	\$ 801.33	\$ 33,766.24
TOTAL LIBRARY GIFT FUNDS		\$ 199,690.73		\$ -	\$ -	100.00%	\$ 199,690.73	\$ 4,854.18	\$ 204,544.91
TOTAL FUNDS		\$ 1,575,758.64	\$ 12,253.29	\$ 15,327.37	\$ 12,253.29		\$ 1,575,758.64	\$ 37,793.98	\$ 1,598,225.25
Small Gifts									
		Opening Bal 7/1/2019	Expenditures FY20	New Gifts FY20					Ending Bal 6/30/2020
		\$ 19,390.70	\$ -	\$ 51,400.00				\$	\$ 70,790.70

Friends of the Belmont Public Library

January – August 2020 Spending Report

To: Peter Struzziero, Director, Belmont Public Library
From: Hannah E. Fischer, Co-Treasurer, Friends of the Belmont Public Library
Date: October 8, 2020
Re: January – August 2020 – FOBPL Spending Report
Attachments: FOBPL Profit and Loss statement for January 2020 – August 2020
FOBPL Profit and Loss statement for September 2019 – August 2020

FOBPL Organization Spending:

As with all non-profit organizations, the Friends were not immune to the ups and downs of Covid-related disruptions. That said, we were able to continue to support the programs and services of the Library by financing technology and virtual programming. We ended our fiscal year (August 31, 2020) in a strong financial position and were able to purchase many items off the Library Director's "Wish List." In addition, the Friends made a few purchases in the last few months to increase FOBPL visibility and, hopefully, to increase membership in our new fiscal year.

FOBPL Organization-Related Expenses of Note (January – August 2020)

- Little Green Light (Donor Management Software)
- Branded Tent for Book Sale and Other FOBPL Events
- Sign Up Genius (Volunteer Management Software)
- Beautification – Mulch, planters, general fall cleanup

FOBPL Membership Income – September 2019 – August 2020:

	% of Budget
Donations under \$199	108.6%
Donations over \$200	172.2%

Library Expenses:

Expense	January - August 2020
Author Series Expenses	\$385
Library Memberships - Museums	\$7,260
Library Programs - Adult	\$4,818
Library Program Exp-Young Adult	\$2,872
FOBPL Gifts to Library	\$159
Library Program Exp - Children	\$1,351
Library Website	\$750
Staff Meetings/Development	\$634
Library Program - Technology	\$2,057

Library Program - Books & Bites	\$380
Total Library Expenses Jan – August 2020	\$20,666
Director's Initiative (DI) – Details Below	\$5,185
Total Library Expenses & DI	\$25,851

Specifics on January – August 2020 Library expenditures:

Adult Programming & Supplies

- Maureen Boyle In-Person Author Event
- Tai Chi (January–March In-person, April–August Online)
- Sam Ducharme – Online Author Presentation
- Meryl Made – Online Cooking Class
- Creative Simplicity Organization Workshop – Online Class
- Two Professional Zoom Accounts

Young Adult Programming & Supplies

- Comic Journaling Online Event
- YA Professional Zoom Account
- Role 20 – Dungeons & Dragons Online Platform
- Swank Movie License
- Make and Mend PenPal Event
- Summer Reading Prizes

Children's Programming

- Summer Reading Prizes & Supplies

Museum Renewals

- Harvard Art Museum
- Museum of Fine Arts
- Gardner Museum
- Boston by Foot
- Boston Children's Museum
- Plymouth Plantation
- Zoo New England
- Mass Audubon
- New England Aquarium
- Museum of Science
- Peabody Essex Museum
- Institute of Contemporary Art

Additional/Notable Library Expenses – January – August 2020

- Assabet Interactive - Museum Pass Software Module
- Chinese Books for General Circulation – Director’s Wish List
- Two Staff “Welcome Back” Events
- Electronic Reservation System – Director’s Wish List
- Sendible – Social Media Integration Tool
- Anti-Fatigue Mats for Circulation Areas – Director’s Wish List
- Chair for Reference Area – Director’s Wish List
- Library Signage – Director’s Initiative Line Item

Notes:

- Summer Reading supplies and ComicCon supplies were purchased by March, and are reflected in the FY 21 expense numbers. These supplies will be utilized by the Library at a later date.
- The FOBPL fiscal year ends on August 30th. As of this memo, end-of-year numbers and budgets are being finalized.



