

**Directors Report – Tuesday December 21<sup>st</sup> 2021**  
**Monthly Successes**

- Held an author panel in conjunction with Boston's One City, One Story
- In partnership with Lexpride, Belmont LGBTQ+ Alliance, The First Church in Belmont and also Greater Boston PFLAG, the library held a film screening and discussion honoring Transgender Day of Remembrance. This event was part of a larger commemoration made possible by Lexington Human Services, Lexington Human Rights Committee, Arlington LGBTQIA+ Rainbow Commission, Belmont LGBTQ+ Alliance, Cambridge LGBTQ+ Commission, and Network for Social Justice.
- The second Friends Author Series event featuring Bill Lichtenstein and his book WBCN and the American Revolution: How a Radio Station Defined Politics, Counterculture and Rock and Roll was featured in the Boston Globe, leading an even larger turnout than October. 84 attendees in all from the greater Boston area!
- The hallway displays of holiday movies, music and books have been very popular. We have also received many compliments on the decorations at the circulation desk thanks to Grainne and the rest of the circulation staff.
- Teen volunteers served hot cocoa and helped organize photos with Santa for 700 people on Thursday, December 2nd, at the Belmont Tree Lighting Ceremony. More volunteers also helped organize the Belmont Holiday Art Market on Sunday, December 12th with over 350 visitors.
- Virtual Storytimes and other virtual programs, such as our virtual drama workshop and program from Habitat, have been very successful in December with nearly 100 attending children's virtual programs in December.
- Bethany has successfully revived our Take and Make Craft programs. Over 100 different craft kits have been given out in the Children's Room. Each craft is demonstrated via Zoom

**General Update**

- Library Grounds Electrical Conduit being replaced as we speak
- Coordinator of Reference & Public Services Lauren Pfendner graduates from 11 week Leadership and Management course. Great Job Lauren.
- Library Friends have successful sale at Winter Holiday Market. Great Job FOBPL.

**2021!**

- Thanks all for a great year. Something tells me 2022 will be historic. **WE CAN DO IT!**

## Current Fiscal Year Data Comparison

### Key Performance Indicators

	Last Year												
	Current month	Month comparison	Oct 2021	Sep 2021	Aug 2021	Jul 2021	Jun 2021	May 2021	Apr 2021	Mar 2021	Feb 2021	Jan 2021	Dec 2020
Circulation - Total	49,564	32,879	49,719	49,714	53,909	53,889	48,592	36,247	37,314	39,360	35,056	35,852	34,680
Circulation - Adult (books/magazines)	9,277	5,987	9,680	9,411	10,071	9,959	9,216	7,199	6,876	7,481	6,323	6,534	6,535
Circulation - YA print (books/magazines)	1,549	980	1,490	1,935	2,388	2,380	2,012	925	850	1,070	954	1,044	1,084
Circulation - Children's print (books/magazines)	19,759	9,557	20,482	21,242	22,551	23,201	20,197	12,550	12,884	13,975	11,976	11,215	10,303
Circulation - Adult Audio Visual	5,792	3,240	5,274	5,506	5,263	5,354	5,020	3,469	3,099	3,242	2,852	2,984	3,324
Circulation - YA Audio Visual	42	35	31	58	48	34	41	46	27	38	44	64	40
Circulation - Children's Audio Visual	1,105	454	977	1,090	1,373	1,377	866	415	359	476	427	511	465
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	11,982	12,622	11,729	10,438	12,190	11,564	11,227	11,641	13,218	13,075	12,478	13,476	12,927
Reference Questions	2,397	628	2,002	2,091	2,617	2,299	1,779	1,611	1,166	728	561	583	515
Programs Offered (total)	70	45	69	65	65	102	48	49	41	35	32	28	27
Adult Programs	23	19	26	23	9	12	15	19	19	18	15	14	7
YA Programs	20	15	16	22	38	64	22	16	11	2	1	0	5
Children's Programs	27	11	27	20	18	26	11	14	11	15	16	14	15
Programs Attendance (total)	779	329	1,062	790	798	1,628	402	371	491	690	2,009	440	1,415
Adult Programs Attendance	154	185	415	472	188	363	156	140	242	458	1,598	169	1,089
YA Programs Attendance	272	89	290	99	250	354	151	76	51	1	7	0	23
Children's Programs Attendance	353	55	357	219	360	911	95	155	198	231	404	271	303
Meeting Room Use	0	0	0	0	0	0	0	0	0	0	0	0	0
Museum Pass Use	72	32	69	73	103	133	93	55	60	38	35	4	10
Use of Library Computers	545	194	472	489	500	390	444	221	158	0	0	0	73
Materials added	1,042	775	733	835	1,002	770	1,245	961	1,166	1,011	605	672	486
Materials Withdrawn	607	155	598	488	1,046	725	432	963	391	641	103	90	295



