

Summer Reading Review – Read and Bead Summer of 2022

Total Sign Ups for J Summer Reading 2022 – **452**

Total Number of Programs – **65** (Storytime's and performers)

Total Number of Outreach Visits – **14** (visits to Recreation Department Camp and to Payson Park Preschool)

Total Attendance at all Programs, Including Outreach, June Farmers' Market Storytime's, Summer Reading Kickoff, Performers, and Storytime's – **1,450**

Total Number of Kits Given Away for Take and Make Crafts – **88**

Pop Up Library at Camp at Wellington

Number of Checkouts – **54**

Number of Library Cards Made - **approximately 50**

Notable Programs and Facts

This was the Children's Room's first entirely in person Summer Reading Program since before the Pandemic, and it was a great one. Our program schedule was full of storytimes, science, magic, and creative writing among many other fun family activities. Our storytime schedule was in full swing, one hundred percent in person, and included successful collaborations with the Farmers' Market, and the Recreation Department, and included in person and outdoor options to meet all families comfort levels.

Over four hundred children from ages 4 to 12 enjoyed our Read and Bead program and earned beads of all types for reading whatever

books they enjoyed the most at whatever pace they felt the most comfortable with.

The Children's Room staff deserves immense credit for creative program planning, beautiful decorations, and patience and kindness as we handled larger patron volumes and fielded reference questions of all kinds and we all benefited from a great deal of support from the Reference and Circulations Departments and library administration.

The Read and Bead program would not have been possible without the generosity of the Friends of the Belmont Library.

Directors Report – Thursday September 22nd 2022
August Highlights

- One Book One Belmont planning is complete. Check out www.onebookonebelmont.com now to see all the great things that staff and committee have planned. Thanks to all who are helping.
- Over the course of the summer the library had a presence at the Farmers' Market, Wellington camp pick-up, the outdoor movies, and the Payson Park Music Festival resulting in nearly 100 summer reading sign-ups as well as additional borrows, library card sign-ups, and reference questions.
- Suppressed & Sabotaged: The Fight to Vote screening and discussion which featured local voting rights activist speakers, and got some good patron feedback: *"Wow. Fantastic! I'm so grateful to you."* - Frankie " and *"Very enlightening. Thanks, too, for [the speakers] answering the follow-up questions."* – Diane
- The Children's Room's first return to in person summer reading was incredibly successful with 452 kids ages 4 to 12 signing up for our 2022 Read and Bead Challenge.
- A total of 310 adults and children attended our August story times alone.
- We were able to create a new program this summer, Tween Write Night, where kids from ages 10 to 14 can come to the library to work on creative writing projects, share and workshop ideas, and have fun enjoying a shared interest in writing. We will continue this program throughout the fall.
- The virtual portion of this year's Teen D&D Super Dungeon had incredible participation (over 900 attendees so far!). Guest Authors for the YA World Building Week provided valuable insight to our teen attendees too.
- The Library Card Signup Month Challenge is underway. Competition in Newton and Watertown is stiff. The Library will be at all 8 School Curriculum nights, The Fall Social at Burbank School, and our 5th and 6th grade card initiative is underway.

General Update

- The final FY22 Statistics through the ARIS Report brought great news. The total collection use was over 686,000 meaning that last year was the highest collection use in Library History. All share in this great success.
- Smell of mildew in the library persists on the lower level. Another building evaluation is being scheduled, plus a replacement for a broken roof top exhaust fan. We have installed aroma dispensers, and made other small changes to improve the experience for patrons and staff while this effort continues. Thanks to all the staff and patrons for their patience.