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TOWN OF BELMONT
G/L ACCOUNT DETAIL

P 1
glactinq

Org: 28043032 Object: 558900
State Aid to Library Exp

2800-LB-6110-0000-0000-002-000-4303-558900-

YEAR	PER	JOURNAL	EFF	DATE	SRC	T	PO/REF2	REFERENCE	AMOUNT	P	CHECK	NO	WARRANT	VDR NAME/ITEM	DESC	COMMENTS
2021	03	59	09/03/2020	API	1			W 09032020	33.45	Y		47479209032020		PETER STRUZZIERO		FBE Apple
2021	03	59	09/03/2020	API	1			W 09032020	49.99	Y		47479009032020		STAPLES CONTRACT		Headset -
2021	02	370	08/20/2020	API	1		27121	W 08202020	2,182.58	Y		47411508202020		ENVIRO TOTE INC		Tote bags
2021	02	235	08/13/2020	API	1			W 08132020	256.00	Y		47401608132020		TURAN N CINKLIC		Outdoor b
2021	02	97	08/06/2020	API	1		27094	W 08062020	1,747.80	Y		47381308062020		PETER STRUZZIERO		Constant

Total Amount: 4,269.82

** END OF REPORT - Generated by Deitra Barnes **

Current Fiscal Year Data Comparison

Key Performance Indicators

	Current month	Last Year											
		Month comparison	Aug 2020	Jul 2020	Jun 2020	May 2020	Apr 2020	Mar 2020	Feb 2020	Jan 2020	Dec 2019	Nov 2019	Oct 2019
Circulation - Total	31,075	51,049	32,305	28,733	22,099	14,272	15,196	37,842	60,063	59,710	48,897	49,042	51,663
Circulation - Adult (books/magazines)	5,574	9,642	5,191	3,636	2,906	97	67	5,243	11,115	11,652	9,527	9,059	10,019
Circulation - YA print (books/magazines)	829	1,886	922	732	639	1	10	1,150	1,849	1,806	1,753	1,906	1,747
Circulation - Children's print (books/magazines)	8,270	19,245	8,436	7,030	4,373	49	62	13,533	24,735	23,174	16,790	18,635	19,424
Circulation - Adult Audio Visual	2,652	6,800	2,627	2,060	1,550	45	53	4,712	9,215	9,511	8,238	7,257	7,469
Circulation - YA Audio Visual	48	35	30	18	8	1	0	13	27	28	52	41	23
Circulation - Children's Audio Visual	505	1,832	499	387	334	2	2	1,366	2,389	2,298	1,979	1,848	1,856
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	13,190	11,365	14,594	14,845	12,243	14,075	15,002	11,716	10,536	11,007	10,374	10,102	10,896
Reference Questions	677	1,471	684	592	205	67	58	587	1,450	1,515	1,292	1,482	1,720
Programs Offered (total)	40	58	43	35	35	25	13	20	72	84	63	70	79
Adult Programs	18	22	20	22	16	17	10	5	28	21	19	24	23
YA Programs	15	5	7	0	0	0	0	0	12	15	9	9	11
Children's Programs	7	31	16	13	19	8	3	15	32	48	35	37	45
Programs Attendance (total)	341	1,358	404	441	568	406	251	328	1,727	1,918	1,179	1,435	2,062
Adult Programs Attendance	152	218	153	220	185	163	111	38	555	160	151	324	274
YA Programs Attendance	82	43	45	0	0	0	0	0	101	111	43	39	71
Children's Programs Attendance	107	1,097	206	221	383	243	140	290	1,071	1,647	985	1,072	1,717
Meeting Room Use	0	75	0	0	0	0	0	24	94	92	84	89	96
Museum Pass Use	15	144	2	0	0	0	0		184	201	164	173	157
Use of Library Computers	66	1,652		0	0	0	0	721	1,653	2,871	2,309	1,590	1,764
Materials added	750		823	1,030	552	613	274	580	938	1,568			
Materials Withdrawn	670		569	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	521,511	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)	141,039	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

