

BELMONT PUBLIC LIBRARY EXPENDITURES									
JUNE 2021							15-Jun-21 4:50 PM		
	ORIG./ADJ. APPROPRNTS.	TRANSFER	ADJUSTED BUDGET	SPENT JUNE	SPENT JULY- JUNE	BALANCE	PROJECTED 12 MONTHS	% EXP	
LIBRARY ADMINISTRATION									
16111									
511000	SALARIES, FULL TIME	179,520.00	179,520.00	13,809.26	174,686.96	4,833.04	179,520.00	97.3%	
514800	LONGEVITY	925.00	925.00	0.00	925.00	0.00	925.00	100.0%	
16112									
524500	MAINTENANCE OFFICE EQUIP	9,819.00	9,819.00	0.00	4,882.50	4,936.50	9,819.00	49.7%	
530001	MEDICAL REPORTS & BILLS	790.00	790.00	0.00	1,095.00	(305.00)	790.00	138.6%	
531700	EMPLOYEE TRAINING	500.00	500.00	0.00	0.00	500.00	500.00	0.0%	
531900	ADVERTISING & PUBLIC RELA	500.00	500.00	0.00	112.00	388.00	500.00	22.4%	
534500	POSTAGE	2,050.00	2,050.00	0.00	1,429.00	621.00	2,050.00	69.7%	
534700	PRINTING	1,575.00	1,575.00	232.00	805.90	769.10	1,575.00	51.2%	
542100	OFFICE SUPPLIES	975.00	975.00	53.97	351.85	623.15	975.00	36.1%	
571000	IN-STATE TRAVEL	500.00	500.00	0.00	0.00	500.00	500.00	0.0%	
573000	DUES & MEMBERSHIP	610.00	610.00	0.00	0.00	610.00	610.00	0.0%	
TOTAL LIBRARY ADMINISTRA		197,764.00	0.00	197,764.00	14,095.23	184,288.21	13,475.79	197,764.00	93.2%
LIBRARY PLANT OPERATIONS									
16141									
511000	SALARIES, FULL TIME	58,982.00	58,982.00	4,537.04	57,393.56	1,588.44	58,982.00	97.3%	
511100	SALARIES, PART TIME	8,304.00	8,304.00	0.00	8,305.37	(1.37)	8,304.00	100.0%	
513000	OVERTIME	10,559.00	10,559.00	0.00	10,553.15	5.85	10,559.00	99.9%	
514100	SPECIALTY PAY/STIPEND	260.00	260.00	20.00	253.00	7.00	260.00	97.3%	
514800	LONGEVITY	1,050.00	1,050.00	0.00	1,050.00	0.00	1,050.00	100.0%	
519900	UNIFORM	820.00	820.00	0.00	820.00	0.00	820.00	100.0%	
16142									
522800	GAS	16,668.00	16,668.00	0.00	11,114.37	5,553.63	16,668.00	66.7%	
522900	ELECTRICITY	36,753.00	36,753.00	2,884.97	30,618.67	6,134.33	36,753.00	83.3%	
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	1,611.00	0.0%	
524300	MAINTENANCE BUILDING	138,565.56	138,565.56	8,704.27	93,103.27	45,462.29	138,565.56	67.2%	
524306	R&M HVAC CONTRACT SERVIC	22,873.35	22,873.35	0.00	0.00	22,873.35	22,873.35	0.0%	
545000	CUSTODIAL SUPPLIES	11,090.00	11,090.00	2,109.47	7,367.83	3,722.17	11,090.00	66.4%	
548900	GASOLINE	198.00	198.00	0.00	17.01	180.99	198.00	8.6%	
TOTAL LIBRARY PLANT OPER		307,733.91	0.00	307,733.91	18255.75	220,596.23	87,137.68	307,733.91	71.7%

