

## Belmont Library - Total Project Budget Update

|  | Sep-25                 | Oct-25                 | Reallocations | Billed to Date         | Unencumbered          | Comments   |
|--|------------------------|------------------------|---------------|------------------------|-----------------------|--|
| <b>Administration</b>                                |                        |                        |               |                        |                       |  |
| <b>Owner's Project Manager</b>                       | \$1,050,004            | \$1,050,004            |               | \$844,840              | \$0                   |  |
| Advertising & Professional Services                  | \$15,000               | \$15,000               |               | \$7,240                | \$7,315               |  |
| <b>Owner's Insurance (Builder's Risk)</b>            | \$56,151               | \$56,151               |               | \$56,151               | \$0                   |  |
| <b>Administration Subtotal</b>                       | <b>\$1,121,155</b>     | <b>\$1,121,155</b>     |               | <b>\$908,231</b>       | <b>\$7,315</b>        |  |
| <b>Architecture and Engineering</b>                  |                        |                        |               |                        |                       |  |
| Basic Services                                       | \$2,980,590            | \$2,980,590            |               | \$2,941,292            | \$0                   |  |
| Reimbursables  | \$75,000               | \$75,000               |               | \$16,881               | \$0                   |  |
| Additional Services (1-5)                            | \$58,003               | \$58,003               |               | \$58,003               | \$0                   |  |
| Additional Services (7) Commissioning                | \$37,284               | \$37,284               |               | \$13,934               | \$0                   |  |
| Additional Services (8) Geotech CA/Observation       | \$35,400               | \$35,400               |               | \$34,460               | \$0                   |  |
| Additional Services (9) Soils Testing and Profiles   | \$20,000               | \$20,000               |               | \$19,993               | \$0                   |  |
| Additional Services (10) Specialty Signage           | \$75,200               | \$75,200               |               | \$44,788               | \$0                   |  |
| Additional Services (11) Additional CA R1            | \$54,882               | \$54,882               |               | \$0                    | \$0                   |  |
| <b>Architectural/Engineering Subtotal</b>            | <b>\$3,336,359</b>     | <b>\$3,336,359</b>     |               | <b>\$3,129,351</b>     | <b>\$0</b>            |  |
| <b>Furnishings and Equipment</b>                     |                        |                        |               |                        |                       |  |
| Steel Shelving & Metal End Panels                    | \$450,000              | \$450,000              |               | \$0                    | \$25,138              |  |
| IT   | \$210,000              | \$210,000              |               | \$25,226               | \$162,919             | Sensource rev 1- \$95 add                              |
| Other FF&E   | \$1,292,400            | \$1,292,400            |               | \$0                    | \$314,519             |  |
| <b>FF&amp;E Subtotal</b>                             | <b>\$1,952,400</b>     | <b>\$1,952,400</b>     |               | <b>\$25,226</b>        | <b>\$502,575</b>      |  |
| <b>Construction Costs</b>                            |                        |                        |               |                        |                       |  |
| Demolition   | \$855,711              | \$855,711              |               | \$855,711              | \$0                   |  |
| Building Construction                                | \$31,045,867           | \$31,310,769           | \$264,902     | \$25,166,529           | \$0                   | Change Order 12&13 presented in October+roof testing   |
| Construction Contingency                             | \$552,972              | \$290,170              | -\$264,802    | \$0                    | \$290,170             | Change Order 12&13 presented in October + roof testing |
| <b>Total Construction Cost</b>                       | <b>\$32,454,550</b>    | <b>\$32,454,550</b>    |               | <b>\$26,022,240</b>    | <b>\$290,170</b>      |  |
| <b>Miscellaneous Project Costs</b>                   |                        |                        |               |                        |                       |  |
| Moving Expenses/Storage                              | \$210,000              | \$210,000              |               | \$131,068              | \$24,432              |  |
| Temporary Quarters                                   | \$100,000              | \$100,000              |               | \$1,025                | \$98,975              |  |
| Utility Backcharges                                  | \$150,000              | \$150,000              |               | \$0                    | \$150,000             |  |
| Other Project Costs                                  | \$16,221               | \$16,221               |               | \$16,221               | \$0                   |  |
| Construction Testing                                 | \$115,928              | \$115,928              |               | \$104,731              | \$14,628              |  |
| Wayfinding Signage/Artwork                           | \$60,000               | \$60,000               |               | \$0                    | \$60,000              |  |
| Legal  | \$8,794                | \$8,794                |               | \$0                    | \$8,794               |  |
| <b>Misc. Project Costs Subtotal</b>                  | <b>\$660,943</b>       | <b>\$660,943</b>       |               | <b>\$253,045</b>       | <b>\$356,829</b>      |  |
| Additional Fundraising - Owner's Project Contingency | \$262,400              | \$262,400              |               | \$0                    | \$262,400             |  |
| <b>Total Project Budget</b>                          | <b>\$39,787,807.00</b> | <b>\$39,787,807.00</b> | <b>\$100</b>  | <b>\$30,338,093.03</b> | <b>\$1,419,289.41</b> |  |

