

## Administrative Report – Thursday February 26th, 2026

### January Highlights

- After years of planning, public meetings, community votes, fundraising, and countless thoughtful decisions, we proudly opened a brand-new public library for the Town of Belmont.
- On January 17th, 3,200 residents, friends, and supporters gathered at 336 Concord Avenue—marking the single busiest day in our Library’s 158-year history.
- In our first week alone, we welcomed more than 10,000 unique visits—exceeding even our most optimistic projections.
- In just the first two weeks, staff fielded over 10,000 patron questions—an extraordinary reflection of community engagement (and yes, that number is accurate).
- Our opening ceremony was a career highlight for many staff and volunteers. We were honored to welcome our State Senator, State Representative, Select Board members, Town Administrator, and even Peter’s mom to celebrate the moment with us.
- The excitement extended beyond our walls, with coverage from The Belmontonian, The Belmont Voice, Belmont Media Center, and The Belmont Citizen-Herald.
- Hundreds of new library cards were issued in the opening weeks—nearly 500 through Circulation alone, with hundreds more through Children’s Services.
- Programs quickly filled to capacity, with Morrissey Hall hosting multiple standing-room-only events.
- Eighteen patrons enrolled in our monthly Homebound Delivery service, expanding access and ensuring more residents can connect with Library resources.
- Community Classroom programming officially launches in March—an exciting next chapter for hands-on learning and creativity.
- After ten years of dedicated service, Smitha Prasad has been promoted into her fifth (yes, FIFTH!) role within the Belmont Library team. She now serves as Supervisor of our very busy Circulation Department. Congratulations, Smitha, on this milestone.

EFF DATE	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
12/30/2025	300.00	TOWN OF WESTON	Weston AIC Class- LP
12/23/2025	117.10	KATHLEEN KEOHANE	Construction staff appreciation
12/11/2025	830.75	BODY TOPPERS INC	T-shirts
11/25/2025	386.83	PETER STRUZZIERO	FBE Race, Staff Development Day
11/20/2025	158.25	LISA CASSIDY	Retirement refreshments - Grif



## Current Fiscal Year Data Comparison

### Key Performance Indicators

	Current month	Last Year											
		Month comparison	Dec 2025	Nov 2025	Oct 2025	Sep 2025	Aug 2025	Jul 2025	Jun 2025	May 2025	Apr 2025	Mar 2025	Feb 2025
Circulation - Total	45,276	36,441	42,398	37,873	38,383	43,481	42,145	42,398	39,284	35,443	34,412	37,184	39,221
Circulation - Adult (books/magazines)	5,665	5,877	4,665	4,561	5,112	4,991	5,276	5,074	4,687	5,285	5,570	5,561	5,189
Circulation - YA print (books/magazines)	1,180	575	507	546	593	721	753	792	584	627	589	595	467
Circulation - Children's print (books/magazines)	12,744	8,423	7,003	8,980	9,582	9,419	10,059	10,482	8,971	8,736	9,470	9,697	8,535
Circulation - Adult Audio Visual	2,011	2,063	1,498	1,454	1,661	1,569	1,668	1,786	1,665	2,052	1,978	1,986	1,905
Circulation - YA Audio Visual	13	8	17	13	20	23	10	12	13	6	11	6	8
Circulation - Children's Audio Visual	574	439	366	363	385	394	574	645	539	434	481	609	480
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	23,089	19,056	28,342	21,956	21,030	26,364	23,805	23,607	22,672	18,303	16,313	18,730	22,637
Reference Questions	3,234	1,825	1,529	1,414	1,788	1,768	1,590	1,528	1,402	1,615	1,618	2,149	1,624
Programs Offered (total)	31	63	13	34	67	66	54	51	33	76	77	86	73
Adult Programs	13	34	12	28	43	32	22	17	20	41	42	50	42
YA Programs	4	3	1	2	2	7	6	5	5	9	5	5	4
Children's Programs	14	26	0	4	22	27	26	29	8	26	30	31	27
Programs Attendance (total)	6,000	800	59	224	961	1,889	1,048	957	614	1,319	954	1,089	950
Adult Programs Attendance	5,320	240	56	158	340	549	264	181	162	564	347	400	384
YA Programs Attendance	24	5	3	18	3	255	94	7	4	77	5	19	10
Children's Programs Attendance	656	555	0	48	618	1,085	690	769	448	678	602	670	556
Meeting Room Use	104	0	0	0	0	0	0	0	0	0	0	0	0
Museum Pass Use	101	113	132	132	92	92	243	201	169	154	183	136	111
Use of Library Computers	306	304	311	312	351	327	327	325	331	301	362	336	343
Materials Added	632	551	286	227	367	506	487	253	886	753	567	330	635
Materials Withdrawn	2,721	303	283	560	570	418	248	751	399	405	399	388	502