Current Fiscal Year Data Comparison

Key Performance Indicators

	Last Year												
	Current month	Month comparison	Jul 2022	Jun 2022	May 2022	Apr 2022	Mar 2022	Feb 2022	Jan 2022	Dec 2021	Nov 2021	Oct 2021	Sep 2021
Circulation - Total	55,205	53,910	52,167	50,209	51,028	52,643	56,384	50,194	53,944	50,993	50,866	50,773	49,907
Circulation - Adult (books/magazines)	9,705	10,071	8,884	9,077	9,333	9,234	9,848	9,036	10,169	9,706	9,277	9,680	9,411
Circulation - YA print (books/magazines)	2,231	2,388	2,103	1,867	1,422	1,591	1,780	1,559	1,553	1,657	1,549	1,490	1,935
Circulation - Children's print (books/magazines)	21,690	22,551	21,188	19,034	19,577	19,705	22,619	18,567	19,261	19,182	19,759	20,482	21,242
Circulation - Adult Audio Visual	5,640	5,263	5,158	5,328	5,130	5,185	5,788	5,229	6,503	6,556	5,792	5,274	5,506
Circulation - YA Audio Visual	36	48	24	22	34	27	25	30	28	32	42	31	58
Circulation - Children's Audio Visual	1,433	1,373	1,323	1,207	1,002	1,288	1,255	981	970	1,176	1,105	977	1,090
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	14,409	12,191	13,442	13,615	14,481	15,578	15,032	14,748	15,407	12,627	13,284	12,783	10,631
Reference Questions	2,920	2,617	2,383	2,299	2,362	2,140	2,506	2,292	2,125	2,471	2,397	2,002	2,091
Programs Offered (total)	97	65	130	95	82	67	69	56	50	48	70	69	65
Adult Programs	16	9	17	29	25	25	27	27	24	14	23	26	23
YA Programs	54	38	74	41	29	25	18	13	10	20	20	16	22
Children's Programs	27	18	39	25	28	17	24	16	16	14	27	27	20
Programs Attendance (total)	1,099	798	1,388	1,163	929	783	829	651	698	1,985	779	1,062	790
Adult Programs Attendance	87	188	89	203	200	256	275	252	260	212	154	415	472
YA Programs Attendance	593	250	504	458	344	350	294	215	191	1,622	272	290	99
Children's Programs Attendance	419	360	795	502	385	177	260	184	247	151	353	357	219
Meeting Room Use	3	0	3	6	11	10	6	4	0	0	0	0	0
Museum Pass Use	248	103	205	150	111	141	113	115	69	106	72	69	73
Use of Library Computers	777	500	632	594	618	594	584	462	571	573	545	472	489
Materials added	735	1,002	845	1,271	918	654	1,521	838	1,081	681	1,042	733	835
Materials Withdrawn	752	1,046	1,423	412	659	1,376	1,124	1,422	1,729	917	607	598	488



Current Fiscal Year Data Comparison

Key Performance Indicators

	FY2022	FY2021	FY2020	FY2019	FY2018
	Total Annual	Total Annual	Total Annual	Total Annual	Total Annual
Circulation - Total	624,743	423,170	521,511	599,254	548,782
Circulation - Adult (books/magazines)	114,801	76,293	90,357	120,223	118,589
Circulation - YA print (books/magazines)	21,171	12,278	18,146	21,572	23,095
Circulation - Children's print (books/magazines)	245,180	135,871	181,257	219,135	225,480
Circulation - Adult Audio Visual	66,908	37,413	70,226	90,878	102,538
Circulation - YA Audio Visual	411	466	344	612	733
Circulation - Children's Audio Visual	13,801	5,820	18,231	23,354	28,360
Circulation - downloads (eBooks/eAudiobooks)	161,944	154,907	141,039	116,660	46,351
Reference Questions	27,601	10,265	14,136	29,754	39,004
Programs Offered (total)	838	481	642	772	681
Adult Programs	264	203	224	278	246
YA Programs	316	113	84	115	107
Children's Programs	258	165	334	379	328
Programs Attendance (total)	12,095	7,834	14,147	18,084	17,700
Adult Programs Attendance	3,250	4,681	2,554	3,353	3,721
YA Programs Attendance	4,739	744	616	1,052	1,181
Children's Programs Attendance	4,106	2,409	10,977	13,679	12,798
Meeting Room Use	37	0	697	941	878
Museum Pass Use	1,255	377	1,562	2,531	2,477
Use of Library Computers	6,392	1,384	16,028	18,418	20,473
Materials added	11,346	10,316			
Materials Withdrawn	11,103	5,678			

