

Directors Report – Thursday July 18th

June Highlights

- Rooted in Reading, our library-wide summer reading program, is underway! Library staff co-hosted a Summer Reading Kick-Off celebration with the Recreation Department with 107 attendees at the Underwood Pool where kids could sign up for summer reading, have fun doing activities, and earn some free ice cream from the Frozen Hoagies ice cream truck courtesy of the Friends of the Belmont Library. There will be plenty more summer fun to come in July and August!
- Pajama Storytime returned in person for the first time in four years. Thirty excited kids and their grown-ups came in their PJs to this new monthly program with Ms. Rosanna for night time and bedtime themed stories and songs.
- The library was well-represented at Belmont Pride on June 15th. Local residents attending the event were happy to learn about library services in temporary space, take information about upcoming programs, and chat about how much they love the library!
- By popular demand we've added a 3rd night of service to the Benton Library schedule in addition to more consistent afternoon hours. The Benton Library is housing our Children's Department while the new library is being built. Come by and see us.
- Thanks to everyone who joined us on June 12th for the Groundbreaking ceremony. The new library is going to be a very special place with something for everyone. We can't wait.
- In a collaborative effort, the library and Council on Aging welcomed Matt York for a storytelling/music event celebrating Willie Nelson on June 18th. Matt was joined by 43 attendees, who raved about his performance after the fact.
- We were fortunate to be able to bring back the incredibly popular young adult D&D summer programming for the fourth year in a row. The Shadowdark RPG Megadungeon began meeting weekly in June and will continue through the end of July, giving teens an opportunity to participate in a large-scale D&D campaign no matter where their summer travels take them.



Current Fiscal Year Data Comparison

Key Performance Indicators

	Current month	Last Year											
		Month comparison	May 2024	Apr 2024	Mar 2024	Feb 2024	Jan 2024	Dec 2023	Nov 2023	Oct 2023	Sep 2023	Aug 2023	Jul 2023
Circulation - Total	32,914	50,592	32,690	31,693	33,260	28,547	29,138	27,685	43,230	48,699	47,461	50,093	51,582
Circulation - Adult (books/magazines)	4,966	10,012	4,850	4,863	5,193	4,731	4,778	4,907	7,678	9,143	8,784	9,575	9,904
Circulation - YA print (books/magazines)	607	2,120	510	564	626	530	487	597	1,096	1,416	1,712	2,204	2,122
Circulation - Children's print (books/magazines)	8,388	19,176	8,524	8,919	8,932	7,117	5,650	5,454	15,518	17,644	17,946	18,257	19,146
Circulation - Adult Audio Visual	1,684	5,068	1,750	1,748	1,855	1,840	1,680	1,743	4,026	4,694	4,918	5,155	5,203
Circulation - YA Audio Visual	8	20	17	7	8	10	13	5	11	15	18	23	29
Circulation - Children's Audio Visual	495	993	516	479	335	379	341	297	848	707	698	1,105	1,242
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	16,766	13,152	16,523	15,113	16,311	13,940	16,172	14,669	14,015	15,038	13,336	13,737	13,883
Reference Questions	2,033	3,011	1,757	2,689	230	2,128	1,111	581	2,583	2,536	2,483	3,231	3,188
Programs Offered (total)	43	91	62	61	47	49	35	7	27	91	70	79	116
Adult Programs	28	48	39	37	33	35	25	4	19	52	40	27	22
YA Programs	3	20	2	4	1	1	0	0	1	0	0	17	60
Children's Programs	12	23	21	20	13	13	10	3	7	39	30	35	34
Programs Attendance (total)	538	1,353	1,005	3,284	367	529	269	29	441	1,222	984	960	2,405
Adult Programs Attendance	184	296	370	2,651	183	162	133	17	265	495	398	173	157
YA Programs Attendance	15	306	101	30	6	1	0	0	9	0	0	164	1,569
Children's Programs Attendance	339	751	534	603	178	366	136	12	167	727	586	623	679
Meeting Room Use	0	16	0	0	0	0	0	0	15	10	8	10	18
Museum Pass Use	141	199	124	143	116	117	98	130	102	123	139	244	207
Use of Library Computers	370	728	378	350	348	319	658	0	504	675	707	724	666
Materials added	707	945	504	386	589	665	417	68	520	770	1,286	1,189	442
Materials Withdrawn	227	2,418	513	193	484	337	485	751	3,174	2,401	1,347	2,326	1,317