		ORIG./ADJ. APPROPR TNS. TRANSFER	ADJUSTED BUDGET	SPENT JUNE	SPENT JULY- JUNE	BALANCE	PROJECTED 12 MONTHS	% EXP
LIBRARY PUBLIC SERVICE								
16121								
511000	WAGES, FULL TIME	841,596.00	841,596.00	71,040.17	682,207.80	159,388.20	841,596.00	81.1%
511100	WAGES, PART TIME	233,931.00	233,931.00	16,981.08	185,650.34	48,280.66	233,931.00	79.4%
513000	OVERTIME	10,000.00	10,000.00	1,304.40	5,614.56	4,385.44	10,000.00	56.1%
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	2,187.50	7,446.43	25.57	7,472.00	99.7%
16122								
530000	PROFESSIONAL SERVICES	1,976.00	1,976.00	0.00	1,903.00	73.00	1,976.00	96.3%
534100	TELEPHONE	5,553.00	5,553.00	344.71	4,416.63	1,136.37	5,553.00	79.5%
552900	BOOKS/PER/FILM/CD/REC	359,122.85	359,122.85	22,211.27	301,779.56	57,343.29	359,122.85	84.0%
573000	DUES	1,020.00	1,020.00	0.00	0.00	1,020.00	1,020.00	0.0%
TOTAL LIBRARY PUBLIC SERV		1,460,670.85	0.00	1,460,670.85	114,069.13	1,189,018.32	271,652.53	1,460,670.85 81.40%
LIBRARY TECHNICAL SERVICES								
16131								
511000	SALARIES, FULL TIME	175,170.00	175,170.00	14,400.87	170,471.30	4,698.70	175,170.00	97.3%
511100	SALARIES, PART TIME	12,736.00	12,736.00	0.00	12,733.68	2.32	12,736.00	100.0%
514800	LONGEVITY	2,500.00	2,500.00	650.00	1,875.00	625.00	2,500.00	75.0%
16132								
530600	COMPUTER SERVICE	78,224.00	78,224.00	0.00	70,955.35	7,268.65	78,224.00	90.7%
542200	PROCESSING SUPPLIES	12,740.00	12,740.00	935.20	9,775.12	2,964.88	12,740.00	76.7%
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	15,986.07	265,810.45	15,559.55	281,370.00 94.47%
LIBRARY CAPITAL								
16133								
587100	CAPITAL COMPUTER	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
TOTAL LIBRARY DEPARTMEN		2,247,538.76	0.00	2,247,538.76	162,406.18	1,859,713.21	387,825.55	2,247,538.76 82.74%

# Current Fiscal Year Data Comparison

BELMONT

PUBLIC

LIBRARY

## Key Performance Indicators

	Last Year												
	Current month	Month comparison	Apr 2021	Mar 2021	Feb 2021	Jan 2021	Dec 2020	Nov 2020	Oct 2020	Sep 2020	Aug 2020	Jul 2020	Jun 2020
Circulation - Total	36,247	14,272	37,314	39,360	35,056	35,852	34,680	32,879	31,077	31,075	32,305	28,733	22,099
Circulation - Adult (books/magazines)	7,199	97	6,876	7,481	6,323	6,534	6,535	5,987	5,741	5,574	5,191	3,636	2,906
Circulation - YA print (books/magazines)	925	1	850	1,070	954	1,044	1,084	980	876	829	922	732	639
Circulation - Children's print (books/magazines)	12,550	49	12,884	13,975	11,976	11,215	10,303	9,557	9,478	8,270	8,436	7,030	4,373
Circulation - Adult Audio Visual	3,469	45	3,099	3,242	2,852	2,984	3,324	3,240	2,844	2,652	2,627	2,060	1,550
Circulation - YA Audio Visual	46	1	27	38	44	64	40	35	35	48	30	18	8
Circulation - Children's Audio Visual	415	2	359	476	427	511	465	454	456	505	499	387	334
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	11,641	14,075	13,218	13,075	12,478	13,476	12,927	12,622	11,614	13,190	14,594	14,845	12,243
Reference Questions	1,611	67	1,166	728	561	583	515	628	741	677	684	592	205
Programs Offered (total)	49	25	41	35	32	28	27	45	57	40	44	35	35
Adult Programs	19	17	19	18	15	14	7	19	16	18	21	22	16
YA Programs	16	0	11	2	1	0	5	15	19	15	7	0	0
Children's Programs	14	8	11	15	16	14	15	11	22	7	16	13	19
Programs Attendance (total)	371	406	491	690	2,009	440	1,415	329	495	341	410	441	568
Adult Programs Attendance	140	163	242	458	1,598	169	1,089	185	113	152	159	220	185
YA Programs Attendance	76	0	51	1	7	0	23	89	219	82	45	0	0
Children's Programs Attendance	155	243	198	231	404	271	303	55	163	107	206	221	383
Meeting Room Use	0	0	0	0	0	0	0	0	0	0	0	0	0
Museum Pass Use	55	0	60	38	35	4	10	32	33	15	2	0	0
Use of Library Computers	221	0	158	0	0	0	73	194	224	66		0	0
Materials added	961	613	1,166	1,011	605	672	486	775	792	750	823	1,030	552
Materials Withdrawn	963	7	391	641	103	90	295	155	1,158	670	569	211	248

## 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
Materials added					
Materials Withdrawn					



**Belmont Public Library Circulation Policy**

The Belmont Public Library is a member of the Minuteman Library Network (MLN). Your library card entitles you to borrow materials from our Belmont Library as well as 42 other public and academic libraries.

