

BELMONT MEMORIAL LIBRARY
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS
February 27, 2014

Chair Matt Lowrie called the meeting to order at 7:30 p.m. in the Assembly Room of the Library. Present were trustees Elaine Alligood, Mark Carthy, Mary Keenan and Director Maureen Connors. Trustees Sarah Phillips and Matt Sullivan were absent. Kathy Keohane attended the meeting.

The minutes of the meeting of January 6, 2014 were approved on a motion by Chair Lowrie, seconded by Trustee Alligood, and approved unanimously.

OLD BUSINESS

Trustee Carthy raised the question of making a part-time position into a full-time position of 35 hours with benefits. The Library has fewer part-time positions with benefits. Part-time hours have been reduced. The Board of Selectmen as the elected Town officials should address this entire issue of part-time positions with a comprehensive policy for the Town. The Library has raised this issue with the Selectmen in the past.

Budget update

Should the Library request renovations to the Children's Room? This would be a temporary fix but renovations would trigger sentiment against a new building.

The question was raised if the MBLC would award a grant to a library w/o underground parking? Why not have ground level parking and the library above? The costs of a new building w/o parking must be clear. The 2005 plan for a building on site with underground parking does not work. There have been advances in technology for which space is needed – example, Maker spaces. A new plan is needed without delay. But, who has responsibility for the cost of this study? The question remains – should the Library go to Town Meeting to test the waters? The minutes of the meeting with Town officials were considered. A minor renovation would be a barrier to a major renovation/rebuild. Trustee Carthy stated that the volume of traffic in the Children's Room necessitates present renovation. Director Connors believes that the proposed renovation is just a band-aid, not what a new building or a total renovation would look like. If work is done on the Children's Room and the elevator and then if the boiler fails, will ADA be triggered? Does the Library want to maintain the request for the elevator? Chair Lowrie stated that the elevator is a safety issue; access to the elevator is vital for some patrons.

Chair Lowrie will outline the options to be presented.

ITAC liaison – Chair Lowrie will verify the interest of a nominee.

NEW BUSINESS

Director Connors announced staff changes – Em Smith and Julie Goldman have left. Jonanna Breen has been hired as a full-time reference librarian and Kylie Sparks as part-time Reference Librarian. The job of technology librarian held by Ms Smith has been posted.

March 10th is the closing date for the warrant for Town Meeting.

DIRECTOR'S REPORT

Circulation was discussed. The newly-established Town Financial Task Force will set the schedule for capital projects.

The survey from the Task Force was discussed to gain input from the trustees. Director Connors will circulate a draft for responses prior to next week's due date. Some responses included a list of statutory requirements – MBLC directives; major activities must consider private study rooms and the forecasted Town population growth; opportunities would include a state building grant. Trustee Alligood proposed that we turn the table and grow the Library to meet the high school demands, not have the library as a component of the high school building.

There will be a place holder for the Town Warrant. Chair Lowrie made a motion to approve the drafting and filing of a non-binding resolution for a new library building; this will be drafted by Trustee Carthy and Chair Lowrie with the advice of the Director. This motion was seconded by Trustee Carthy and voted unanimously.

Director Connors will advise trustees of the meeting date/time with the Capital Budget Committee. Interest was shown in attending same.

The meeting was adjourned at 8:55 p.m.

Next meeting - March 25th - 7:30 p.m.

Respectfully submitted,

Mary E. Keenan, secretary

Exhibits

Agenda for February 18 (postponed to 27) meeting

Minutes for meeting of January 6, 2014

Questions for Financial Task Force Survey

Letters of resignation – Emily Smith and Julie Goldman

Town of Belmont Public Notice - Warrant Deadline

Director's Report February 18, 2014

Belmont Cultural Council letter to Librarian Corinne Chan – grant award

Belmont Public Library Expenditures February 2014

Belmont Public Library Activity Report – January 2014, February 2014

Town of Belmont BOS/Warrant Committee Expenditure Report

		FY13 EXPENDED	FY14 TOWN FINAL VOTE	FY14 ADJUSTED BUDGET	FY14 TOWN EST EXP	FY15 PROPOSED BUDGET	FY15 TOWN FINAL VOTE	\$ Chg Level Services FY15	% Chg Level Services FY15
Library Administration									
16111	511000	Full Time Salaries	\$201,174	\$204,058	\$204,058	\$204,318	\$0	\$260	0.13%
16111	511100	Part Time Salaries	\$9,552	\$9,775	\$9,775	\$10,436	\$0	\$661	6.76%
16111	513000	Overtime	\$9,226	\$8,450	\$9,925	\$9,950	\$0	\$1,500	17.75%
16111	514100	Specialty Pay/Stipend	\$0	\$0	\$0	\$260	\$0	\$260	#Div/0!
16111	514800	Longevity	\$925	\$975	\$975	\$975	\$0	\$0	0.00%
16111	517000	Health Insurance	\$22,413	\$22,295	\$22,295	\$22,295	\$0	\$0	0.00%
16111	517200	Workers Compensation	\$409	\$511	\$511	\$0	\$0	(\$511)	-100.00%
16111	517800	Medicare	\$3,091	\$3,249	\$3,249	\$3,288	\$0	\$39	1.20%
16111	518000	Pension Fund	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
16111	519900	Uniform Allowance	\$820	\$820	\$820	\$820	\$0	\$0	0.00%
PERSONAL SERVICES			\$247,611	\$250,133	\$251,608	\$252,342	\$0	\$2,209	0.88%

