

Directors Report – Thursday September 23rd 2021

Monthly Successes

- 10,000 unique visits to the Library in the month of August. While very much still in the middle of the Covid Era, it's an encouraging number to see.
- Successful in person, outdoor program: over 40 people at astronomy program with Amateur Telescope Makers of Boston at Rock Meadow
- Reintroduced a number of museum passes due to new subscriptions/institutions now reopened: Plimouth Patuxet, JFK Library & Museum, & Trustees of the Reservations
- May Forkin promoted to Full Time Reference & Public Services Librarian. Reference Department is fully staffed for 1st time in one year. Welcome May.
- Library Director accepted to Executive Entrepreneurial Leadership Certificate program at Babson college

General Update

- Library restores evening hours for the first time since March 2020.
- New Friends Presidents Kristen Carte Smith and Stephanie Cahoon begin tenure as FOBPL Leadership. Impact is felt immediately.
- Successful presentations to School Committee, Structural Change Impact Group, Conservation Commission, Town Administration and others. Lots of face time for the Library in the last month.
- Sunday Hours will return in October.
- Library Director appointed to Minuteman Library Network Financial Committee.

Follow up

- Trustee Email Communication



Current Fiscal Year Data Comparison

Key Performance Indicators

	Current month	Last Year											
		Month comparison	Jun 2021	May 2021	Apr 2021	Mar 2021	Feb 2021	Jan 2021	Dec 2020	Nov 2020	Oct 2020	Sep 2020	Aug 2020
Circulation - Total	53,889	28,733	48,592	36,247	37,314	39,360	35,056	35,852	34,680	32,879	31,077	31,075	32,305
Circulation - Adult (books/magazines)	9,959	3,636	9,216	7,199	6,876	7,481	6,323	6,534	6,535	5,987	5,741	5,574	5,191
Circulation - YA print (books/magazines)	2,380	732	2,012	925	850	1,070	954	1,044	1,084	980	876	829	922
Circulation - Children's print (books/magazines)	23,201	7,030	20,197	12,550	12,884	13,975	11,976	11,215	10,303	9,557	9,478	8,270	8,436
Circulation - Adult Audio Visual	5,354	2,060	5,020	3,469	3,099	3,242	2,852	2,984	3,324	3,240	2,844	2,652	2,627
Circulation - YA Audio Visual	34	18	41	46	27	38	44	64	40	35	35	48	30
Circulation - Children's Audio Visual	1,377	387	866	415	359	476	427	511	465	454	456	505	499
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	11,564	14,845	11,227	11,641	13,218	13,075	12,478	13,476	12,927	12,622	11,614	13,190	14,594
Reference Questions	2,299	592	1,779	1,611	1,166	728	561	583	515	628	741	677	684
Programs Offered (total)	102	35	48	49	41	35	32	28	27	45	57	40	44
Adult Programs	12	22	15	19	19	18	15	14	7	19	16	18	21
YA Programs	64	0	22	16	11	2	1	0	5	15	19	15	7
Children's Programs	26	13	11	14	11	15	16	14	15	11	22	7	16
Programs Attendance (total)	1,628	441	402	371	491	690	2,009	440	1,415	329	495	341	410
Adult Programs Attendance	363	220	156	140	242	458	1,598	169	1,089	185	113	152	159
YA Programs Attendance	354	0	151	76	51	1	7	0	23	89	219	82	45
Children's Programs Attendance	911	221	95	155	198	231	404	271	303	55	163	107	206
Meeting Room Use	0	0	0	0	0	0	0	0	0	0	0	0	0
Museum Pass Use	133	0	93	55	60	38	35	4	10	32	33	15	2
Use of Library Computers	390	0	444	221	158	0	0	0	73	194	224	66	4
Materials added	770	1,030	1,245	961	1,166	1,011	605	672	486	775	792	750	823
Materials Withdrawn	725	211	432	963	391	641	103	90	295	155	1,158	670	569