76.25% Total Project Budget Billed to date  
73.00% G&R base Contract complete



October 10, 2025

Belmont Public Library  
336 Concord Ave  
Belmont, MA 02478

## Owner's Project Manager Monthly Update

- **Invoices & Proposals:**

- Invoices

- G&R Construction Requisition #18 - \$1,575,490.18
    - CHA Invoice #38441-29 - \$39,500
    - Oudens Ello Invoice #2301-32- \$49,862.45
    - UTS Invoice #118581- \$3,431

- Proposals

- G&R Change Order #12 - \$48,302
    - G&R Change Order #13 - \$208,600
    - Sensource rev 1 #Q21109 - \$4762
    - UTS – Special Roof Electronic Leak detection test - \$5900 max

- **Project Budget Update:**

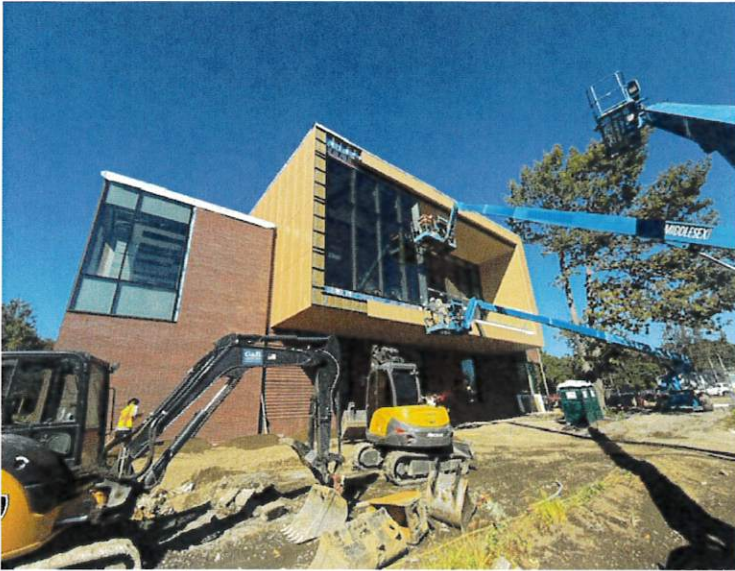
- The September budget update reflects the following: (Reallocations in Blue on budget sheet)
      - Change orders #12 & 13
      - The change order above changes resulted in a \$256,902 Construction Contingency Draw.

- **Project Schedule Update:**

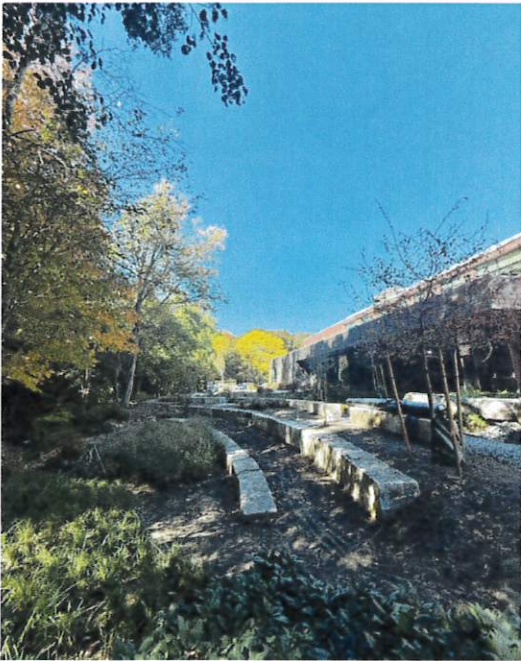
- Construction:
      - Window installation is ongoing
      - Exterior metal panel install
      - MEPF rough in and finishes
      - Site work / Landscaping is ongoing
      - Drywall and Paint ongoing
      - Tile installation ongoing
      - Flooring installation starting
      - Millwork ongoing
      - Wood ceilings ongoing

- **Upcoming Meetings & Activities:**

- Library Building Committee Meeting – Tentatively Tuesday 11/11/25, 5:00-6:00pm
    - Weekly OAC Meeting – Thursdays at 10--11am
    - 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



