

Directors Report – March 2017

Follow up items

- Security Protocol Advisory Group approves requests for Library security measures, no timeline turned in at this point

Meetings and Events attended

- Facilities Director Gerry Boyle, Fred Dominici, DPW Director Jay Marcotte, HR Director Jessica Porter, Myrna Greenfield (New Egg Marketing), Rebecca Richards – Belmont Gallery Of Art, Friends President Gail Gorman, Stewart Roberts, Angela Alessandria and members of the Garden Club Board, Belmont Library Foundation Board, Principal Michael Mcallister, Kathy Keohane Friends Marketing Taskforce, Trustee Candidate David Stieveter, Town Administrator Phyllis Marshall, Multiple vendors to discuss new signage

Building and Grounds

- Air Conditioner to be rebuilt \$5375.00
- Cement Slab has fallen off front of the building on 2nd floor, along front walkway

Work Orders

- Review of Spreadsheet

Facilities Projects

- Muriatic acid process for all bathrooms to be scheduled (waiting for quote to be returned)
- New boiler to be installed – work being targeted for near Memorial Day – Library will be **CLOSED** for 3-5 days (Staff training being considered for one of the days)
- Ceiling/ insulation project – to be scheduled for Summer of 2017
- Request made to Facilities Director to transfer FY18 funding from 16142-524300 to 16141-511100 to bring library cleaning in house and adjust FY19 budget

General Update

- Childrens evening hours continue to see 30-40 patrons per evening
- “Art Blooms In Belmont” exhibit set to open Friday March 17th. Programs scheduled for 3/30/17 – 4/2/17
- Meetings with BOS and, Warrant Committee remains
- Reference room update preparations completed. Timeline of May/June for project completion
- New logo development completed. Launch to be targeted with Reference Room project
- League of Women Voters donated \$200.00 (Thank you)
- Departmental meetings to be scheduled to review library policies and new marketing strategy

Incidents

- Library Page relieved of position on 3/1/17 for pattern of poor performance
- Arlington resident trespassed from property on 3/2/17 for pattern of behavior policy violations
- Anonymous patron violation of behavior policy during phone calls to reference staff on 3/1/17 and again on 3/6/17
- Former cleaning attendant continues to send troubling text messages 2/17/17 & 2/20/17



BELMONT PUBLIC LIBRARY

Current Fiscal Year Data Comparison

Key Performance Indicators

Last Year

	Current month	Month comparison	Jan 2017	Dec 2016	Nov 2016	Oct 2016	Sep 2016	Aug 2016	Jul 2016	Jun 2016	May 2016	Apr 2016	Mar 2016
Circulation - Total	45,489	46,875	47,239	43,359	45,386	45,995	42,866	48,876	47,765	50,293	46,593	49,315	49,938
Circulation - Adult (books/magazines)	9,308	10,608	10,418	9,399	9,408	10,040	9,709	11,066	9,991	10,733	10,704	10,838	11,145
Circulation - YA print (books/magazines)	1,628	1,684	1,579	1,534	1,737	1,721	1,790	2,550	2,955	2,676	1,780	1,762	1,702
Circulation - Children's print (books/magazines)	19,512	18,522	19,326	16,518	19,265	19,625	17,270	19,410	19,545	20,440	18,781	20,142	20,179
Circulation - Adult Audio Visual	8,770	9,764	9,412	9,603	8,852	8,818	8,410	9,163	8,742	9,578	9,234	10,187	10,480
Circulation - YA Audio Visual	42	77	85	81	75	88	92	86	78	84	57	92	70
Circulation - Children's Audio Visual	2,697	3,178	2,763	2,767	2,834	2,656	2,431	3,150	3,088	3,313	2,952	3,229	3,276
Circulation - downloads (eBooks/eAudiobooks)	3,303	2,869	3,410	3,254	2,999	2,862	2,977	3,228	3,178	3,255	2,961	2,862	2,911
Network Transfers - items borrowed													
Network Transfers - items loaned													
Registered Borrowers													
Reference Questions	3,090	3,007	2,883	2,708	3,327	3,455	2,898	3,481	3,064	3,671	3,492	3,873	3,398
Programs Offered (total)	55	57	63	55	65	56	44	30	41	39	64	63	74
Adult Programs	16	18	15	13	16	12	15	4	7	8	13	19	24
YA Programs	11	8	7	11	14	10	8	5	6	11	15	13	10
Children's Programs	28	31	41	31	35	34	21	21	28	20	36	31	40
Programs Attendance (total)	1,707	1,588	1,851	1,684	1,524	1,579	1,360	992	1,474	1,072	1,352	2,536	2,076
Adult Programs Attendance	590	171	256	224	217	162	284	103	91	104	105	1,131	350
YA Programs Attendance	168	139	103	242	190	264	167	91	34	196	190	127	139
Children's Programs Attendance	949	1,278	1,492	1,218	1,117	1,153	909	798	1,349	772	1,057	1,278	1,587
Meeting Room Use	66	81	80	72	86	82	64	46	47	62	79	80	95
Museum Pass Use	180	218	203	171	186	164	176	256	288	272	209	228	178
Use of Library Computers	1,895	1,702	1,947	1,676	1,795	1,935	1,577	1,873	1,651	1,710	1,769	1,726	1,901
Use of Library Wireless													
Visits to Library Website													
Volunteers	43	46	57	49	44	47	38	51	55	48	39	33	43
Volunteer hours worked	176.25	198.25	193.75	199.75	189.25	225.75	212.75	308.00	317.50	282.00	204.75	194.25	217.75
Holdings - Books and other print													
Holdings - Audio Visual (DVDs/CDs)													
Holdings - Downloadable (eBooks/eAudio/video)													
Holdings - Total													

