



## Current Fiscal Year Data Comparison

### Key Performance Indicators

	Last Year												
	Current month	Month comparison	Jan 2025	Dec 2024	Nov 2024	Oct 2024	Sep 2024	Aug 2024	Jul 2024	Jun 2024	May 2024	Apr 2024	Mar 2024
Circulation - Total	36,823	30,848	36,441	33,757	36,999	38,860	33,765	34,433	34,849	32,914	32,690	31,693	33,260
Circulation - Adult (books/magazines)	5,189	4,731	5,877	5,095	4,676	5,208	4,815	5,190	5,021	4,966	4,850	4,863	5,193
Circulation - YA print (books/magazines)	467	530	575	567	597	650	625	753	817	607	510	564	626
Circulation - Children's print (books/magazines)	8,535	7,117	8,423	8,406	9,247	10,303	9,844	9,460	9,468	8,388	8,524	8,919	8,932
Circulation - Adult Audio Visual	1,905	1,840	2,063	2,214	1,753	1,852	1,653	1,817	1,966	1,684	1,750	1,748	1,855
Circulation - YA Audio Visual	8	10	8	8	10	12	16	14	7	8	17	7	8
Circulation - Children's Audio Visual	480	379	439	414	532	400	417	486	529	495	516	479	335
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	20,239	16,241	19,056	17,053	20,184	20,435	16,395	16,713	17,041	16,766	16,523	15,113	16,311
Reference Questions	1,664	2,128	1,825	1,516	1,657	1,808	1,945	2,386	2,160	2,033	1,757	2,689	2,155
Programs Offered (total)	73	49	63	45	62	83	57	47	49	43	62	61	47
Adult Programs	42	35	34	23	33	46	30	20	16	28	39	37	33
YA Programs	4	1	3	0	4	4	3	1	6	3	2	4	1
Children's Programs	27	13	26	22	25	33	24	26	27	12	21	20	13
Programs Attendance (total)	950	529	800	600	817	1,432	1,662	1,038	886	538	1,005	3,284	367
Adult Programs Attendance	384	162	240	157	215	395	845	114	90	184	370	2,651	183
YA Programs Attendance	10	1	5	0	10	110	200	3	41	15	101	30	6
Children's Programs Attendance	556	366	555	443	592	927	617	921	755	339	534	603	178
Meeting Room Use	0	0	0	0	0	0	0	0	0	0	0	0	0
Museum Pass Use	111	117	113	127	164	115	104	187	165	141	124	143	116
Use of Library Computers	343	319	304	371	370	477	433	430	398	370	378	350	348
Materials Added	635	665	551	124	300	682	368	402	297	707	504	386	589
Materials Withdrawn	502	337	303	322	338	274	520	187	227	227	513	193	484