BELMONT PUBLIC LIBRARY EXPENDITURES									
9-Jul-24 1:24 PM									
JUNE 2024									
	ORIG./ADJ.		ADJUSTED	SPENT	SPENT		PROJECTED	%	
	APPROPRPTS.	TRANSFER	BUDGET	JUNE	JULY- JUNE	BALANCE	12 MONTHS	EXP	
LIBRARY ADMINISTRATION									
16111									
511000	SALARIES, FULL TIME	246,208.00	246,208.00	28,743.60	256,602.98	(10,394.98)	246,208.00	104.2%	
514800	LONGEVITY	975.00	975.00	0.00	975.00	0.00	975.00	100.0%	
16112									
524500	MAINTENANCE OFFICE EQUIP	5,750.00	5,750.00	0.00	0.00	5,750.00	5,750.00	0.0%	
530001	MEDICAL REPORTS & BILLS	1,400.00	1,400.00	35.00	499.95	900.05	1,400.00	35.7%	
531700	EMPLOYEE TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00	0.0%	
531900	ADVERTISING & PUBLIC RELA	500.00	500.00	0.00	120.78	379.22	500.00	24.2%	
534500	POSTAGE	1,500.00	1,500.00	0.00	969.16	530.84	1,500.00	64.6%	
534700	PRINTING	1,500.00	1,500.00	0.00	168.78	1,331.22	1,500.00	11.3%	
542100	OFFICE SUPPLIES	772.00	772.00	229.69	552.10	219.90	772.00	71.5%	
571000	IN-STATE TRAVEL	400.00	400.00	132.53	1,245.24	(845.24)	400.00	311.3%	
573000	DUES & MEMBERSHIP	800.00	800.00	0.00	162.00	638.00	800.00	20.3%	
	TOTAL LIBRARY ADMINISTRATION	260,805.00	0.00	260,805.00	29,140.82	261,295.99	(490.99)	260,805.00	100.2%
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	1,699.26	18,804.17	11,136.83	29,941.00	62.8%	
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	434.23	14,220.72	1,779.28	16,000.00	88.9%	
522900	ELECTRICITY	42,280.00	42,280.00	204.45	25,194.49	17,085.51	42,280.00	59.6%	
523100	WATER	2,500.00	2,500.00	7.82	1,294.92	1,205.08	2,500.00	51.8%	
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	1,769.58	110,507.79	19,882.21	130,390.00	84.8%	
524306	R&M HVAC CONTRACT SERVICE	17,874.55	17,874.55	(1,575.00)	6,365.50	11,509.05	17,874.55	35.6%	
545000	CUSTODIAL SUPPLIES	7,000.00	7,000.00	112.78	2,750.67	4,249.33	7,000.00	39.3%	
548900	GASOLINE	150.00	150.00	0.00	10.01	139.99	150.00	6.7%	
	TOTAL LIBRARY PLANT OPERATIONS	246,135.55	0.00	246,135.55	2653.12	180,496.74	65,638.81	246,135.55	73.3%