July 2021
updated

Current Fiscal Year Data Comparison

Key Performance Indicators

	FY2021	FY2020	FY2019	FY2018	FY2017
	Total Annual	Total Annual	Total Annual	Total Annual	Total Annual
Circulation - Total	423,170	521,511	599,254	548,782	562,579
Circulation - Adult (books/magazines)	76,293	90,357	120,223	118,589	121,002
Circulation - YA print (books/magazines)	12,278	18,146	21,572	23,095	23,424
Circulation - Children's print (books/magazines)	135,871	181,257	219,135	225,480	233,689
Circulation - Adult Audio Visual	37,413	70,226	90,878	102,538	108,748
Circulation - YA Audio Visual	466	344	612	733	870
Circulation - Children's Audio Visual	5,820	18,231	23,354	28,360	33,572
Circulation - downloads (eBooks/eAudiobooks)	154,907	141,039	116,660	46,351	38,552
Reference Questions	10,265	14,136	29,754	39,004	36,646
Programs Offered (total)	481	642	772	681	645
Adult Programs	203	224	278	246	156
YA Programs	113	84	115	107	117
Children's Programs	165	334	379	328	372
Programs Attendance (total)	7,834	14,147	18,084	17,700	19,186
Adult Programs Attendance	4,681	2,554	3,353	3,721	3,061
YA Programs Attendance	744	616	1,052	1,181	1,900
Children's Programs Attendance	2,409	10,977	13,679	12,798	14,225
Meeting Room Use	0	697	941	878	855
Museum Pass Use	377	1,562	2,531	2,477	2,525
Use of Library Computers	1,384	16,028	18,418	20,473	21,116
Materials added	10,316				
Materials Withdrawn	5,678				



Current Fiscal Year Data Comparison

Key Performance Indicators

	Last Year												
	Current month	Month comparison	Jul 2021	Jun 2021	May 2021	Apr 2021	Mar 2021	Feb 2021	Jan 2021	Dec 2020	Nov 2020	Oct 2020	Sep 2020
Circulation - Total	53,909	32,305	53,889	48,592	36,247	37,314	39,360	35,056	35,852	34,680	32,879	31,077	31,075
Circulation - Adult (books/magazines)	10,071	5,191	9,959	9,216	7,199	6,876	7,481	6,323	6,534	6,535	5,987	5,741	5,574
Circulation - YA print (books/magazines)	2,388	922	2,380	2,012	925	850	1,070	954	1,044	1,084	980	876	829
Circulation - Children's print (books/magazines)	22,551	8,436	23,201	20,197	12,550	12,884	13,975	11,976	11,215	10,303	9,557	9,478	8,270
Circulation - Adult Audio Visual	5,263	2,627	5,354	5,020	3,469	3,099	3,242	2,852	2,984	3,324	3,240	2,844	2,652
Circulation - YA Audio Visual	48	30	34	41	46	27	38	44	64	40	35	35	48
Circulation - Children's Audio Visual	1,373	499	1,377	866	415	359	476	427	511	465	454	456	505
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	12,190	14,594	11,564	11,227	11,641	13,218	13,075	12,478	13,476	12,927	12,622	11,614	13,190
Reference Questions	2,617	684	2,299	1,779	1,611	1,166	728	561	583	515	628	741	677
Programs Offered (total)	65	44	102	48	49	41	35	32	28	27	45	57	40
Adult Programs	9	21	12	15	19	19	18	15	14	7	19	16	18
YA Programs	38	7	64	22	16	11	2	1	0	5	15	19	15
Children's Programs	18	16	26	11	14	11	15	16	14	15	11	22	7
Programs Attendance (total)	798	410	1,628	402	371	491	690	2,009	440	1,415	329	495	341
Adult Programs Attendance	188	159	363	156	140	242	458	1,598	169	1,089	185	113	152
YA Programs Attendance	250	45	354	151	76	51	1	7	0	23	89	219	82
Children's Programs Attendance	360	206	911	95	155	198	231	404	271	303	55	163	107
Meeting Room Use	0	0	0	0	0	0	0	0	0	0	0	0	0
Museum Pass Use	103	2	133	93	55	60	38	35	4	10	32	33	15
Use of Library Computers	500	4	390	444	221	158	0	0	0	73	194	224	66
Materials added	1,002	823	770	1,245	961	1,166	1,011	605	672	486	775	792	750
Materials Withdrawn	1,046	569	725	432	963	391	641	103	90	295	155	1,158	670