		BELMONT PUBLIC LIBRARY EXPENDITURES								
			MARCH	2025				7-Mar-25 12:28 PM		
		ORIG./ADJ.		ADJUSTED	SPENT	SPENT		PROJECTED	%	
		APPROPRTN.	TRANSFER	BUDGET	MARCH	JULY - MAR	BALANCE	9 MONTHS	EXP	
		LIBRARY ADMINISTRATION								
	16111									
511000	SALARIES, FULL TIME	297,684.00		297,684.00	5,946.64	208,132.11	89,551.89	223,263.00	69.9%	
514800	LONGEVITY	975.00		975.00	0.00	975.00	0.00	731.25	100.0%	
	16112									
524500	MAINTENANCE OFFICE EQUIP	6,500.00		6,500.00	0.00	4,551.00	1,949.00	4,875.00	70.0%	
530001	MEDICAL REPORTS & BILLS	1,700.00		1,700.00	0.00	0.00	1,700.00	1,275.00	0.0%	
531700	EMPLOYEE TRAINING	2,000.00		2,000.00	0.00	1,137.00	863.00	1,500.00	56.9%	
531900	ADVERTISING & PUBLIC RELA	500.00		500.00	0.00	25.58	474.42	375.00	5.1%	
534500	POSTAGE	1,500.00		1,500.00	0.00	1,062.18	437.82	1,125.00	70.8%	
534700	PRINTING	1,500.00		1,500.00	0.00	1,419.87	80.13	1,125.00	94.7%	
542100	OFFICE SUPPLIES	772.00		772.00	0.00	105.14	666.86	579.00	13.6%	
571000	IN-STATE TRAVEL	1,200.00		1,200.00	84.00	1,035.07	164.93	900.00	86.3%	
573000	DUES & MEMBERSHIP	900.00		900.00	0.00	415.00	485.00	675.00	46.1%	
	TOTAL LIBRARY ADMIN	315,231.00	0.00	315,231.00	6,030.64	218,857.95	96,373.05	236,423.25	69.4%	
		LIBRARY PLANT OPERATIONS								
	16141									
511000	SALARIES, FULL TIME	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!	
511100	SALARIES, PART TIME	30,540.00		30,540.00	359.91	11,810.70	18,729.30	22,905.00	38.7%	
513000	OVERTIME	0.00		0.00	0.00	0.00	0.00	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	11,000.00		11,000.00	0.00	2,561.14	8,438.86	8,250.00	23.3%	
522900	ELECTRICITY	15,000.00		15,000.00	0.00	3,089.16	11,910.84	11,250.00	20.6%	
523100	WATER	1,250.00		1,250.00	0.00	74.96	1,175.04	937.50	6.0%	
523400	ENERGY CONSERVATION	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!	
524300	MAINTENANCE BUILDING	114,435.00		114,435.00	0.00	31,868.23	82,566.77	85,826.25	27.8%	
524306	R&M HVAC CONTRACT SERVIC	7,934.05		7,934.05	0.00	0.00	7,934.05	5,950.54	0.0%	
545000	CUSTODIAL SUPPLIES	2,500.00		2,500.00	0.00	1,577.57	922.43	1,875.00	63.1%	
548900	GASOLINE	150.00		150.00	0.00	0.00	150.00	112.50	0.0%	
	TOTAL LIBRARY PLANT OPER	182,809.05	0.00	182,809.05	359.91	50,981.76	131,827.29	137,106.79	27.9%	

		ORIG./ADJ.		ADJUSTED	SPENT	SPENT		PROJECTED	%	
		APPROPRTN.	TRANSFER	BUDGET	MARCH	JULY - MAR	BALANCE	9 MONTHS	EXP	
	<b>LIBRARY PUBLIC SERVICE</b>									
<b>16121</b>										
511000	WAGES, FULL TIME	895,441.00		895,441.00	16,732.24	582,406.60	313,034.40	671,580.75	65.0%	
511100	WAGES, PART TIME	210,826.00		210,826.00	2,849.58	94,138.37	116,687.63	158,119.50	44.7%	
513000	OVERTIME	8,000.00		8,000.00	96.76	3,861.44	4,138.56	6,000.00	48.3%	
514105	EYEGLOSS REIMBURSEMENT	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!	
514800	LONGEVITY	5,525.00		5,525.00	0.00	5,007.14	517.86	4,143.75	90.6%	
<b>16122</b>										
530000	PROFESSIONAL SERVICES	4,000.00		4,000.00	0.00	2,050.00	1,950.00	3,000.00	51.3%	
534100	TELEPHONE	6,625.85		6,625.85	0.00	9,279.87	(2,654.02)	4,969.39	140.1%	
552900	BOOKS/PER/FILM/CD/REC	322,066.00		322,066.00	9,596.24	227,308.62	94,757.38	241,549.50	70.6%	
573000	DUES	2,000.00		2,000.00	0.00	60.00	1,940.00	1,500.00	3.0%	
585250	SOFTWARE	8,000.00		8,000.00	0.00	5,386.08	2,613.92	6,000.00	67.3%	
	<b>TOTAL LIB PUBLIC SERVC</b>	<b>1,462,483.85</b>	<b>0.00</b>	<b>1,462,483.85</b>	<b>29,274.82</b>	<b>927,920.64</b>	<b>534,563.21</b>	<b>1,096,862.89</b>	<b>63.4%</b>	
	<b>LIBRARY TECHNICAL SERVICES</b>									
<b>16131</b>										
511000	SALARIES, FULL TIME	281,879.00		281,879.00	3,650.13	172,933.45	108,945.55	211,409.25	61.4%	
511100	SALARIES, PART TIME	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!	
514800	LONGEVITY	2,075.00		2,075.00	0.00	5,750.00	(3,675.00)	1,556.25	277.1%	
<b>16132</b>										
530600	COMPUTER SERVICE	115,320.00		115,320.00	0.00	69,806.82	45,513.18	86,490.00	60.5%	
542200	PROCESSING SUPPLIES	12,000.00		12,000.00	0.00	2,981.17	9,018.83	9,000.00	24.8%	
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!	
	<b>TOTAL LIBRARY TECHNICAL S</b>	<b>411,274.00</b>	<b>0.00</b>	<b>411,274.00</b>	<b>3,650.13</b>	<b>251,471.44</b>	<b>159,802.56</b>	<b>308,455.50</b>	<b>61.14%</b>	
	<b>LIBRARY CAPITAL</b>									
<b>16133</b>										
587100	CAPITAL COMPUTER	157,481.00		157,481.00	0.00	66,890.00	90,591.00	118,110.75	42.47%	
	<b>TOTAL LIBRARY DEPT.</b>	<b>2,529,278.90</b>	<b>0.00</b>	<b>2,529,278.90</b>	<b>39,315.50</b>	<b>1,516,121.79</b>	<b>1,013,157.11</b>	<b>1,896,959.18</b>	<b>59.94%</b>	

