

## Directors Report – Thursday December 19th 2024

### November Highlights

- The library hosted a Fixit Clinic in partnership with local community members this month. The event gathered 25 advance registrations, with a total of 47 participants on the day. Some of the items brought in for repair included two lamps, one kitchen timer, a jigsaw, a sewing machine, a vintage blender, a wooden bench, and a stereo system! The event generated lots of praise from patrons, and multiple requests for a repeat event. This will be a fabulous partnership to continue in the new building.
- Adults and children of all ages came together at the intergenerational Hello Kitty 50th Party at the Beech Street Center. 35 Attendees enjoyed music, stories, treats, and trivia while meeting other families and making new friends.
- Our pajama storytime has been growing this fall as new families with kids of all ages come in PJs and enjoy stories and songs with Miss Rosanna. Attendance has increased significantly since the summer, and patrons are leaving wanting more.
- Reference Coordinator Elise Cluster, working in conjunction with Watertown's Project Literacy, hosted a lively virtual discussion with local residents interested in volunteering to lead English Conversation Circles in early 2024!
- We are happy to welcome new staff member Joannie Bull to the Circulation Department. Joannie also plays an integral part in covering the popular evening and weeknight hours at the Beech Street Center, feel free to stop by and say hi!
- In the spirit of giving, the Belmont Library teamed up with Watertown Family Center to donate diapers to Belmont and Watertown families in need. Dozens of diapers of all sizes were collected at our Benton location to be distributed to Belmont and Watertown families at the Watertown Food Pantry and through Belmont Helps. No federal government program provides funding for families to purchase diapers so this kind of work provides direct support to Massachusetts families that is unavailable through other means.
- Our fifth grade library card outreach has continued and we have now distributed a total of 95 library cards.

- In collaboration with the Belmont Public Schools, Children's library staff prepared a new pamphlet with library resources designed to reach families whose children are in the English Language Education program. This will be available online and in print, and helps families learn about relevant resources such as our Library of Things and Wonderbooks collection as well as providing search strategies and online resources.
- The final *Crafting with Rachelle: Wool Wine Bags* program brought in 18 enthusiastic crafters. Patrons say they would love her to return next year.
- The Thoreau Society had a successful Belmont Public Library debut with their presentation *Thoreau: Knowing Nature*. 18 patrons attended the program held at Town Hall.
- The circulation staff continues with honing their knowledge with various training opportunities as new updates to Sierra, Mobile Worklists and other facets are rolled out.
- Feedback from patrons in November includes:
  - "Have you considered keeping the library here [at Beech Street] when the new building opens?" - from two separate individuals on two separate occasions
  - "Librarians are the best. The most considerate and helpful people." - in response to assistance with Libby