## 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				

**Patron Traffic**

Month

Nov 1-Nov 30, 2021

Date	Children's	Front Door	Assembly	Daily Total
11/1/2021	173	220	42	435
11/2/2021	147	202	66	415
11/3/2021	159	196	63	418
11/4/2021	142	176	32	350
11/5/2021	122	127	17	266
11/6/2021	214	186	32	432
11/7/2021	87	74	11	172
11/8/2021	158	198	44	400
11/9/2021	165	196	45	406
11/10/2021	169	204	49	422
11/11/2021	0	0	0	0
11/12/2021	142	146	30	318
11/13/2021	229	182	50	461
11/14/2021	95	59	13	167
11/15/2021	164	232	41	437
11/16/2021	149	213	44	406
11/17/2021	207	223	42	472
11/18/2021	141	189	44	374
11/19/2021	155	197	33	385
11/20/2021	247	181	49	477
11/21/2021	107	70	21	198
11/22/2021	174	218	30	422
11/23/2021	175	176	42	393
11/24/2021	85	120	23	228
11/25/2021	0	0	0	0
11/26/2021	0	0	0	0
11/27/2021	195	170	22	387
11/28/2021	110	67	12	189
11/29/2021	176	196	48	420
11/30/2021	226	219	41	486
Month Total	4313	4637	986	9936

BELMONT PUBLIC LIBRARY EXPENDITURES									
DECEMBER 2021								20-Dec-21 9:08 AM	
	ORIG./ADJ.			ADJUSTED	SPENT	SPENT		PROJECTED	%
	APPROPRPTS.	TRANSFER		BUDGET	DEC	JULY - DEC	BALANCE	6 MONTHS	EXP
LIBRARY ADMINISTRATION									
16111									
511000	SALARIES, FULL TIME	182,373.00		182,373.00	14,186.24	85,967.12	96,405.88	91,186.50	47.1%
514800	LONGEVITY	925.00		925.00	925.00	925.00	0.00	462.50	100.0%
16112									
524500	MAINTENANCE OFFICE EQUIP	6,500.00		6,500.00	0.00	4,250.00	2,250.00	3,250.00	65.4%
530001	MEDICAL REPORTS & BILLS	1,025.00		1,025.00	0.00	414.00	611.00	512.50	40.4%
531700	EMPLOYEE TRAINING	1,000.00		1,000.00	0.00	0.00	1,000.00	500.00	0.0%
531900	ADVERTISING & PUBLIC RELA	500.00		500.00	0.00	114.55	385.45	250.00	22.9%
534500	POSTAGE	2,050.00		2,050.00	0.00	853.80	1,196.20	1,025.00	41.6%
534700	PRINTING	1,575.00		1,575.00	0.00	248.07	1,326.93	787.50	15.8%
542100	OFFICE SUPPLIES	975.00		975.00	18.76	137.56	837.44	487.50	14.1%
571000	IN-STATE TRAVEL	400.00		400.00	0.00	0.00	400.00	200.00	0.0%
573000	DUES & MEMBERSHIP	800.00		800.00	0.00	0.00	800.00	400.00	0.0%
	TOTAL LIBRARY ADMIN	198,123.00	0.00	198,123.00	15,130.00	92,910.10	105,212.90	99,061.50	46.9%
LIBRARY PLANT OPERATIONS									
16141									
511000	SALARIES, FULL TIME	59,468.00		59,468.00	4,537.04	27,381.04	32,086.96	29,734.00	46.0%
511100	SALARIES, PART TIME	9,492.00		9,492.00	928.20	3,918.08	5,573.92	4,746.00	41.3%
513000	OVERTIME	10,559.00		10,559.00	453.70	4,526.10	6,032.90	5,279.50	42.9%
514100	SPECIALTY PAY/STIPEND	260.00		260.00	20.00	122.00	138.00	130.00	46.9%
514800	LONGEVITY	1,100.00		1,100.00	1,100.00	1,100.00	0.00	550.00	100.0%
519900	UNIFORM	820.00		820.00	0.00	820.00	0.00	410.00	100.0%
16142									
522800	GAS	16,833.00		16,833.00	0.00	668.85	16,164.15	8,416.50	4.0%
522900	ELECTRICITY	40,000.00		40,000.00	0.00	14,043.68	25,956.32	20,000.00	35.1%
523100	WATER	5,677.00		5,677.00	0.00	1,649.59	4,027.41	2,838.50	29.1%
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	451.48	59,537.44	87,338.56	73,438.00	40.5%
524306	R&M HVAC CONTRACT SERVI	18,478.00		18,478.00	0.00	1,414.75	17,063.25	9,239.00	7.7%
545000	CUSTODIAL SUPPLIES	10,000.00		10,000.00	19.99	1,632.98	8,367.02	5,000.00	16.3%
548900	GASOLINE	150.00		150.00	0.00	16.63	133.37	75.00	11.1%
	TOTAL LIBRARY PLANT OPER	319,713.00	0.00	319,713.00	7,510.41	116,831.14	202,881.86	159,856.50	36.5%

