

BELMONT MEMORIAL LIBRARY  
MEETING OF THE BOARD OF LIBRARY TRUSTEES

BELMONT, MASSACHUSETTS  
JANUARY 29, 2015

Chair Lowrie called the meeting to order at 7:35 p.m. in the Claflin Room of the Library. Also present were Trustees Elaine Alligood, Kathleen Keohane, Gail Mann, and Sarah Phillips, and Acting Director Emily Reardon. Trustee Mark Carthy was absent.

**Old Business**

*Search Committee* – Search Committee Chair Elaine Alligood reported that applications for the Library Director's position are still arriving. The position is open until February 7<sup>th</sup>, after which the Committee will meet to review applications and select candidates to interview.

*FY16 Operating Budget and Capital Budgets* - Acting Director Reardon and Trustee Phillips briefed Trustees on the January 22<sup>nd</sup> meeting with Town Administrator David Kale and other officials. A draft of the FY16 operating budget was reviewed at that meeting, and breakdowns of specific line items given. Mr. Kale recommended increasing the amounts estimated for several items, to avoid exceeding amounts budgeted. Calculation of the MAR was discussed, and Acting Director Reardon will clarify this with MBLC before follow-up with Town officials.

The Trustees reviewed a draft of the Capital Budget Projection with particular attention to the timeline for capital improvements between FY16 and FY20. As always, this timeline is affected by the likelihood of major renovations or a new building in future. Chair Lowrie outlined the procedural steps necessary in moving such significant changes forward.

*Consolidation* – Trustees Keohane and Mann reported delivery of the letter they wrote to Town Administrator Kale regarding Library considerations to be addressed at consolidation of facilities management in Belmont. They agreed that in future some budget line items would be moved or changed to reflect items not covered by consolidation.

At the end of the meeting, Chair Lowrie announced to the Board that he would not be running for another term as Trustee, but will continue supporting the Library as a private citizen. The Board expressed their gratitude for his years of dedication.

Chair Lowrie moved to adjourn the meeting at 8:40 p.m., seconded by Trustee Mann, and voted unanimously.

**Next meeting will be held on Thursday, February 19, at 7:30 p.m.**

Respectfully submitted,  
Sarah Phillips, Secretary

Exhibits:

Agenda January 29, 2015

FY16 Budget draft and FY16 – FY20 Capital Budget Projection draft

FY16 Building Repair and Maintenance Breakdown draft

Letter dated January 26, 2015, from Belmont Board of Selectmen regarding warrant deadline for 2015 Annual Town Meeting

Letter to Town Administrator & Assistant Town Administrator from Trustees Keohane and Mann regarding Consolidation

1/23/15

# Town of Belmont Expenditure Report

0100 General Fund		FY14 EXPENDED	FY15 TOWN FINAL VOTE	FY15 ADJUSTED BUDGET	FY15 TOWN EST EXP	FY16 PROPOSED BUDGET	FY16 TOWN FINAL VOTE	Chg Level Services FY16	% Chg Level Services FY16
<u>Library Administration</u>									
16111	511000 Full Time Salaries	\$204,492	\$204,318	\$204,318	\$204,058	\$211,487	\$0	\$7,169	3.51%
16111	511100 Part Time Salaries	\$9,028	\$10,436	\$10,436	\$9,775	\$8,146	\$0	(\$2,290)	-21.95%
16111	513000 Overtime	\$9,085	\$9,950	\$9,950	\$9,950	\$10,149	\$0	\$199	2.00%
16111	514100 Specialty Pay/Stipend	\$0	\$260	\$260	\$260	\$260	\$0	\$0	0.00%
16111	514800 Longevity	\$975	\$975	\$975	\$975	\$975	\$0	\$0	0.00%
16111	517000 Health Insurance	\$22,295	\$22,295	\$22,295	\$22,295	\$22,295	\$0	\$0	0.00%
16111	517200 Workers Compensation	\$511	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
16111	517800 Medicare	\$3,249	\$3,288	\$3,288	\$3,288	\$3,211	\$0	(\$77)	-2.34%
16111	518000 Pension Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
16111	519900 Uniform Allowance	\$820	\$820	\$820	\$820	\$820	\$0	\$0	0.00%
<u>Personal Services</u>		\$250,454	\$252,342	\$252,342	\$251,421	\$257,343	\$0	\$5,001	1.98%