# Current Fiscal Year Data Comparison

## Key Performance Indicators

	Last Year												
	Current month	Month comparison	Oct 2024	Sep 2024	Aug 2024	Jul 2024	Jun 2024	May 2024	Apr 2024	Mar 2024	Feb 2024	Jan 2024	Dec 2023
Circulation - Total	33,809	43,873	36,980	33,765	34,433	34,849	32,914	32,690	31,693	33,260	30,848	31,829	29,935
Circulation - Adult (books/magazines)	4,676	7,678	5,208	4,815	5,190	5,021	4,966	4,850	4,863	5,193	4,731	4,778	4,907
Circulation - YA print (books/magazines)	597	1,096	650	625	753	817	607	510	564	626	530	487	597
Circulation - Children's print (books/magazines)	9,247	15,518	10,303	9,844	9,460	9,468	8,388	8,524	8,919	8,932	7,117	5,650	5,454
Circulation - Adult Audio Visual	1,753	4,026	1,852	1,653	1,817	1,966	1,684	1,750	1,748	1,855	1,840	1,680	1,743
Circulation - YA Audio Visual	10	11	12	16	14	7	8	17	7	8	10	13	5
Circulation - Children's Audio Visual	532	848	400	417	486	529	495	516	479	335	379	341	297
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	16,994	14,658	18,555	16,395	16,713	17,041	16,766	16,523	15,113	16,311	16,241	18,863	16,919
Reference Questions	1,657	2,583	1,808	1,945	2,386	2,160	2,033	1,757	2,689	230	2,128	1,111	581
Programs Offered (total)	62	27	83	57	47	49	43	62	61	47	49	35	7
Adult Programs	33	19	46	30	20	16	28	39	37	33	35	25	4
YA Programs	4	1	4	3	1	6	3	2	4	1	1	0	0
Children's Programs	25	7	33	24	26	27	12	21	20	13	13	10	3
Programs Attendance (total)	817	441	1,432	1,662	1,038	886	538	1,005	3,284	367	529	269	29
Adult Programs Attendance	215	265	395	845	114	90	184	370	2,651	183	162	133	17
YA Programs Attendance	10	9	110	200	3	41	15	101	30	6	1	0	0
Children's Programs Attendance	592	167	927	617	921	755	339	534	603	178	366	136	12
Meeting Room Use	0	15	0	0	0	0	0	0	0	0	0	0	0
Museum Pass Use	164	102	115	104	187	165	141	124	143	116	117	98	130
Use of Library Computers	370	504	477	433	430	398	370	378	350	348	319	658	0
Materials added	300	520	682	368	402	297	707	504	386	589	665	417	68
Materials Withdrawn	338	3,174	274	520	187	227	227	513	193	484	337	485	751



## Current Fiscal Year Data Comparison

Key Performance Indicators	FY2024	FY2023	FY2022	FY2021	FY2020
	Total Annual	Total Annual	Total Annual	Total Annual	Total Annual
Total Collection Use	517,413	660,618	676,640	470,953	
Circulation - Total	465,707	610,844	624,743	423,170	521,511
Circulation - Adult (books/magazines)	79,372	113,049	114,801	76,293	90,357
Circulation - YA print (books/magazines)	12,471	19,925	21,171	12,278	18,146
Circulation - Children's print (books/magazines)	141,495	232,652	245,180	135,871	181,257
Circulation - Adult Audio Visual	36,296	64,273	66,908	37,413	70,226
Circulation - YA Audio Visual	164	330	411	466	344
Circulation - Children's Audio Visual	7,442	13,879	13,801	5,820	18,231
Circulation - downloads (eBooks/eAudiobooks)	188,218	166,144	161,944	154,907	141,039
Reference Questions	24,550	27,618	27,601	10,265	14,136
Programs Offered (total)	687	1,254	838	481	642
Adult Programs	361	427	264	203	224
YA Programs	89	433	316	113	84
Children's Programs	237	394	258	165	334
Programs Attendance (total)	12,033	17,668	12,095	7,834	14,147
Adult Programs Attendance	5,188	3,777	3,250	4,681	2,554
YA Programs Attendance	1,895	6,735	4,739	744	616
Children's Programs Attendance	4,950	7,156	4,106	2,409	10,977
Meeting Room Use	61	169	37	0	697
Museum Pass Use	1,684	1,869	1,255	377	1,562
Use of Library Computers	5,699	7,880	6,392	1,384	16,028
Materials added	7,543	10,442	11,346	10,316	
Materials Withdrawn	13,555	17,711	11,103	5,678	



December 6, 2024

Belmont Public Library  
336 Concord Ave  
Belmont, MA 02478

## Owner's Project Manager Monthly Update

- **Invoices & Proposals:**

- Invoices

- G&R Construction – Requisition #8 - \$1,416,147.38
    - CHA Invoice #38441-19 - \$32,000
    - American Environmental Inc – Invoice #4 - \$0
    - American Environmental Inc – Invoice #5- \$42,935.55
    - Oudens Ello invoice #2301-22- \$64,376.10
    - UTS invoice - #114668 - \$5,530.00

- Proposals

- None

- **Project Budget Update:**

- The project remains on budget and there have been no changes to the total project budget.
  - December budget update reflects the following:
    - \$106,226 for G&R Change Order#3 – Transferred from Construction Contingency to Construction; to be presented for approval at LBC Meeting
    - \$15,000 deduct/credit from American Environmental, Inc. (Demo Contractor)
      - Line item for Transite Pipe was credited from contract total as none was discovered during demolition or excavation activities.