Policies regarding loan periods, fines, renewals, etc. vary depending on the individual library. Items checked out in Belmont will follow this Belmont Circulation Policy. Click here to go to the [Minuteman Library Network \(MLN\)](#).

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**Apply For a Library Card**

**1. Library Card Policy**

A library card may be obtained by presenting photographic identification and confirmation of current address. Children who are able to write their own name or are at least age six may have a card and a parent or legal guardian may confirm their name and address using their own identification. A full legal name and current mailing address must be on file for cardholders of all ages. If applicant is under 13 years old, parent or guardian must provide proof of identification and address and sign the library card application. A child must be present for a parent or legal guardian to get them a library card. If applicant is between the ages of 13 and 17 and cannot meet the ID and address requirements, parent or guardian must provide proof of identification and address. A teen must be present for a parent or legal guardian to get them a library card.

Belmont residents are eligible to sign up for a library card, as are all Massachusetts residents not living in a town that has had its reciprocal borrowing privileges suspended by the Board of Library Trustees due to lack of certification by the Massachusetts Board of Library Commissioners. As members of the Minuteman Library Network, Belmont adheres to the Minuteman policy of issuing only one library card per person for use at all public libraries in the network.

Out-of-state residents who meet the following requirements may be issued a library card with sufficient identification: work and/or attend school in Massachusetts; own property in Belmont; are temporarily living in Massachusetts for more than one month. Out-of-state residents must provide identification showing their home/permanent address.

Please present your library card when checking out materials. We take your right to privacy very seriously; therefore we require that you use only your own card. You may use a representation of your card on your own personal smartphone if it is done with an application that properly displays the barcode for our barcode readers. In order to pick up a hold for someone else you must have their library card in hand.

In order to provide the best service, all patrons are strongly encouraged to bring their library cards, a digital image of their card, or utilize the Minuteman Library Network Mobile App, which includes a digital card.

Library accounts belonging to children ages fourteen and under who are present in the library but have forgotten their library cards may be looked up by library staff. However, the staff will only look up the library account belonging to said child, per their own in person request. The child must be able to provide identifying information confirming that the patron record belongs to him or her such as address, phone number, date of birth, or other details found in the library record.

Please notify the library immediately of any loss of your card or device holding its representation, and notify us of any changes in address, telephone or email.

## 2. Valid ID(s)

Before creating a new patron record, the individual must present the following:

- Current, valid Massachusetts Driver's License or Massachusetts State Identification Card with current address

OR...one document from Section 1 AND one document from Section 2 below:

### Section 1:

- Passport
- Alien Resident Card
- Government issued cards, such as Military ID
- State issued photo ID including welfare, Medicaid or FID card
- University or school ID
- Senior/T.A.P ID issued by the MBTA

In addition to one of the items listed above, please bring one of the following documents to prove your current local address which must include your name.

### Section 2:

- Utility bill or tax bill (dated within the last 60 days)
- Imprinted bank check or deposit slip
- Official school schedule with applicant's name and address typed on it
- Official letter verifying residency and mailing address dated within last 30 days from a social service provider, temporary employer that provides housing, or a short-term residence.
- Postcard or piece of mail, mailed to applicant from the library
- eBills

Not acceptable as proof of current address:



Lease agreements, rent receipts, or personal letters.

\*a Post Office Box or business address is not sufficient – a current residential address is required.

### 3. Ways to Apply

Apply in person or online.

### 4. How to complete the online registration:

- Pick up your full service library card at a Minuteman public library of your choice within 6 months.
- After 6 months, temporary accounts, including item requests, are deleted.
- Please mention that you have already registered for a temporary card and bring your temporary library number or a copy of the confirmation email.
- When you pick up your card you must present a photo ID and proof of address (see above).

