



Current Fiscal Year Data Comparison

Key Performance Indicators

	Last Year												
	Current month	Month comparison	Jul 2025	Jun 2025	May 2025	Apr 2025	Mar 2025	Feb 2025	Jan 2025	Dec 2024	Nov 2024	Oct 2024	Sep 2024
Circulation - Total	42,145	34,433	42,398	39,284	35,443	34,412	37,184	39,221	36,441	33,757	36,999	38,860	33,765
Circulation - Adult (books/magazines)	5,276	5,190	5,074	4,687	5,285	5,570	5,561	5,189	5,877	5,095	4,676	5,208	4,815
Circulation - YA print (books/magazines)	753	753	792	584	627	589	595	467	575	567	597	650	625
Circulation - Children's print (books/magazines)	10,059	9,460	10,482	8,971	8,736	9,470	9,697	8,535	8,423	8,406	9,247	10,303	9,844
Circulation - Adult Audio Visual	1,668	1,817	1,786	1,665	2,052	1,978	1,986	1,905	2,063	2,214	1,753	1,852	1,653
Circulation - YA Audio Visual	10	14	12	13	6	11	6	8	8	8	10	12	16
Circulation - Children's Audio Visual	574	486	645	539	434	481	609	480	439	414	532	400	417
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	23,805	16,713	23,607	22,672	18,303	16,313	18,730	22,637	19,056	17,053	20,184	20,435	16,395
Reference Questions	1,590	2,386	1,528	1,402	1,615	1,618	2,149	1,624	1,825	1,516	1,657	1,808	1,945
Programs Offered (total)	54	47	51	33	76	77	86	73	63	45	62	83	57
Adult Programs	22	20	17	20	41	42	50	42	34	23	33	46	30
YA Programs	6	1	5	5	9	5	5	4	3	0	4	4	3
Children's Programs	26	26	29	8	26	30	31	27	26	22	25	33	24
Programs Attendance (total)	1,048	1,038	957	614	1,319	954	1,089	950	800	600	817	1,432	1,662
Adult Programs Attendance	264	114	181	162	564	347	400	384	240	157	215	395	845
YA Programs Attendance	94	3	7	4	77	5	19	10	5	0	10	110	200
Children's Programs Attendance	690	921	769	448	678	602	670	556	555	443	592	927	617
Meeting Room Use	0	0	0	0	0	0	0	0	0	0	0	0	0
Museum Pass Use	243	187	201	169	154	183	136	111	113	127	164	115	104
Use of Library Computers	327	430	325	331	301	362	336	343	304	371	370	477	433
Materials Added	487	402	253	886	753	567	330	635	551	124	300	682	368
Materials Withdrawn	248	187	751	399	405	399	388	502	303	322	338	274	520

