

2/25/2021					Work Orders Currently in Process		
Ticket Number	Date of Creation	Today	Days Open	Date Closed	Issue	Description	Status
#22024	3/10/2017	2/25/2021	1448		Cement slab	A cement slab has fallen off of the front of the buiilding below the front fencing under the windows near the bushes. It's costly to replace, and is only aesthetic.	No Update.
#30363	7/26/2018	2/25/2021	945		East Wing Entrance Not Level	Landing is not level with doorway, trip hazard	Will repursue with new Facilities Director (when we have one - Jan 2021)
#41075	12/17/2019	2/25/2021	436		Handicap Paddles	Not working. Many repairs over time, many this year.	Facilities determined that they ordered the wrong equipment, new order is being placed.
#41099	12/18/2019	2/25/2021	435		Fax Line Needs Relocating	Fax Line is in the way of staff and must be relocated	Never Done, have reissued this request (twice)
#44875	8/14/2020	2/25/2021	195		Heat / AC Units not working	Floor units in Flett / Childrens having issues. Some don't perform, some won't turn on.	Awaiting support from Facilities
#50295	1/15/2021	2/25/2021	41		Many Electrical Needs	2 lights, 2 paddles, 4 interior light updates, 4 quad outlets, 5-6 dataports, 2 bubbler connections.	Met with Marcotte, Santoro, Flood and Cotter on 1/15/21
#50972	2/20/2021	2/25/2021	5		Main Circulator Pump Broken	Main Pump broken, leaking water Friday night, needing overnight emergency shutdown. Pump needs to be repaired or replaces, seal restored, and a motor review also.	This system is end of life.
					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	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	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
	7/1/2019	Spring 2020	Work Complete	FY20	3rd Floor Air Conditioner	Needs to be purchased and replaced.	Project Complete
	7/1/2019	9/24/2020	451	FY20	Gutter replacement	Repalcement of Remaining Gutters	Process to be managed by Town Facilitites Department

Directors Report – Thursday February 25th 2021

Building and Grounds

- Review of spreadsheet

Monthly Successes

- Winter Reading Program continues into March 122 participants so far.
- Books and Bites hosts Pulitzer Prize Winner Fredrik Logevall
- Mass Audubon Society program with 80 in attendance
- 2nd Keynote for Community Read secured

General Update

- Lots of building issues as of late – specifically systems
- Chris Tremblay promoted to Technology Librarian
- Library Assistant replacement for Myles Sullivan confirmed
- Electrician putting in time at Library to catch up on work orders
- Friends of the Library promoting the Library in new ways, helping to build community.

Follow up

- Minuteman Library Network standing
- Non Resident Circulation and State Aid – What it is, what it means.

Current Fiscal Year Data Comparison

BELMONT

PUBLIC

LIBRARY

Key Performance Indicators

	Last Year												
	Current month	Month comparison	Dec 2020	Nov 2020	Oct 2020	Sep 2020	Aug 2020	Jul 2020	Jun 2020	May 2020	Apr 2020	Mar 2020	Feb 2020
Circulation - Total	35,852	59,710	34,680	32,879	31,077	31,075	32,305	28,733	22,099	14,272	15,196	37,842	60,063
Circulation - Adult (books/magazines)	6,534	11,652	6,535	5,987	5,741	5,574	5,191	3,636	2,906	97	67	5,243	11,115
Circulation - YA print (books/magazines)	1,044	1,806	1,084	980	876	829	922	732	639	1	10	1,150	1,849
Circulation - Children's print (books/magazines)	11,215	23,174	10,303	9,557	9,478	8,270	8,436	7,030	4,373	49	62	13,533	24,735
Circulation - Adult Audio Visual	2,984	9,511	3,324	3,240	2,844	2,652	2,627	2,060	1,550	45	53	4,712	9,215
Circulation - YA Audio Visual	64	28	40	35	35	48	30	18	8	1	0	13	27
Circulation - Children's Audio Visual	511	2,298	465	454	456	505	499	387	334	2	2	1,366	2,389
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	13,476	11,007	12,927	12,622	11,614	13,190	14,594	14,845	12,243	14,075	15,002	11,716	10,536
Reference Questions	583	1,515	515	628	741	677	684	592	205	67	58	587	1,450
Programs Offered (total)	28	84	27	45	57	40	44	35	35	25	13	20	72
Adult Programs	14	21	7	19	16	18	21	22	16	17	10	5	28
YA Programs	0	15	5	15	19	15	7	0	0	0	0	0	12
Children's Programs	14	48	15	11	22	7	16	13	19	8	3	15	32
Programs Attendance (total)	440	1,918	1,415	329	495	341	410	441	568	406	251	328	1,727
Adult Programs Attendance	169	160	1,089	185	113	152	159	220	185	163	111	38	555
YA Programs Attendance	0	111	23	89	219	82	45	0	0	0	0	0	101
Children's Programs Attendance	271	1,647	303	55	163	107	206	221	383	243	140	290	1,071
Meeting Room Use	0	92	0	0	0	0	0	0	0	0	0	24	94
Museum Pass Use	4	201	10	32	33	15	2	0	0	0	0		184
Use of Library Computers	0	2,871	73	194	224	66		0	0	0	0	721	1,653
Materials added	672	1,568	486	775	792	750	823	1,030	552	613	274	580	938
Materials Withdrawn	90	1,845	295	155	1,158	670	569	211	248	7	0	884	1,025