February 2017



Current Fiscal Year Data Comparison

Key Performance Indicators

	FY16	FY15	FY14	FY13	FY12
	Total Annual	Total Annual	Total Annual	Total Annual	Total Annual
Circulation - Total	557,469	536,824	555,696	531,572	541,724
Circulation - Adult (books/magazines)	124,061	120,027	128,476	128,453	136,911
Circulation - YA print (books/magazines)	21,516	20,486	22,456	20,471	20,679
Circulation - Children's print (books/magazines)	226,867	219,182	220,719	208,387	210,722
Circulation - Adult Audio Visual	110,921	106,847	119,738	117,716	118,556
Circulation - YA Audio Visual	894	1,029	1,229	1,129	1,395
Circulation - Children's Audio Visual	36,809	43,901	48,062	49,324	53,144
Circulation - downloads (eBooks/eAudiobooks)	34,639	24,441	15,491	11,677	7,859
Network Transfers - items borrowed					
Network Transfers - items loaned					
Registered Borrowers					
Reference Questions	37526	34,883	37,988	38,424	37,846
Programs Offered (total)	566	495	443	399	378
Adult Programs	139	101	53	47	63
YA Programs	91	55	75	52	49
Children's Programs	336	339	315	300	266
Programs Attendance (total)	16,620	14,012	14,327	13,176	12,860
Adult Programs Attendance	2,517	940	1,278	1,599	1,544
YA Programs Attendance	1,213	799	1,276	772	488
Children's Programs Attendance	12,890	12,273	11,773	10,805	10,828
Meeting Room Use	781	695	675	651	640
Museum Pass Use	2,592	2,473	2,567	2,407	2,519
Use of Library Computers	22,343	21,019	24,399	23,903	28,642
Use of Library Wireless					
Visits to Library Website					
Volunteers	244				
Volunteer hours worked	1,265.30				
Holdings - Books and other print					
Holdings - Audio Visual (DVDs/CDs)					
Holdings - Downloadable (eBooks/eAudio/video)					
Holdings - Total					

Patron Traffic

Month: February 2017

	Main Entrance	Childrens Room	Assembly Room	Daily Total
1	87309	770	238	1,660
2	87907	4	368	970
3	88539	701	255	1,588
4	89087	612	210	1,370
5	89786	860	166	1,725
6	90163	344	106	827
7				
8	91317	631	1699	3,484
9	Snow	Closed		
10	92117	867	331	1,998
11	92512	535	135	1,065
12	93090	795	337	1,710
13	93317	1107	425	1,759
14	93486	325	83	577
15	94126	719	306	1,665
16	94686	814	328	1,702
17	95174	643	268	1,399
18	95719	627	193	1,365
19				
20	President's	Day	Closed	
21	96866	1203	524	2,874
22	97582	887	282	1,885
23	98284	758	273	1,733
24	98954	753	270	1,693
25	99609	646	143	1,444
26	100469	935	244	2,039
27	100820	469	127	947
28	101536	694	212	1,622