BELMONT PUBLIC LIBRARY EXPENDITURES									
									10-Sep-25
			SEPT	2025					3:18 PM
	ORIG./ADJ.		ADJUSTED	SPENT	SPENT		PROJECTED	%	
	APPROPRRTNS.	TRANSFER	BUDGET	SEPT	JULY-SEPT	BALANCE	3 MONTHS	EXP	
LIBRARY ADMINISTRATION									
16111									
511000	SALARIES, FULL TIME	317,833.00	317,833.00	12,349.86	60,515.44	257,317.56	79,458.25	19.0%	
514800	LONGEVITY	975.00	975.00	0.00	0.00	975.00	243.75	0.0%	
16112									
524500	MAINTENANCE OFFICE EQUIP	6,500.00	6,500.00	0.00	0.00	6,500.00	1,625.00	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	750.00	0.0%	
531900	ADVERTISING & PUBLIC RELA	500.00	500.00	0.00	0.00	500.00	125.00	0.0%	
534500	POSTAGE	1,500.00	1,500.00	0.00	197.85	1,302.15	375.00	13.2%	
534700	PRINTING	2,500.00	2,500.00	0.00	0.00	2,500.00	625.00	0.0%	
542100	OFFICE SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	250.00	0.0%	
571000	IN-STATE TRAVEL	1,200.00	1,200.00	91.00	182.00	1,018.00	300.00	15.2%	
573000	DUES & MEMBERSHIP	1,000.00	1,000.00	0.00	80.00	920.00	250.00	8.0%	
	TOTAL LIBRARY ADMIN	336,008.00	0.00	336,008.00	12,440.86	60,975.29	275,032.71	84,002.00	18.1%
LIBRARY PLANT OPERATIONS									
16141									
511000	SALARIES, FULL TIME	43,547.00	43,547.00	0.00	0.00	43,547.00	10,886.75	0.0%	
511100	SALARIES, PART TIME	26,182.00	26,182.00	656.93	3,520.39	22,661.61	6,545.50	13.4%	
513000	OVERTIME	5,000.00	5,000.00	171.48	171.48	4,828.52	1,250.00	3.4%	
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	1,500.00	1,500.00	0.00	26.47	1,473.53	375.00	1.8%	
522900	ELECTRICITY	33,268.00	33,268.00	563.31	1,047.72	32,220.28	8,317.00	3.1%	
523100	WATER	2,043.00	2,043.00	12.91	25.57	2,017.43	510.75	1.3%	
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	4,614.90	34,260.83	39,239.17	18,375.00	46.6%	
524306	R&M HVAC CONTRACT SERVIC	28,921.20	28,921.20	0.00	0.00	28,921.20	7,230.30	0.0%	
545000	CUSTODIAL SUPPLIES	5,000.00	5,000.00	0.00	204.90	4,795.10	1,250.00	4.1%	
548900	GASOLINE	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
	TOTAL LIBRARY PLANT OPER	218,961.20	0.00	218,961.20	6,019.53	39,257.36	179,703.84	54,740.30	17.9%

		ORIG./ADJ.		ADJUSTED	SPENT	SPENT		PROJECTED	%
		APPROPRTNS.	TRANSFER	BUDGET	SEPT	JULY-SEPT	BALANCE	3 MONTHS	EXP
	LIBRARY PUBLIC SERVICE								
16121									
511000	WAGES, FULL TIME	883,607.00		883,607.00	34,737.83	168,181.85	715,425.15	220,901.75	19.0%
511100	WAGES, PART TIME	224,000.00		224,000.00	5,355.79	28,744.04	195,255.96	56,000.00	12.8%
513000	OVERTIME	4,000.00		4,000.00	27.92	66.10	3,933.90	1,000.00	1.7%
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	1,814.25	0.0%
16122									
530000	PROFESSIONAL SERVICES	5,000.00		5,000.00	0.00	0.00	5,000.00	1,250.00	0.0%
534100	TELEPHONE	10,626.98		10,626.98	0.00	870.10	9,756.88	2,656.75	8.2%
552900	BOOKS/PER/FILM/CD/REC	330,000.00		330,000.00	11,066.52	95,582.98	234,417.02	82,500.00	29.0%
573000	DUES	2,000.00		2,000.00	0.00	0.00	2,000.00	500.00	0.0%
585250	SOFTWARE	9,000.00		9,000.00	0.00	6,295.00	2,705.00	2,250.00	69.9%
	TOTAL LIB PUBLIC SERVC	1,475,490.98	0.00	1,475,490.98	51,188.06	298,490.07	1,177,000.91	368,872.75	20.2%
	LIBRARY TECHNICAL SERVICES								
16131									
511000	SALARIES, FULL TIME	343,991.00		343,991.00	3,959.28	19,394.39	324,596.61	85,997.75	5.6%
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	875.00	0.0%
16132									
530600	COMPUTER SERVICE	108,785.00		108,785.00	4,982.00	73,409.53	35,375.47	27,196.25	67.5%
542200	PROCESSING SUPPLIES	12,000.00		12,000.00	0.00	0.00	12,000.00	3,000.00	0.0%
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECHNICAL S	468,276.00	0.00	468,276.00	8,941.28	92,803.92	375,472.08	117,069.00	19.8%
	LIBRARY CAPITAL								
16133									
587100	CAPITAL COMPUTER	118,640.00		118,640.00	0.00	58,295.00	60,345.00	29,660.00	49.1%
	TOTAL LIBRARY DEPT.	2,617,376.18	0.00	2,617,376.18	78,589.73	549,821.64	2,067,554.54	654,344.05	21.0%