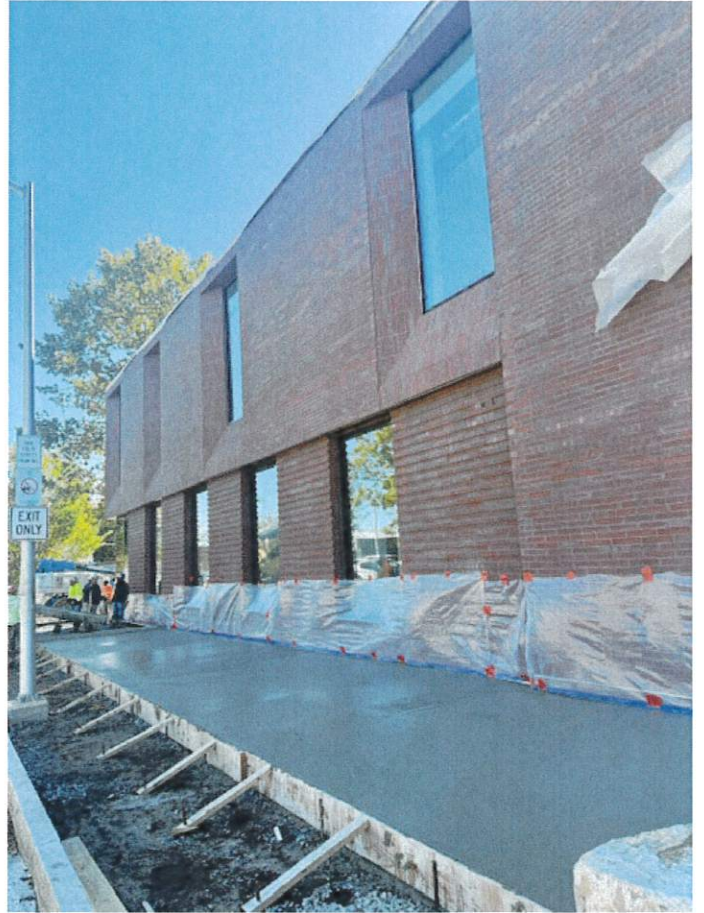
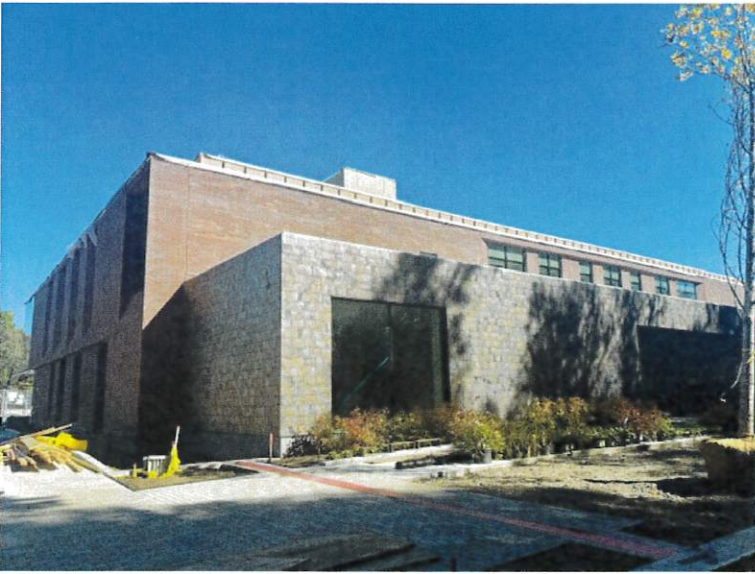
Progress photo east elevation