Closed @ 4

Open @ 1

Staff Day

Monthly total

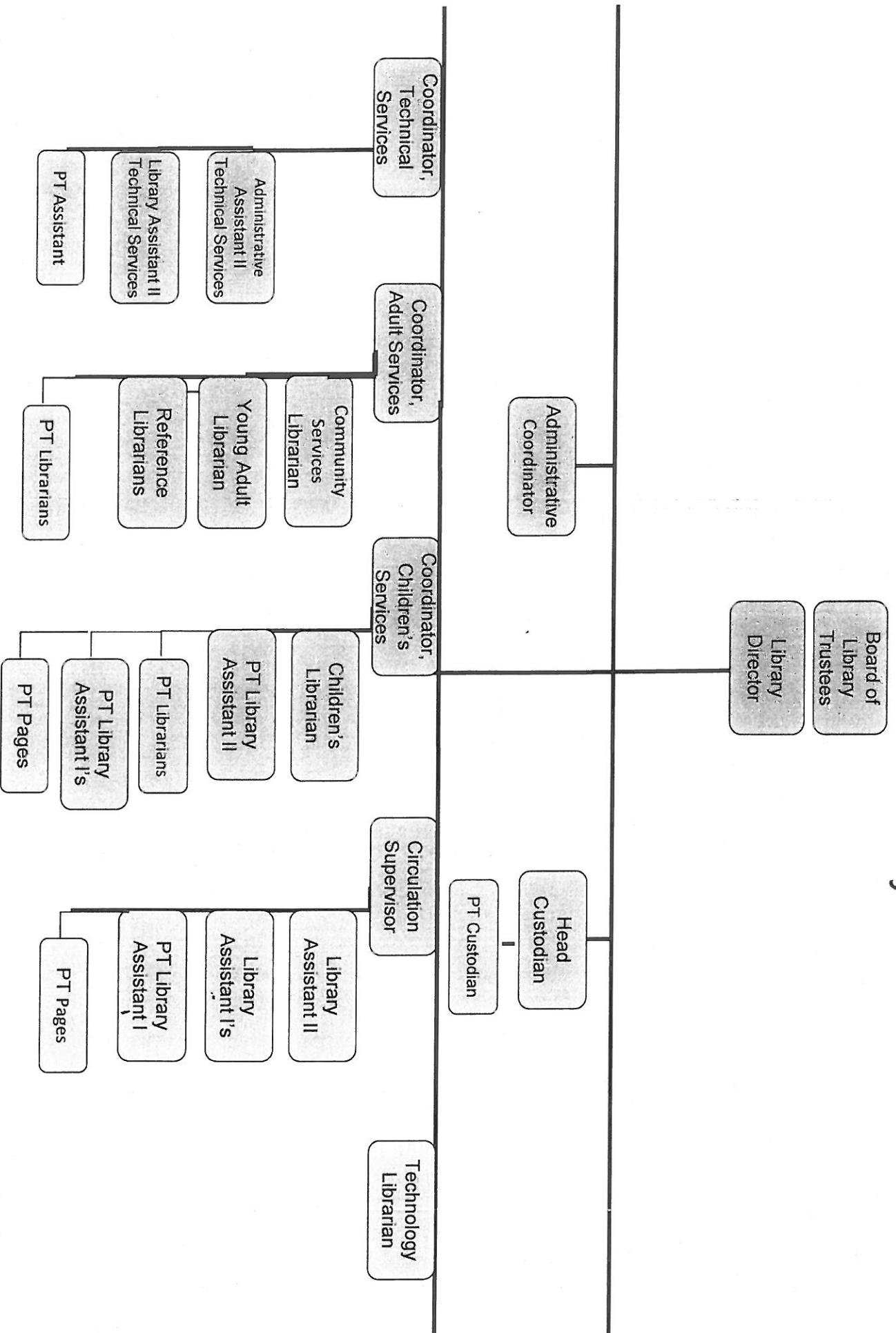
39,101

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		Work Orders Currently in Process	
Ticket Number	Date of Creation	Focus	Status
#16876	5/5/2016	Lighting / Ceiling / Insulation	Lights received and in storage in DPW Yard.
#18728	9/14/2016	Many 2nd floor windows won't open/stay closed	Note added by facilities on 12/6 that they will work on replacement parts. (No updates since 12/6 have asked again for status)
#20433	12/6/2016	Cement patching needed behind library alongside staff parking (WORK CANNOT BE DONE IN THE WINTER)	Open
#20436	12/6/2016	Quote Requested to replace broken air conditioning unit ahead of Summer 2017	New vendor has supplied a rebuilt quote for \$5375 (included in trustee materials) We are likely to move in this direction.
#20495	12/8/2016	Water Pressure Issue	Open (A quote is beining prepared 3/15/17)
#22024	3/13/2017	A cement slab on the front of the building along top walkway has fallen off of the building. It looks like more will follow.	Open
		Other work this month	
		Other Building Issues	
		Elevator failed inspection. 60 days to make minor repair (by March 24th), parts ordered, elevator operational at present	
		Facilities Department Discussions	
	(New) Monthly Meetings	Facilities Department coming to the Library once a month to review all work orders and provide status updates.	
		coming out to inspect the building once a week and meet with Library Director to follow up on issues. Contract with this vendor expires on June 30th. Will look for a new vendor as the option to bring the work in house seems unfavorable to the Board.	
	MP Cleaning	A quote is being assembled to complete the Muriatic Acid Cleaning Process on all bathrooms. More to come.	
	Bathrooms	Working with Gerry Boyle to schedule this work for near Memorial Day	
	Boiler	Meeting requested to review Capital Budget Defense (now rescheduled for April 6th).	
	Capital Budget		

Belmont Public Library



INDEPENDENT
Mechanical
Contractors Inc.



21-G Olympia Ave., Suite 60
Woburn, MA 01801
Phone: (781) 287-0415
Fax: (781) 787-2059

RC# 139930
PM# 143037

March 2, 2017

Mr. Scott Brinch
Town of Belmont
19 Moore Street
Belmont, MA 02478

Re: Proposal for AC Repair at Belmont Public Library

Dear Scott,

I am pleased to offer a proposal for repair of the A/C unit at the Belmont Public Library. The following is a proposed scope of work based on the walkthrough:

- Identify refrigerant leak
- Reclaim refrigerant from system
- Repair the coil
- Replace dryer
- Pressure test with dry nitrogen to verify repair was completed properly
- Evacuate coil
