

Directors Report – Thursday December 14th
November Highlights

- Kids had spooky fun throughout October. Families came together on a rainy Saturday to dance along to Rubi's spooky music and movement while collecting treats at stations throughout the library.
- 50+ second graders from Burbank Elementary came to visit the Children's Room along with their teachers and parents to pick out their own books, and get library cards. Children's Room staff was also able to use the opportunity to make sure that the Burbank community was aware of the timeline for moving to temporary space and most important of all, that our brand new library would be coming!
- Children and adults helped create a memory bulletin board for the Children's Room inviting them to share their favorite library memories, including seeing our fish tanks and our giant animal collection, picking out favorite books, and reading with their families among many other things. Our community is excited for all the amazing next steps to come and looking forward to all the new memories that will be created for the future.
- The Music on Saturdays fall series concluded with The Softer Side of Celtic concert featuring Jeff Snow, who wowed a packed house of 72 attendees.
- All four of the Practice Your English conversation circles concluded, with intense interest to continue in 2024.
- Reference staff rallied together to select appropriately sized collections for temporary space in Young Adult, DVD/Blu-ray, Graphic Novel and Travel collections
- Reference, Circulation, and Children's all set up transitional services in temporary spaces, with full support from the Technology Team. As the move timeline shifted, they all adjusted in a very professional manner. The delays in the move have been difficult for all, but you'd never know it by looking at our team. Very proud to see how they rallied under pressure.
- We ask that our patrons remain patient with the staff during this process. Staff have no control over the move, the decision making around the process, or the timeline. From the position of administration, the staff have presented admirably and we thank them all.

DESCRIPTION	POST DATE	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
State Aid to Library Exp	08/31/2023	851.96	ELLEN GIROUARD	Conference - fee, travel & lodging
State Aid to Library Exp	08/24/2023	57.96	AMAZON.COM	Supplies for going away party for YA Librarian

Building Project Update 12/12/2023

Note the details included below have been taken from a project plan document provided by CHA for the project. With recent shifts with the moving schedule, some of the dates below may also shift slightly.

Moving Services

- Building committee approval for new moving contract 12/12/2023
- Contract review and execution 12/19
- Pack and move 12/20 – 12/29

Demolition

- Final addendum if needed issued by Wednesday 12/13.
- Demo Bids due 12/15
- Building Committee approval targeted 12/19
- Contract document execution 12/20 to 12/29 (contractor)
- Town Counsel Review 1/1/24 to 1/12/24
- Accounting Review and approval of contract funding 1/12/24 to 1/18/24
- Notice to proceed 1/19/24
- Demo Mobilization (Contractor) 1/22/24
- Disposal of surplus equipment
 - Town departments (Jan 2-3)
 - Charitable organizations and other libraries (Jan 4 -5)
 - General public (Jan 6)
- Facilities equipment Salvage except Boiler 1/8/24 to 1/19
- Abatement 1/23 to 1/30
- Facilities Salvage Boiler 1/31/24 to 2/2
- Building Demo 2/5/24 to 3/29/24

Community Preservation Grant

- Purchase orders in process with two vendors
- Artifacts to be removed in January by vendors

Construction

- Construction documents development and review thru January
- Proprietary Item BOS review and approval 1/8
- Cost estimation (#3) late January
- Bidding – February
- Award Contract – mid March