		ORIG./ADJ. APPROPRRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT DEC	SPENT JULY - DEC	BALANCE	PROJECTED 6 MONTHS	% EXP
	<b>LIBRARY PUBLIC SERVICE</b>								
<b>16121</b>									
511000	WAGES, FULL TIME	743,059.00		743,059.00	60,995.93	350,975.16	392,083.84	371,529.50	47.2%
511100	WAGES, PART TIME	290,025.00		290,025.00	13,908.04	89,485.29	200,539.71	145,012.50	30.9%
513000	OVERTIME	10,000.00		10,000.00	919.63	2,774.73	7,225.27	5,000.00	27.7%
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	3,671.43	3,671.43	2,450.57	3,061.00	60.0%
<b>16122</b>									
530000	PROFESSIONAL SERVICES	3,000.00		3,000.00	0.00	100.00	2,900.00	1,500.00	3.33%
534100	TELEPHONE	5,553.00		5,553.00	344.83	2,431.53	3,121.47	2,776.50	43.8%
552900	BOOKS/PER/FILM/CD/REC	361,234.00		361,234.00	24,707.62	161,019.26	200,214.74	180,617.00	44.6%
573000	DUES	1,020.00		1,020.00	0.00	0.00	1,020.00	510.00	0.0%
585250	SOFTWARE	2,000.00		2,000.00	0.00	1,902.00	98.00	1,000.00	95.1%
	<b>TOTAL LIB PUBLIC SERVC</b>	1,422,013.00	0.00	1,422,013.00	104,547.48	611,939.40	810,073.60	711,006.50	43.0%
	<b>LIBRARY TECHNICAL SERVICES</b>								
<b>16131</b>									
511000	SALARIES, FULL TIME	244,986.00		244,986.00	13,415.15	81,332.41	163,653.59	122,493.00	33.2%
511100	SALARIES, PART TIME	13,038.00		13,038.00	0.00	0.00	13,038.00	6,519.00	0.0%
514800	LONGEVITY	1,675.00		1,675.00	925.00	925.00	750.00	837.50	55.2%
<b>16132</b>									
530600	COMPUTER SERVICE	79,789.00		79,789.00	3,478.35	70,939.97	8,849.03	39,894.50	88.9%
542200	PROCESSING SUPPLIES	11,740.00		11,740.00	108.46	6,680.30	5,059.70	5,870.00	56.9%
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	<b>TOTAL LIBRARY TECHNICAL S</b>	351,228.00	0.00	351,228.00	17,926.96	159,877.68	191,350.32	175,614.00	0.00%
	<b>LIBRARY CAPITAL</b>								
<b>16133</b>									
587100	CAPITAL COMPUTER	12,500.00		12,500.00	0.00	0.00	12,500.00	6,250.00	0.0%
	<b>TOTAL LIBRARY DEPT.</b>	2,303,577.00	0.00	2,303,577.00	145,114.85	981,558.32	1,322,018.68	1,151,788.50	42.6%