Administrative Report – Tuesday September 16th 2025

August Highlights

- Summer Reading 2025 was the Children’s Room’s most successful summer reading program in several years with increases in sign up, engagement, and program finishers. We had 315 kids sign up, 108 finish the program and collect a prize, and we gave out over 2,000 dragon, unicorn, and magical creature cards to kids as they worked on their reading goals throughout the summer. We are grateful to the Friends of the Belmont Public Library for their generous support.
- Summer Reading ended on August 16th for adults and teens as well. Four lucky adults who completed their reading logs each won a \$50 Comella's gift card. Three lucky teens won gift cards to Franklin Park Zoo, along with a discounted admission pass from our Museum Pass Program.
- The Belmont Public Library Reference team hosted the first two of four Money Mentorship workshops with M&T Bank. The sessions on Identifying Identity Theft and Credit led to a lively discussion with participants.
- A cancelled event, *Amplify the Resistance*, was successfully rescheduled virtually in partnership with five area libraries. 76 patrons attended this presentation on the history of women in music.
- The Teen Services Librarian hosted their final big summer programs. An afternoon with Pop Up Art School taught 8 teens how to make a Dragon Eye craft. A physical Clowning & Improv workshop in partnership with the Children's department brought in 3 young teens. The ultimate event was LED Golf at Belmont Town Hall, which reached 30 people of all ages and was featured in the Belmont Voice.
- Feedback from patrons in August includes:
 - “My child read over 150 books. We could not have done this without the Belmont Library. We are so grateful to have this resource available to us.”
 - “The Summer Reading program led my kid to come to the library as many times as possible and that also made us know and participate in other programs. We really enjoyed this summer with Belmont Library! Thank you to all the staff who dedicated all these wonderful programs!”
 - “You guys do such good work! I’m always impressed and excited by your programming and I know the effort y’all put into it. Thank you, thank you.”

- Many patrons expressed excitement over the new video tour of the library, especially at the Farmers' Market outreach on 8/21 and online: "It looks terrific and it will be wonderful to (finally) have a nice new library in our community!"
- A patron returning a portable record player complimented our Vinyl collection. "The best in the network."

Belmont Library - Total Project Budget Update

	Jul-25	Aug-25	Reallocations	Billed to Date	Unencumbered	Comments
Administration						
Owner's Project Manager	\$962,540	\$1,050,004	\$87,464	\$765,840	\$0	Second Amendment
Advertising & Professional Services	\$15,000	\$15,000	\$0	\$7,240	\$7,315	
Owner's Insurance (Builder's Risk)	\$45,137	\$56,151	\$11,014	\$56,151	\$0	Extension
Administration Subtotal	\$1,022,677	\$1,121,155	\$0	\$829,231	\$7,315	
Architecture and Engineering						
Basic Services	\$2,980,590	\$2,980,590	\$0	\$2,845,424	\$0	
Reimbursables	\$75,000	\$75,000	\$0	\$16,616	\$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	\$33,380	\$0	
Additional Services (11) Additional CA R1	\$0	\$54,882	\$54,882			Additional services #11
Architectural/Engineering Subtotal	\$3,281,477	\$3,336,359	\$0	\$3,021,810	\$0	
Furnishings and Equipment						
Steel Shelving & Metal End Panels	\$450,000	\$450,000	\$0	\$0	\$25,138	
IT	\$210,000	\$210,000	\$0	\$25,226	\$162,824	Sensource quote, Hub Tech
Other FF&E	\$1,292,400	\$1,292,400	\$0	\$0	\$314,519	
FF&E Subtotal	\$1,952,400	\$1,952,400	\$0	\$25,226	\$502,480	
Construction Costs						
Demolition	\$855,711	\$855,711	\$0	\$855,711	\$0	
Building Construction	\$30,758,382	\$30,883,842	\$125,460	\$21,303,885	\$0	Change Order 10 approved in Aug
Construction Contingency	\$993,817	\$714,997	-\$278,820	\$0	\$714,997	Change Order 10 approved in Aug
Total Construction Cost	\$32,607,910	\$32,454,550	\$0	\$22,159,596	\$714,997	
Miscellaneous Project Costs						
Moving Expenses/Storage	\$210,000	\$210,000	\$0	\$131,068	\$24,432	
Temporary Quarters	\$100,000	\$100,000	\$0	\$1,025	\$98,975	
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	\$92,656	\$14,628	
Wayfinding Signage/Artwork	\$60,000	\$60,000	\$0	\$0	\$60,000	
Legal	\$8,794	\$8,794	\$0	\$0	\$8,794	
Misc. Project Costs Subtotal	\$660,943	\$660,943	\$0	\$240,970	\$356,829	
Additional Fundraising - Owner's Project Contingency	\$262,400	\$262,400	\$0	\$0	\$262,400	
Total Project Budget	\$39,787,807.00	\$39,787,807.00	\$0	\$26,276,832.96	\$1,844,021.41	