# Town of Belmont

## Expenditure Report

		FY14 EXPENDED	FY15 TOWN FINAL VOTE	FY15 ADJUSTED BUDGET	FY15 TOWN EST EXP	FY16 PROPOSED BUDGET	FY16 TOWN FINAL VOTE	Chg Level Services FY16	% Chg Level Services FY16
16112	521100	Utilities ESCo Lease Payme	\$8,690	\$8,690	\$8,690	\$8,690	\$0	\$0	0.00%
16112	522800	Natural Gas	\$18,907	\$16,500	\$18,500	\$19,050	\$0	\$2,550	15.45%
16112	522900	Electricity	\$32,393	\$40,015	\$40,015	\$42,015	\$0	\$2,000	5.00%
16112	523100	Water	\$3,465	\$5,000	\$4,500	\$5,000	\$0	\$0	0.00%
16112	524300	Repair & Maint Bldg	\$121,136	\$134,325	\$134,235	\$136,390	\$0	\$2,065	1.54%
16112	524500	Maint Office Equipment	\$4,195	\$5,515	\$5,515	\$5,625	\$0	\$110	1.99%
16112	530001	Prof Services-Medical Bills	\$326	\$299	\$326	\$326	\$0	\$27	9.03%
16112	531700	Prof Services-Emp Train Se	\$228	\$350	\$350	\$367	\$0	\$17	4.86%
16112	531900	Prof Services-Advertising	\$278	\$500	\$500	\$500	\$0	\$0	0.00%
16112	534500	Postage	\$1,592	\$2,800	\$2,800	\$2,800	\$0	\$0	0.00%
16112	534700	Printed Materials	\$1,401	\$1,500	\$1,500	\$1,575	\$0	\$75	5.00%
16112	542100	Office Supplies	\$725	\$945	\$945	\$975	\$0	\$30	3.17%
16112	545000	Custodial Supplies	\$10,686	\$12,257	\$12,257	\$12,625	\$0	\$368	3.00%
16112	548900	Vehicle Fuel - Unleaded	\$347	\$398	\$398	\$398	\$0	\$0	0.00%
16112	571000	In State Travel	\$574	\$375	\$375	\$390	\$0	\$15	4.00%
16112	573000	Dues and Membership	\$580	\$610	\$580	\$610	\$0	\$0	0.00%
<b>Other Expenses</b>									
		\$205,522	\$229,989	\$230,079	\$231,486	\$237,336	\$0	\$7,257	3.15%
16113	524305	Plant Operations	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
<b>Capital Outlay</b>									
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
<b>Total Library Administration</b>									
		\$455,976	\$482,331	\$482,421	\$482,907	\$494,679	\$0	\$12,258	2.54%

# Town of Belmont Expenditure Report

	FY14 EXPENDED	FY15 TOWN FINAL VOTE	FY15 ADJUSTED BUDGET	FY15 TOWN EST EXP	FY16 PROPOSED BUDGET	FY16 TOWN FINAL VOTE	Chg Level Services FY16	% Chg Level Services FY16
<b><u>Library Public Services</u></b>								
16121 511000 Full Time Salaries	\$620,577	\$661,221	\$661,221	\$655,730	\$693,429	\$0	\$32,208	4.87%
16121 511100 Part Time Salaries	\$185,004	\$199,743	\$199,743	\$196,000	\$178,746	\$0	(\$20,997)	-10.51%
16121 514800 Longevity	\$6,809	\$6,696	\$6,696	\$6,696	\$5,646	\$0	(\$1,050)	-15.69%
16121 517000 Health Insurance	\$105,465	\$115,740	\$115,740	\$105,465	\$117,485	\$0	\$1,745	1.51%
16121 517200 Workers Compensation	\$1,819	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
16121 517800 Medicare	\$12,511	\$12,581	\$12,581	\$12,511	\$12,728	\$0	\$147	1.17%
16121 517900 Life Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
16121 518000 Pension Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	#Num!
<b><u>Personal Services</u></b>								
16122 530000 Professional Services	\$750	\$900	\$900	\$900	\$900	\$0	\$0	0.00%
16122 534100 Telephone	\$7,244	\$9,645	\$9,645	\$9,645	\$10,127	\$0	\$482	5.00%
16122 552900 Books and Periodicals	\$289,141	\$293,270	\$293,270	\$293,270	\$307,933	\$0	\$14,663	5.00%
16122 573000 Dues and Membership	\$0	\$0	\$0	\$0	\$1,020	\$0	\$1,020	#Div/0!
<b><u>Other Expenses</u></b>								
	\$297,135	\$303,815	\$303,815	\$303,815	\$319,980	\$0	\$16,165	5.32%
<b>Total Library Public Services</b>	<b>\$1,229,320</b>	<b>\$1,299,797</b>	<b>\$1,299,797</b>	<b>\$1,280,217</b>	<b>\$1,328,014</b>	<b>\$0</b>	<b>\$28,217</b>	<b>2.17%</b>