## Directors Report – Thursday March 20th 2025

### February Highlights

- School vacation week had something for all ages and stages. Families with infants benefited from Sheryl White's decades of experience with infant sleep and comfort issues by attending her Baby Massage class. Nicola Rose's Puppet Storytime was a huge success with our toddlers and preschoolers who got to sing, wave scarves, and make music with Nicola and her puppet friends. Animal enthusiasts of all ages got to meet an alligator, a macaw, and a wallaby among other animals from all over the world at Wildlife Encounters' Global Tour program. 105 adults and children attended our three programs.
- The Reference Department participated in a month-long partnership with Belmont Against Racism, facilitated by Community Outreach Librarian Janina Majeran and Coordinator of Reference & Public Services Elise Cluster. BAR hosted three events at the Beech Street Center, drawing a collective 130 people. They also were able to partner with the Children's Department for an additional event. The partnership was a huge success and promises to lead to more opportunities in the future.
- Belmont Against Racism teamed up with children's staff to collaborate on a special Joey's Junior Book Club program for African American History Month. Families with children ages five to nine discussed and learned about the real life history and events in the book *The Oldest Student: How Mary Walker Learned to Read* and made collage projects about important events in their lives. We are grateful for the partnership with Belmont Against Racism to present this special program and look forward to more opportunities to work together.
- The Reference Department also hosted our first temp-space program with a member of the Belmont Center Business Association. Vicki Frassica of A Chocolate Dream hosted a Chocolate Dipping program in advance of Valentine's Day, which was extremely popular.
- The use of space at All Saints' Episcopal Church has allowed for a great expansion of programming across the Reference department. The first craft program in that space, Candle Making, brought 13 people to the new location. More programs are in place for March.
- Feedback from patrons in February includes:

- “I love the winter and summer reading challenges.”
- “I just wanted to say thank you: the staff (at the Reference Desk) are so helpful and I was just by the new building, which just continues to grow. So exciting!”



March 10, 2025

Belmont Public Library  
336 Concord Ave  
Belmont, MA 02478

## Owner's Project Manager Monthly Update

- **Invoices & Proposals:**

- Invoices

- G&R Construction Requisition #10 - \$1,295,278.80
    - CHA Invoice #38441-22 - \$32,000
    - Oudens Ello Invoice #2301-24- \$47,327.20
    - UTS Invoice #115478 (Dec) - \$5,819
    - Parish Hall Library Inv #000188 - \$237.50

- Proposals

- Oudens Ello AS#10 – Specialty Signage Proposal - \$75,200
    - Hub Tech – Network Equipment - \$33,785.60

- **Project Budget Update:**

- February budget update reflects the following:
    - \$30,899 for G&R Change Order#6 – Transferred from Construction Contingency to Construction; to be presented for approval at LBC Meeting
    - Breakout of final cost for American Environmental, Inc. Demolition
    - Oudens Ello AS #10 – Specialty Signage Proposal. Budget reflects a 50/50 split between the FFE budget line and Owner's Additional Fundraising Contingency.