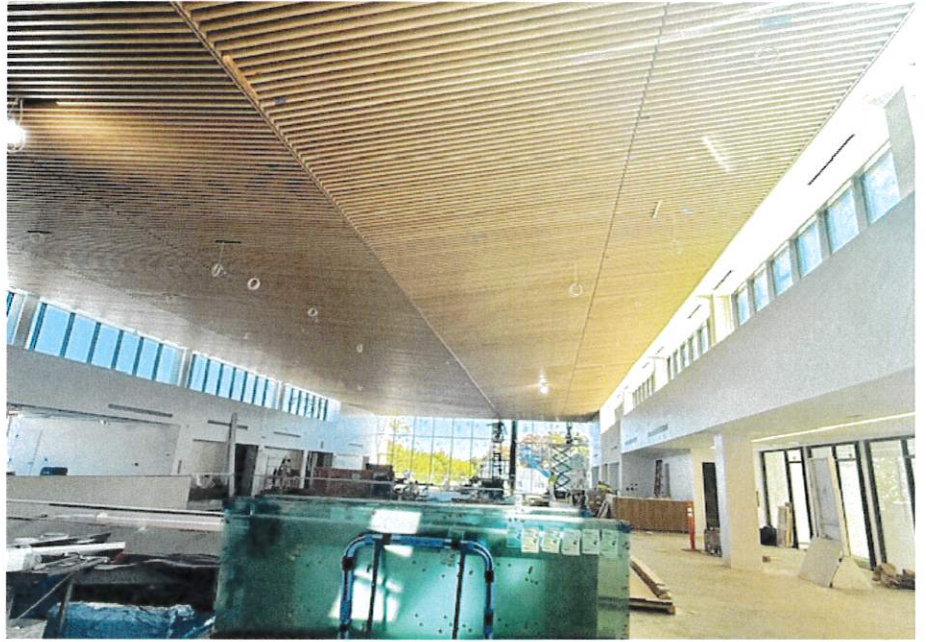


South elevation with landscape

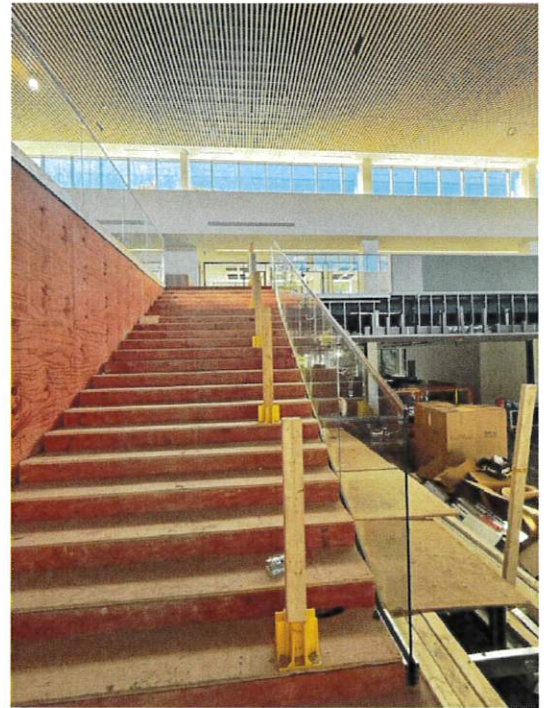


Exterior Views





Progress photo level 2



Progress photo grand staircase



Level 1 progress views



# Current Fiscal Year Data Comparison

## Key Performance Indicators

|   | Current month | Last Year        |          |          |          |          |          |          |          |          |          |          |          |
|---|---------------|------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
|   |               | Month comparison | Aug 2025 | Jul 2025 | Jun 2025 | May 2025 | Apr 2025 | Mar 2025 | Feb 2025 | Jan 2025 | Dec 2024 | Nov 2024 | Oct 2024 |
| Circulation - Total   | 43,481        | 33,765           | 42,145   | 42,398   | 39,284   | 35,443   | 34,412   | 37,184   | 39,221   | 36,441   | 33,757   | 36,999   | 38,860   |
| Circulation - Adult (books/magazines)                             | 4,991         | 4,815            | 5,276    | 5,074    | 4,687    | 5,285    | 5,570    | 5,561    | 5,189    | 5,877    | 5,095    | 4,676    | 5,208    |
| Circulation - YA print (books/magazines)                          | 721           | 625              | 753      | 792      | 584      | 627      | 589      | 595      | 467      | 575      | 567      | 597      | 650      |
| Circulation - Children's print (books/magazines)                  | 9,419         | 9,844            | 10,059   | 10,482   | 8,971    | 8,736    | 9,470    | 9,697    | 8,535    | 8,423    | 8,406    | 9,247    | 10,303   |
| Circulation - Adult Audio Visual                                  | 1,569         | 1,653            | 1,668    | 1,786    | 1,665    | 2,052    | 1,978    | 1,986    | 1,905    | 2,063    | 2,214    | 1,753    | 1,852    |
| Circulation - YA Audio Visual                                     | 23            | 16               | 10       | 12       | 13       | 6        | 11       | 6        | 8        | 8        | 8        | 10       | 12       |
| Circulation - Children's Audio Visual                             | 394           | 417              | 574      | 645      | 539      | 434      | 481      | 609      | 480      | 439      | 414      | 532      | 400      |
| Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials) | 26,364        | 16,395           | 23,805   | 23,607   | 22,672   | 18,303   | 16,313   | 18,730   | 22,637   | 19,056   | 17,053   | 20,184   | 20,435   |
| Reference Questions   | 1,768         | 1,945            | 1,590    | 1,528    | 1,402    | 1,615    | 1,618    | 2,149    | 1,624    | 1,825    | 1,516    | 1,657    | 1,808    |
| Programs Offered (total)  | 66            | 57               | 54       | 51       | 33       | 76       | 77       | 86       | 73       | 63       | 45       | 62       | 83       |
| Adult Programs  | 32            | 30               | 22       | 17       | 20       | 41       | 42       | 50       | 42       | 34       | 23       | 33       | 46       |
| YA Programs   | 7             | 3                | 6        | 5        | 5        | 9        | 5        | 5        | 4        | 3        | 0        | 4        | 4        |
| Children's Programs   | 27            | 24               | 26       | 29       | 8        | 26       | 30       | 31       | 27       | 26       | 22       | 25       | 33       |
| Programs Attendance (total)                                       | 1,889         | 1,662            | 1,048    | 957      | 614      | 1,319    | 954      | 1,089    | 950      | 800      | 600      | 817      | 1,432    |
| Adult Programs Attendance   | 549           | 845              | 264      | 181      | 162      | 564      | 347      | 400      | 384      | 240      | 157      | 215      | 395      |
| YA Programs Attendance  | 255           | 200              | 94       | 7        | 4        | 77       | 5        | 19       | 10       | 5        | 0        | 10       | 110      |
| Children's Programs Attendance                                    | 1,085         | 617              | 690      | 769      | 448      | 678      | 602      | 670      | 556      | 555      | 443      | 592      | 927      |
| Meeting Room Use  | 0             | 0                | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Museum Pass Use   | 92            | 104              | 243      | 201      | 169      | 154      | 183      | 136      | 111      | 113      | 127      | 164      | 115      |
| Use of Library Computers  | 327           | 433              | 327      | 325      | 331      | 301      | 362      | 336      | 343      | 304      | 371      | 370      | 477      |
| Materials Added   | 506           | 368              | 487      | 253      | 886      | 753      | 567      | 330      | 635      | 551      | 124      | 300      | 682      |
| Materials Withdrawn   | 418           | 520              | 248      | 751      | 399      | 405      | 399      | 388      | 502      | 303      | 322      | 338      | 274      |