Current Fiscal Year Data Comparison

Key Performance Indicators

	Last Year												
	Current month	Month comparison	Oct 2023	Sep 2023	Aug 2023	Jul 2023	Jun 2023	May 2023	Apr 2023	Mar 2023	Feb 2023	Jan 2023	Dec 2022
Circulation - Total	43,230	48,849	48,699	47,461	50,093	51,582	50,592	47,456	52,064	53,289	48,035	50,994	47,836
Circulation - Adult (books/magazines)	7,678	8,914	9,143	8,784	9,575	9,904	10,012	9,439	9,757	9,770	8,934	9,975	9,317
Circulation - YA print (books/magazines)	1,096	1,431	1,416	1,712	2,204	2,122	2,120	1,355	1,633	1,319	1,415	1,422	1,501
Circulation - Children's print (books/magazines)	15,518	19,335	17,644	17,946	18,257	19,146	19,176	17,862	20,248	20,272	18,190	18,731	17,324
Circulation - Adult Audio Visual	4,026	5,079	4,694	4,918	5,155	5,203	5,068	5,289	5,474	5,644	5,204	5,834	5,724
Circulation - YA Audio Visual	11	32	15	18	23	29	20	19	17	23	16	19	27
Circulation - Children's Audio Visual	848	1,039	707	698	1,105	1,242	993	771	1,070	1,189	1,192	1,232	1,272
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	14,015	12,967	15,038	13,336	13,737	13,883	13,152	12,656	13,820	15,026	13,040	13,741	12,626
Reference Questions	2,583	2,190	2,536	2,483	3,231	3,188	3,011	2,312	2,338	2,466	1,909	2,131	1,598
Programs Offered (total)	27	88	91	70	79	116	91	121	99	123	99	98	91
Adult Programs	19	24	52	40	27	22	48	52	44	53	40	33	26
YA Programs	1	32	0	0	17	60	20	24	24	29	26	32	39
Children's Programs	7	32	39	30	35	34	23	45	31	41	33	33	26
Programs Attendance (total)	441	1,139	1,222	984	960	2,405	1,353	1,648	1,621	2,114	1,357	1,587	1,374
Adult Programs Attendance	265	233	495	398	173	157	296	359	479	755	266	193	156
YA Programs Attendance	9	490	0	0	164	1,569	306	494	432	526	461	904	750
Children's Programs Attendance	167	416	727	586	623	679	751	795	710	833	630	490	468
Meeting Room Use	15	11	10	8	10	18	16	15	27	27	15	22	17
Museum Pass Use	102	124	123	139	244	207	199	154	174	140	134	133	129
Use of Library Computers	504	558	675	707	724	666	728	649	688	736	601	658	518
Materials added	520	894	770	1,286	1,189	442	945	914	831	844	687	814	527
Materials Withdrawn	3,174	1,536	2,401	1,347	2,326	1,317	2,418	2,968	1,221	1,124	1,926	1,353	1,191

RFID	November	October	September	August	July	June	May
The total amount of items:	108,311	108,311	110-120K	110-120K	110-120K	110-120K	110-120K
The total tagged overall:	94,825	85,732	80,707	75,521	69,997	58,586	42,881
The total monthly tagged:	3,291	5,025	5,188	5,524	11,411	15,705	11,587



Current Fiscal Year Data Comparison

Key Performance Indicators

	FY2023	FY2022	FY2021	FY2020	FY2019
	Total Annual	Total Annual	Total Annual	Total Annual	Total Annual
Total Collection Use	660,618	676,640	470,953		
Circulation - Total	610,844	624,743	423,170	521,511	599,254
Circulation - Adult (books/magazines)	113,049	114,801	76,293	90,357	120,223
Circulation - YA print (books/magazines)	19,925	21,171	12,278	18,146	21,572
Circulation - Children's print (books/magazines)	232,652	245,180	135,871	181,257	219,135
Circulation - Adult Audio Visual	64,273	66,908	37,413	70,226	90,878
Circulation - YA Audio Visual	330	411	466	344	612
Circulation - Children's Audio Visual	13,879	13,801	5,820	18,231	23,354
Circulation - downloads (eBooks/eAudiobooks)	166,144	161,944	154,907	141,039	116,660
Reference Questions	27,618	27,601	10,265	14,136	29,754
Programs Offered (total)	1,254	838	481	642	772
Adult Programs	427	264	203	224	278
YA Programs	433	316	113	84	115
Children's Programs	394	258	165	334	379
Programs Attendance (total)	17,668	12,095	7,834	14,147	18,084
Adult Programs Attendance	3,777	3,250	4,681	2,554	3,353
YA Programs Attendance	6,735	4,739	744	616	1,052
Children's Programs Attendance	7,156	4,106	2,409	10,977	13,679
Meeting Room Use	169	37	0	697	941
Museum Pass Use	1,869	1,255	377	1,562	2,531
Use of Library Computers	7,880	6,392	1,384	16,028	18,418
Materials added	10,442	11,346	10,316		
Materials Withdrawn	17,711	11,103	5,678		

Date	Children's	Front Door	Assembly	Daily Total
Wednesday, November 1, 2023	289	234	93	616
Thursday, November 2, 2023	163	173	61	397
Friday, November 3, 2023	266	150	51	467
Saturday, November 4, 2023	268	167	83	518
Sunday, November 5, 2023	118	113	20	251
Monday, November 6, 2023	186	201	53	440
Tuesday, November 7, 2023	207	187	75	469
Wednesday, November 8, 2023	207	170	53	430
Thursday, November 9, 2023	208	140	35	383
Friday, November 10, 2023	0	0	0	0
Saturday, November 11, 2023	0	0	11	11
Sunday, November 12, 2023	197	139	28	364
Monday, November 13, 2023	222	216	43	481
Tuesday, November 14, 2023	222	201	60	483
Wednesday, November 15, 2023	265	194	66	525
Thursday, November 16, 2023	203	189	41	433
Friday, November 17, 2023	144	203	50	397
Saturday, November 18, 2023	327	248	131	706
Sunday, November 19, 2023	119	107	30	256
Monday, November 20, 2023	218	204	50	472
Tuesday, November 21, 2023	211	174	47	432
Wednesday, November 22, 2023	249	172	59	480
Thursday, November 23, 2023				0
Friday, November 24, 2023				0
Saturday, November 25, 2023				0
Sunday, November 26, 2023				0
Monday, November 27, 2023				0
Tuesday, November 28, 2023				0
Wednesday, November 29, 2023				0
Thursday, November 30, 2023				0
Month Total	4,289	3,582	1,140	9,011