		ORIG./ADJ.		ADJUSTED	SPENT	SPENT		PROJECTED	%
		APPROPRRTNS.	TRANSFER	BUDGET	FEB	JULY - FEB	BALANCE	8 MONTHS	EXP
	<b>LIBRARY PUBLIC SERVICE</b>								
	<b>16121</b>								
511000	WAGES, FULL TIME	883,607.00		883,607.00	16,281.76	524,372.25	359,234.75	589,071.33	59.3%
511100	WAGES, PART TIME	224,000.00		224,000.00	4,337.44	92,210.09	131,789.91	149,333.33	41.2%
513000	OVERTIME	4,000.00		4,000.00	0.00	3,982.01	17.99	2,666.67	99.6%
514105	EYEGLASS 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	5,430.06	1,826.94	4,838.00	74.8%
	<b>16122</b>								
530000	PROFESSIONAL SERVICES	5,000.00		5,000.00	0.00	862.00	4,138.00	3,333.33	17.2%
534100	TELEPHONE	10,626.98		10,626.98	0.00	2,605.00	8,021.98	7,084.65	24.5%
552900	BOOKS/PER/FILM/CD/REC	330,000.00		330,000.00	8,437.11	198,227.23	131,772.77	220,000.00	60.1%
573000	DUES	2,000.00		2,000.00	0.00	0.00	2,000.00	1,333.33	0.0%
585250	SOFTWARE	9,000.00		9,000.00	0.00	6,295.00	2,705.00	6,000.00	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>29,056.31</b>	<b>632,733.64</b>	<b>642,757.34</b>	<b>983,660.65</b>	<b>56.4%</b>
	<b>LIBRARY TECHNICAL SERVICES</b>								
	<b>16131</b>								
511000	SALARIES, FULL TIME	343,991.00		343,991.00	6,369.70	95,554.18	248,436.82	229,327.33	27.8%
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	1,750.00	1,750.00	2,333.33	50.0%
	<b>16132</b>								
530600	COMPUTER SERVICE	108,785.00		108,785.00	242.40	83,450.74	25,334.26	72,523.33	76.7%
542200	PROCESSING SUPPLIES	12,000.00		12,000.00	57.99	2,783.00	9,217.00	8,000.00	23.2%
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>6,670.09</b>	<b>183,537.92</b>	<b>284,738.08</b>	<b>312,184.00</b>	<b>0.00%</b>
	<b>LIBRARY CAPITAL</b>								
	<b>16133</b>								
587100	CAPITAL COMPUTER	118,640.00		118,640.00	6,047.00	103,686.96	14,953.04	79,093.33	87.4%
	<b>TOTAL LIBRARY DEPT.</b>	<b>2,617,376.18</b>	<b>0.00</b>	<b>2,617,376.18</b>	<b>50,063.82</b>	<b>1,383,934.59</b>	<b>1,233,441.59</b>	<b>1,744,917.45</b>	<b>52.87%</b>



February 10, 2026

Belmont Public Library  
336 Concord Ave  
Belmont, MA 02478

## Owner's Project Manager Monthly Update

- **Invoices & Proposals:**

- Invoices

- G&R Construction Requisition #22 - \$483,903.47
    - CHA Invoice #38441-33 - \$39,500
    - Oudens Ello Invoice #2301-36- \$43,354.05
    - UTS Invoice #120390- \$4,188
    - Old Melrose carpentry - \$3866
    - Sensource Invoice #64550- \$4,762
    - Galaxy - \$196.46
    - Diamond Relocation Inc.  
Invoice # 5719 - \$2000  
Invoice # 5720- \$1400  
Invoice # 5721 - \$1500

- Proposals

- G&R Change Order #18 - \$77,639
    - G&R Change Order #19 - \$808
    - AS-16 Additional Oudens Ello CA Services - \$27,411.00
    - Galaxy Integrated - \$3,400

- **Project Budget Update:**

- The January budget update reflects the following: (Reallocations in Blue on budget sheet)
    - Change orders #18 & Change order #19 - Total amount for the change orders resulted in a \$78,447 Construction Contingency Draw.