# Town of Belmont

## Expenditure Report

		FY15	FY15	FY15	FY16	FY16	Chg Level	% Chg
		TOWN	ADJUSTED	TOWN	PROPOSED	TOWN	Services	Level
FY14	EXPENDED	FINAL VOTE	BUDGET	EST	BUDGET	FINAL	FY16	Services
				EXP		VOTE		FY16
<b>Library/Tech Services</b>								
16131	511000	Full Time Salaries	\$146,948	\$146,948	\$150,751	\$0	\$3,803	2.59%
16131	511100	Part Time Salaries	\$12,034	\$12,034	\$12,126	\$0	\$92	0.77%
16131	514800	Longevity	\$1,975	\$1,975	\$1,975	\$0	\$0	0.00%
16131	517000	Health Insurance	\$48,855	\$48,855	\$32,570	\$0	(\$16,285)	-33.33%
16131	517200	Workers Compensation	\$0	\$0	\$0	\$0	\$0	#Num!
16131	517800	Medicare	\$2,334	\$2,334	\$2,390	\$0	\$56	2.40%
16131	518000	Pension Fund	\$0	\$0	\$0	\$0	\$0	#Num!
<b>Personal Services</b>								
16132	530600	Computer Services	\$66,665	\$66,665	\$70,216	\$0	\$3,551	5.33%
16132	542200	Computer/Processing Suppl	\$12,133	\$12,133	\$12,740	\$0	\$607	5.00%
<b>Other Expenses</b>								
16133	587100	Capital Outlay Repl Comput	\$78,798	\$78,798	\$82,956	\$0	\$4,158	5.28%
			\$12,000	\$12,000	\$12,000	\$0	\$0	0.00%
<b>Capital Outlay</b>								
			\$12,000	\$12,000	\$12,000	\$0	\$0	0.00%
<b>Total Library/Tech Services</b>								
			\$302,944	\$286,681	\$294,768	\$0	(\$8,176)	-2.70%
<b>Library Personal Services</b>								
			\$1,460,469	\$1,423,706	\$1,465,189	\$0	\$4,720	0.32%
<b>Library Other Expenses</b>								
			\$612,602	\$614,099	\$640,272	\$0	\$27,580	4.50%
<b>Library Capital Outlay</b>								
			\$12,000	\$12,000	\$12,000	\$0	\$0	0.00%
<b>Total</b>								
			\$2,085,071	\$2,049,805	\$2,117,461	\$0	\$32,300	1.55%
<b>Total General Fund</b>								
			\$2,085,071	\$2,049,805	\$2,117,461	\$0	\$32,300	1.55%

# Town of Belmont Expenditure Report

FY14 EXPENDED	FY15 TOWN FINAL VOTE	FY15 ADJUSTED BUDGET	FY15 TOWN EST EXP	FY16 PROPOSED BUDGET	FY16 TOWN FINAL VOTE	Chg Level Services FY16	% Chg Level Services FY16
\$1,966,171	\$2,085,071	\$2,085,161	\$2,049,805	\$2,117,461	\$0	\$32,300	1.55%
Grand Totals							

**BELMONT PUBLIC LIBRARY  
CAPITAL BUDGET  
FY16**



## **FY16 Capital Budget**

The current Library building reaches its 50-year milestone in 2015. Much of the core infrastructure is original to the building and has long exceeded its expected service life. While there are many capital investments that are needed, it must first be understood what the Town's long term strategy for the building is so that prudent investment decisions can be made. The Financial Task force has been evaluating the capital needs of the Town including those of the Library.