BELMONT PUBLIC LIBRARY EXPENDITURES									
								12-Dec-23	
			DECEMBER	2023				12:17 PM	
		ORIG./ADJ.		ADJUSTED	SPENT	SPENT		PROJECTED	%
		APPROPRNTS.	TRANSFER	BUDGET	DEC	JULY - DEC	BALANCE	6 MONTHS	EXP
LIBRARY ADMINISTRATION									
16111									
511000	SALARIES, FULL TIME	246,208.00		246,208.00	7,807.30	85,986.42	160,221.58	123,104.00	34.9%
514800	LONGEVITY	975.00		975.00	0.00	0.00	975.00	487.50	0.0%
16112									
524500	MAINTENANCE OFFICE EQUIP	5,750.00		5,750.00	0.00	0.00	5,750.00	2,875.00	0.0%
530001	MEDICAL REPORTS & BILLS	1,400.00		1,400.00	0.00	300.00	1,100.00	700.00	21.4%
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	99.00	99.00	401.00	250.00	19.8%
534500	POSTAGE	1,500.00		1,500.00	0.00	463.75	1,036.25	750.00	30.9%
534700	PRINTING	1,500.00		1,500.00	0.00	0.00	1,500.00	750.00	0.0%
542100	OFFICE SUPPLIES	772.00		772.00	0.00	120.96	651.04	386.00	15.7%
571000	IN-STATE TRAVEL	400.00		400.00	0.00	247.63	152.37	200.00	61.9%
573000	DUES & MEMBERSHIP	800.00		800.00	0.00	0.00	800.00	400.00	0.0%
	TOTAL LIBRARY ADMIN	260,805.00	0.00	260,805.00	7,906.30	87,217.76	173,587.24	130,402.50	33.4%
LIBRARY PLANT OPERATIONS									
16141									
511000	SALARIES, FULL TIME	0.00		0.00	0.00	528.00	(528.00)	0.00	#DIV/0!
511100	SALARIES, PART TIME	29,941.00		29,941.00	705.70	8,970.75	20,970.25	14,970.50	30.0%
513000	OVERTIME	0.00		0.00	0.00	820.47	(820.47)	0.00	#DIV/0!
514100	SPECIALTY PAY/STIPEND	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
519900	UNIFORM	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
16142									
522800	GAS	16,000.00		16,000.00	0.00	838.08	15,161.92	8,000.00	5.2%
522900	ELECTRICITY	42,280.00		42,280.00	0.00	16,436.96	25,843.04	21,140.00	38.9%
523100	WATER	2,500.00		2,500.00	0.00	910.79	1,589.21	1,250.00	36.4%
523400	ENERGY CONSERVATION	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
524300	MAINTENANCE BUILDING	130,390.00		130,390.00	686.36	46,526.86	83,863.14	65,195.00	35.7%
524306	R&M HVAC CONTRACT SERVI	17,874.55		17,874.55	874.55	5,247.30	12,627.25	8,937.28	29.4%
545000	CUSTODIAL SUPPLIES	7,000.00		7,000.00	0.00	2,200.52	4,799.48	3,500.00	31.4%
548900	GASOLINE	150.00		150.00	0.00	0.00	150.00	75.00	0.0%
	TOTAL LIBRARY PLANT OPER	246,135.55	0.00	246,135.55	2,266.61	82,479.73	163,655.82	123,067.78	33.5%