BELMONT PUBLIC LIBRARY EXPENDITURES									
		OCTOBER	2020					20-Oct-20 3:42 PM	
	ORIG./ADJ. APPROPRPTS.	TRANSFER	ADJUSTED BUDGET	SPENT OCT	SPENT JULY-OCT	BALANCE	PROJECTED 4 MONTHS	% EXP	
LIBRARY ADMINISTRATION									
<u>16111</u>									
511000	179,520.00		179,520.00	13,809.24	56,065.58	123,454.42	59,840.00	31.2%	
514800	925.00		925.00	0.00	0.00	925.00	308.33	0.0%	
<u>16112</u>									
524500	9,819.00		9,819.00	0.00	4,195.00	5,624.00	3,273.00	42.7%	
530001	790.00		790.00	0.00	410.00	380.00	263.33	51.9%	
531700	500.00		500.00	0.00	0.00	500.00	166.67	0.0%	
531900	500.00		500.00	0.00	0.00	500.00	166.67	0.0%	
534500	2,050.00		2,050.00	0.00	557.57	1,492.43	683.33	27.2%	
534700	1,575.00		1,575.00	0.00	0.00	1,575.00	525.00	0.0%	
542100	975.00		975.00	53.08	297.88	677.12	325.00	30.6%	
571000	500.00		500.00	0.00	0.00	500.00	166.67	0.0%	
573000	610.00		610.00	0.00	0.00	610.00	203.33	0.0%	
TOTAL LIBRARY ADMIN	197,764.00	0.00	197,764.00	13,862.32	61,526.03	136,237.97	65,921.33	31.1%	
LIBRARY PLANT OPERATIONS									
<u>16141</u>									
511000	58,982.00		58,982.00	4,537.04	18,828.72	40,153.28	19,660.67	31.9%	
511100	8,304.00		8,304.00	0.00	0.00	8,304.00	2,768.00	0.0%	
513000	10,559.00		10,559.00	2,495.37	7,826.38	2,732.62	3,519.67	74.1%	
514100	260.00		260.00	20.00	83.00	177.00	86.67	31.9%	
514800	1,050.00		1,050.00	0.00	0.00	1,050.00	350.00	0.0%	
519900	820.00		820.00	0.00	820.00	0.00	273.33	100.0%	
<u>16142</u>									
522800	16,668.00		16,668.00	242.23	498.69	16,169.31	5,556.00	3.0%	
522900	36,753.00		36,753.00	3,286.94	11,262.92	25,490.08	12,251.00	30.6%	
523100	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!	
523400	1,611.00		1,611.00	0.00	0.00	1,611.00	537.00	0.0%	
524300	138,565.56		138,565.56	6,459.75	8,995.36	129,570.20	46,188.52	6.5%	
524306	22,873.35		22,873.35	0.00	0.00	22,873.35	7,624.45	0.0%	
545000	11,090.00		11,090.00	74.97	378.08	10,711.92	3,696.67	3.4%	
548900	198.00		198.00	0.00	0.00	198.00	66.00	0.0%	
TOTAL LIBRARY PLANT OPER	307,733.91	0.00	307,733.91	17,116.30	48,693.15	259,040.76	102,577.97	15.8%	