Date	Children's		Front Door		Assembly		Daily Total
Monday, August 01, 2022	322		242		49		613
Tuesday, August 02, 2022	282		197		117		596
Wednesday, August 03, 2022	250		204		77		531
Thursday, August 04, 2022	229		141		44		414
Friday, August 05, 2022	229		175		49		453
Saturday, August 06, 2022	194		114		39		347
Sunday, August 07, 2022	61		50		18		129
Monday, August 08, 2022	332		232		54		618
Tuesday, August 09, 2022	289		217		62		568
Wednesday, August 10, 2022	244		206		59		509
Thursday, August 11, 2022	224		206		70		500
Friday, August 12, 2022	193		143		55		391
Saturday, August 13, 2022	117		83		26		226
Sunday, August 14, 2022	63		76		15		154
Monday, August 15, 2022	268		206		51		525
Tuesday, August 16, 2022	292		196		78		566
Wednesday, August 17, 2022	252		193		60		505
Thursday, August 18, 2022	237		186		76		499
Friday, August 19, 2022	211		187		50		448
Saturday, August 20, 2022	116		108		17		241
Sunday, August 21, 2022	140		85		21		246
Monday, August 22, 2022	278		172		64		514
Tuesday, August 23, 2022	273		254		58		585
Wednesday, August 24, 2022	301		211		51		563
Thursday, August 25, 2022	223		164		41		428
Friday, August 26, 2022	210		170		82		462
Saturday, August 27, 2022	116		115		20		251
Sunday, August 28, 2022	81		73		24		178
Monday, August 29, 2022	315		207		48		570
Tuesday, August 30, 2022	233		197		58		488
Wednesday, August 31, 2022	226		210		54		490
Month Total	6,801		5220		1,587		13,608

BELMONT PUBLIC LIBRARY EXPENDITURES

SEPT

2022

20-Sep-22

3:30 PM

ORIG./ADJ.
APPROPTNS.

TRANSFER

ADJUSTED
BUDGET

SPENT
SEPT

SPENT
JULY-SEPT

BALANCE

PROJECTED
3 MONTHS

%
EXP

LIBRARY ADMINISTRATION

16111

511000	SALARIES, FULL TIME	190,981.00	190,981.00	11,678.60	41,203.86	149,777.14	47,745.25	21.6%
514800	LONGEVITY	925.00	925.00	0.00	0.00	925.00	231.25	0.0%

16112

524500	MAINTENANCE OFFICE EQUIP	5,750.00	5,750.00	0.00	1,781.51	3,968.49	1,437.50	31.0%
530001	MEDICAL REPORTS & BILLS	1,640.00	1,640.00	0.00	418.00	1,222.00	410.00	25.5%
531700	EMPLOYEE TRAINING	1,570.00	1,570.00	0.00	1,620.00	(50.00)	392.50	103.2%
531900	ADVERTISING & PUBLIC RELA	500.00	500.00	0.00	0.00	500.00	125.00	0.0%
534500	POSTAGE	1,500.00	1,500.00	197.85	601.85	898.15	375.00	40.1%
534700	PRINTING	1,475.00	1,475.00	0.00	0.00	1,475.00	368.75	0.0%
542100	OFFICE SUPPLIES	975.00	975.00	0.00	261.85	713.15	243.75	26.9%
571000	IN-STATE TRAVEL	400.00	400.00	0.00	73.70	326.30	100.00	18.4%
573000	DUES & MEMBERSHIP	800.00	800.00	0.00	0.00	800.00	200.00	0.0%