- Recharge system with refrigerant
- Cut out existing 3/4" drain line
- Install new 1" drain line
- Startup system and verify proper operation
- Pricing based on straight time labor during normal working hours

The proposed cost for the above scope is **\$5,375.00**, excluding sales tax.

Thank you for providing Independent Mechanical Contractors with the opportunity to present this proposal. If you have any questions, please feel free to give me a call.

Regards,

Samuel Yuan

Project Manager
781-799-5566 (cell)

Belmont Public Library	FY18	FY19	FY20	FY21	FY22	TOTAL
Replace Gutters	35,000					35,000
Quiet Study Rooms	50,000					50,000
Upgrade Light Fixtures Throughout (Phase 1)	50,000					50,000
Crack, Fill Seal Stripe Parking Lot	20,000					20,000
Upgrade Light Fixtures Throughout (Phase 2)		50,000				50,000
Upgrade Fire Alarm System		100,000				100,000
Chiller Rooftop Replacement			200,000			200,000
Replace Windows And Exterior Doors			300,000			300,000
Replace/Rebuilt Front Entrance Stairs & Railings (Upper)			32,000			32,000
Automatic Sprinkler System (wet)				250,000		250,000
Upgrade/Replace Unit Ventalators				80,000		80,000
Landscaping Redesign				38,000		38,000
Building Control System				200,000		200,000
Replace/Rebuilt Front Entrance Stairs & Railings (Lower)					130,000	130,000
Repave Parking Lot (storm water, regrading, etc.)					150,000	150,000
Replace Interior Doors & Hardware					120,000	120,000
Exterior Masonry & Railing Repairs General					12,500	12,500
Abatement of Stairwell Tiling & replace with new					18,000	18,000
	\$ 155,000	\$ 150,000	\$ 532,000	\$ 568,000	\$ 430,500	\$ 1,835,500
						\$ 1,835,500

BELMONT PUBLIC LIBRARY UNATTENDED CHILD POLICY

The Trustees and staff of the Belmont Public Library strive to make the library a welcoming environment and take pride in creating a friendly, respectful atmosphere for all visitors and staff. The Jane Gray Dustan Children's Room provides a special opportunity for children to explore their interests, complete assignments, and develop a love of reading.

The Belmont Public Library is a public space intended for use by Belmont residents as well as residents from surrounding towns, and the safety of children on library premises is a serious concern of the library staff. However, the responsibility for the safety and behavior of children on library premises rests with the parent or childcare provider and not with library staff. In an effort to ensure the safety and well-being of children, ensure use of the Children's Room is consistent with its mission, and maintain an atmosphere of constructive library use, the following guidelines apply to children under 14 at the library.