	ORIG./ADJ. APPROPRIATIONS	TRANSFER	ADJUSTED BUDGET	SPENT OCT	SPENT JULY-OCT	BALANCE	PROJECTED 4 MONTHS	% EXP
LIBRARY PUBLIC SERVICE								
16121								
511000	841,596.00		841,596.00	55,122.17	242,065.00	599,531.00	280,532.00	28.8%
511100	233,931.00		233,931.00	14,532.43	50,435.74	183,495.26	77,977.00	21.6%
513000	10,000.00		10,000.00	0.00	0.00	10,000.00	3,333.33	0.0%
514105	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/O!
514800	7,472.00		7,472.00	0.00	0.00	7,472.00	2,490.67	0.0%
16122								
PROFESSIONAL SERVICES								
530000	1,976.00		1,976.00	288.00	1,237.00	739.00	658.67	62.6%
534100	5,553.00		5,553.00	330.37	1,683.70	3,869.30	1,851.00	30.3%
552900	359,122.85		359,122.85	16,588.06	96,595.42	262,527.43	119,707.62	26.9%
573000	1,020.00		1,020.00	0.00	0.00	1,020.00	340.00	0.0%
TOTAL LIB PUBLIC SERV	1,460,670.85	0.00	1,460,670.85	86,861.03	392,016.86	1,068,653.99	486,890.28	26.8%
LIBRARY TECHNICAL SERVICES								
16131								
511000	175,170.00		175,170.00	10,106.48	56,580.77	118,589.23	58,390.00	32.3%
511100	12,736.00		12,736.00	1,510.08	5,519.96	7,216.04	4,245.33	43.3%
514800	2,500.00		2,500.00	0.00	0.00	2,500.00	833.33	0.0%
16132								
530500	78,224.00		78,224.00	852.59	63,766.19	14,457.81	26,074.67	81.5%
542200	12,740.00		12,740.00	617.26	1,846.15	10,893.85	4,246.67	14.5%
573000	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/O!
TOTAL LIBRARY TECHNICAL S	281,370.00	0.00	281,370.00	13,086.41	127,713.07	153,656.93	93,790.00	45.4%
LIBRARY CAPITAL								
16133								
587100	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/O!
TOTAL LIBRARY DEPT.	2,247,538.76	0.00	2,247,538.76	130,926.06	629,949.11	1,617,589.65	749,179.59	28.0%

10/22/2020	Work Orders Currently in Process					
Ticket Number	Date of Creation	Today	Days Open	Date Closed	Issue	Description
#22024	3/10/2017	10/22/2020	1322		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, and is only aesthetic.
#30363	7/26/2018	10/22/2020	819		East Wing Entrance Not Level	Landing is not level with doorway, trip hazard
#41075	12/17/2019	10/22/2020	310		Handicap Paddles	Not working. Many repairs over time, many this year.
#41099	12/18/2019	10/22/2020	309		Fax Line Needs Relocating	Fax Line is in the way of staff and must be relocated
#41934	2/3/2020	10/22/2020	262	10/22/2020	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.
#44875	8/14/2020	10/22/2020	69		Heat / AC Units not working	Floor units in Flett / Childrens having issues. Some don't perform, some won't turn on.
					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.
	7/1/2017	1/24/2019	572	FY18	Gutter replacement	Replacement of Gutters - Front only
	7/1/2017	9/24/2020	1181	FY18	Light replacement	Replacement of lights with new fixtures.
						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	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	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	Project Complete
	7/1/2019	Spring 2020	Complete	FY20	3rd Floor Air Conditioner	Project Complete
	7/1/2019	9/24/2020	451	FY20	Gutter replacement	Process to be managed by Town Facilities Department

Directors Report –October 22nd 2020

Building and Grounds

- Review of spreadsheet

Monthly Successes

- Relationship formed with new middle school principle
- Live chat seeing more activity each week
- New Virtual Story time series begins. Signups are strong.
- One Book One Belmont begins preparations for OBOB 2021
- Library Survey completed with 300 responses
- Library Computer Appointments expanded, walk ins now welcome
- Escape Reality Week for Teens – collaborative success from multiple departments
- Pen Pal Program begins with 144 participants, far more than expected.

General Update

- Friends to hold 2nd outdoor book sale this Sunday October 25th. Come see us.
- Library Director asked to join the committee building a new town website. Will represent the interests of the Age Friendly Advisory Council, of which he also serves.
- FY22 Budget #1 Completed and submitted
- Coordinator of Reference & Public Services interviews begin, Kathy to Represent Library Board
- BLA and Town of Belmont Resume Negotiations
- Job Interviews in process for various vacancies
- Town Human Resources Director Jessica Porter resigns her post for a new role closer to home. Best of luck Jessica

Follow up

- Air Flow Testing complete – next steps include some small equipment purchasing to address deficiencies
- Additional Heat Sensors (8) installed in Library Envelope spaces