Town of Belmont

BOS/Warrant Committee Expenditure Report

		FY13 EXPENDED	FY14 TOWN FINAL VOTE	FY14 ADJUSTED BUDGET	FY14 TOWN EST EXP	FY15 PROPOSED BUDGET	FY15 TOWN FINAL VOTE	\$ Chg Level Services FY15	% Chg Level Services FY15
Library Administration									
16112	521100	Utilities ESCo Lease Payme	\$8,690	\$8,690	\$8,690	\$8,690	\$0	\$0	0.00%
16112	522800	Natural Gas	\$11,711	\$16,500	\$16,500	\$16,500	\$0	\$0	0.00%
16112	522900	Electricity	\$27,231	\$42,015	\$40,015	\$40,015	\$0	(\$2,000)	-4.76%
16112	523100	Water	\$3,314	\$5,000	\$4,750	\$5,000	\$0	\$0	0.00%
16112	524300	Repair & Maint Bldg	\$80,216	\$126,180	\$125,000	\$134,235	\$0	\$8,055	6.38%
16112	524500	Maint Office Equipment	\$5,240	\$5,344	\$5,344	\$5,515	\$0	\$171	3.20%
16112	530001	Prof Services-Medical Bills	\$155	\$299	\$299	\$299	\$0	\$0	0.00%
16112	531700	Prof Services-Emp Train Se	\$329	\$315	\$315	\$350	\$0	\$35	11.11%
16112	531900	Prof Services-Advertising	\$278	\$250	\$250	\$500	\$0	\$250	100.00%
16112	534500	Postage	\$1,857	\$3,500	\$2,700	\$2,800	\$0	(\$700)	-20.00%
16112	534700	Printed Materials	\$1,363	\$1,314	\$1,500	\$1,500	\$0	\$186	14.16%
16112	542100	Office Supplies	\$817	\$900	\$900	\$945	\$0	\$45	5.00%
16112	545000	Custodial Supplies	\$9,682	\$10,650	\$11,900	\$12,257	\$0	\$1,607	15.09%
16112	548900	Vehicle Fuel - Unleaded	\$624	\$300	\$388	\$398	\$0	\$98	32.67%
16112	571000	In State Travel	\$372	\$350	\$350	\$375	\$0	\$25	7.14%
16112	573000	Dues and Membership	\$0	\$550	\$580	\$610	\$0	\$60	10.91%
OTHER EXPENSES			\$222,157	\$222,157	\$219,481	\$229,989	\$0	\$7,832	3.53%
Total Library Administration			\$399,488	\$472,290	\$471,089	\$482,331	\$0	\$10,041	2.13%

Town of Belmont

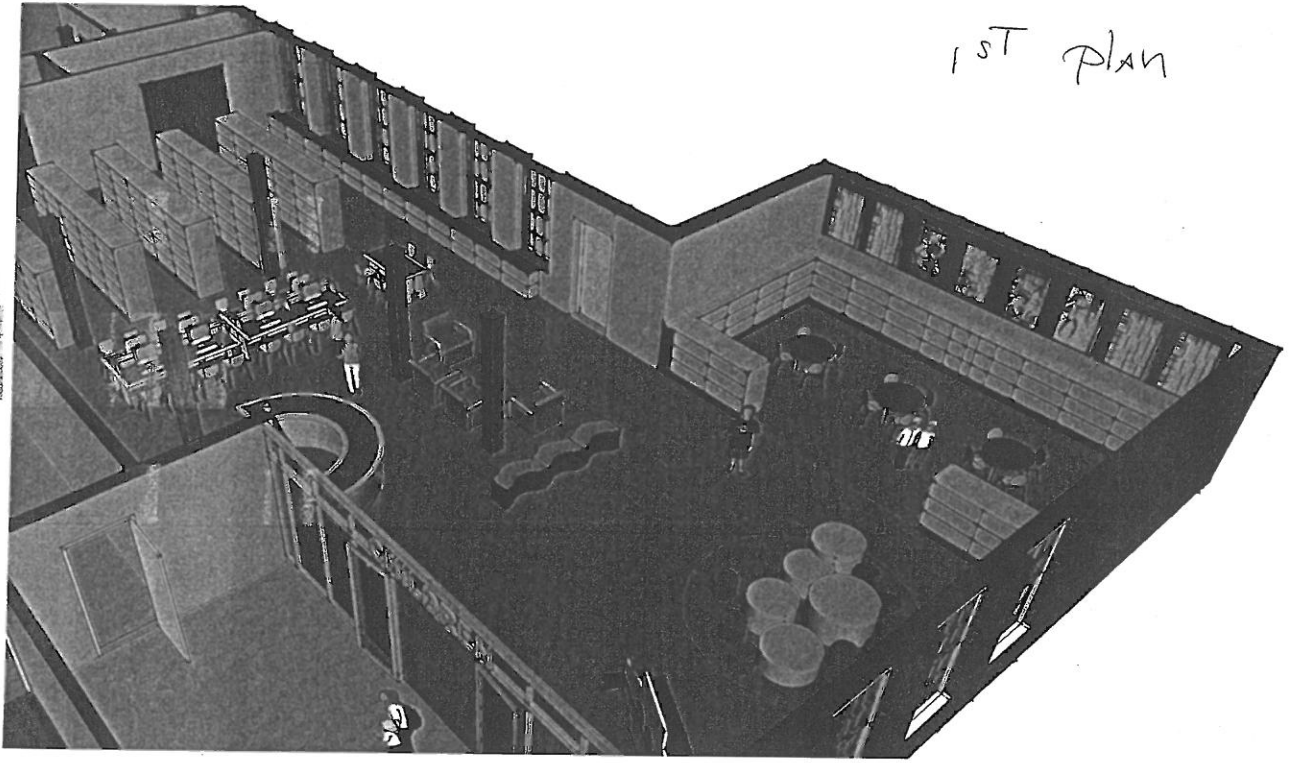
BOS/Warrant Committee Expenditure Report