| BELMONT PUBLIC LIBRARY EXPENDITURES |                                 |                   |                    |                 |                   |                   |                       | 8-Oct-25<br>10:59 AM |  |
|-------------------------------------|---------------------------------|-------------------|--------------------|-----------------|-------------------|-------------------|-----------------------|----------------------|--|
|                                     |                                 | OCTOBER           | 2025               |                 |                   |                   |                       |                      |  |
|                                     | ORIG./ADJ.<br>APPROPRRTNS.      | TRANSFER          | ADJUSTED<br>BUDGET | SPENT<br>OCT    | SPENT<br>JULY-OCT | BALANCE           | PROJECTED<br>4 MONTHS | %<br>EXP             |  |
| <b>LIBRARY ADMINISTRATION</b>       |                                 |                   |                    |                 |                   |                   |                       |                      |  |
| <b>16111</b>                        |                                 |                   |                    |                 |                   |                   |                       |                      |  |
| 511000                              | SALARIES, FULL TIME             | 317,833.00        | 317,833.00         | 6,274.93        | 79,140.24         | 238,692.76        | 105,944.33            | 24.9%                |  |
| 514800                              | LONGEVITY                       | 975.00            | 975.00             | 0.00            | 0.00              | 975.00            | 325.00                | 0.0%                 |  |
| <b>16112</b>                        |                                 |                   |                    |                 |                   |                   |                       |                      |  |
| 524500                              | MAINTENANCE OFFICE EQUIP        | 6,500.00          | 6,500.00           | 0.00            | 0.00              | 6,500.00          | 2,166.67              | 0.0%                 |  |
| 530001                              | MEDICAL REPORTS & BILLS         | 0.00              | 0.00               | 0.00            | 0.00              | 0.00              | 0.00                  | #DIV/0!              |  |
| 531700                              | EMPLOYEE TRAINING               | 3,000.00          | 3,000.00           | 0.00            | 0.00              | 3,000.00          | 1,000.00              | 0.0%                 |  |
| 531900                              | ADVERTISING & PUBLIC RELA       | 500.00            | 500.00             | 0.00            | 0.00              | 500.00            | 166.67                | 0.0%                 |  |
| 534500                              | POSTAGE                         | 1,500.00          | 1,500.00           | 0.00            | 197.85            | 1,302.15          | 500.00                | 13.2%                |  |
| 534700                              | PRINTING                        | 2,500.00          | 2,500.00           | 0.00            | 0.00              | 2,500.00          | 833.33                | 0.0%                 |  |
| 542100                              | OFFICE SUPPLIES                 | 1,000.00          | 1,000.00           | 157.58          | 157.58            | 842.42            | 333.33                | 15.8%                |  |
| 571000                              | IN-STATE TRAVEL                 | 1,200.00          | 1,200.00           | 84.00           | 266.00            | 934.00            | 400.00                | 22.2%                |  |
| 573000                              | DUES & MEMBERSHIP               | 1,000.00          | 1,000.00           | 0.00            | 80.00             | 920.00            | 333.33                | 8.0%                 |  |
|                                     | <b>TOTAL LIBRARY ADMIN</b>      | <b>336,008.00</b> | <b>336,008.00</b>  | <b>6,516.51</b> | <b>79,841.67</b>  | <b>256,166.33</b> | <b>112,002.67</b>     | <b>23.8%</b>         |  |
| <b>LIBRARY PLANT OPERATIONS</b>     |                                 |                   |                    |                 |                   |                   |                       |                      |  |
| <b>16141</b>                        |                                 |                   |                    |                 |                   |                   |                       |                      |  |
| 511000                              | SALARIES, FULL TIME             | 43,547.00         | 43,547.00          | 0.00            | 0.00              | 43,547.00         | 14,515.67             | 0.0%                 |  |
| 511100                              | SALARIES, PART TIME             | 26,182.00         | 26,182.00          | 367.11          | 4,621.72          | 21,560.28         | 8,727.33              | 17.7%                |  |
| 513000                              | OVERTIME                        | 5,000.00          | 5,000.00           | 0.00            | 442.80            | 4,557.20          | 1,666.67              | 8.9%                 |  |
| 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!              |  |
| <b>16142</b>                        |                                 |                   |                    |                 |                   |                   |                       |                      |  |
| 522800                              | GAS                             | 1,500.00          | 1,500.00           | 0.00            | 54.20             | 1,445.80          | 500.00                | 3.6%                 |  |
| 522900                              | ELECTRICITY                     | 33,268.00         | 33,268.00          | 317.67          | 1,365.39          | 31,902.61         | 11,089.33             | 4.1%                 |  |
| 523100                              | WATER                           | 2,043.00          | 2,043.00           | 11.08           | 36.65             | 2,006.35          | 681.00                | 1.8%                 |  |
| 523400                              | ENERGY CONSERVATION             | 0.00              | 0.00               | 0.00            | 0.00              | 0.00              | 0.00                  | #DIV/0!              |  |
| 524300                              | MAINTENANCE BUILDING            | 73,500.00         | 73,500.00          | 290.00          | 34,556.12         | 38,943.88         | 24,500.00             | 47.0%                |  |
| 524306                              | R&M HVAC CONTRACT SERVI         | 28,921.20         | 28,921.20          | 0.00            | 0.00              | 28,921.20         | 9,640.40              | 0.0%                 |  |
| 545000                              | CUSTODIAL SUPPLIES              | 5,000.00          | 5,000.00           | 0.00            | 204.90            | 4,795.10          | 1,666.67              | 4.1%                 |  |
| 548900                              | GASOLINE                        | 0.00              | 0.00               | 0.00            | 0.00              | 0.00              | 0.00                  | #DIV/0!              |  |
|                                     | <b>TOTAL LIBRARY PLANT OPER</b> | <b>218,961.20</b> | <b>218,961.20</b>  | <b>985.86</b>   | <b>41,281.78</b>  | <b>177,679.42</b> | <b>72,987.07</b>      | <b>18.9%</b>         |  |