- Children under the age of 10 must be accompanied at all times by a parent or adult caregiver. An exception may be made for children attending library programs, with the parent's and library's permission.
- Children age 10 and older may use the library without an adult in attendance, provided the child is able to use the library independently and without supervision. Children 10-13 years old should not be left alone for more than two hours.
- The parent/caregiver is responsible for ensuring appropriate behavior of their children in the library. Disruptive behavior, including shouting, running, and climbing on furniture are not allowed.
- Children are subject to the same Behavior Policy as adult patrons, and disruptive visitors of any age will be asked to leave the library after appropriate warning.
- Children left unaccompanied at the library must be able to contact a parent or caregiver in case of emergency.
- Unaccompanied children should know who is picking them up and when. A parent or caregiver should pick up unaccompanied children at least 15 minutes prior to the library's scheduled closing time. If a child under age 10 is alone at closing, library staff will attempt to contact a parent or caregiver. If staff cannot reach a parent or caregiver on the first attempt, the Belmont Police will be contacted to assume responsibility for the child.
- The library cannot assume responsibility for the behavior or safety of children of any age left unattended at the Library. Staff members are unable to watch children for parents or caregivers and cannot be responsible for an unattended child in case of a medical emergency.
- Parents or caregivers are responsible for supervising the materials their child is allowed to borrow or use in the library and should make their rules clear to their own child.
- The library does not monitor library materials children choose, nor does it limit children's access to any materials available in the library.

STAFF PROCEDURES FOR UNATTENDED CHILDREN

If a child appears to be unattended, staff should be alert for signs of distress or inappropriate behavior. In the event that a child under the age of 10 years is found to be unattended, staff should be prepared to intervene utilizing the procedure below.

1. If staff finds an unattended child the situation should be brought to the attention of a Children's Librarian/Library Assistant or a Department Head.
2. The staff member should attempt to locate the parent or caregiver. Upon locating the parent or caregiver, explain the library's policy regarding unattended children.
3. If the child is alone in the library, staff will make a reasonable attempt to contact the parent or caregiver by phone. Library staff will request that the child be picked up and inform the parent/caregiver of the library's policy.
4. If library staff cannot reach a parent or caregiver, the staff member will contact the Belmont Police and ask that they assume responsibility for the child.
5. If a child under 10 is alone at closing, library staff will attempt to contact a parent or caregiver. If staff cannot reach a parent or caregiver on the first attempt, the Belmont Police will be contacted to assume responsibility for the child. Two staff members will remain with the child inside the library building until a parent or guardian, or the Belmont Police arrive.
6. Upon the parent/caregiver's arrival, the library's Unattended Child Policy will be explained and a copy of the written policy will be given to the parent.
7. Staff will complete an incident report for any instance of an unattended child.
8. Under no circumstances will Library staff transport or take a child away from the Library building.

BELMONT PUBLIC LIBRARY

BEHAVIOR POLICY FOR PATRONS

The Board of Library Trustees has established guidelines for behavior in the Belmont Public Library to encourage an atmosphere that promotes the use and enjoyment of the library's resources and protects the public, staff, materials and equipment. As a community center open to all, the library cannot guarantee the safety of any patron. Patrons are advised that certain areas of the Library have a designated use – children's, young adult, cell phone – which must be respected. Safety considerations mandate keeping hallways open for wheelchairs and emergency access. Library staff reserve the right to inspect all bags, briefcases, backpacks, containers, books and any similar items.

The following are among those unacceptable in the library:

- Disruptive noise
- Drinks in other than approved containers, and food, unless at scheduled events (see food and drink policy)
- Use of illegal drugs or alcohol on library property
- Use of tobacco products in the Library
- Cell phone use other than in designated area(s)
- Diaper changing other than in designated area (lower level handicapped bathroom)
- Absence of shirts and/or shoes
- Soliciting or distribution of leaflets/panhandling in the library
- Personal belongings which hamper the use of public space. (Personal belongings are the responsibility of the owner)
- Loitering
- Use of sports equipment on library property (e.g., bicycles, roller blades, scooters, skateboards, basketballs)
- Animals (with the exception of service animals)
- Inappropriate use, theft, or mutilation of library materials or property
- Activities that violate the law or encourage others to violate the law
- Activities that violate the rights of other users or library staff
- Violent, threatening, defamatory, or abusive behavior
- Offensive or disruptive behavior
- Physical, sexual or verbal harassment
- Weapons or items resembling or being wielded as weapons

Persons who violate this Behavior Policy may receive a warning from library staff and/or an opportunity to cease the violation or leave the library.