		ORIG./ADJ.		ADJUSTED	SPENT	SPENT		PROJECTED	%
		APPROPRTRNS.	TRANSFER	BUDGET	DEC	JULY - DEC	BALANCE	6 MONTHS	EXP
	LIBRARY PUBLIC SERVICE								
16121									
511000	WAGES, FULL TIME	860,534.00		860,534.00	27,606.43	312,954.51	547,579.49	430,267.00	36.4%
511100	WAGES, PART TIME	247,826.00		247,826.00	5,463.00	113,582.21	134,243.79	123,913.00	45.8%
513000	OVERTIME	8,000.00		8,000.00	391.38	7,141.41	858.59	4,000.00	89.3%
514105	EYEGLASS REIMBURSEMENT	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY	6,222.00		6,222.00	0.00	0.00	6,222.00	3,111.00	0.0%
16122									
530000	PROFESSIONAL SERVICES	3,000.00		3,000.00	0.00	249.00	2,751.00	1,500.00	8.30%
534100	TELEPHONE	6,500.00		6,500.00	368.65	1,869.45	4,630.55	3,250.00	28.8%
552900	BOOKS/PER/FILM/CD/REC	322,068.00		322,066.00	5,529.67	162,344.67	159,721.33	161,033.00	50.4%
573000	DUES	1,100.00		1,100.00	0.00	0.00	1,100.00	550.00	0.0%
585250	SOFTWARE	5,850.00		5,850.00	0.00	4,670.00	1,180.00	2,925.00	79.8%
	TOTAL LIB PUBLIC SERVC	1,461,098.00	0.00	1,461,098.00	39,359.13	602,700.25	858,397.75	730,549.00	41.2%
	LIBRARY TECHNICAL SERVICES								
16131									
511000	SALARIES, FULL TIME	262,351.00		262,351.00	9,862.77	103,664.37	158,686.63	131,175.50	39.5%
511100	SALARIES, PART TIME	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY	3,000.00		3,000.00	0.00	0.00	3,000.00	1,500.00	0.0%
16132									
530600	COMPUTER SERVICE	87,769.00		87,769.00	1,250.00	68,971.74	18,797.26	43,884.50	78.6%
542200	PROCESSING SUPPLIES	12,000.00		12,000.00	75.66	3,544.94	8,455.06	6,000.00	29.5%
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECHNICAL S	365,120.00	0.00	365,120.00	11,188.43	176,181.05	188,938.95	182,560.00	0.00%
	LIBRARY CAPITAL								
16133									
587100	CAPITAL COMPUTER	26,500.00		26,500.00	0.00	7,150.95	19,349.05	13,250.00	27.0%
	TOTAL LIBRARY DEPT.	2,359,658.55	0.00	2,359,658.55	60,720.47	955,729.74	1,403,928.81	1,179,829.28	40.5%

Belmont Public Library Policy for Disposal of Surplus Items

(This policy complies with Massachusetts General Law, chapter 30B, section 15 which requires that municipalities adopt written procedures to dispose of supplies and equipment valued at less than \$10,000.)

DISPOSITION OF SURPLUS ITEMS

I. Purpose

In connection with the demolition of The Belmont Public Library (BPL) facility in anticipation of construction of a new library, the BPL Board of Library Trustees (Trustees) may find it necessary to dispose of materials, furniture, equipment and/or other tangible surplus materials that are no longer needed or useful. This policy outlines the process to be followed in the disposition of surplus items. It is the intent of this policy to require the establishment of reasonable control over usage, surplus and obsolete material generation, handling, sale and disposal. This policy applies to all surplus items having resale or salvage value of less than \$10,000. This policy only applies to disposal of surplus property in connection with the demolition of the current library facility, and transition into the new library.

II. Statutory Authority

Massachusetts General Laws c30B, §15 provides for a governmental body to dispose of tangible supply, no longer useful to the governmental body but having resale or salvage value. These rules apply to all tangible surplus materials, including, but not limited to, furniture, computer equipment, machinery, books, recordings, and other materials and items.

III. Administration

This policy and the procedures hereunder shall be implemented by and through the Trustees,
their designee(s).

IV. Procedures

A. Designation and Approval of Surplus Items having resale or salvage value regardless of dollar amount but less than \$10,000.

- Tangible surplus items owned by the Belmont Public Library shall be sold or otherwise disposed of in accordance with this policy upon the written determination of the Trustees or their designee(s).
- The Trustees or their designee(s) shall work with appropriate Town officials to coordinate the sale or disposal of surplus items.
- All surplus items must be disposed of in "as is" condition.

- Items should be first made available to the School Department and other Town Departments.
 - If there is no interest, items may then be offered to other public libraries, municipalities, or nonprofit organizations via a 'listserve' (or by email, blog, or website) if the Trustees or their designee(s) deem it appropriate. Surplus items may be disposed of at less than fair market value to another governmental agency or any organization that has an IRS tax exempt status by reason of its charitable nature.
 - Remaining surplus items shall thereafter be junked, scrapped or otherwise disposed of at the Trustees or their designee(s) discretion.
 - As a Green Community reuse and recycling is strongly encouraged.
- B. Additional information**
- All payments shall be payable to the Town of Belmont and monies received will be deposited to the Town account.
 - Under no circumstances shall an employee take an item or offer it for sale unless approved by the Trustees or their designee(s). Removal of surplus materials without approval may be considered theft and result in disciplinary action.

APPROVED:

Board of Library Trustees

By: Kathleen Keohane, Co-Chair

Established 12/14/2023