|                                   |                                  | ORIG./ADJ.<br>APPROPRTNS. | TRANSFER    | ADJUSTED<br>BUDGET  | SPENT<br>OCT     | SPENT<br>JULY-OCT | BALANCE             | PROJECTED<br>4 MONTHS | %<br>EXP     |
|-----------------------------------|----------------------------------|---------------------------|-------------|---------------------|------------------|-------------------|---------------------|-----------------------|--------------|
| <b>LIBRARY PUBLIC SERVICE</b>     |                                  |                           |             |                     |                  |                   |                     |                       |              |
| <b>16121</b>                      |                                  |                           |             |                     |                  |                   |                     |                       |              |
| 511000                            | WAGES, FULL TIME                 | 883,607.00                |             | 883,607.00          | 17,573.81        | 220,781.85        | 662,825.15          | 294,535.67            | 25.0%        |
| 511100                            | WAGES, PART TIME                 | 224,000.00                |             | 224,000.00          | 2,709.64         | 38,404.25         | 185,595.75          | 74,666.67             | 17.1%        |
| 513000                            | OVERTIME                         | 4,000.00                  |             | 4,000.00            | 0.00             | 1,681.81          | 2,318.19            | 1,333.33              | 42.0%        |
| 514105                            | EYEGLOSS REIMBURSEMENT           | 0.00                      |             | 0.00                | 0.00             | 0.00              | 0.00                | 0.00                  | #DIV/0!      |
| 514800                            | LONGEVITY                        | 7,257.00                  |             | 7,257.00            | 0.00             | 0.00              | 7,257.00            | 2,419.00              | 0.0%         |
| <b>16122</b>                      |                                  |                           |             |                     |                  |                   |                     |                       |              |
| 530000                            | PROFESSIONAL SERVICES            | 5,000.00                  |             | 5,000.00            | 0.00             | 350.00            | 4,650.00            | 1,666.67              | 7.0%         |
| 534100                            | TELEPHONE                        | 10,626.98                 |             | 10,626.98           | 76.98            | 947.08            | 9,679.90            | 3,542.33              | 8.9%         |
| 552900                            | BOOKS/PER/FILM/CD/REC            | 330,000.00                |             | 330,000.00          | 11,431.71        | 121,035.00        | 208,965.00          | 110,000.00            | 36.7%        |
| 573000                            | DUES                             | 2,000.00                  |             | 2,000.00            | 0.00             | 0.00              | 2,000.00            | 666.67                | 0.0%         |
| 585250                            | SOFTWARE                         | 9,000.00                  |             | 9,000.00            | 0.00             | 6,295.00          | 2,705.00            | 3,000.00              | 69.9%        |
|                                   | <b>TOTAL LIB PUBLIC SERVC</b>    | <b>1,475,490.98</b>       | <b>0.00</b> | <b>1,475,490.98</b> | <b>31,792.14</b> | <b>388,244.99</b> | <b>1,087,245.99</b> | <b>491,830.33</b>     | <b>26.3%</b> |
| <b>LIBRARY TECHNICAL SERVICES</b> |                                  |                           |             |                     |                  |                   |                     |                       |              |
| <b>16131</b>                      |                                  |                           |             |                     |                  |                   |                     |                       |              |
| 511000                            | SALARIES, FULL TIME              | 343,991.00                |             | 343,991.00          | 3,179.64         | 26,533.30         | 317,457.70          | 114,663.67            | 7.7%         |
| 511100                            | SALARIES, PART TIME              | 0.00                      |             | 0.00                | 0.00             | 0.00              | 0.00                | 0.00                  | #DIV/0!      |
| 514800                            | LONGEVITY                        | 3,500.00                  |             | 3,500.00            | 0.00             | 0.00              | 3,500.00            | 1,166.67              | 0.0%         |
| <b>16132</b>                      |                                  |                           |             |                     |                  |                   |                     |                       |              |
| 530600                            | COMPUTER SERVICE                 | 108,785.00                |             | 108,785.00          | 4,120.83         | 77,874.78         | 30,910.22           | 36,261.67             | 71.6%        |
| 542200                            | PROCESSING SUPPLIES              | 12,000.00                 |             | 12,000.00           | 0.00             | 0.00              | 12,000.00           | 4,000.00              | 0.0%         |
| 573000                            | DUES                             | 0.00                      |             | 0.00                | 0.00             | 0.00              | 0.00                | 0.00                  | #DIV/0!      |
|                                   | <b>TOTAL LIBRARY TECHNICAL S</b> | <b>468,276.00</b>         | <b>0.00</b> | <b>468,276.00</b>   | <b>7,300.47</b>  | <b>104,408.08</b> | <b>363,867.92</b>   | <b>156,092.00</b>     | <b>22.3%</b> |
| <b>LIBRARY CAPITAL</b>            |                                  |                           |             |                     |                  |                   |                     |                       |              |
| <b>16133</b>                      |                                  |                           |             |                     |                  |                   |                     |                       |              |
| 587100                            | CAPITAL COMPUTER                 | 118,640.00                |             | 118,640.00          | 0.00             | 58,295.00         | 60,345.00           | 39,546.67             | 49.1%        |
|                                   | <b>TOTAL LIBRARY DEPT.</b>       | <b>2,617,376.18</b>       | <b>0.00</b> | <b>2,617,376.18</b> | <b>46,594.98</b> | <b>672,071.52</b> | <b>1,945,304.66</b> | <b>872,458.73</b>     | <b>25.7%</b> |

