2/25/2021	3/25/2021				Work Orders Currently in Process		
Ticket Number	Date of Creation	Today	Days Open	Date Closed	Issue	Description	Status
#22024	3/10/2017	3/25/2021	1476		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	3/25/2021	973		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	3/25/2021	464		Handicap Paddles	Not working. Many repairs over time, many this year.	1 paddle installed, waiting for the electriction to complete the job
#41099	12/18/2019	3/25/2021	463		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	3/25/2021	223		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	3/25/2021	69		Many Electrical Needs	2 lights, 2 paddles, 4 interior light updates, 4 quad outlets, 5-6 dataports, 2 bubbler connections.	Reaching back to DPW Director for support.
#50972	2/20/2021	3/25/2021	33		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.	Pump 1 replaced, Pump 2 removed - searching for parts still
	3/22/2021	3/25/2021	3		Fire System Annunciator malfunctioning	Annunciator has been going off, which brings the Fire Department Out	Have asked Facilities to send the alarm company out to assess the annunciator and make any needed repairs.
					In House Repairs and Adjustments		
			Date	Issue	Process	Timeline	Next Steps
			3/21/2021	Furniture moves	Preparation for flooring installation.	Will be completed this week	New flooring materials to be installed this weekend (3/28/21) Library Director will be onsight.
					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

<u>**Directors Report – Thursday March 25th 2021**</u>

<u>**Building and Grounds**</u>

- Review of spreadsheet

<u>**Monthly Successes**</u>

- 200+ Attendees at the 1st 4 Community Read Programs (Great job team)
- Over 500 book bundles given away in March so far
- Over 50 STEAM Kits given out for our story walk partnership with the Watertown Family Network
- Building off of Patterson and Cook in the winter, great turnout for author talks – 838 for Robert Reich, and 196 for Barbara Delinsky
- Deborah Borsuk returns from Parental Leave (welcome back Deb!)

<u>**General Update**</u>

- Library windows hours expanded – 8 hours added, planning now for the return of indoor services
- Main Water Pump successfully replaced, working on the back up unit now
- Special thanks to Head Custodian John Marshall for a lot of extra behind the scenes support lately. We are all lucky to have him.
- Amy Loustau promoted to Community Outreach Librarian, Smitha Prasad promoted to Library Assistant II for Technical Services. Congratulations to them both.
- FOBPL preparing some exciting plans for the spring – stay tuned

<u>**Follow up**</u>

- Minuteman Library Network security protocols
- April will be a big meeting – The voting of new officers
- Would be good to invite our Select Board Rep for April also

EXHIBIT AND DISPLAY POLICY

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 is submitted. Exhibits by commercial entities are permitted only with prior approval of the 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. The use of special lighting, A/V material or electronic media must be noted on the application and approved by the director/designee.

   Exhibit space is available for 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.

5. Exhibitors are responsible for properly displaying their items and for providing the needed tools and wire. Picture molding hooks and wire must be used; the use of thumbtacks, nails or adhesives is prohibited. The exhibitor is responsible for any damage to Library property.

6. 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.

7. Any reception or related activity must have the express consent of the director/designee.

8. 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.

<u>Exhibit and Display Areas</u>

Wall Space –

Main level corridor (limited space)

Lower level corridor

Assembly Room

Flett Room

Display Cases –

Main level corridor –

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.

Approved March 25th 2021

Mr. Peter Struzziero, Director
Belmont Public Library
Re: Trustee inquiry into security and privacy of patron records

Peter,

Keeping patron data both private and secure is one of the core values of the Minuteman Library Network. This is reflected in our extensive privacy policy, which opens with this statement:

"Privacy is essential to the exercise of free speech, free thought, and free association, and confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf. The Minuteman Library Network (MLN) and our member libraries recognize the importance of protecting the privacy and confidentiality of our users' registration, circulation, and electronic access information. Our commitment to privacy and confidentiality has deep roots not only in law but also in the ethics and practices of librarianship."

This commitment goes back to the beginnings of the network when we originally contemplated the implications of creating a shared patron database. I vividly remember a key Membership Committee meeting in 1983, which I attended as Minuteman's first chair of the Circulation Policy Committee. Alice Douglas, then Director of the Weston Library, pointed out that her patron file included notables such as a long-term Captain of the Boston Celtics, and wondered how such information could be kept private. The resounding answer was that each of us had similar cases and each of us were fully committed to the professional ethics of patron privacy.

Many of the security measures we take to limit access to the Sierra database are done with the aim of keeping this patron data private. As you will recall from your service on the board, last year we declined a member's request to allow a third-party service provider access to the underlying data tables and provided them with a much more limited, report-based, means of getting just the relevant data on activity at just that library in order to provide their patron engagement services.