Illegal activity, as well as any willful or repeated violations of this Behavior Policy or other posted library policies and regulations, may result in removal from the library and/or suspension of library privileges by the Director subject to appeal to the Board of Library Trustees.

Violation of law may result in arrest and prosecution.

(Basis in Law: Chapter 266, Sections 99, 99A, and 100: Chapter 272, Section 41, General Laws of Massachusetts)

Children in the Library

The Trustees and staff of the Belmont Public Library strive to create a welcoming environment throughout the library. The Jane Gray Dustan Children's Room provides a special opportunity for children to explore their interests, pursue assignments, and develop a love of reading. To ensure such an environment, we ask children and their parents/caregivers to be aware of the following:

1. Children in the library are expected to follow the same rules and regulations as all other library patrons.
2. While the library staff works to create a safe environment, we do not assume responsibility for the care of any child. Young children must have their parent/caregiver in the immediate vicinity and within visual contact.
3. Children should be picked up at least 5 minutes before closing. If the parent/caregiver has not returned by closing, the Belmont Police Department will be called to take the unattended child until the parent/caregiver can be located.

Neither the library nor its staff members are responsible for an unattended child in case of a medical emergency.

Approved May 20, 2008

Amended February 17, 2009

Amended June 15, 2010

Amended January 18th, 2017



BELMONT PUBLIC LIBRARY

MEETING ROOM POLICY

POLICY AND REGULATIONS FOR USE OF

THE BELMONT MEMORIAL LIBRARY MEETING ROOMS

The Board of Trustees of the Belmont Public Library welcomes applications from any group whose purpose is civic, cultural or educational in nature, and whose meetings are appropriate to the library's facilities. The first priority for use of the meeting rooms is to provide space for library programs. The Library Director reserves the right to restrict use of the meeting rooms if the nature of the anticipated meeting could be unreasonably disruptive of other library functions, or if the meeting is likely to be too large or disorderly or otherwise in contravention of any of the rules below.

The rooms available for rental are

THE ASSEMBLY ROOM seats 100 people and contains a piano and a permanent screen for films, slides, etc. There is a kitchenette, but there is no access to refrigeration and or a dishwasher.

THE JAMES WATSON FLETT MEMORIAL CONFERENCE ROOM seats 10-20 people and is used for conferences and small meetings.

All meetings are subject to the following conditions and regulations.

RESERVATIONS:

Library programs receive first consideration in scheduling the meeting rooms.

Belmont groups (75% of membership are Belmont residents) will be given priority over out of town groups.

2. Reservations for use of a meeting room are made through the Library Director's office and will be assigned in order of receipt of application. Applications can be submitted up to sixty days in advance. Reservations should include the name of the organization,

the purpose of the meeting, time desired, number of persons expected, and the name, address and phone number of the person responsible.

3. The Library reserves the right to cancel a reservation if the Board of Trustees or its designee deems such a cancellation in the best interest of the Library.

MEETINGS:

1. Meetings should be free and open to the public. No meeting may be held for commercial purposes. No admission fee may be charged or collection taken or articles sold except with the express permission of the Library Director.

2. Meeting rooms may be used during library hours:

Monday through Thursday, 9:00 A.M. to 9:00 P.M.; Friday, 9:00 A.M. to 5:00 P.M. and Saturday, 10:00 A.M. to 5:00 P.M.; and Sunday, 2:00 P.M. to 5:00 P.M. Note: (weekend and summer hours may vary).

3. Groups holding meetings must assume responsibility for any loss or damage to the library property.
4. The rooms and kitchenette must be left in a neat, clean and orderly condition. If they are not, the group may be denied further use of the library meeting rooms.
5. Groups are responsible for their own advertising and publicity.
6. Children and teenage groups may use the room with appropriate adult supervision
7. Smoking is not allowed in the library.
8. No alcoholic beverages are to be served.

FEES AND PAYMENTS:

1. ROOM FEES:

The following fees may be charged to Belmont nonprofit groups for use of the meeting rooms.

ASSEMBLY ROOM	\$50.00
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KITCHENETTE	\$25.00
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FLETT ROOM	\$30.00
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The following fees will be charged to all profit and out-of-town nonprofit groups for each four hour meeting or part thereof.