Included specifically for consideration in this FY16 capital budget allocation are the following requests:

- Feasibility Study support to assess, analyze and recommend space and building needs to support existing Library services and programs. This study would examine the requirements and provide guidance on the feasibility of renovation/addition of the existing building or make recommendations on the needs for a new facility
- Installation of a free standing structure to hold all gas powered equipment with required electrical supply access

Also included for exploratory discussions are more significant capital requests. These projects should be done for safety reasons, to comply with ADA regulations, or because the item is original to the building and beyond its life expectancy. These projects have been delayed while the Library was on the state wait-list for a new building and should be addressed. However, the Trustees are concerned about mounting costs and whether they would trigger ADA compliance. Therefore this Trustees would like to work with the Capital Budget Committee on a definitive plan for the Library's future. Projects included for discussion are:

- Replacement of all or part of the heating and cooling system because of age, inefficiency, safety, and recent mechanical failures of the heating system
- Installation of a fire suppression system, which the building lacks

Included in the 5 year plan submitted for consideration and discussion are capital requests to address critical safety concerns for the Library patrons and staff. This Five Year Capital Plan includes key projects required to keep the building safe and serviceable. It includes continued investment in infrastructure as well as aesthetics. As noted, on the attached detailed plan, target projects and target timelines should be reassessed pending the results of the Feasibility study which is being requested for funding this year.

See attached Five Year timeline for Capital Projects and Estimate of Repairs to Existing Library.

## **CAPITAL PROJECT FY16**

### **I. Project**

**New Feasibility Study** – We expect the State to announce another round of grants for new library building construction or major building renovations in 2016 or 2017. These grant applications will need to include a feasibility study for the specific site and a conceptual design for an addition/renovation and/or a new building on that site.

### **2. Reason for request**

A feasibility study for library construction or major renovation is necessary for any State funding. The last feasibility study was done in 2010 for a new building across Concord Avenue on school property. It was based on a building program from 2005, which was revived again in 2010. With all the changes that have occurred in the library world over those years, it is essential that a new feasibility study include the new technologies, programs and materials that are now standard library operations. The new feasibility study would consider both renovation and new construction on the current library site.

### **3. Cost**

- a. The cost is based on an estimate of \$60,000 to \$75,000 from J. Stewart Roberts of Johnson Roberts Associates.
- b. The estimate from J. Stewart Roberts was provided in January, 2015.
- c. There should be no effect on current operation budget.

### **4. Timing of Project**

- a. The new feasibility study would be completed in FY 2016, to be included in any State grant applications, possibly due 2017.
- b. The next steps for the feasibility study would be to have the cost approved by the Capital Budget Committee, Town Meeting, and possibly the Permanent Building Committee.
- c. The study would be completed in two to four months, in time for the State grant application due date.
- d. The project cannot be phased.
- e. Yes, the project would go out to bid.

### **5. Life Expectancy**

- a. A feasibility study for State funding would be a one-time expenditure, specific to the site and project. Life expectancy is five to ten years.

## **6. Funding**

- a. The project could not be bonded.
- b. The project would be funded by the Capital Budget.

## **II. Project**

**New Shed for Library Gas-Powered Equipment** – The Belmont Fire Department requires that all Library gas-powered equipment (snow blower, lawn mower, leaf blower) be stored outside the building for safety reasons. To date, they have been stored inside the Library building's custodial area which has a fire door separating it from the boiler area. Gasoline and oil for the equipment is stored in a fire proof cabinet.

### **2. Reason for Request**

Currently, there are no outbuildings on Library property for this purpose. While the driveways and parking lots are shoveled by truck, snow on the walks and at doorways is removed by the Library custodian. The custodian also mows the grass and removes yard debris, using Library equipment. This equipment must be stored on site. The Facilities Department has recommended storage in a shed or container located on Library property, but physically removed from the building. The storage facility would need to have an electrical source for the equipment starters.

### **3. Cost**

An 8' x 10' steel container without electricity could be rented for \$1,700 per year, including insurance and delivery, based on a quote from Mobile Mini, Inc. This would be a recurring annual expense, adding to the operating budget. Alternatively, a permanent storage shed with electricity could be purchased for less than \$10,000, based on current websites. This would be a one-time expense and would be less expensive long term. A storage shed would also be more attractive and have no effect on the operating budget. For these reasons, the Library Trustees recommend the purchase of a permanent storage shed, rather than a rented container.

### **4. Timing of Project**

- a. A location on Library property would have to be chosen for the storage facility.
- b. The project will need approval from the Capital Budget Committee, and possibly the Planning Board.
- c. The project will probably take one week to complete.
- d. The project cannot be done in phases.
- e. The project would not go out to bid.