	FY13 EXPENDED	FY14 TOWN FINAL VOTE	FY14 ADJUSTED BUDGET	FY14 TOWN EST EXP	FY15 PROPOSED BUDGET	FY15 TOWN FINAL VOTE	\$ Chg Level Services FY15	% Chg Level Services FY15
<u>Library Public Services</u>								
16121 511000 Full Time Salaries	\$641,027	\$657,730	\$657,730	\$655,730	\$661,221	\$0	\$3,491	0.53%
16121 511100 Part Time Salaries	\$182,526	\$197,601	\$197,601	\$196,000	\$199,743	\$0	\$2,142	1.08%
16121 514800 Longevity	\$5,611	\$7,472	\$7,472	\$7,472	\$6,696	\$0	(\$776)	-10.39%
16121 517000 Health Insurance	\$138,767	\$105,465	\$105,465	\$105,465	\$115,740	\$0	\$10,275	9.74%
16121 517200 Workers Compensation	\$1,455	\$1,819	\$1,819	\$1,819	\$0	\$0	(\$1,819)	-100.00%
16121 517800 Medicare	\$11,950	\$12,511	\$12,511	\$12,511	\$12,581	\$0	\$70	0.56%
16121 517900 Life Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
16121 518000 Pension Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
<u>PERSONAL SERVICES</u>								
16122 530000 Professional Services	\$738	\$851	\$851	\$851	\$900	\$0	\$49	5.76%
16122 534100 Telephone	\$6,918	\$8,245	\$8,245	\$8,245	\$9,645	\$0	\$1,400	16.98%
16122 552900 Books and Periodicals	\$310,615	\$279,305	\$279,305	\$279,305	\$293,270	\$0	\$13,965	5.00%
<u>OTHER EXPENSES</u>								
	\$318,271	\$288,401	\$288,401	\$288,401	\$303,815	\$0	\$15,414	5.34%
Total Library Public Services	\$1,299,607	\$1,270,999	\$1,270,999	\$1,267,398	\$1,299,796	\$0	\$28,797	2.27%

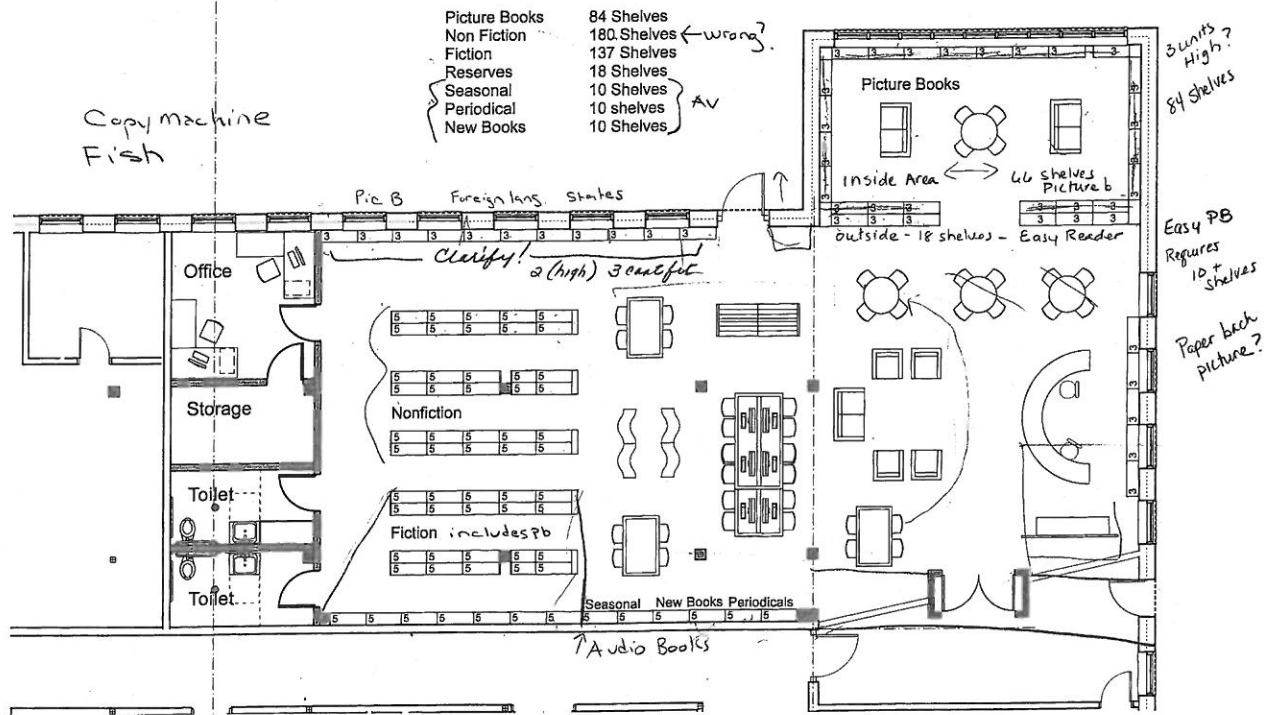
Town of Belmont BOS/Warrant Committee Expenditure Report