January 2021

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

	ORIG./ADJ.		ADJUSTED	SPENT	SPENT		PROJECTED	%	
	APPROPRNTS.	TRANSFER	BUDGET	FEB	JULY - FEB	BALANCE	8 MONTHS	EXP	
LIBRARY PUBLIC SERVICE									
16121									
511000	WAGES, FULL TIME	841,596.00	841,596.00	44,416.49	455,338.54	386,257.46	561,064.00	54.1%	
511100	WAGES, PART TIME	233,931.00	233,931.00	15,331.30	114,630.78	119,300.22	155,954.00	49.0%	
513000	OVERTIME	10,000.00	10,000.00	226.85	226.85	9,773.15	6,666.67	2.3%	
514105	EYEGLOSS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
514800	LONGEVITY	7,472.00	7,472.00	0.00	5,258.93	2,213.07	4,981.33	70.4%	
16122									
530000	PROFESSIONAL SERVICES	1,976.00	1,976.00	0.00	1,903.00	73.00	1,317.33	96.3%	
534100	TELEPHONE	5,553.00	5,553.00	343.09	3,041.03	2,511.97	3,702.00	54.8%	
552900	BOOKS/PER/FILM/CD/REC	359,122.85	359,122.85	16,569.39	191,257.94	167,864.91	239,415.23	53.3%	
573000	DUES	1,020.00	1,020.00	0.00	0.00	1,020.00	680.00	0.0%	
TOTAL LIB PUBLIC SERVC	1,460,670.85	0.00	1,460,670.85	76,887.12	771,657.07	689,013.78	973,780.57	52.8%	
LIBRARY TECHNICAL SERVICES									
16131									
511000	SALARIES, FULL TIME	175,170.00	175,170.00	13,592.51	106,153.40	69,016.60	116,780.00	60.6%	
511100	SALARIES, PART TIME	12,736.00	12,736.00	1,142.76	11,825.59	910.41	8,490.67	92.9%	
514800	LONGEVITY	2,500.00	2,500.00	0.00	1,225.00	1,275.00	1,666.67	49.0%	
16132									
530600	COMPUTER SERVICE	78,224.00	78,224.00	1,523.06	66,880.51	11,343.49	52,149.33	85.5%	
542200	PROCESSING SUPPLIES	12,740.00	12,740.00	480.07	4,029.28	8,710.72	8,493.33	31.6%	
573000	DUES	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
TOTAL LIBRARY TECHNICAL	281,370.00	0.00	281,370.00	16,738.40	190,113.78	91,256.22	187,580.00	4.20%	
LIBRARY CAPITAL									
16133									
587100	CAPITAL COMPUTER	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
TOTAL LIBRARY DEPT.	2,247,538.76	0.00	2,247,538.76	126,326.05	1,198,963.15	1,048,575.61	1,498,359.17	53.35%	



Belmont Public Library
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Belmont, MA 02478
Belmontpubliclibrary.net

Peter Struzziero
Director
(617)489-2000

In April of 2021 the Town will vote on an operating override. If it fails, The Belmont Library Budget will be reduced by \$65,000. This reduction will impact each of our three primary cost components.

Staffing – Reduction in open hours

Materials – Reduction in material purchases (books, digital resources, databases, films)

Plant & Building Management – Reduction in funds available for building repairs, and energy conservation.