TOTAL LIBRARY ADMIN

206,516.00

0.00

206,516.00

11,876.45

45,960.77

160,555.23

51,629.00

22.3%

LIBRARY PLANT OPERATIONS

16141

511000	SALARIES, FULL TIME	59,468.00	59,468.00	3,611.04	17,016.90	42,451.10	14,867.00	28.6%
511100	SALARIES, PART TIME	12,113.00	12,113.00	600.83	1,540.34	10,572.66	3,028.25	12.7%
513000	OVERTIME	10,559.00	10,559.00	722.21	3,524.49	7,034.51	2,639.75	33.4%
514100	SPECIALTY PAY/STIPEND	260.00	260.00	15.00	56.00	204.00	65.00	21.5%
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	17,000.00	17,000.00	150.09	309.45	16,690.55	4,250.00	1.8%
522900	ELECTRICITY	44,539.51	44,539.51	0.00	7,174.44	37,365.07	11,134.88	16.1%
523100	WATER	8,125.30	8,125.30	0.00	1,376.77	6,748.53	2,031.33	16.9%
523400	ENERGY CONSERVATION	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!
524300	MAINTENANCE BUILDING	173,956.42	173,956.42	5,940.75	25,550.15	148,406.27	43,489.11	14.7%
524306	R&M HVAC CONTRACT SERVIC	18,000.00	18,000.00	805.00	1,749.10	16,250.90	4,500.00	9.7%
545000	CUSTODIAL SUPPLIES	7,000.00	7,000.00	0.00	0.00	7,000.00	1,750.00	0.0%
548900	GASOLINE	150.00	150.00	0.00	0.00	150.00	37.50	0.0%

TOTAL LIBRARY PLANT OPER

353,091.23

0.00

353,091.23

11,844.92

59,117.64

293,973.59

88,272.81

16.7%

		ORIG./ADJ. APPROPRRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT SEPT	SPENT JULY-SEPT	BALANCE	PROJECTED 3 MONTHS	% EXP
	LIBRARY PUBLIC SERVICE								
16121									
511000	WAGES, FULL TIME	803,642.00		803,642.00	42,585.09	163,030.65	640,611.35	200,910.50	20.3%
511100	WAGES, PART TIME	306,110.00		306,110.00	11,257.89	43,060.47	263,049.53	76,527.50	14.1%
513000	OVERTIME	10,000.00		10,000.00	913.17	1,783.20	8,216.80	2,500.00	17.8%
514105	EYEGLASS REIMBURSEMENT	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY	5,922.00		5,922.00	0.00	0.00	5,922.00	1,480.50	0.0%
16122									
530000	PROFESSIONAL SERVICES	3,000.00		3,000.00	380.00	780.00	2,220.00	750.00	26.0%
534100	TELEPHONE	6,742.25		6,742.25	348.37	1,035.95	5,706.30	1,685.56	15.4%
552900	BOOKS/PER/FILM/CD/REC	352,572.32		352,572.32	10,220.81	100,188.09	252,384.23	88,143.08	28.4%
573000	DUES	1,020.00		1,020.00	50.00	120.00	900.00	255.00	11.8%
585250	SOFTWARE	4,850.00		4,850.00	0.00	3,422.50	1,427.50	1,212.50	70.6%
	TOTAL LIB PUBLIC SERVC	1,493,858.57	0.00	1,493,858.57	65,755.33	311,528.36	1,182,330.21	373,464.64	20.9%
	LIBRARY TECHNICAL SERVICES								
16131									
511000	SALARIES, FULL TIME	244,332.00		244,332.00	14,168.81	48,220.82	196,111.18	61,083.00	19.7%
511100	SALARIES, PART TIME	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY	2,175.00		2,175.00	0.00	0.00	2,175.00	543.75	0.0%
16132									
530600	COMPUTER SERVICE	84,769.00		84,769.00	0.00	64,071.15	20,697.85	21,192.25	75.6%
542200	PROCESSING SUPPLIES	11,740.00		11,740.00	0.00	1,130.54	10,609.46	2,935.00	9.6%
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECHNICAL S	343,016.00	0.00	343,016.00	14,168.81	113,422.51	229,593.49	85,754.00	33.1%
	LIBRARY CAPITAL								
16133									
587100	CAPITAL COMPUTER	26,500.00		26,500.00	0.00	2,485.00	24,015.00	6,625.00	9.4%
	TOTAL LIBRARY DEPT.	2,422,981.80	0.00	2,422,981.80	103,645.51	532,514.28	1,890,467.52	605,745.45	22.0%