## Administrative Report – Thursday October 16th 2025

### September Highlights

- Events around Belmont gave library staff the opportunity to travel outside the library spaces and interact with patrons of all ages. Library staff connected with busy families at all of the Back to School Nights throughout the Belmont Public Schools. Belmont Town Day meant take home crafts and other fun giveaways as well as valuable information for all 475 who stopped by the library's table. The Library also participated in the Russian School of Math's first ever Back2School Bash at Payson Park and interacted with over a hundred people.
- Library staff also represented the library at the Belmont Farmer's Market and tabling at the Belmont High School and Middle School lunch periods, affording the Young Adult Librarian the opportunity to connect with Belmont teens in their environment.
- The Third Annual Townwide Yard Sale was held on Saturday, September 20th. Full registration of 125 and social media posts from participants made it another successful community event and partnership with the Community Services Department.
- In continuation of our efforts to make our collection easier to use, the Children's Room staff partnered with the Technical Services Department and Library Administration to create a new Early Chapter Book Section. This section is meant for readers who are confident enough to try their first chapter books and consists of books that are neither too long nor too short for these emerging readers. We are extremely grateful for the Technical Services Department for making the updates to the books, and for Library Administration for supporting this project.
- Similarly, packaging for video games was revamped for clarity and consistency due to the circulation policy revisions.
- Craft/making programs continue to be popular in September. Paperback Pumpkins with Rachelle at All Saints' brought in a crowd!
- The Belmont Public Library Reference team hosted the second half of the four Money Mentorship workshops with M&T Bank. The sessions led to a lively discussion with participants.