	FY13 EXPENDED	FY14 TOWN FINAL VOTE	FY14 ADJUSTED BUDGET	FY14 TOWN EST EXP	FY15 PROPOSED BUDGET	FY15 TOWN FINAL VOTE	\$ Chg Level Services FY15	% Chg Level Services FY15
<u>LibraryTech Services</u>								
16131 511000 Full Time Salaries	\$144,852	\$146,941	\$146,941	\$146,941	\$146,948	\$0	\$7	0.00%
16131 511100 Part Time Salaries	\$12,072	\$12,034	\$12,034	\$12,034	\$12,034	\$0	\$0	0.00%
16131 514800 Longevity	\$1,925	\$1,975	\$1,975	\$1,975	\$1,975	\$0	\$0	0.00%
16131 517000 Health Insurance	\$16,404	\$32,599	\$32,599	\$32,599	\$48,855	\$0	\$16,256	49.87%
16131 517200 Workers Compensation	\$399	\$499	\$499	\$499	\$0	\$0	(\$499)	-100.00%
16131 517800 Medicare	\$2,216	\$2,334	\$2,334	\$2,334	\$2,334	\$0	\$0	0.00%
16131 518000 Pension Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
<u>PERSONAL SERVICES</u>								
16132 530600 Computer Services	\$177,868	\$196,382	\$196,382	\$196,382	\$212,146	\$0	\$15,764	8.03%
16132 542200 Computer Supplies	\$63,465	\$61,969	\$61,969	\$62,500	\$66,665	\$0	\$4,696	7.58%
	\$10,998	\$11,550	\$11,550	\$12,000	\$12,133	\$0	\$583	5.05%
<u>OTHER EXPENSES</u>								
16133 587100 Capital Outlay Repl Comput	\$74,463	\$73,519	\$73,519	\$74,500	\$78,798	\$0	\$5,279	7.18%
	\$11,775	\$12,000	\$12,000	\$12,000	\$12,000	\$0	\$0	0.00%
	\$11,775	\$12,000	\$12,000	\$12,000	\$12,000	\$0	\$0	0.00%
<u>CAPITAL OUTLAY</u>								
Total LibraryTech Services	\$264,107	\$281,901	\$281,901	\$282,882	\$302,944	\$0	\$21,043	7.46%
Library Personal Services	\$1,406,815	\$1,429,113	\$1,429,113	\$1,426,987	\$1,460,469	\$0	\$31,356	2.19%
Library Other Expenses	\$544,611	\$584,077	\$584,077	\$582,382	\$612,602	\$0	\$28,525	4.88%
Library Capital Outlay	\$11,775	\$12,000	\$12,000	\$12,000	\$12,000	\$0	\$0	0.00%
Total	\$1,963,202	\$2,025,190	\$2,025,190	\$2,021,369	\$2,085,071	\$0	\$59,881	2.96%

1st plan



2nd Plan





BELMONT PUBLIC LIBRARY

MAUREEN M. CONNERS

Director

617-489-2000

336 Concord Avenue, P.O. Box 125

Belmont, Massachusetts 02478

belmont.lib.ma.us

February 10, 2014

Maureen Connors & the Library Trustees

Belmont Public Library

336 Concord Ave.

Belmont, MA 02478

Dear Maureen and the Library Trustees,

I am resigning from my position as Technology Librarian at the Belmont Public Library. My last day of employment will be February 25th, 2014. I have been appointed as Head of Technology at the Cary Memorial Library in Lexington.

I would like to thank all of the staff, especially the trustees, Maureen Connors, and Emily Reardon, for all of the wonderful opportunities afforded to me while working at the Belmont Public Library. I have thoroughly enjoyed working here for the last five years and I appreciate all of the professional guidance and support given to me during that time.

If I can assist with training the new Technology Librarian, please let me know. I can be contacted on my cell phone at 781-530-7924 or by email (my address will remain the same). I will forward my new office phone number to Maureen.

I wish the library, staff and trustees the best of success in the future!

Sincerely,

Emily Smith

Technology Librarian

esmith@minlib.net

781-530-7924 (cell)

Julie Goldman

309 Bishops Forest Drive, MA 02452 • 617-699-8838 • julie.goldman@simmons.edu

February 11, 2014

Maureen Conners
Library Director
Belmont Library
336 Concord Avenue
Belmont, MA 02478

Dear Maureen,

This letter is to confirm my resignation from the position of Library Assistant from the Belmont Public Library effective March 1, 2014.

I have enjoyed my work here very much and want to thank you and the rest of the library staff for all the encouragement and support you have given me at the beginning of my career. In order to achieve the career goals that I have set for myself, I've made a decision to focus on my studies and on work opportunities in the academic field.

This position has been both professionally and personally rewarding. I have appreciated the opportunity to expand my public library knowledge and work with many talented individuals. I want to wish everyone and the library the best of luck for the future.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Julie Goldman', written in dark ink.

Julie Goldman



RECEIVED
TOWN CLERK
BELMONT, MA.

FEB 11 8 47 AM '14

**TOWN OF BELMONT
PUBLIC NOTICE**

Warrant Deadline for 2014 Annual Town Meeting

The Board of Selectmen has called the Annual Town Meeting for Monday, May 5, 2014. Should the business of the Annual Town Meeting not be concluded, additional sessions will be scheduled. Please note that financial and/or budgetary matters will be given priority for the Annual Town Meeting session scheduled for Monday, June 2, 2014.

Please be informed that the Board of Selectmen have announced that Warrant for the Annual Town Meeting will officially open on Tuesday, February 11, 2014 at 9 a.m. Proposed articles to be included on the Warrant for the Annual Town Meeting must be submitted to the Office of the Town Administrator located at Town Hall, 455 Concord Avenue by Monday, March 10, 2014 no later than 3:00 p.m.

The publication and distribution of the Warrant is determined by Belmont General Bylaws and Massachusetts General Laws. Except procedural matters, all subjects to be acted upon by Town Meeting shall be placed on Warrants issued by the Board of Selectmen. The Board of Selectmen shall receive all requests for inclusion on the Warrant for the Town Meeting, including all citizen petitions that must be certified by the Town Clerk:

All requests to place items on the Annual Town Meeting Warrant shall be in writing, and each request for a particular subject shall be submitted as a separate petition. Proposed articles submitted after the deadline will not be considered for inclusion in the Annual Town Meeting Warrant.