		ORIG./ADJ.		ADJUSTED	SPENT	SPENT		PROJECTED	%	
		APPROPRTN.	TRANSFER	BUDGET	JUNE	JULY- JUNE	BALANCE	12 MONTHS	EXP	
	LIBRARY PUBLIC SERVICE									
16121										
511000	WAGES, FULL TIME	860,534.00	-105,000.00	755,534.00	81,218.47	735,055.19	20,478.81	755,534.00	97.3%	
511100	WAGES, PART TIME	247,826.00	-40,000.00	207,826.00	11,459.97	192,139.11	15,686.89	207,826.00	92.5%	
513000	OVERTIME	8,000.00		8,000.00	0.00	10,698.62	(2,698.62)	8,000.00	133.7%	
514105	EYEGLOSS 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	5,007.14	1,214.86	6,222.00	80.5%	
16122										
530000	PROFESSIONAL SERVICES	3,000.00		3,000.00	0.00	838.00	2,162.00	3,000.00	27.9%	
534100	TELEPHONE	6,500.00		6,500.00	0.00	3,273.44	3,226.56	6,500.00	50.4%	
552900	BOOKS/PER/FILM/CD/REC	322,066.00		322,066.00	19,140.92	300,300.76	21,765.24	322,066.00	93.2%	
573000	DUES	1,100.00		1,100.00	0.00	392.00	708.00	1,100.00	35.6%	
585250	SOFTWARE	5,850.00		5,850.00	785.96	5,727.78	122.22	5,850.00	97.9%	
	TOTAL LIBRARY PUBLIC SERV	1,461,098.00	-145,000.00	1,316,098.00	111,819.36	1,247,704.26	62,543.74	1,316,098.00	94.80%	
	LIBRARY TECHNICAL SERVICES									
16131										
511000	SALARIES, FULL TIME	262,351.00	-8,000.00	254,351.00	22,933.44	246,061.34	8,289.66	254,351.00	96.7%	
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	4,100.00	(1,100.00)	3,000.00	136.7%	
16132										
530600	COMPUTER SERVICE	87,769.00		87,769.00	1,358.00	78,468.63	9,300.37	87,769.00	89.4%	
542200	PROCESSING SUPPLIES	12,000.00		12,000.00	1,069.26	7,836.05	4,163.95	12,000.00	65.3%	
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!	
	TOTAL LIBRARY TECHNICAL S	365,120.00	-8,000.00	357,120.00	25,360.70	336,466.02	20,653.98	357,120.00	94.22%	
	LIBRARY CAPITAL									
16133										
587100	CAPITAL COMPUTER	26,500.00	153,000.00	179,500.00	0.00	22,467.60	157,032.40	179,500.00	12.5%	
	TOTAL LIBRARY DEPARTMEN	2,359,658.55	0.00	2,359,658.55	169,045.70	2,048,430.61	305,377.94	2,359,658.55	86.81%	



July 5, 2024

Belmont Public Library
336 Concord Ave
Belmont, MA 02478

Owner's Project Manager Monthly Update

- **June Invoices:**
 - G&R Construction – Requisition #3 - \$1,315,353.08
 - Includes General Conditions, Trailer, Fence, Structural Steel, Earthwork and Rigid Inclusions progress.
 - CHA Invoice #38441-14 - \$35,000
 - Construction Administration progress payment
 - Yankee Engineering & Testing - \$11,820.00
 - Testing services for month of June
 - Oudens Ello invoice #2301-17
- **Project Budget Update:**
 - Changes since June budget update:
 - G&R Construction Change Order #1 - \$5929
 - Includes Change Request #7 – Additional Tree Removals
 - Additional \$100k has been secured from Mass Cultural Council Grant and added to total budget.
 - Added to Owner's Project Contingency, now at \$300k.
- **Project Schedule Update:**
 - Construction:
 - Delivery and spreading of imported structural fill and sub grade materials.
 - Rigid Inclusion installations have been ongoing, load testing was performed last week.
 - Sitework team will be returning next week to begin prepping for footings.
 - Foundation pre-installation meeting has been scheduled for Thursday, 7/11.
 - Office trailers have been installed and connected to temp power and data.
 - Golden bowl fencing has been installed.
 - MEP coordination reviews ongoing.
 - FFE:
 - Working group continues to meet on a regular cadence to opine on layouts and options for each area and room.
 - Sit test has been scheduled for Wednesday, July 17th to nail down final selections of furniture.
 - Fabric and Finishes of selected furniture will follow sit test selections.
 - Targeting overview update for the Library Building Committee at the August meeting.
- **Upcoming Meetings & Activities:**
 - Library Building Committee Meeting – Tuesday 8/13, 5:00-6:00pm
 - Weekly OAC Meeting – Thursdays at 10:00–11:30am
 - Monthly Cash Flow Meeting – First Tuesday of each month, 3:30pm
 - FFE Working Group Meeting
 - Friday 7/12, 10:00-11:30am
 - Sit Test 7/17, 10:00-12:00pm



- Fabric & Finishes, 7/26, 10:00-11:30am
- Fabric & Finishes, 8/9, 10-11:30am
- FFE Working Group Final, 8/16, 10-11:30am
- FFE Internal Review Meeting
 - Monday 7/15, 10:00-11:30am
 - Wednesday 7/24, 1:00-2:30pm
 - Wednesday 8/7, 1:00-2:30pm
 - Wednesday 8/21, 1:00-2:30pm (if needed)