The Massachusetts Board of Library Commissioners outlines several criteria for operation and certification. If a library does not meet these requirements, then they face losing certification. This \$65,000 cut will bring us dangerously close to losing this certification. **Our Budget will be less than 1% over the needed appropriation mark.**

To be a certified Library by the Massachusetts Board of Library Commissioners, the library must meet the minimum standards of free public library service:

1. Meet Municipal Appropriation Requirement – (MAR)
2. Remain open a minimum number of hours per week
3. Allow non-resident borrowing
4. Expend a specific percentage (based on population) of the municipal appropriation on materials
5. Have a Director with a Master's Degree in Library Science

(The MAR requires that the budget continues to grow year over year by 2.5%)

By meeting these State requirements, funding and other, the Town receives the following benefits:

1. The Library is allowed continued membership in the Minuteman Library Network which in turn allows interlibrary loans, reciprocal borrowing privileges and free use of other libraries for Belmont patrons. If we were to be decertified by the state, we could lose our membership in our network.
2. The Library is eligible for grants and receives yearly state aid funding: our library usually receives in the range of \$25,000 - \$35,000 per year.

If a library or community does not meet these requirements, participation in the state program will be in jeopardy. This includes access to many state databases, advocacy, and the state aid funding. Again, and most importantly, if we were to lose certification from the State, our interlibrary loan program and connection with the Minuteman Library Network, of which our Director is a current member of the Executive Board, could be lost. It would be a challenging path to gain back certification. This would require five years of demonstrated progress and attainment of requirements. The loss of membership in our network would be detrimental to our success, as we are a net borrower of materials.

In instances of extreme hardship, towns may apply for a waiver to retain access to these programs.

- Waivers require significant documentation from the community outlining the specific issue (in this case the budget in the COVID19 era). Attestations must be provided by senior municipal employee as well as from the Library Director and Trustees.
- If it is determined that a municipality has disproportionately cut the Library budget in comparison to the other departments, the waiver would be denied. While more were granted this year, only 10 waivers are typically given statewide.
- Waivers are for a specific issue and duration. Materials that must be submitted include detailed budgets for the year in question as well as budget details for forthcoming years to demonstrate that there is an agreed to and committed plan to remedy the issue.

EXHIBIT AND DISPLAY POLICY

The Board of Library Trustees has established the following policy for use of exhibit and display areas in the Library. The Belmont Public Library uses display cases and designated exhibit areas to further its goals of life-long learning and the enhancement of cultural and leisure activities. Priority for displays is given to library activities, then to exhibitors living or working in the Town.

Individuals or groups may use display cases and exhibit areas subject to following conditions:

1. The Library Director or designee must approve all materials for display or exhibit. The individual or organization responsible must provide background information at the time an application for display (see attached) is submitted. Exhibits by commercial entities are permitted only with prior approval of the Board of Library Trustees/Library Director.
2. Exhibits and displays must be informational and/or cultural in nature; those in the Jane Gray Dustan Children's Room must be of interest to and appropriate for children. Partisan or sectarian materials are not permitted. As the Library endeavors to present a broad spectrum of ideas and variety of viewpoints, material exhibited does not necessarily represent the view or imply the endorsement of the Library Trustees, administration, or staff.
3. All items exhibited are done so at the owner's risk. The Library assumes no responsibility for security against theft or damage of any displayed material. Exhibitors, who must sign a release form to this effect, are asked to check their own insurance policies regarding theft or damage.
4. Exhibits must have a title poster announcing the topic and the sponsoring individual or group. Additional explanatory material, labels, programs, and handouts require approval by the director/designee. Admission fees, price lists and sales information are not permitted. The use of special lighting, A/V material or electronic media must be noted on the application and approved by the director/designee.
5. Exhibit space is available for one calendar month a period of time to be determined by the Library Director. In consultation with the Director/designee you will set times for exhibit/display installation and removal in advance. Space in the Jane Gray Dustan Children's Room is available for a one week period at the discretion of the Children's Room staff in accordance with accepted procedure.
6. Exhibitors are responsible for properly displaying their items and for providing the needed tools and wire. Picture molding hooks and fish line or wire must be used; the use of thumbtacks, nails or adhesives is prohibited. The exhibitor is responsible for any damage to Library property.
7. Exhibitors are encouraged to publicize exhibits in the local press after submitting all such releases to the director/designee for approval at least 3 weeks prior to publication. Mention of the Belmont Public Library in the publicity must be limited to stating viewing dates, times and location.
8. Any reception or related activity must have the express consent of the director/designee.
9. The exhibitor or a responsible party representing the exhibitor must sign the application form and assume responsibility for compliance with this policy. The Library reserves the right to remove an exhibit if it interferes with the normal operation of the Library.

Exhibit and Display Areas

Wall Space –

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Main level corridor (limited space)

Lower level corridor

Assembly Room

Flett Room

Display Cases – ~~18 X 18 X 24~~ inches

Main level corridor – ~~1~~ case

Jane Gray Dustan Children's Room – 1 case

Corner cabinet

Jane Gray Dustan Children's Room – 1 case under circulation desk

Other space may be available at the discretion of the Library Director.