## **Collection Policy for Tangible Gifts | Art, Sculpture, Rare Books Furniture Etc.**

The Board of Library Trustees has established the following guidelines that apply to a gift of tangible property to the Library:

1. Acceptance in each case is determined by the resolution of the Board of Library Trustees or by the Director pursuant to authority granted by the Board of Library Trustees. The Board of Library Trustees will acknowledge all gifts but in no instance will said Board apply a monetary value to the gift. The donor or his/her lawful representative will complete such reasonable acknowledgement or gift grant form(s), if any, as the Trustees require.
2. The criteria for a gift will be the same as the criteria for an item purchased by the Library. Any gift must be of aesthetic and/or historical interest.
3. A gift shall not involve additional expense for its present or future use, display maintenance, or administration unless such expense is covered by new or existing funds provided for this purpose.
4. Any item given as a gift becomes the sole property of the Library. The Library will be the sole determinant of its use/display. Any gift accepted may be kept, displayed, sold, donated, or discarded at the discretion of the Board of Library Trustees.

Approved June 10, 2008

Amended August 22, 2018

## **Belmont Public Library Naming Rights Policy**

Adopted November 2018

The Belmont Public Library (the Library) Board of Trustees (the Board) offers naming rights for new *and existing* physical assets at the Library. This includes buildings, rooms, spaces, substantial equipment/furniture installations, and landscaping features. The Board may approve other naming recognition items and values on a case-by-case basis. The Board shall have sole discretion to make any and all decisions regarding whether to accept funds for naming rights. Should the Board decide to accept funds for naming rights, the Board shall also have sole discretion as to all decisions regarding how said naming rights are implemented. The Board's goal in granting naming rights to accept funds would be to cover more than 50% of the cost of the entirety of a physical asset.

In cases where naming rights are approved, a plaque will be installed at or near the named area. The Board reserves the right to choose the wording, size, location, and style of the plaque. At the Board's discretion, an appropriate dedication ceremony may be planned and conducted. The Board reserves the right to remove any and all naming at the Library, without refund, if the Board determines, in its sole discretion, that good cause exists to do so.

All proposals for naming rights, whether for development purposes or direct solicitations, should be sent in writing to the Library Director for presentation to the Board. Any such proposals received by any supporting organizations should similarly be sent to the Library Director for presentation to the Board.



12/21/21

#### January

- Annual Report writing begins
- Plans for the year – list

#### February

- Budget Review with various committees
- Preparation for Town Meeting

#### March

- Budget Review Continues with additional committees
- Preparation for Town Meeting (check due dates for warrant articles / updates)
- ITAC Rep Check In

#### April

- Annual Election (Two Trustees each year)
- Annual Trustees meeting – Vote new officers
- Friends Annual meeting?

#### May

- Selectmen Liaison Check In
- Annual Town Meeting (Warrants)
  - Update from Library if needed

#### June

- Annual Town Meeting (Financials)
- ITAC Rep Check In

#### July

- Minuteman Contract – Sign and Submit

#### August

- Community Preservation
- Meet Belmont
- ARIS Report due to MBLC

#### September

- Financial Report due to MBLC
- Budget Considerations begin
- ITAC Rep Check In

#### October

- Trust Fund Review
- Friends annual book sale review
- Financial Report due to MBLC
- Forthcoming FY Budget work begins

#### November

- Special Town meeting
- Budget Narrative work in progress
- Friends annual book sale review

#### December

- Annual Report writing begins
- ITAC Rep Check In