## **5. Life Expectancy**

A permanent storage shed for Library gas-powered equipment would be a one-time purchase.

## **6. Funding**

This project cannot be bonded. It would be funded by Capital Budget.

These projects are for discussion purposes:

## **III. Project**

- 1. Replace/Repair Heating and Cooling Systems** - The Heating system is original to the building and has exceeded its service life. Part of the AC system is original to the building, with other parts added later. Condenser units cooling is provided by seven units of various ages, sizes and repair. We believe that it is prudent to anticipate the need for some level of material investment to repair or replace these components as it is expected that the existing facility will continue to be utilized for the next several years if not longer.

## **2. Reason for request**

As noted, the Heating system is original to the building. Recent required repairs have been made to the burner, after it failed several times in early January. As a result, the Library had to close for two afternoons because there was no heat.

## **3. Costs/Benefits**

**a.** A rough estimate for the full replacement cost of \$1,038,193 was provided by architect J. Stewart Roberts of Johnson Roberts Associates and is being used as a placeholder.

**b.** The estimate for complete replacement of HVAC system was provided in 2011 and updated in January, 2014. A final design and cost estimate will need to be completed before the project can go out to bid. The Library is also consulting with the Director of Facilities.

Replacement of the heating system alone, or parts of it, maybe required on a planned or emergency basis if more problems develop. An analysis and quote are pending. In conversations with one of the vendors who has serviced the system, it was noted that replacement of the boiler component alone could run in excess of \$100,000. Because of its composition, the boiler cannot be repaired and would have to be replaced if it began to leak.

c. Benefits: The library would be assured of a dependable source of heating and cooling. Cost savings would result from decreased fuel and electrical consumption as a result of more efficient systems.

#### **4. Timing of Project**

a. It is anticipated that the work would be done at a time that would be favorable to building operations. It is anticipated that if the scope were to be a full replacement then the late spring/early summer or late summer/early fall would be optimal as there would be potentially low demand for heat and cooling for the building.

b. Should a replacement of key components be pursued, the timing would likely be similar.

c. For both full replacement and/or repair, detailed estimates and bids would be solicited. We would expect to work closely with the Facilities Director and would welcome his support and guidance on this key initiative.

d. The project could be phased.

e. Yes, the project would go out to bid.

#### **5. Life expectancy**

a. A new system should last for at least 25 years.

#### **6. Funding**

a. The project could be bonded.

b. The project could be funded by the Capital Budget.

c. The heating system was included in the funding for the current Library when it was built in 1965.

### **IV. Project**

#### **1. Project**

**Installation of a fire suppressant system** – The library does not have a Fire Suppressant System. This was not required by code when the building was built but is mandated under current codes. Currently the library is equipped with a smoke detection system that is tied into the Fire Department.

#### **2. Reason for the request**

As noted, the library has a smoke detection system. While the probability of a fire is hard to measure, it is probably rising as the infrastructure ages (e.g. wiring and furnace). The impact of an actual fire is hard to measure but parts of our

collection, particularly the holdings in the Claflin Room, cannot be replaced if destroyed by fire.

### **3. Costs/Benefits –**

- a. A rough estimate of \$148,250 - \$163,075 was provided by architect J. Stewart Roberts of Johnson Roberts Associates.
- b. The estimate is from January, 2014 and based on general cost per square foot. A more precise estimate is needed.
- c. The library assumes there will be a slight increase in the operating costs for a new maintenance contract. A quote has also been requested for a maintenance contract on a fire suppressant system.
- d. The building, its collections and its occupants would be better protected if there were a fire.

### **4. Timing of Project**

- b. The project needs to be approved by the Capital Budget Committee.
- c. The length of time for completion of the project is not available at this time.
- d. The project cannot be done in phases.
- e. The project may be put out to bid.

### **5. Life Expectancy**

The life expectancy is ten to twenty years.

### **6. Funding**

The funding will come from the Capital Budget.