- **Project Schedule Update:**

- Construction:
    - Ongoing punch list and closeout

- **Upcoming Meetings & Activities:**

- Library Building Committee Meeting – Tuesday 03/10/26, 5:00-6:00pm
  - Weekly OAC Meeting – Wednesdays at 3.30pm—4.30pm
  - Monthly Cash Flow Meeting – First Tuesday of each month, 3:30pm

**Belmont Library - Total Project Budget Update**

	Jan-26	Feb-26	Reallocations	Billed to Date	Unencumbered	Comments
<b>Administration</b>						
Owner's Project Manager	\$1,050,004	\$1,050,004		\$1,002,840	\$0	
Advertising & Professional Services	\$15,000	\$15,000		\$7,240	\$7,315	
Owner's Insurance (Builder's Risk)	\$56,151	\$56,151		\$56,151	\$0	
<b>Administration Subtotal</b>	<b>\$1,121,155</b>	<b>\$1,121,155</b>		<b>\$1,066,231</b>	<b>\$7,315</b>	
<b>Architecture and Engineering</b>						
Basic Services	\$2,980,590	\$2,980,590		\$3,155,788	\$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		\$62,085	\$0	
Additional Services (10.1) Specialty Signage	\$3,250	\$3,250		\$3,250	\$0	
Additional Services (11) Additional CA R1	\$54,882	\$54,882		\$54,882	\$0	
Additional Services (12) Additional CA	\$27,441	\$27,441		\$27,441		
Additional Services (13) Additional CA	\$27,441	\$27,441		\$27,441		
Additional Services (14) Additional CA		\$3,000		\$3,000		
Additional Services (15) Additional CA	\$2,500	\$2,500		\$2,500		
Additional Services (16) Additional CA		\$27,441		\$27,441		
<b>Architectural/Engineering Subtotal</b>	<b>\$3,396,991</b>	<b>\$3,427,432</b>		<b>\$3,507,099</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		\$84,671	\$80,406	
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>\$84,671</b>	<b>\$420,063</b>	
<b>Construction Costs</b>						
Demolition	\$855,711	\$855,711		\$855,711	\$0	
Building Construction	\$31,538,110	\$31,616,557	\$78,447	\$29,572,252	\$0	Change Order# 18 & CO 19 presented in February
Construction Contingency	\$241,399	\$166,832	-\$74,567	\$0	\$166,832	Change Order #18 & 19 minus funding reimbursements(\$74667)
<b>Total Construction Cost</b>	<b>\$32,454,550</b>	<b>\$32,454,550</b>		<b>\$30,427,963</b>	<b>\$166,832</b>	
<b>Miscellaneous Project Costs</b>						
Moving Expenses/Storage	\$210,000	\$210,000		\$227,218	-\$71,718	
Temporary Quarters	\$100,000	\$100,000		\$6,113	\$93,887	
Utility Backcharges	\$150,000	\$150,000		\$0	\$150,000	
Other Project Costs	\$16,221	\$16,221		\$16,221	\$0	
Construction Testing	\$121,300	\$121,300		\$130,473	-\$9,173	
Wayfinding Signage/Artwork	\$60,000	\$60,000	\$103,398	\$0	-\$43,398	
Legal	\$8,794	\$8,794		\$0	\$8,794	
<b>Misc. Project Costs Subtotal</b>	<b>\$660,943</b>	<b>\$660,943</b>		<b>\$380,024</b>	<b>\$128,393</b>	
<b>Funding</b>						
Additional Fundraising - Owner's Project Contingency	\$262,400	\$262,400	(\$55,291)	\$0	\$207,109	Wall for all lighting (\$11,893)+ signage \$43398
CPA			(\$3,880)			Stained Glass window lighting+Stained glass
BMC			(\$12,952)			Media Center electrical Changes(\$1931) + Electrical UPS for BMC rack (\$11,020.75)
Belmont Historical society						
<b>Total Project Budget</b>	<b>\$39,787,807.00</b>	<b>\$39,787,807.00</b>	<b>\$51,987</b>	<b>\$35,465,988.68</b>	<b>\$929,710.78</b>	

89.14% Total Project Budget Billed to date  
73.00% G&R base Contract complete