Meeting Room Policy

POLICY AND REGULATIONS FOR USE OF THE BELMONT PUBLIC LIBRARY MEETING ROOMS

The Board of Trustees of the Belmont Public Library welcomes applications from any group whose purpose is civic, cultural or educational in nature, and whose meetings are appropriate to the library's facilities. The first priority for use of the meeting rooms is to provide space for library programs, the second is for Belmont Community groups. The Library Director reserves the right to restrict use of the meeting rooms at his/her discretion and if the nature of the anticipated meeting could be unreasonably disruptive of other library functions, or if the meeting is likely to be too large or disorderly or otherwise in contravention of any of the rules below. Anyone using a library meeting room must follow any and all library policies, it is the responsibility of attendees to understand and adhere to said policies.

The rooms available for rental are

THE ASSEMBLY ROOM seats ~~400~~135 people and contains a piano and a –permanent screen for films, slides, etc. There is a kitchenette, but there is no access to refrigeration, oven -and or a dishwasher.

THE JAMES WATSON FLETT MEMORIAL CONFERENCE ROOM seats ~~36~~40-20 people and is used for conferences and small meetings.

All meeting room use ~~s~~ is ~~are~~ subject to the following conditions and regulations.

RESERVATIONS:

-Library programs receive first consideration in scheduling the meeting rooms.

~~Belmont groups (75% of membership are Belmont residents) will be given priority over out-of-town groups.~~

Reservations for use of a meeting room are made through the Library Director's electronic reservation software located on our library website ~~office~~ and will be reviewed in the order in which it was received ~~assigned in order of receipt of application~~. Applications can be submitted up to two months ~~sixty days~~ in advance. Applications must be filled out completely in order to be considered. ~~Reservations should include the name of the organization, the purpose of the meeting, time desired, number of persons expected, and the name, address and phone number of the person responsible.~~

The Library reserves the right to cancel a reservation if the Board of Trustees or its designee deems such a cancellation in the best interest of the Library.

MEETINGS:

Meetings should be free and open to the public. No meeting may be held for commercial purposes*. No admission fee may be charged or collection taken or articles sold except with the express permission of the Library Director.

Meeting rooms may be used during library hours. Meeting room use outside of normal library hours may be approved by the Library Director if custodial coverage is available.

Formatted: Underline

Formatted: Underline

Formatted: Underline

~~Monday through Thursday, 9:00 A.M. to 9:00 P.M.; Friday, 9:00 A.M. to 5:00 P.M. and Saturday, 10:00 A.M. to 5:00 P.M.; and Sunday, 2:00 P.M. to 5:00 P.M. Note: (weekend and summer hours may vary). Please check our website for our current hours.~~

Groups holding meetings must assume responsibility for any loss or damage to the library property. The rooms and kitchenette must be left in a neat, clean and orderly condition. If they are not, the group may be denied further use of the library meeting rooms or charged an additional cleaning fee. Groups are responsible for their own advertising and publicity. ~~Children and teenage groups may use the room with appropriate adult supervision. Smoking is not allowed in the library. No alcoholic beverages are to be served.~~

FEES AND PAYMENTS:

ROOM FEES:

The following fees may be charged to Belmont nonprofit groups for use of the meeting rooms.