### 5. Smartphones

~~You can also take a picture of your library card barcode can be scanned into with your smartphone and used it at the staffed circulation desks as well as the self-checkout machines. Please visit your device's app store for the appropriate barcode scanner app for your device. Please download the MLN App on your smart devices to use your digital library card and our self-checkout feature.~~

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## **Loan Periods, Renewals, and Limits and Late Fees**

Patrons are allowed a total of 150 items to be checked out to their account. There is a limit of 50 requests per account. Items cannot be borrowed or renewed if there are overdue charges are over \$10 on your account. Video games have a limit of 3 5 per account.

### **Belmont Loan Periods**

Text Books	2 hours (must remain in Library)
DVDs & Blu-Rays	1 week
Rokus	1 week
Speed Views	1 week
Speed Reads	2 weeks
CDs & TV Series	2 weeks
Children's Books	2 weeks
Magazines	2 weeks
NEW Books	2 weeks
Kindles	2 weeks
Video Games	2 weeks
NEW YA Books	2 weeks
YA Reading List Books	2 weeks
<u>Vinyl Records</u>	<u>2 weeks</u>
Circulation Bags	2 weeks

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Audiobooks	4 weeks
Older Books	4 weeks
Paperbacks	4 weeks
Older YA Books	4 weeks
Book Club Kits	6 weeks
Library of Things Items	Loan Periods Vary

\*~~Kindles and Video games~~ Some items (Puzzles, Library of Things, Vinyl Records, and Brand New Items, may only be reserved by Belmont patrons and must be picked up in Belmont.

### **Fines and Charges**

Items which are returned or renewed past their due date will accrue an Overdue Fine. The Belmont Public Library does not charge late fines on its print materials, movies, music, or video games.

-All Some items listed below are subject to a maximum late fee of \$5.00.

Adult Books	¢10/day
Children's Books	¢05/day
DVDs, Blu-Rays & Rokus	¢50/day
Video Games, Kindles	\$1.00/day
Book Club Kits	\$1.00/day
Special Equipment	\$1.00/day
Library of things items	\$1.00 per day or less
Commonwealth Catalog	\$2.00 per day
Items	
Circulating Museum Passes	\$5.00/day

### **Other Charges:**

Lost Library Card	\$2.00
Copy & Print	¢10 per page
Color Copy	¢25 per page

### **Lost or Damaged Items**

You are responsible for items checked out to your card.

Once an item is 7 days overdue, a notice will be sent to patrons by their preferred method. A 2<sup>nd</sup> notice is sent after 14 days. Once an item is 28 days overdue, the item will be billed to your account and deemed lost.

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Lost or damaged items must be paid for as we are not able to accept replacement items. Please pay in person or online for lost or damaged items. Once an account is above the network wide expense threshold you will temporarily lose borrowing privileges on your



account, until lost items are returned or paid for. Damaged items must also be paid for in order to restore account access. -If paying by check for a Belmont item, please make check payable to the Town of Belmont. If found after payment is made refunds can be issued within 30 days of receipt of payment.

The replacement fee for a lost or damaged Commonwealth Catalog item is \$100.00.  
The replacement fee for a lost or damaged ILL item varies depending on the lending library's policies.

Lost book on CD costs are either \$10.00 per disc, or the total cost of the item.  
Replacement costs for circulating technology varies.

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### Renewals

All renewable items will be renewed automatically two times each. Speed Reads, Speed Views and items with pending holds cannot be renewed. Items cannot be renewed if an account is blocked. To check your account use the Library website "here", the MLN Mobile app, or call Library staff at 1-617-993-2855.

~~Most library materials are renewable as long as no reserves are pending. To renew, please have your library card number ready. You may renew items: online, by phone at 617-993-2855 or in person. Overdue materials may also be renewed, however fees will apply for the days the materials were late. Items cannot be renewed if charges are over \$10. Most library materials are renewable up to two times, as long as no reserves are pending.~~

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### Reserves

To reserve an item you will need your library card number and PIN. You can do this online, through the MLN Mobile App, or in the library. You can also call the Reference Department at 617-993-2870 for adult materials and 617-993-2880 for children materials. Reference materials are for in building use only, but we have very affordable photocopies, and many of these materials are available free on our website.

You cannot reserve:

- ~~Most recent magazine issue~~
- ~~Reference materials~~

Only Belmont residents may reserve:

- Feature Films & TV Shows added to collection in the last three months
- Kindles
- Rokus
- Video games
- Museum Passes
- Library of things items

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- Vinyl Records

You will receive an email or phone call when your reserve is ready for pick-up. Reserves must be picked up within seven days. Reserved material must be checked out on the library card of the borrower who has placed the reserve. Reserves cannot be released to any individual other than the cardholder unless the individual has the library card, and image of the card, or the reserve pick-up notice in hand.