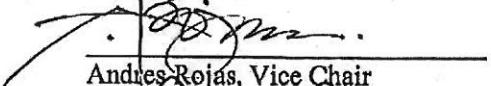
Warrant articles proposed by Citizen Petition must be submitted to the Town Clerk by Monday, March 10, 2014 at 3:00 p.m. The final language of the Citizen Petition Warrant Article, signed by at least ten registered voters of the Town of Belmont must be certified by the Town Clerk prior to insertion in the Annual Town Meeting Warrant. It is recommended that Citizen Petitions contain at least 15 signatures to ensure that the required ten can be certified for inclusion of the article on the Annual Town Meeting Warrant.

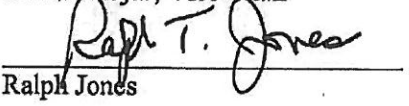
For more information, please visit the Town's website or contact David J. Kale, Town Administrator, in the Town Administrator's Office at 617-993-2610 or dkale@belmont-ma.gov.

Signed this 10th day of February, 2014.

Board of Selectmen


Mark Profillo, Chair


Andres Rojas, Vice Chair


Ralph Jones

DIRECTOR'S REPORT

February 18, 2014

Claflin Room

7:30 PM

Building and Grounds

Stewart Roberts prepared another set of drawings for the children's room. There are still some questions regarding shelving and if everything will fit. The location of the circulation desk is about right but we do not want lots of space around it making it easy access for the little ones. We did not want to move the bathrooms but he is recommending that we do. I still am reluctant to move them. We are trying to arrange a meeting with him next week. I have included the first and second plans for you to look at.

Director's Report

Budget - Mary and I met with the Town Administrator David Kale, Assist. Administrator Phyllis Marshall, Treasurer Floyd Carman, Budget Analyst Glen Castro, Accountant Chitra Subramanian, and Human Resources Director Dianne Crimmins on January 14th. We also had a very brief meeting with David Kale to discuss and reduce the book budget. We will discuss these meetings at our meeting. The meeting with the Selectmen is scheduled for Thursday, Feb 27th, from 10:15 to 10:30 am. The revised FY15 budget is included in your packet.

The Capital Budget meeting is scheduled for Feb. 19 between 9 am and noon. I need to know the priority order of the Capital Projects. Right now the order is – Elevator, Children's Renovation for \$558,244 and Push Plate Style or Post Style Automatic Door Openers. Should the children's renovation be last?????

ITAC – Melissa Schaffer no longer lives in Belmont so she cannot be our liaison to the ITAC group. We need to have a representative so if you know of anyone who might be interested please mention them at our meeting.

Staff changes - Joanna Breen is the new reference librarian. She will start March 1st. Kylie Sparks is the new call-in reference librarian who will work on Sundays and one day during the week. Em Smith will be joining the Lexington Library staff. Her last day with us will be Feb. 25th. This position is key to the library and will need to be advertised as soon as possible. The full-time circulation position will be advertised this week. This was the 25 hour part-time position that was changed to a 35 hour position. Julie Goldman, temporary part-timer in circulation, will be leaving as of March first. This position will not be advertised. That could change at a later date.

Town Meeting – The Warrant for Town meeting will be closed as of March 10th. We should decide what we are doing for TM.

Belmont Memorial Library
Belmont, Massachusetts

Children's Department Renovations 3,250 Sf

Preliminary Budget Estimate of Probable Project Costs

1/9/14

	Quan	Unit Cost	Cost	
Renovation Costs				
Selective Interior Demolition		Allow	\$15,000	
New Partitions	900 Sf	8.00 Sf	\$7,200	
New Toilet Rooms	2	\$15,000 Each	\$30,000	
New Doors	4	\$1,000 Each	\$4,000	
New Entrance Doors	2	\$2,000 Each	\$4,000	
New Interior Glazing	243 Sf	\$65/SF	\$15,795	
Resilient Flooring	360 Sf	\$5/SF	\$1,800	
Carpet	332 Yds	\$32/Yd	\$10,631	
Acoustic Ceilings	3,250 Sf	\$5/SF	\$16,250	
Special Ceiling Treatment		Allow	\$5,000	
Painting	2,700 Sf	1.20 Sf	\$3,240	
Window Treatment	11	\$200 Each	\$2,200	
Children's Desk		Allow	\$15,000	
Misc Millwork		Allow	\$10,000	
Plumbing Modifications		Allow	\$15,000	
HVAC Modifications		Allow	\$20,000	
Electrical Power & Lighting	3,250 Sf	\$25/SF	\$81,250	
Technology	3,250 Sf	\$4/SF	\$13,000	
Subtotal			\$269,366	
Design Contingency		20%	\$53,873	
			\$323,239	
Contractor OH&P		8%	\$25,859	
			\$349,098	
Bonds & Ins.		1.5%	\$5,236.48	
			\$354,335	
Escalation		4%	\$14,173	
			\$368,508	\$113/SF
Furnishings				
Furniture	2,700 Sf	\$22/SF	\$59,400	
Computers		Allow	\$6,000	
			\$65,400	
Architecture & PM Fees				
Architecture & Engineering		12%	\$44,221	
Project Manager		5%	\$18,425	
Furnishings		10%	\$5,940	
			\$68,586	
Misc Expenses				
		Allow	\$5,000	
Project Contingency				
		10%	\$50,749	
Total Preliminary Budget Estimate			\$558,244	\$172/SF

Assumes no Haz Mat abatement
Assumes Library will vacate the space during renovations.
Assumes Library will provide move out and move back in.