BELMONT MEMORIAL LIBRARY  
FY16 - FY22 CAPITAL BUDGET - PROJECTION

	Unit cost (source = 2011 plans)	2016	2017	2018	2019	2020
	<b>Load Factor</b>	<b>1.1811072</b>	<b>1.22835149</b>	<b>1.27748555</b>	<b>1.32858497</b>	<b>1.38172837</b>
<b># for discussion with Capital Budget Committee</b>						
<b>Mechanical/Electrical*</b>						
# Boiler (HVAC system) Replacement or Repair	\$879,000	\$1,038,193				
# Fire Suppression System	\$263,700	\$311,458				
Automatic door openers						
Elevator Repair	Complete					
	Functional repairs are in process					
<b>subtotal</b>		<b>\$1,349,651</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
		<i>For Discussion</i>				
<b>Structural*</b>						
Repair Roof Structure	\$100,000				\$132,858	
Replace Roof	\$120,000				\$159,430	
<b>subtotal</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$292,289</b>	<b>\$0</b>
<b>Public Safety*</b>						
Walkways and Sidewalk Generator	Complete					
New Lighting	\$263,700			\$336,873		
New Power	\$410,200			\$524,025		
Parking lot Repairs & Curbing-Asphalt	Complete					
Parking lot lighting	\$60,000					
<b>subtotal</b>		<b>\$0</b>	<b>\$0</b>	<b>\$860,898</b>	<b>\$0</b>	<b>\$0</b>
<b>Other*</b>						

BELMONT MEMORIAL LIBRARY  
FY16 - FY22 CAPITAL BUDGET - PROJECTION

Carpet throughout building	\$160,667		\$197,356		
Storm Windows - Replace	\$45,000		\$55,276		
Radio-frequency identification (RFID)	\$11,159		\$13,707		
Feasibility Study	\$75,000	\$75,000			
Storage shed for gas-powered equipment	\$10,000	\$10,000			
<b>subtotal</b>		<b>\$85,000</b>	<b>\$266,339</b>	<b>\$0</b>	<b>\$0</b>
<b># Total Cost</b>		<b>\$1,434,651</b>	<b>\$266,339</b>	<b>\$860,898</b>	<b>\$292,289</b>
<b>#Total Capital (Includes Overhead (15% contractor) and 10% Contingency)</b>		<b>\$1,814,834</b>	<b>\$336,918</b>	<b>\$1,089,035</b>	<b>\$369,745</b>
<b>*Note: Capital improvements for a running 3 year period are considered in assessing ADA triggers and required compliance</b>					



January 26, 2015

To: David Kale, Town Administrator

The Belmont Public Library (BPL) Board of Trustees has reviewed the Memorandum of Agreement between the Board of Selectmen, the School Committee and the Town Administrator regarding the Department of Public Facilities (DPF), the Public Facilities Board and the Director of Public Facilities (Director) and their respective duties and responsibilities. In furtherance of the goals set out in the Memorandum of Agreement with respect to the consolidation of the care and maintenance of Belmont buildings, this letter sets forth a proposal to serve as the foundation of an understanding between the Town Administrator and the BPL with respect to the care and maintenance of the BPL facility.

The BPL currently has a full-time custodian and a part-time weekend custodian who also covers vacations, as well as a contractual maintenance service for 44 hours per week of custodial work on weekday mornings and evenings. The BPL is unique compared to other Town buildings due to extended operating hours and the provision of services to members of the public representing all demographic and age groups. Taking into account the uniqueness of the BPL and applicable legal requirements, we understand the BPL would continue to have a full-time custodian that would be under the joint supervision of the Director and the BPL director. Also, if the BPL full-time custodian leaves his position, the BPL director would be an active participant in the interview process for, and have the right to approve, future custodians. The Director would make available to the BPL custodial services for weekends and evenings and would respond promptly to requests for custodial and maintenance services to ensure the smooth and safe operation of the BPL facility.

The BPL operating budget currently includes the cost of a full-time and part-time custodian, a custodial services contract, custodial supplies, utilities (electric, gas and water), and maintenance and repair of building and grounds. We understand that pursuant to the consolidation initiative, these BPL budget items would be managed centrally going forward to achieve economies of scale associated with consolidation of services, and any savings associated with particular line items (for example, utilities), would no longer be directly available to the BPL.

The BPL staff and trustees are focused on maintaining the level of services offered to the public, and in particular, not adversely affecting the materials acquisition item of the operating budget. Also, certain budget line items, such as maintenance and repairs, may incorporate expenditures for items that are not part of facilities' consolidation and we would want to capture those funds in another line item of the BPL budget.

As representatives of the BPL Board of Trustees, we and the acting BPL director would be happy to meet with you at your convenience to discuss how best to operationalize the consolidation of facilities services for the BPL while maintaining the high quality of services offered by the BPL and ensuring continued compliance with state regulations.