Current Fiscal Year Data Comparison

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Patron Traffic

Month

August 1, 2021-August 31, 2021

	East Wing		Front Door		West Wing		Daily Total
Sunday, August 01, 2021	Closed on Sunday						
Monday, August 02, 2021	32		238		207		477
Tuesday, August 03, 2021	42		166		180		388
Wednesday, August 04, 2021	39		200		204		443
Thursday, August 05, 2021	35		164		186		385
Friday, August 06, 2021	28		165		197		390
Saturday, August 07, 2021	28		110		127		265
Sunday, August 08, 2021	Closed on Sunday						
Monday, August 09, 2021	57		215		207		479
Tuesday, August 10, 2021	49		190		220		459
Wednesday, August 11, 2021	42		183		189		414
Thursday, August 12, 2021	34		123		167		324
Friday, August 13, 2021	32		153		137		322
Saturday, August 14, 2021	15		100		148		263
Sunday, August 15, 2021	Closed on Sunday						
Monday, August 16, 2021	44		239		206		489
Tuesday, August 17, 2021	45		187		208		440
Wednesday, August 18, 2021	66		192		192		450
Thursday, August 19, 2021	33		105		191		329
Friday, August 20, 2021	69		168		171		408
Saturday, August 21, 2021	22		112		138		272
Sunday, August 22, 2021	Closed on Sunday						
Monday, August 23, 2021	50		237		241		528
Tuesday, August 24, 2021	50		195		192		437
Wednesday, August 25, 2021	33		177		190		400
Thursday, August 26, 2021	41		144		142		327
Friday, August 27, 2021	49		181		193		423
Saturday, August 28, 2021	17		106		95		218
Sunday, August 29, 2021	Closed on Sunday						
Monday, August 30, 2021	54		204		234		492
Tuesday, August 31, 2021	61		186		234		481
Total	1067		4440		4796		10303

BELMONT PUBLIC LIBRARY EXPENDITURES								20-Sep-21 4:29 PM
		SEPT	2021					
	ORIG./ADJ. APPROPRRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT SEPT	SPENT JULY-SEPT	BALANCE	PROJECTED 3 MONTHS	% EXP
LIBRARY ADMINISTRATION								
16111								
511000	SALARIES, FULL TIME	182,373.00	182,373.00	13,974.96	39,259.67	143,113.33	45,593.25	21.5%
514800	LONGEVITY	925.00	925.00	0.00	0.00	925.00	231.25	0.0%
16112								
524500	MAINTENANCE OFFICE EQUIP	6,500.00	6,500.00	0.00	4,250.00	2,250.00	1,625.00	65.4%
530001	MEDICAL REPORTS & BILLS	1,025.00	1,025.00	0.00	0.00	1,025.00	256.25	0.0%
531700	EMPLOYEE TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	250.00	0.0%
531900	ADVERTISING & PUBLIC RELA	500.00	500.00	0.00	0.00	500.00	125.00	0.0%
534500	POSTAGE	2,050.00	2,050.00	0.00	585.85	1,464.15	512.50	28.6%
534700	PRINTING	1,575.00	1,575.00	0.00	248.07	1,326.93	393.75	15.8%
542100	OFFICE SUPPLIES	975.00	975.00	0.00	11.09	963.91	243.75	1.1%
571000	IN-STATE TRAVEL	400.00	400.00	0.00	0.00	400.00	100.00	0.0%
573000	DUES & MEMBERSHIP	800.00	800.00	0.00	0.00	800.00	200.00	0.0%
TOTAL LIBRARY ADMIN		198,123.00	0.00	198,123.00	13,974.96	44,354.68	49,530.75	22.4%
LIBRARY PLANT OPERATIONS								
16141								
511000	SALARIES, FULL TIME	59,468.00	59,468.00	4,537.04	12,635.66	46,832.34	14,867.00	21.2%
511100	SALARIES, PART TIME	9,492.00	9,492.00	562.28	1,097.78	8,394.22	2,373.00	11.6%
513000	OVERTIME	10,559.00	10,559.00	907.40	2,030.74	8,528.26	2,639.75	19.2%
514100	SPECIALTY PAY/STIPEND	260.00	260.00	20.00	57.00	203.00	65.00	21.9%
514800	LONGEVITY	1,100.00	1,100.00	0.00	0.00	1,100.00	275.00	0.0%
519900	UNIFORM	820.00	820.00	0.00	820.00	0.00	205.00	100.0%
16142								
522800	GAS	16,833.00	16,833.00	0.00	0.00	16,833.00	4,208.25	0.0%
522900	ELECTRICITY	40,000.00	40,000.00	0.00	3,422.38	36,577.62	10,000.00	8.6%
523100	WATER	5,677.00	5,677.00	0.00	441.02	5,235.98	1,419.25	7.8%
523400	ENERGY CONSERVATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
524300	MAINTENANCE BUILDING	146,876.00	146,876.00	7,814.25	41,663.23	105,212.77	36,719.00	28.4%
524306	R&M HVAC CONTRACT SERVIC	18,478.00	18,478.00	0.00	0.00	18,478.00	4,619.50	0.0%
545000	CUSTODIAL SUPPLIES	10,000.00	10,000.00	330.36	619.29	9,380.71	2,500.00	6.2%
548900	GASOLINE	150.00	150.00	0.00	0.00	150.00	37.50	0.0%
TOTAL LIBRARY PLANT OPER		319,713.00	0.00	319,713.00	14,171.33	62,787.10	79,928.25	19.6%