ASSEMBLY ROOM \$125.00

KITCHENETTE \$ 50.00

FLETT ROOM \$ 50.00

2. CUSTODIAL FEES:

Meeting rooms are available without an additional custodial fee between 9 A.M. and 5 P.M. Monday through Friday. Meetings which take place at other times are subject to the following municipal contractual custodial rates in addition to the room use fee:

Monday through Thursday after 5 P.M. and all day Saturday (September – June) – Time and a half per hour or part of an hour, minimum of three hours.

Sunday (mid-October – April) – Double time per hour or part of an hour, minimum of three hours.

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3. EQUIPMENT FEES:

No furniture or equipment other than that furnished by the library is to be used without prior approval

The following fees will be charged for the use of library equipment used by all profit and out-of-town nonprofit groups:

Slide, overhead projectors and screen \$15.00

VCR and DVD player, and television \$15.00

Speaker system \$15.00

Infocus projector \$15.00

Piano \$15.00

All groups are required to bring any additional supplies, etc. that they need for their program, (tape, scissors, paper, pens. etc.)

4. PAYMENTS:

Custodial and room use fees must be paid with two separate checks, each payable to the "Town of Belmont," and sent with the Meeting Room Reservation form to the library at least seven days before the scheduled event. Checks will be held in escrow until after the meeting is held.

CANCELLATION:

1. Advance notice of at least twenty-four hours is to be given to the library of meeting cancellation. In the event that prior notice is NOT given, the minimum room fee will be charged.
2. In the event that a storm or impending storm causes cancellation of an evening meeting, the library should be notified by 3 P.M. of the day of the meeting or the minimum fee will be charged. If the library closes due to inclement weather, the person whose name appears on the meeting room reservation form will be notified and the checks for the custodial and room use fees will be returned.

PUBLICITY:

1. No literature may be distributed at a meeting without permission of the library.
2. A group's meeting at the library does not in any way constitute an endorsement of the group's policies or beliefs.
3. Neither the name nor the address of the library may be used as the official address or headquarters of a group.

The Library Director is authorized to make reservations for the use of the Library's meeting rooms according to these policies and regulations; to deny or immediately terminate permission to any group whose policies or programs are inconsistent with the best interests of the library, or that violate these policies and regulations. The Library Director has the authority to waive fees under certain circumstances and schedule meetings at other times. The Library Director's interpretation of these regulations

shall prevail subject to the final decision of the Board of Trustees.

APPLICATION FOR USE OF THE BELMONT MEMORIAL LIBRARY

TT

MEETING ROOMS

Permission is hereby requested for use of a meeting room and other equipment as noted below. The person signing this request has read the library's POLICY AND REGULATIONS FOR USE OF THE BELMONT MEMORIAL LIBRARY MEETING ROOMS and pledges the cooperation of the organization he/she represents. The signer assumes personal responsibility for discipline and reasonable care of the meeting room and equipment and furnishings therein during the organization's use of the room. Neither the Board of Trustees, the library nor the Town of Belmont will be responsible for injury of persons or property while the building and grounds are used by any group.

Organization making this request: _____

Room wanted: FLETT MEMORIAL CONFERENCE ROOM (capacity 15-20) _____

ASSEMBLY ROOM (90-100) _____

Date of meeting: _____ between the hours of _____ and _____



Purpose for which use is requested: _____

Number of people expected: _____

Equipment needed: (table, chairs & their arrangement; projector, VCR player, etc.)

For the Assembly Room only: is permission requested to use the kitchen to serve light refreshments? _____

If yes, equipment needed: _____

Signature of representative: _____

Position in organization: _____

Address: _____

Phone number: _____



This application must be submitted at least seven (7) days before the scheduled event and, when applicable, be accompanied by a check as specified in the Policy and Regulations. Cancellations must be made at least twenty-four (24) hours in advance of a scheduled meeting.

Permission granted: Date _____

By _____

Belmont Public Library

2/7/08

TOWN OF BELMONT

Severe Weather Notification Policy and Procedures

Purpose

The memorandum states the policy and notification procedures for the administrative and office staff for the Town's general government employees.

Policy

Under unusual conditions, including severe weather, the Town Administrator after consultation with the Chairman of the Board of Selectmen, may direct employees not to report to work, to delay arrival, or to leave early. In these instances, paid leave will be granted for non essential employees regularly scheduled for work that day or time period.

During adverse weather not severe enough to warrant administrative office closings, if a non essential employee reports to work and chooses to leave, the employee may opt to use her or his accrued vacation time or personal leave accruals for the balance of the working day that the Town offices remain open. If Town offices are closed later in the day, paid leave will be granted from the time the Town offices closed until the end of the employee's regular work schedule for that day.