- **Project Schedule Update:**

- Construction:
    - Exterior and interior framing
    - MEPFP Rough-Ins
    - Dense glass, AVB and Masonry installations
    - Final concrete pour placements scheduled for 3/11 and 3/25
      - High and low roofs, stair pans
    - Roofing material deliveries, install pending final concrete pours

- **Upcoming Meetings & Activities:**

- Library Building Committee Meeting – Tuesday 4/8/25, 5:00-6:00pm
  - Weekly OAC Meeting – Thursdays at 10:00–11:00am
  - Monthly Change Order Review Meeting – Thursdays two weeks prior to LBC meeting, 9:30am
  - Monthly Cash Flow Meeting – First Tuesday of each month, 3:30pm



## Belmont Library - Total Project Budget Update

	Feb-25	Mar-25	Reallocations	Billed to Date	Unencumbered	Comments
<b>Administration</b>						
Owner's Project Manager	\$962,540	\$962,540	\$0	\$605,840	\$0	
Advertising & Professional Services	\$15,000	\$15,000	\$0	\$7,240	\$7,315	
Owner's Insurance (Builder's Risk)	\$45,137	\$45,137	\$0	\$45,137	\$0	
<b>Administration Subtotal</b>	<b>\$1,022,677</b>	<b>\$1,022,677</b>	<b>\$0</b>	<b>\$658,217</b>	<b>\$7,315</b>	
<b>Architecture and Engineering</b>						
Basic Services	\$2,980,590	\$2,980,590	\$0	\$2,614,797	\$0	
Reimbursables	\$75,000	\$75,000	\$0	\$15,320	\$0	
Additional Services (1-5)	\$58,003	\$58,003	\$0	\$58,003	\$0	
Additional Services (7) Commissioning	\$37,284	\$37,284	\$0	\$13,934	\$0	
Additional Services (8) Geotech CA/Observation	\$35,400	\$35,400	\$0	\$34,460	\$0	
Additional Services (9) Soils Testing and Profiles	\$20,000	\$20,000	\$0	\$19,993	\$0	
Additional Services (10) Specialty Signage		\$75,200	\$75,200	\$0	\$0	Oudens Ello AS #10 Specialty Signage Proposal
<b>Architectural/Engineering Subtotal</b>	<b>\$3,206,277</b>	<b>\$3,281,477</b>	<b>\$75,200</b>	<b>\$2,756,507</b>	<b>\$0</b>	
<b>Furnishings and Equipment</b>						
Steel Shelving & Metal End Panels	\$450,000	\$450,000	\$0	\$0	\$450,000	
IT	\$210,000	\$210,000	\$0	\$0	\$210,000	
Other FF&E	\$1,330,000	\$1,292,400	\$37,600	\$0	\$314,519	50% of AS 10 for Wayfinding
<b>FF&amp;E Subtotal</b>	<b>\$1,990,000</b>	<b>\$1,952,400</b>	<b>-\$37,600</b>	<b>\$0</b>	<b>\$974,519</b>	
<b>Construction Costs</b>						
Demolition		\$858,711		\$858,711	\$0	American Environmental, Inc. Final Cost
Building Construction	\$31,463,066	\$30,635,254	\$30,899	\$10,645,238	\$0	
Construction Contingency	\$1,144,844	\$1,113,945	\$30,899	\$0	\$1,113,945	Change Order 6
<b>Total Construction Cost</b>	<b>\$32,607,910</b>	<b>\$32,607,910</b>	<b>\$0</b>	<b>\$11,503,949</b>	<b>\$1,113,945</b>	
<b>Miscellaneous Project Costs</b>						
Moving Expenses/Storage	\$210,000	\$210,000	\$0	\$129,818	\$24,432	
Temporary Quarters	\$100,000	\$100,000	\$0	\$238	\$100,000	
Utility Backcharges	\$150,000	\$150,000	\$0	\$0	\$150,000	
Other Project Costs	\$16,221	\$16,221	\$0	\$16,221	\$0	
Construction Testing	\$115,928	\$115,928	\$0	\$75,796	\$14,628	
Wayfinding Signage/Artwork	\$60,000	\$60,000	\$0	\$0	\$60,000	
Legal	\$8,794	\$8,794	\$0	\$0	\$8,794	
<b>Misc. Project Costs Subtotal</b>	<b>\$660,943</b>	<b>\$660,943</b>	<b>\$0</b>	<b>\$222,073</b>	<b>\$357,854</b>	
Additional Fundraising - Owner's Project Contingency	\$300,000	\$262,400	-\$37,600	\$0	\$262,400	50% of AS 10 for Donor Signage
<b>Total Project Budget</b>	<b>\$39,787,807.00</b>	<b>\$39,787,807.00</b>	<b>\$0</b>	<b>\$15,140,746.61</b>	<b>\$2,716,033.00</b>	