Sincerely,

Kathy Keohane and Gail Mann

cc: Emily Reardon, Acting Director, Belmont Public Library  
Belmont Public Library Board of Trustees

## FY16 Library Budget

### Building Repair and Maintenance Breakdown

**FY14      FY15 expende FY16  
expended as of 1/22/15 proposed**

\$35,486	\$17,632	\$36,336	<b>Custodial contract</b>
\$22,525	\$7,374	\$24,314	<b>Contract &amp; recurring expenses -</b> elevator maintenance contract & inspections; AC maintenance contract; carpet & floor cleaning; window & gutter cleaning; alarm maintenance contract; soil injections & other landscaping, etc.
\$5,698	\$6,333	\$14,000	<b>Emergency &amp; repairs</b> FY14 - tree removal; heating system and plumbing repairs; snowblower purchase FY15 - repairs for bird infiltration; new hot water heater; gate counter reset, etc.; heating repair visits and control box installation not billed yet
\$12,527	\$1,843	\$5,350	<b>One-Time Expenses</b> network security upgrade; chairs, a workstation display cases, and other furnishings; data drop; projection screen; assistive hearing device for Assembly Room; hardware and custodial supplies
\$44,900		\$56,390	<b>Major Projects</b> FY14 - asbestos tile removal and tile replaceme conceptual design for Children's Room reorganization; exterior painting FY15 - interior painting; electrical wiring and data drops FY16 - detail below
\$121,136	\$33,182	\$136,390	Totals
	FY15 budget: \$134,235		<b>FY16 Major Projects Detail</b>
		\$26,950	FY15 - asbestos tile removal & monitoring in downstairs hall, Assembly Room, staff area, and 2 stair landings; pipe insulation removal based on quotes from Dec-Tan & previous work by Axiom; several more quotes pending
		\$15,740	replacement floor tile for areas listed above, quotes from J&S Carpet

\$5,000 removal of damaged carpet & re-installation in  
Flett Room - quote pending  
\$9,100 furniture, electrical work, and other  
improvements to re-purpose stack area with  
more seating and collaborative work space -  
estimates based on previous purchases,  
previous work, and library supplier web sites

FY16 Computer Services breakdown

\$50,304 Minuteman Library Network fee, including two additional licenses  
for Sierra  
\$2,160 web hosting and maintenance fee  
\$5,000 printer, copier, and computer supplies  
\$4,752 software and other licenses  
  
\$8,000 upgrade web site and make it more secure  
  
\$70,216



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TOWN CLERK  
BELMONT, MA

2015 JAN 26 AM 11:00

**TOWN OF BELMONT  
PUBLIC NOTICE**

**Warrant Deadline for 2015 Annual Town Meeting**

The Board of Selectmen has called the Annual Town Meeting for **Monday, May 4, 2015**. 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 1, 2015.

Please be informed that the Board of Selectmen have announced that the Warrant for the Annual Town Meeting will officially open on **Monday, February 2, 2015 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 2, 2015 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:

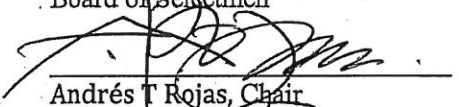
All requests to place items on the Annual Town Meeting Warrant shall be in writing, and each request for a particular subject shall be submitted as a separate petition. Proposed articles submitted after the deadline will not be considered for inclusion in the Annual Town Meeting Warrant.

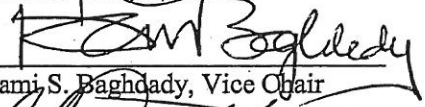
Warrant articles proposed by Citizen Petition must be submitted to the Town Clerk by Monday, March 2, 2015 at 3:00 p.m. The final language of the Citizen Petition Warrant Article, signed by at least ten registered voters of the Town of Belmont must be certified by the Town Clerk prior to insertion in 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.

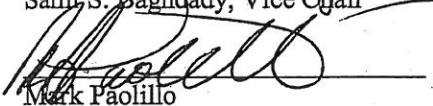
For more information, please visit the Town's website or contact David J. Kale, Town Administrator, in the Town Administrator's Office at 617-993-2610 or [dkale@belmont-ma.gov](mailto:dkale@belmont-ma.gov).

Signed this 26th day of January, 2015:

Board of Selectmen

  
Andrés T. Rojas, Chair

  
Sami S. Baghdady, Vice Chair

  
Mark Paolillo