Employees on vacation, sick or personal leave, or otherwise not scheduled to work during the affected period of time are not eligible to be paid in any other manner. In the instance of a delayed opening, a non essential employee reporting to work will be paid additionally for the period of the delay. If an employee opts not to come to work at the delayed opening time, the employee should notify his or her supervisor as soon as the respective Town office is scheduled to open. S/he may use his accrued vacation or personal leave time allowance for the balance of the working day.

Procedure

An announcement for employees will be placed on a specific extension (ext. 2619) on the Town's telephone answering system to indicate that the Town offices are closed or opening is delayed due to severe weather and/or travel conditions. This announcement will also be placed on the Town's website when possible.

When it has been determined that severe weather or travel conditions exist which warrant the closure of the Town administrative offices during the work day, the Town Administrator (or designee) will contact respective department heads who will in turn inform their non essential staff members.

Approved by the Board of Selectmen, February 4, 2008

Belmont Public Library

Severe Weather Time Off Procedures

Practices

Under unusual conditions, including severe weather, the Library Director after consultation with the Board of Library Trustees Chair, may direct employees not to report to work, to delay arrival, or to leave early. In these instances, paid leave will be granted for union employees regularly scheduled for work that day or time period.

During adverse weather, not severe enough to warrant a closure, if a union employee reports to work and chooses to leave, the employee may opt to use his/her accrued vacation time or personal leave for the balance of their working day for the hours that the library remains open. If the Library is closed later in the day, paid leave will be granted from the time the Library closes until the end of the employee's regularly scheduled work day.

If an employee has requested and been approved for time off in advance of any library closure, whether it is personal, vacation or planned sick leave, said employee will not be charged for time used during any hours that the library is officially closed.

Procedures

Library closures, delays or early releases will be communicated to all employees via email. Phone calls will be placed to all Department Heads who will in turn contact their respective department members scheduled for work. A message for patrons will be left on the answering system once the Library is closed. This announcement will also be placed on the Library website, and social media channels. An update will be sent to Minuteman Library Directors via listserv, and the Belmont Board of Selectmen's Office.

Estate Settlement Services Group
Bank of America, N.A.

February 21, 2017

Peter Struzziero, Director
Belmont Public Library
336 Concord Avenue
Belmont, MA 02478

RE: Audrey J. Lenk Trust

Dear Mr. Struzziero:

Audrey J. Lenk died on July 14, 2016. As I informed you, Bank of America, N.A., through its U.S. Trust, Bank of America Private Wealth Management division has been appointed co-Personal Representative of the Estate of Audrey J. Lenk by the Middlesex County Probate Court of Massachusetts. I am the Estate Settlement Trust Officer at U.S. Trust who is settling her estate.

Bank of America, N.A., is also co-Trustee of the Audrey J. Lenk Revocable Trust dated September 5, 1986, as amended ("the Trust"), which Audrey J. Lenk established during her lifetime. As a result of her death, Belmont Public Library is a beneficiary under Article 1.2.4 of the Trust and is to receive the following:

"Upon the Grantor's death, the Trustees shall make the following distributions from the property held in trust hereunder and any property then payable to the Trustees or to which they may be entitled...

The lesser of Ten Thousand Dollars (\$10,000) and two percent (2%) of the value of the Grantor's gross estate as finally determined for federal estate tax purposes to Belmont Public Library, Belmont, Massachusetts, for its general purposes;"

We will need to wait until we file the Federal Estate Tax Return in order to determine the exact amount of your cash bequest. The Estate Tax Returns are due on April 14, 2017, nine months from Audrey J. Lenk's date of death. Please be advised that there is a chance that we may need to apply to the tax authorities for a six month extension of the filing of the Estate Tax Returns, in which case, the Estate Tax Returns will be due on October 14, 2017.

MA5-100-04-04, 100 Federal Street
Boston, MA 02110

U.S. Trust operates through Bank of America, N.A., and other subsidiaries of Bank of America Corporation.
Bank of America, N.A., Member FDIC.

Peter Struzziero, Director
February 21, 2017
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We will pay this bequest as soon as we can after we have confirmed the value of Audrey J. Lenk's gross estate as finally determined for federal estate tax purposes. Thank you for providing me with your W-9. Please also provide me with documentation of the Belmont Library's tax status.

Finally, please find enclosed the bank's privacy and marketing notices.

Please let me know if you have any questions.

Sincerely,



Estelle S. Burg
Senior Vice President
(617) 434-1764

enc.