January 8, 2014

Gerald R. Boyle
Director of Facilities – Town of Belmont, MA
19 Moore Street
Belmont, MA 02478

Re: Belmont Public Library

Belmont, MA

Elevator Repair/ Replacement Study

SMMA No. P3371

Dear Mr. Boyle:

We are pleased to submit this proposal for Designer Services related to your request for a study to either repair or replace the existing elevator at the Town Library Building at 336 Concord Avenue. This proposal is based on our various communications with you including our site visit to the library on December 31st 2013. This proposal includes three areas of study. You may elect to proceed with any of these investigative scopes singularly, or in combination with each others.

PROJECT DESCRIPTION

The existing elevator within the Belmont Town Library is original to the building built in 1965 and is reported to malfunction for time to time. Problems include the cab occasionally not coming to rest in correct alignment with the requested floor level as well as occasionally stopping unexpectedly between floors requiring the fire department to come rescue occupants. The Town is interested in correcting these problems.

The solution to these issues may only require upgrades or replacements of specific elevator system components. However, additional improvements to the elevator system may be necessary as dictated by the current building code. While the elevator as it currently exists is in compliance with the code being grandfathered in as a pre-existing condition, it is known that it does not meet the current stretcher and handicap access requirements. It is possible that the necessary repair work may trigger a requirement to address this deficiency. Even if such improvements are not required, we understand the Town may nevertheless consider pursuing such improvements at this time.

SCOPE OF SERVICES

As outlined above this proposal includes three possible areas of Study. These options include:

Study Option 1 – Component Upgrade

This option will be executed in coordination with the Owner's elevator maintenance company, Schindler Elevator Company. They will make a determination as to which, if any components, such as the controller, could be upgraded or replaced to resolve deficiencies. SMMA shall:

- Identify if any modifications to the existing electrical system will be required to accommodate new system components.
- Develop a conceptual order-of-magnitude cost estimate for proposed electrical modifications. It is assumed that costs for replacement of components will be provided by Schindler Elevator Company.

Study Option 2 – Reconfiguration of Existing Elevator

This option will consider the opportunities and limitations to reconfigure the existing elevator system, pit and shaft to meet current dimensional code requirements.

- Identify potential architectural impacts including meeting accessibility requirements.
- Identify potential structural foundation and framing impacts
- Identify potential electrical & mechanical systems impacts (e.g. power, lighting and fire alarm/ elevator recall, venting)
- Identify potential impacts to the adjacent toilet rooms on the ground and first floor levels if the shaft is enlarged.
- Develop "test-fit" options for client review and conceptual cost estimating
- Explore potential logistic plan options.

Study Option 3 – Add New Elevator

- Identify placement options which meet program requirements
- Identify potential architectural impacts including meeting accessibility requirements.
- Identify potential structural foundation and framing impacts
- Identify potential electrical and mechanical systems impacts (e.g. power, lighting and fire alarm/ elevator recall, venting)
- Review property information, zoning, wetland resources constraints including riverfront area and floodplain, and potential permitting impacts.
- Provide summary of development restraints, permitting requirements and schedule.
- Develop "test-fit" options for client review and conceptual cost estimating
- Identify necessary permitting and design review requirements as may apply to the scope.

All options shall include:

- 1 Site visit by each discipline
- Review of Existing Documentation
- Review of potential code and regulation impacts (e.g. building, electrical, elevator, accessibility)
- Engineering Reviews may include; Structural, Civil, Mechanical, Plumbing and Electrical Engineering reviews (Option Dependant)
- Conceptual Cost Estimating by an independent estimator
- Meetings with the Town's Director of Facilities

PROJECT SCHEDULE

We anticipate the following milestones for the Study Schedule: (All dates are 2014)

Notice to Proceed	January 10 th
Site Visits	Week of January 13 th
Code Review	Week of January 13 th
Options Development and Estimating	Week of January 20 th
Final Reviews	Week of January 27 th
Issue Final Report	January 31 st

COMPENSATION

As requested, we are providing this anticipated proposal broken down by three possible Study options. As indicated above, the Town may elect to proceed with any or all of these as it may wish. The final fee shall be a result of the Town determining which Study Options it wishes to pursue. The services outlined in this Proposal for each of the proposed study options are outlined below and are exclusive of reimbursable costs.

The fee breakdown by Option is as follows:

Study Option 1 – Component Upgrade Study	\$ 4,000
Study Option 2 – Reconfiguration of Existing Elevator Study	\$ 15,000
Study Option 3 – New Elevator Study	\$ 21,000
Travel, reprographics*, fax, phone (Estimated)	\$ 1,500
Cost Estimating for Study Option 1	\$ 300
Cost Estimating for Study Option 2	\$ 500
Cost Estimating for Study Option 3	\$ 800
Cost Estimating if all Study Options are Investigated	\$ 1,000

Three (3) hard copies and three (3) electronic copies of the Final Report will be provided.

We look forward to the opportunity to discuss this proposal in detail so we can customize our services to your needs and budget.

Very truly yours,

SYMMES MAINI & MCKEE ASSOCIATES

A handwritten signature in black ink, appearing to read "Daniel F. B. Ruiz", with a large, stylized flourish at the end.

Daniel F. B. Ruiz,
Associate | Project Manager

cc: LBF, MF



Massachusetts Cultural Council
Belmont Cultural Council
PO Box 292
Belmont, MA 02478-0007

Naomi Ellenberg-Dukas
236 Payson Rd.
Belmont, MA 02478

Corinne Chan, Librarian
Belmont Public Library
336 Concord Ave.
Belmont, MA 02478

January 15, 2014

Dear Ms. Chan,

The Belmont Cultural Council is pleased to inform you that your application for funding has received final approval in the amount of **Three Hundred an fifty dollars(\$350.00)** to support the following: **Cruzamente Crossroads**.