ASSEMBLY ROOM	\$50.00 <u>\$100.00</u>
KITCHENETTE	\$25.00 <u>\$50.00</u>
FLETT ROOM	\$30.00 <u>\$60.00</u>

Formatted: Font color: Auto

The following fees will be charged to all profit and out-of-town nonprofit groups for each four hour meeting or part thereof.

ASSEMBLY ROOM	\$125.00 <u>\$200.00</u>
KITCHENETTE	\$ 50.00 <u>\$100.00</u>
FLETT ROOM	\$ 50.00 <u>\$100.00</u>

Formatted: Font color: Auto

~~Meeting rooms are available without an additional custodial fee between 9 A.M. and 5 P.M. Monday through Friday. Meetings which take place at other times are subject to the following municipal contractual custodial rates in addition to the room use fee:~~

~~Monday through Thursday after 5 P.M. and all day Saturday (September - June) - Time and a half per hour or part of an hour, minimum of three hours.~~

~~Sunday (mid-October - April) - Double time per hour or part of an hour, - minimum of three hours. Meeting room use may incur additional custodial fees when used outside of normal library hours of operation.~~

EQUIPMENT FEES:

~~No furniture or equipment other than that furnished by the library is to be used without prior approval~~

The following fees will be charged for the use of library equipment used by all profit and out-of-town nonprofit groups:

Slide, overhead projectors and screen	\$15.00
VCR and DVD player, and television	\$15.00
Speaker system	\$15.00
Infocus projector	\$15.00

Formatted: Font color: Auto

Formatted: Font color: Auto

Piano ~~_____~~ \$15.00

All groups are required to bring any additional supplies, etc. that they need for their program, (tape, scissors, paper, pens, etc.)

PAYMENTS:

Custodial and room use fees must be paid with two separate checks, each payable to the "Belmont Public Library Town of Belmont," and sent upon confirmation of booking approval with the Meeting Room Reservation form to the library at least seven days before the scheduled event. Checks will be held ~~in escrow~~ until after the meeting has taken place is held.

Formatted: Font color: Auto

CANCELLATION:

~~Advance notice of at least twenty-four hours is to be given to the library of meeting cancellation. At least 24 hours notice must be given to the library for all meeting room cancellations.~~ In the event that prior notice is NOT given, the ~~minimum~~ room fee will be charged. Same day cancellations will be allowed due to extreme weather.

~~In the event that a storm or impending storm causes cancellation of an evening meeting, the library should be notified by 3 P.M. of the day of the meeting or the minimum fee will be charged. If the library closes due to inclement weather, the person whose name appears on the meeting room reservation form will be notified and the checks for the custodial and room use fees will be returned.~~

PUBLICITY:

No literature may be distributed at a meeting without permission of the Library Director.

~~A group's meeting at the library does not in any way constitute an endorsement of the group's policies or beliefs. Meeting Room Use in no way constitutes an endorsement of a group's policies or beliefs.~~

Neither the name nor the address of the library may be used as the official address or headquarters of a group.

The Library Director is authorized to make reservations for the use of the Library's meeting rooms according to these policies and regulations; to deny or immediately terminate permission to any group whose policies or programs are inconsistent with the best interests of the library, or that violate these policies and regulations. The Library Director has the authority to waive fees under certain circumstances and schedule meetings outside of normal hours of operation at other times. The Library Director's interpretation of these regulations shall prevail, ~~subject to the final decision of the Board of Trustees.~~

To complete your request for room reservation, please fill out our the Meeting Room Application found [here](#) on our library website below, to complete your request for space. The form can either be filled out digitally (Adobe software needed) and then emailed in for review to Pstruzziero@minilib.net or it can be printed out and turned in to Belmont Public Library Staff with attention to Peter Struzziero.

Formatted: Space After: 0 pt, Line spacing: single, Border: Top: (No border), Bottom: (No border), Left: (No border), Right: (No border), Between: (No border)