We've also strengthened our password protocols this year in response to more staffs working at home. We are deploying new routers that have strengthened firewall capability at member libraries. Innovative Interfaces manages our servers based in the Amazon cloud, so we have the company-wide protections they maintain at III plus the level of protections that Amazon maintains.

Minuteman will not falter in its commitment to protect patron privacy.

Sincerely,

Philip E. McNulty, Executive Director
Minuteman Library Network
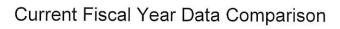10 Strathmore Road
Natick, MA 01760

Current Fiscal Year Data Comparison

BELMONT PUBLIC LIBRARY

Key Performance Indicators

	Current month	Month comparison	Jan 2021	Dec 2020	Nov 2020	Oct 2020	Sep 2020	Aug 2020	Jul 2020	Jun 2020	May 2020	Apr 2020	Mar 2020
											Last Year		
Circulation - Total	35,056	60,063	35,852	34,680	32,879	31,077	31,075	32,305	28,733	22,099	14,272	15,196	37,842
Circulation - Adult (books/magazines)	6,323	11,115	6,534	6,535	5,987	5,741	5,574	5,191	3,636	2,906	97	67	5,243
Circulation - YA print (books/magazines)	954	1,849	1,044	1,084	980	876	829	922	732	639	1	10	1,150
Circulation - Children's print (books/magazines)	11,976	24,735	11,215	10,303	9,557	9,478	8,270	8,436	7,030	4,373	49	62	13,533
Circulation - Adult Audio Visual	2,852	9,215	2,984	3,324	3,240	2,844	2,652	2,627	2,060	1,550	45	53	4,712
Circulation - YA Audio Visual	44	27	64	40	35	35	48	30	18	8	1	0	13
Circulation - Children's Audio Visual	427	2,389	511	465	454	456	505	499	387	334	2	2	1,366
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	12,478	10,536	13,476	12,927	12,622	11,614	13,190	14,594	14,845	12,243	14,075	15,002	11,716
Reference Questions	561	1,450	583	515	628	741	677	684	592	205	67	58	587
Programs Offered (total)	32	72	28	27	45	57	40	44	35	35	25	13	20
Adult Programs	15	28	14	7	19	16	18	21	22	16	17	10	5
YA Programs	1	12	0	5	15	19	15	7	0	0	0	0	0
Children's Programs	16	32	14	15	11	22	7	16	13	19	8	3	15
Programs Attendance (total)	2,009	1,727	440	1,415	329	495	341	410	441	568	406	251	328
Adult Programs Attendance	1,598	555	169	1,089	185	113	152	159	220	185	163	111	38
YA Programs Attendance	7	101	0	23	89	219	82	45	0	0	0	0	0
Children's Programs Attendance	404	1,071	271	303	55	163	107	206	221	383	243	140	290
Meeting Room Use	0	94	0	0	0	0	0	0	0	0	0	0	24
Museum Pass Use	35	184	4	10	32	33	15	2	0	0	0	0	
Use of Library Computers	0	1,653	0	73	194	224	66		0	0	0	0	721
Materials added	605	938	672	486	775	792	750	823	1,030	552	613	274	580
Materials Withdrawn	103	1,025	90	295	155	1,158	670	569	211	248	7	0	884