Grants are made on a reimbursement basis only. Once your program has been completed, please send your completed form and documentation to me at: 236 Payson Rd., Belmont MA, 02478.

In addition to your reimbursement form, please include:

- Invoices, receipts, or paid bills
- Evidence that the event took place and was credited as promised (programs, news clippings, press releases, photos, programs, etc.)
- If you haven't been awarded a BCC grant before, fill out a W-9 Tax ID form, easily obtained on the IRS website. Tax ID must be for the person/business receiving the payment and not a third party.

Neglecting to include these items will delay your payment. Reimbursement will take approximately one to two months.

You have one year from the date of this letter to submit a request for reimbursement. Failure to meet that deadline will result in the loss of funds. If you need additional time to complete your project, your request for an extension must be made in writing, explaining the need for additional time. Grant recipients also need the Council's written permission to make changes to their projects. Project modifications must be requested in writing, and the modification should not significantly alter the original purpose of the approved application. Extension and modification requests are reviewed on a case-by-case basis and are not automatically granted.

You are required to acknowledge the financial support of the Belmont Cultural Council the Massachusetts Cultural Council in published materials and announcements about your project. *Please carefully review the attached document regarding credit and publicity requirements.* This credit is required by the MCC and failure to comply may jeopardize future funding.

According to IRS guidelines the grant money you receive is considered taxable income. Keep the award letter and check stub as a record of the award for your taxes.

There were many worthwhile applications for funding and only a select few were funded during this grant cycle. We wish you success and thank you for your efforts on behalf of our community. Please call if you have any questions.

Sincerely,

Naomi Ellenberg-Dukas, Belmont Cultural Council member
617 484 8405

Enclosures: Reimbursement Form, Grantee Credit and Publicity Requirements

[illegible]

		ORIG./ADJ. APPROPRPTS.	TRANSFER	ADJUSTED BUDGET	SPENT FEB	SPENT JULY - FEB	BALANCE	PROJECTED 8 MONTHS	% EXP
	LIBRARY PUBLIC SERVICE								
16121									
511000	WAGES, FULL TIME	657,730.00		657,730.00	34803.97	395,976.72	261,753.28	438,486.67	60.2%
511100	WAGES, PART TIME	197,601.00		197,601.00	10366.10	114,588.35	83,012.65	131,734.00	58.0%
513000	OVERTIME	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
514800	LONGEVITY	7,472.00		7,472.00	0.00	4,871.43	2,600.57	4,981.33	65.2%
517000	HEALTH INSURANCE	105,465.00		105,465.00	0.00	0.00	105,465.00	70,310.00	0.0%
517200	WORKER'S COMPENSATION	1,819.00		1,819.00	0.00	0.00	1,819.00	1,212.67	0.0%
517800	MEDICARE	12,511.00		12,511.00	0.00	0.00	12,511.00	8,340.67	0.0%
517900	LIFE INSURANCE	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
16122									
530000	PROFESSIONAL SERVICES	851.00		851.00	0.00	750.00	101.00	567.33	88.1%
534100	TELEPHONE	8,245.00		8,245.00	0.00	2,282.11	5,962.89	5,496.67	27.7%
552900	BOOKS/PER/FILM/CD/REC	279,305.00		279,305.00	1,827.83	161,629.32	117,675.68	186,203.33	57.9%
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIB PUBLIC SVC	1,270,999.00	0.00	1,270,999.00	46,997.90	680,097.93	590,901.07	847,332.67	53.51%
	LIBRARY TECH SERVICE								
16131									
511000	SALARIES, FULL TIME	146,941.00		146,941.00	8,442.15	92,863.71	54,077.29	97,960.67	63.2%
511100	SALARIES, PART TIME	12,034.00		12,034.00	694.26	7,516.61	4,517.39	8,022.67	62.5%
514800	LONGEVITY	1,975.00		1,975.00	0.00	1,537.50	437.50	1,316.67	77.8%
517000	HEALTH INSURANCE	32,599.00		32,599.00	0.00	0.00	32,599.00	21,732.67	0.0%
517200	WORKER'S COMPENSATION	499.00		499.00	0.00	0.00	499.00	332.67	0.0%
517800	MEDICARE	2,334.00		2,334.00	0.00	0.00	2,334.00	1,556.00	0.0%
16132									
530600	COMPUTER SERVICE	73,969.00		73,969.00	2,334.39	56,956.41	17,012.59	49,312.67	77.0%
542200	PROCESSING SUPPLIES	11,550.00		11,550.00	0.00	9,155.72	2,394.28	7,700.00	79.3%
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
	TOTAL LIBRARY TECH SERV	281,901.00	0.00	281,901.00	11,470.80	168,029.95	113,871.05	187,934.00	59.61%
	TOTAL LIBRARY DEPARTMT	2,028,404.00	0.00	2,028,404.00	76,594.58	1,100,548.54	927,855.46	1,352,269.33	54.26%

Belmont Public Library
Activity Report For The Month
of December 2013

Days open 2012: 29
Days open 2013: 30

Agency	December <u>2013</u>	Increase Over <u>December 2012</u>	Cumulated <u>2013</u>	Cumulated Increase <u>Over 2012</u>
Adult	25,533	2,324	283,942	8,599
Juvenile	<u>21,511</u>	<u>2,712</u>	<u>261,290</u>	<u>(1,452)</u>
Total	47,044	5,036	545,232	7,147