Voted April 2016

Amended August 2016

Amended February 2017

Amended March 2018

Amended July 2018

Amended June 2021

6/17/2021					Work Orders Currently in Process		
Ticket Number	Date of Creation	Today	Days Open	Date Closed	Issue	Description	Status
#22024	3/10/2017	6/15/2021	1558		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.	No Update.
#30363	7/26/2018	6/15/2021	1055		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)
#41099	12/18/2019	6/15/2021	545		Fax Line Needs Relocating	Fax Line is in the way of staff and must be relocated	Never Done, have reissued this request many times. Will review with Facilities Director.
#44875	8/14/2020	6/15/2021	305		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	6/15/2021	151		Many Electrical Needs	2 lights, 2 paddles, 4 interior light updates, 4 quad outlets, 5-6 dataports, 2 bubbler connections.	Many requests, still working towards completion. New Facilities Director has been supportive.
#52272	4/16/2021	5/24/2021	38		Roof Leaking in 4 spots	Roof leaking into buckets we strapped to the ceiling, and also down the walls in some spots on the 3rd floor	Leaks patched. Temporary solution, ongoing monitoring in place.
#52464	4/29/2021	6/15/2021	47		Gutters Clogged	Gutters are clogged	Work order created, lift needed, or company needs to be hired for the front gutter at least.
#52759	5/10/2021	6/15/2021	36		Column bases are rotted	Bottom of the front columns are rotted, critical need on support str	Work order created.
#53401	6/11/2021	6/15/2021	4		Antique sink in need of adjustment	Sink is too low, needs to be raised	Work order created.
					In House Repairs and Adjustments		
			Date	Issue	Process	Timeline	Next Steps
			6/15/2021				
			5/13/2021	OSHA Standards	Library Director learned of new OSHA standards and worked with Head Custodian to adjust materials in storage in boiler room and in receiving	2 day process	Stickers purchased identifying electrical boxes and circuit breakers and added for patron awareness.
			5/14/2021	Digital Display Monitors	Purchased and installed	One day install by Library Director with Head Custodian supervising	Work completed by Library Technology Team
			5/3/2021	Bird in the Library	See the bird, free the bird	Took about 40 minutes	Opened every window in the room, made noise, the bird escaped, quickly closed 20 windows. Ask Peter about the pictures.
					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	Former Assistant Town Manager (PM) spent the entire budget on one copper gutter.
	7/1/2017	5/18/2021	1417	FY18	Light replacement	Replacement of lights with new fixtures.	Much of this work was completed, but final elements have been long delayed.
	7/1/2017	5/18/2021	1417	FY18	Quiet study room	New Facilities Director is evaluating old agreement and plans to adjust. Project targeted for summer	It was determined by the former 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	5/18/2021	1417	FY18	Parking lot work	Curbs have been replaced	Replaced curbs were destroyed. Looking into permament granite replacements after 4 years of annual reapiers.
	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	5/18/2021	687	FY20	Gutter replacement	Repalcement of Remaining Gutters	Facilities Director Blazon has hired a team to replace these gutters after 4 years waiting (took him about 30 days)



## Directors Report – Thursday June 17<sup>th</sup> 2021

### Building and Grounds

- Review of spreadsheet

### Monthly Successes

- Outdoor pop up Libraries in May serve patrons with first browsing experience in 2021.
- Library restores full browsing June 1st, seating being restored and expanded now.
- In person programs in May saw 40 children and parents walk through Rock Meadow together. This is part of a new and strong partnership with Mass Audubon Society
- Computer use highest it's been since February 2020 (221 sessions)
- New reading area created in Library East Wing.
- Dungeons and Dragons super group started – 15 towns, led by Belmont Young Adult Librarian Hannah Lee. Teen patrons very involved.

### General Update

- Reference Librarian Miriam MacNair retires after 20+ years of dedication to Belmont. We thank her for her many years of service.
- Children's Librarian Bethany Campbell and Technology Librarian Ryan Green begin in their new roles filling vacancies created by promotions and internal transfers. Welcome to both.
- FY22 Library Budget approved by Town Meeting
- Patrons enjoy outdoor seating, and service.
- Library leadership working on major updates to Capital Budget needs.
- Outdoor columns and flag pole painted

### Follow up

- Circulation Policy adjustments
- Updating of capital needs and outlook