February 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

February 2021

BELMONT PUBLIC LIBRARY EXPENDITURES

MARCH 2021

		ORIG./ADJ. APPROPRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT MARCH	SPENT JULY - MAR	BALANCE	PROJECTED 9 MONTHS	% EXP
	LIBRARY ADMINISTRATION								
16111									
511000	SALARIES, FULL TIME	179,520.00		179,520.00	13,809.24	129,806.91	49,713.09	134,640.00	72.3%
514800	LONGEVITY	925.00		925.00	0.00	925.00	0.00	693.75	100.0%
16112									
524500	MAINTENANCE OFFICE EQUIP	9,819.00		9,819.00	0.00	4,882.50	4,936.50	7,364.25	49.7%
530001	MEDICAL REPORTS & BILLS	790.00		790.00	0.00	615.00	175.00	592.50	77.8%
531700	EMPLOYEE TRAINING	500.00		500.00	0.00	0.00	500.00	375.00	0.0%
531900	ADVERTISING & PUBLIC RELA'	500.00		500.00	0.00	112.00	388.00	375.00	22.4%
534500	POSTAGE	2,050.00		2,050.00	182.70	1,011.45	1,038.55	1,537.50	49.3%
534700	PRINTING	1,575.00		1,575.00	89.23	573.90	1,001.10	1,181.25	36.4%
542100	OFFICE SUPPLIES	975.00		975.00	0.00	297.88	677.12	731.25	30.6%
571000	IN-STATE TRAVEL	500.00		500.00	0.00	0.00	500.00	375.00	0.0%
573000	DUES & MEMBERSHIP	610.00		610.00	0.00	0.00	610.00	457.50	0.0%
	TOTAL LIBRARY ADMIN	197,764.00	0.00	197,764.00	14,081.17	138,224.64	59,539.36	148,323.00	69.9%
	LIBRARY PLANT OPERATIONS								
16141									
511000	SALARIES, FULL TIME	58,982.00		58,982.00	4,537.04	42,648.18	16,333.82	44,236.50	72.3%
511100	SALARIES, PART TIME	8,304.00		8,304.00	560.00	8,069.12	234.88	6,228.00	97.2%
513000	OVERTIME	10,559.00		10,559.00	0.00	10,491.90	67.10	7,919.25	99.4%
514100	SPECIALTY PAY/STIPEND	260.00		260.00	20.00	188.00	72.00	195.00	72.3%
514800	LONGEVITY	1,050.00		1,050.00	0.00	1,050.00	0.00	787.50	100.0%
519900	UNIFORM	820.00		820.00	0.00	820.00	0.00	615.00	100.0%
16142									
522800	GAS	16,668.00		16,668.00	2,284.87	9,421.64	7,246.36	12,501.00	56.5%
522900	ELECTRICITY	36,753.00		36,753.00	2,249.72	22,981.67	13,771.33	27,564.75	62.5%
523100	WATER	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
523400	ENERGY CONSERVATION	1,611.00		1,611.00	0.00	0.00	1,611.00	1,208.25	0.0%
524300	MAINTENANCE BUILDING	138,565.56		138,565.56	2,139.72	28,515.93	110,049.63	103,924.17	20.6%
524306	R&M HVAC CONTRACT SERVI(	22,873.35		22,873.35	0.00	0.00	22,873.35	17,155.01	0.0%
545000	CUSTODIAL SUPPLIES	11,090.00		11,090.00	263.47	1,377.17	9,712.83	8,317.50	12.4%
548900	GASOLINE	198.00		198.00	0.00	17.01	180.99	148.50	8.6%
	TOTAL LIBRARY PLANT OPER	307,733.91	0.00	307,733.91	12,054.82	125,580.62	182,153.29	230,800.43	40.8%

		ORIG./ADJ. APPROPRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT MARCH	SPENT JULY - MAR	BALANCE	PROJECTED 9 MONTHS	% EXP
	LIBRARY PUBLIC SERVICE								
16121									
511000	WAGES, FULL TIME	841,596.00		841,596.00	45,102.26	500,383.18	341,212.82	631,197.00	59.5%
511100	WAGES, PART TIME	233,931.00		233,931.00	15,683.09	130,313.87	103,617.13	175,448.25	55.7%
513000	OVERTIME	10,000.00		10,000.00	1,531.24	1,758.09	8,241.91	7,500.00	17.6%
514105	EYEGLASS 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	5,604.00	70.4%
16122									
530000	PROFESSIONAL SERVICES	1,976.00		1,976.00	0.00	1,903.00	73.00	1,482.00	96.3%
534100	TELEPHONE	5,553.00		5,553.00	343.09	3,384.12	2,168.88	4,164.75	60.9%
552900	BOOKS/PER/FILM/CD/REC	359,122.85		359,122.85	13,557.99	210,922.68	148,200.17	269,342.14	58.7%
573000	DUES	1,020.00		1,020.00	0.00	0.00	1,020.00	765.00	0.0%
	TOTAL LIB PUBLIC SERVC	1,460,670.85	0.00	1,460,670.85	76,217.67	853,923.87	606,746.98	1,095,503.14	58.5%
	LIBRARY TECHNICAL SERVICES								
16131									
511000	SALARIES, FULL TIME	175,170.00		175,170.00	18,579.10	124,732.50	50,437.50	131,377.50	71.2%
511100	SALARIES, PART TIME	12,736.00		12,736.00	908.09	12,733.68	2.32	9,552.00	100.0%
514800	LONGEVITY	2,500.00		2,500.00	0.00	1,225.00	1,275.00	1,875.00	49.0%
16132									
530600	COMPUTER SERVICE	78,224.00		78,224.00	768.35	67,648.86	10,575.14	58,668.00	86.5%
542200	PROCESSING SUPPLIES	12,740.00		12,740.00	2,162.47	6,191.75	6,548.25	9,555.00	48.6%
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECHNICAL S	281,370.00	0.00	281,370.00	22,418.01	212,531.79	68,838.21	211,027.50	75.53%
	LIBRARY CAPITAL								
16133									
587100	CAPITAL COMPUTER	0.00	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	124,771.67	1,330,260.92	917,277.84	1,685,654.07	59.19%