- **Project Schedule Update:**

- Construction:
    - Structural steel erection and detailing is ongoing.
    - Concrete- 2<sup>nd</sup> floor concrete deck pour, scheduled for December 12<sup>th</sup> and 19<sup>th</sup>.
    - Mockup framing and assembly in progress, mason has started.
    - Exterior framing will start next week.
    - See updated logistic plan starting after Thanksgiving for masonry, framer, etc. to have access to work on the front of the building.
    - Beam signing and hoisting ceremony was held on Friday December 6th.
  - FFE:
    - Main furniture order is being brought forth to the building committee.
    - Furniture/design working group will began to work on accessorial items, signage, and branding.

- **Upcoming Meetings & Activities:**

- Library Building Committee Meeting – Tuesday 1/7/24, 5:00-6:00pm
  - Weekly OAC Meeting – Thursdays at 10:00–11:00am
  - Monthly Change Order Review Meeting – Thursdays 2 weeks prior to LBC meeting, 9:30am
  - Monthly Cash Flow Meeting – First Tuesday of each month, 3:30pm

Drainage infiltration system install



2nd level decking and WWF install



Staircase installation



Temporary Sidewalk & Fencing



West elevation from Golden Bowl area



Mockup assembly progress





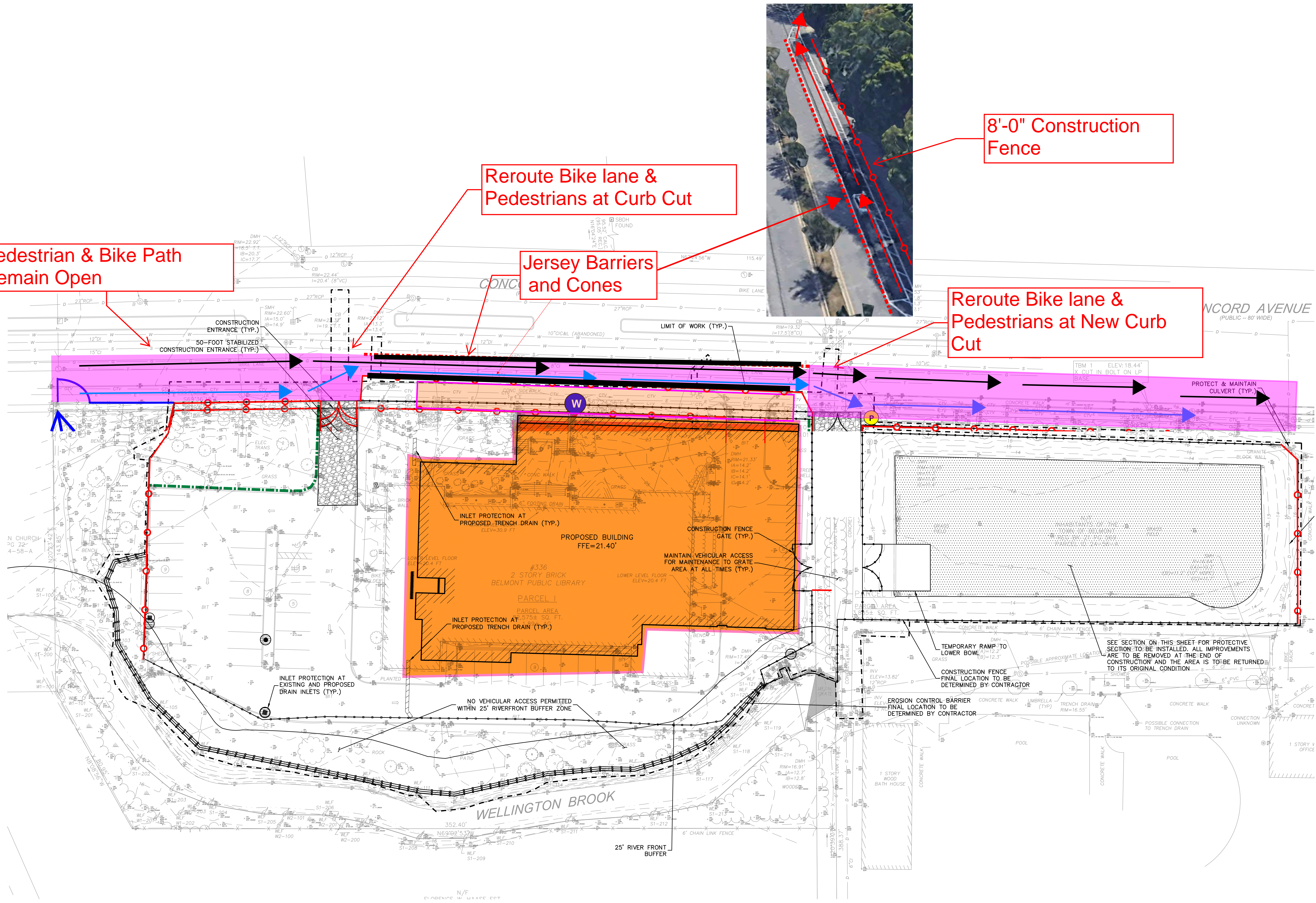
**Pedestrian & Bike Path Remain Open**

**Reroute Bike lane & Pedestrians at Curb Cut**

**Jersey Barriers and Cones**

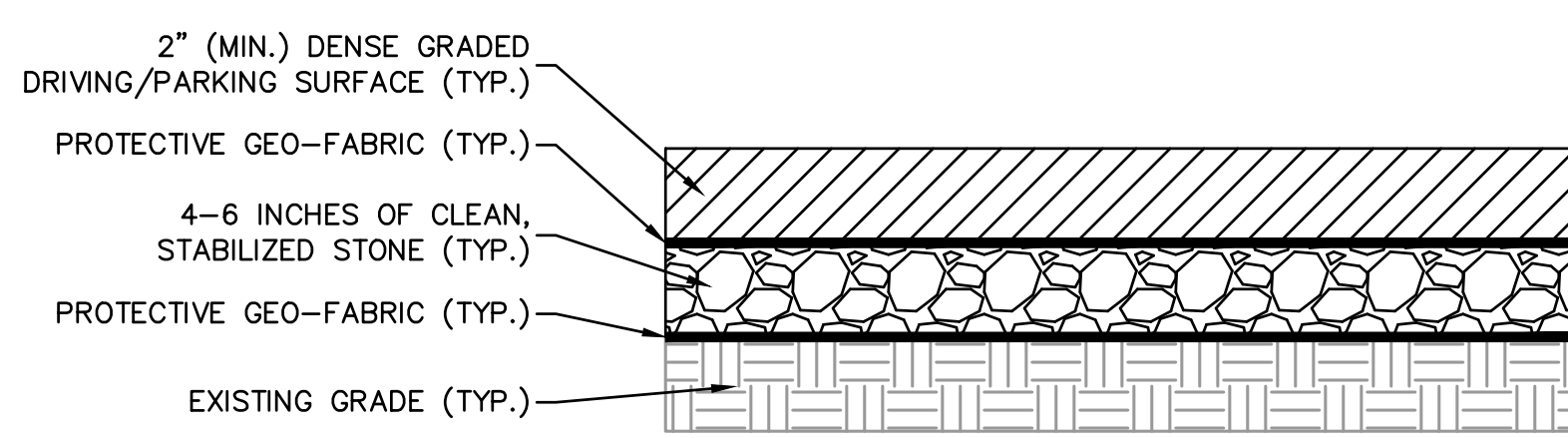
**8'-0" Construction Fence**

**Reroute Bike lane & Pedestrians at New Curb Cut**



**LEGEND**

- EROSION CONTROL BARRIER
- CONSTRUCTION FENCE
- INLET PROTECTION (PROVIDE ON ALL EXISTING AND PROPOSED CATCH BASINS AND AREA DRAINS)
- LIMIT OF WORK
- CONSTRUCTION GATE



TEMPORARY STABILIZATION SECTION  
NOT TO SCALE