		ORIG./ADJ. APPROPRRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT SEPT	SPENT JULY-SEPT	BALANCE	PROJECTED 3 MONTHS	% EXP
	LIBRARY PUBLIC SERVICE								
16121									
511000	WAGES, FULL TIME	743,059.00		743,059.00	58,007.49	157,989.87	585,069.13	185,764.75	21.3%
511100	WAGES, PART TIME	290,025.00		290,025.00	15,000.88	44,540.74	245,484.26	72,506.25	15.4%
513000	OVERTIME	10,000.00		10,000.00	0.00	136.33	9,863.67	2,500.00	1.4%
514105	EYEGLOSS REIMBURSEMENT	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY	6,122.00		6,122.00	0.00	0.00	6,122.00	1,530.50	0.0%
16122									
530000	PROFESSIONAL SERVICES	3,000.00		3,000.00	0.00	0.00	3,000.00	750.00	0.0%
534100	TELEPHONE	5,553.00		5,553.00	0.00	348.95	5,204.05	1,388.25	6.3%
552900	BOOKS/PER/FILM/CD/REC	361,234.00		361,234.00	11,957.41	82,626.72	278,607.28	90,308.50	22.9%
573000	DUES	1,020.00		1,020.00	0.00	0.00	1,020.00	255.00	0.0%
585250	SOFTWARE	2,000.00		2,000.00	0.00	1,482.00	518.00	500.00	74.1%
	TOTAL LIB PUBLIC SERVC	1,422,013.00	0.00	1,422,013.00	84,965.78	287,124.61	1,134,888.39	355,503.25	20.2%
	LIBRARY TECHNICAL SERVICES								
16131									
511000	SALARIES, FULL TIME	244,986.00		244,986.00	13,395.40	37,863.53	207,122.47	61,246.50	15.5%
511100	SALARIES, PART TIME	13,038.00		13,038.00	0.00	0.00	13,038.00	3,259.50	0.0%
514800	LONGEVITY	1,675.00		1,675.00	0.00	0.00	1,675.00	418.75	0.0%
16132									
530600	COMPUTER SERVICE	79,789.00		79,789.00	166.44	62,640.52	17,148.48	19,947.25	78.5%
542200	PROCESSING SUPPLIES	11,740.00		11,740.00	1,228.82	2,083.35	9,656.65	2,935.00	17.7%
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECHNICAL S	351,228.00	0.00	351,228.00	14,790.66	102,587.40	248,640.60	87,807.00	29.2%
	LIBRARY CAPITAL								
16133									
587100	CAPITAL COMPUTER	12,500.00		12,500.00	0.00	0.00	12,500.00	3,125.00	0.0%
	TOTAL LIBRARY DEPT.	2,303,577.00	0.00	2,303,577.00	127,902.73	496,853.79	1,806,723.21	575,894.25	21.6%

MATERIALS SELECTION POLICY

The Materials Selection Policy is critical toward the realization of the library's goals and objectives. This policy is the responsibility of the Trustees, who have delegated to the Library Director the task of implementing it. In practice, library materials are selected by the Director and the staff after consulting standard collection tools and professional journals or resources as well as well as needs, interests and demands of the community. This policy has been developed to ensure

- selection, organization, preservation, and availability of materials in a variety of formats for the residents of Belmont to assist them as they pursue their informational, intellectual, cultural, educational, and recreational needs
- service to the entire community, present and future, with consideration of the diverse groups of patrons, from children to young adult to all residents including those in the active work force and senior citizens
- continuous and periodic examination of the community and its changing interests and needs to give vitality and relevancy to the selection of materials
- guidance by the American Library Association's Freedom to Read Statement, the Freedom to View Statement, the Library Bill of Rights and the Free Access to Libraries for Minors statement
- systematic review of the collection to maintain its vitality, usability and purpose. Withdrawn materials no longer suitable are de-accessioned to the Friends of the Library's sale to benefit the library, given to other Minuteman Library libraries, to the Boston Public Library if significant, or discarded.

Materials are selected on the basis of numerous criteria some of which include

- current importance or permanent value
- authority and competence of author and publisher
- value as an historical record

- relevance to existing collections
- availability through the Minuteman Library Network, other local Networks, or ILL
- popularity and user demand
- patron request whenever it is reasonable and financially possible
- presentation of all views of controversial issues
- high standard of quality in format, content, binding and ease of use
- cost of individual title in relation to the overall collection.

Materials are selected on a wide variety of subjects, media formats and digital resources, languages, with differing points of view, for all ages, and at several reading levels.

Gifts of books, periodicals, and other materials may be accepted subject to library regulations and the understanding such items maybe added to the library collection, given to the Friends of the Library, offered to another library, or discarded.

Requests for acquisition or removal of specific library material may be made in writing to the Director who will then initiate the review process.

Approved October 30, 2012