66.04% Total Project Budget Billed to date
73.00% G&R base Contract complete



September 8, 2025

Belmont Public Library
336 Concord Ave
Belmont, MA 02478

Owner's Project Manager Monthly Update

- **Invoices & Proposals:**

- Invoices

- G&R Construction Requisition #17 - \$2,281,253.88
 - CHA Invoice #38441-28 - \$39,500
 - Oudens Ello Invoice #2301-30- \$57,678.56
 - UTS Invoice #118581- \$4,322

- Proposals

- G&R Change Order #11 - \$162,025

- **Project Budget Update:**

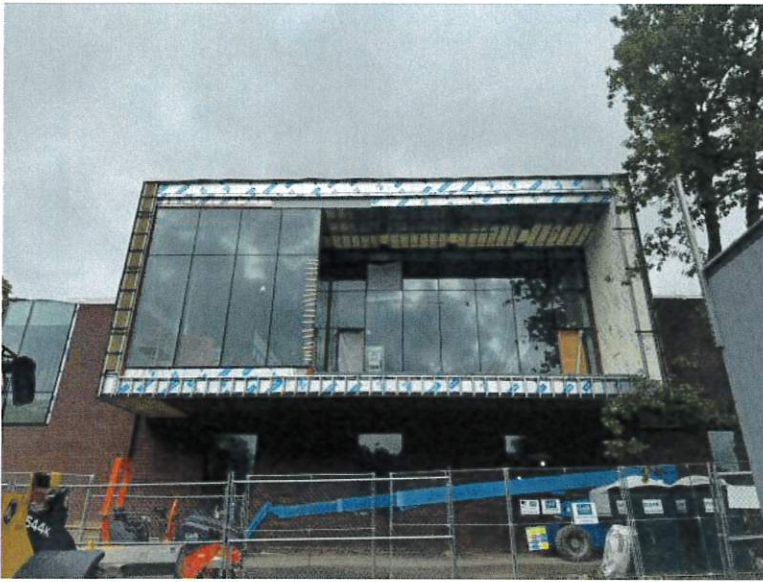
- The July budget update reflects the following: (in Blue)
 - CHA Second Amendment
 - Builders Risk Extension
 - OE AS-11R1 Additional CA
 - Change order #10
 - The four above changes resulted in a \$278,820 Construction Contingency Draw.

- **Project Schedule Update:**

- Construction:
 - Window installation is ongoing
 - Site work / Landscaping is ongoing
 - Elevator installation ongoing
 - Drywall and Paint ongoing
 - Tile installation ongoing
 - Flooring installation starting
 - Millwork ongoing
 - Wood ceilings ongoing

- **Upcoming Meetings & Activities:**

- Library Building Committee Meeting – Tuesday 9/9/25, 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
 - Signage/ FFE meetings Ongoing



Progress photo east elevation



Progress photo south elevation with landscape



Progress photo landscape



Progress photo south elevation siding



Progress photo level 2



Progress photo grand staircase



Progress photo level 1 children's wing



Progress photo level 1 children's wing