Downloadable Audiobooks & eBooks (included in above figures)

Checkouts	1239	12,808
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Average Daily Circulation

	<u>2013</u>	<u>2012</u>
Adult	851	800
Juvenile	717	648

Non-Book (included in above figures)

Adult	11,774	378	121,889	2,059
Juvenile	<u>4,248</u>	<u>334</u>	<u>48,801</u>	<u>(2,855)</u>
Total	16,022	712	170,690	(796)

DVD

Adult	8,616	566	87,438	3,182
Juvenile	<u>3,098</u>	<u>122</u>	<u>35,316</u>	<u>(2,537)</u>
Total	11,714	688	122,754	645

Internet Use

Internet	1,757	23,117
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Interlibrary Loan:

Borrowed	22	363
Loaned	39	476
Faxed	1	7

Young Adult Circulation

1,721	215
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ACTIVITY REPORT FOR THE MONTH OF DECEMBER 2013

Reference and Information

	December 2013	Increase Over December 2012	Cumulated 2013	Cumulated Increase Over 2012
Adult	2,640	(115)	38,677	1,090
Email	7	3	83	15
Total	<u>2,647</u>	<u>(112)</u>	<u>38,760</u>	<u>1,105</u>

Book Processing

Added:	775
Withdrawn:	760
Repaired:	14

Meeting Room Use

Room	Times Used	Attendance	Cumulated Times Used	Cumulated Attendance
Assembly	18	750	265	11,250
Flett	18	370	280	6,449
Misc.	<u>8</u>	<u>128</u>	<u>148</u>	<u>2,823</u>
Total	44	1,248	693	20,522

Library Sponsored Programs (included in above figures)

Adult	3	37	42	1,070
Juvenile	28	929	325	12,108
Young Adult	<u>5</u>	<u>64</u>	<u>76</u>	<u>1,213</u>
Total	36	1,030	443	14,391

Circulating Passes:

		Pass Cumulated
Aquarium	31	265
Audubon	1	88
Boston By Foot	- (Passes not available in Dec.)	33
Children's	16	226
DeCordova	5	103
Discovery	8	112
Essex/Peabody	12	117
Fine Arts	37	409
Fruitlands	- (Passes not available in Dec.)	14
Gardner	10	141
Harvard Art	- (Closed until Fall of 2014)	13
Harvard Natural History	8	130
Institute of Contemp. A	10	104
Kennedy Library	8	50
Mass Parks Pass	1	19
Orchard House	6	15
Plimoth Plantation	- (Passes not available in Dec.)	56
Science	28	405
Zoos	<u>4</u>	<u>172</u>
Total	185	2,472

ACTIVITY REPORT FOR THE MONTH OF JANUARY 2014

Reference and Information

	January 2014	Increase Over January 2013	Cumulated 2014	Cumulated Increase Over 2013
Adult	3,828	348	3,828	348
Email	15	1	15	1
Total	<u>3,843</u>	<u>349</u>	<u>3,843</u>	<u>349</u>

Book Processing

Added:	957
Withdrawn:	1,307
Repaired:	72

Meeting Room Use

Room	Times Used	Attendance	Cumulated Times Used	Cumulated Attendance
Assembly	18	676	18	676
Flett	31	816	310	816
Misc.	<u>10</u>	<u>131</u>	<u>10</u>	<u>131</u>
Total	59	1,623	338	1,623

Library Sponsored Programs (included in above figures)

Adult	7	163	7	163
Juvenile	32	1,161	32	1,161
Young Adult	<u>4</u>	<u>58</u>	<u>4</u>	<u>58</u>
Total	43	1,382	43	1,382

Circulating Passes:

		Pass Cumulated
Aquarium	39	39
Audubon	-	-
Boston By Foot	- (Passes not available in Jan.)	-
Children's	15	15
DeCordova	7	7
Discovery	9	9
Essex/Peabody	16	16
Fine Arts	43	43
Fruitlands	- (Passes not available in Jan.)	-
Gardner	9	9
Harvard Art	- (Closed until Fall of 2014)	-
Harvard Natural History	7	7
Institute of Contemp. A	4	4
Kennedy Library	4	4
Mass Parks Pass	-	-
Orchard House	-	-
Plimoth Plantation	- (Passes not available in Jan.)	-
Science	32	32
Zoos	<u>2</u>	<u>2</u>
Total	187	187

Belmont Public Library
Activity Report For The Month
of January 2014

Days open 2013: 29
Days open 2014: 28

Agency	January <u>2014</u>	Increase Over <u>January 2013</u>	Cumulated <u>2014</u>	Cumulated Increase <u>Over 2013</u>
Adult	24,206	(638)	24,206	(638)
Juvenile	<u>22,233</u>	<u>1,325</u>	<u>22,233</u>	<u>1,325</u>
Total	46,439	687	46,439	687

Downloadable Audiobooks & eBooks (included in above figures)

Checkouts	1368	1,368
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Average Daily Circulation

	<u>2014</u>	<u>2013</u>
Adult	865	857
Juvenile	794	721

Non-Book (included in above figures)

Adult	10,484	(203)	10,484	(203)
Juvenile	<u>3,956</u>	<u>(49)</u>	<u>3,956</u>	<u>(49)</u>
Total	14,440	(252)	14,440	(252)

DVD

Adult	7,622	105	7,622	105
Juvenile	<u>2,946</u>	<u>12</u>	<u>2,946</u>	<u>12</u>
Total	10,568	117	10,568	117

Internet Use

Internet	2,649	2,649
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Interlibrary Loan:

Borrowed	24	24
Loaned	18	18
Faxed	-	-

Young Adult Circulation

1,817	234	1,817	234
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