- Welcome to two new staff members in the Circulation and Children's Departments, Nicolette Williams and Claire Peterson. We are happy to have you onboard at this exciting time before the opening of the new library!

| <b>30 Year Capital Budget Look Out</b> |                     |           |
|--|---------------------|-----------|
| <b>Item</b>                            | <b>Year of need</b> |           |
| Self Check Out Machines (6)            | 2032                | \$125,000 |
| Battery Powered Grounds Equipment      | 2035                | \$10,000  |
| Furniture Replacements                 | 2035                | \$50,000  |
| Automatic Material Handler             | 2040                | \$150,000 |
| Fire Alarm System                      | 2040                | \$250,000 |
| Fiber Wiring Replacement               | 2045                | -         |
| HVAC Equipment                         | 2045                | -         |
| Solar Panel Array                      | 2050                | -         |
| Roof                                   | 2050                | -         |
| Parking Lot Repave                     | 2055                | -         |
| Elevator Upgrades                      | 2060                | -         |

| Goal   | Deliverables   | Target Date for completion | Progress as of October 15th  | Plans  | Needs   |
|--|--|----------------------------|--|--|---|
| Development and implement an enhanced communication strategy incorporating the new brand and website; ensure ongoing model that drives improved and measurable reach and engagement. | Share plans for the launch of both the new logo and website. To include timing, process, and specific patron engagement activities to roll out our brand to the community. In addition to library channels, utilize at least 5 non-library vehicles to help promote and attract the community to our new brand, as a teaser in the months before the opening of the new library. | September 15th             | Website creation nearing completion. Logo to be launched at the same time. Have finalized design for various items with the new logo and commenced with ordering printed materials, shirts, bags, etc.   | Beta reveal scheduled for October 15th. Launch currently targeted for early November.  | Would be great to have interested Trustees help us with Beta testing and to provide feedback. |
| Design and implement an effective transition plan for moving in and restoring services and hours in the new facility.  | Work through planning of: Coordination with moving company, packing, and moving into new library. Also a plan for temp spaces to include, property deaccession, cleaning, and review with owner operators before move out completion.  | October 31st               | Early drafts were completed and helped to develop a good first pass. This was submitted to CHA who provided guidance and feedback to build towards a more final draft.   | Submitted a 2nd pass at the final draft to CHA this week. We plan to meet next week to button it up further, and will look to share out at or in advance of the November meeting. December 1st to 15th is the likely timeline for the majority of the move in. |   |
| Develop and implement enhanced reporting and metrics. Scope to include the assessment of key performance indicators and the reporting  | Working with Trustee Barker, review the desired outcome and impact of metric review. Seek examples from peers to understand similar processes in other communities, but focus on how impacts can effect plans for future programs and services, and the refinement of those already in place. Focus further on   | January 1st                | Have met once with Trustee Barker (10/9) to cover various topics, and outlined some smaller deliverables to formalize this effort.   | Creating some data based on comp communities to review with Ed.  |   |
| Staff development, engagement, and retention   | In concert with Assistant Director Pfendner, work within the guide created in FY25 goals to provide regular staff development including small webinars, individual professional development, departmental trainings and all staff sessions, focusing in the variety of directions from library specific, to safety and emergency training, and                                   | April 1st                  | Hosted our first FY25 Staff Development Day—staff called it the best yet. We also held a bowling social, the first of my tenure, which boosted morale and enthusiasm for more team events. Next up: off-site librarian trainings on makerspace and Community Classroom technologies. | In the short term we are looking to utilize LinkedIn more with a corporate level account to source candidates for jobs in new ways. Otherwise may pause on this goal as we get closer to the move out and service pause.                                       |   |
| Completion of needed operational enhancements to support the new service model (facilities support, revolving funds, other)  | Outline procedures for facilities support, revolving fund management, and trust fund management. Each should be 1 page or less. Outline roles and responsibilities for Trustees. These documents should be saved in various forms and made available for future trustees, and future Library Director / Assistant Director / Administrative Coordinators.                        | June 30th                  |  |  |   |

| <b>EFF DATE</b> | <b>AMOUNT</b> | <b>VDR NAME/ITEM DESC</b>            | <b>COMMENTS</b>               |
|-----------------|---------------|--------------------------------------|-------------------------------|
| 08/07/2025      | 1,800.00      | BUILDING CONSERVATION ASSOCIATES INC | Historic objects conservation |
| 09/11/2025      | 1,171.93      | FLATBREAD BOSTON LANDING LLC         | Staff outing 09/12/2025       |
| 09/18/2025      | 637.75        | NICK'S PLACE II                      | Staff Day refreshments        |