

## Directors Report – October 29<sup>th</sup>, 2018

### Follow up items

- Training with Police large success, 30 staff members attended two sessions

### Building and Grounds

- Review of spreadsheet
- Beehives located in three spots on property (be careful)
- Preparations for herb garden underway
- Shutting sprinklers down for the winter season this week
- Cleaning attendant Lucio Silva is best in years. Updated practices working well.

### Monthly Successes (One Book One Belmont)

- Movie Night – 80 in attendance
- The Monster Within –30 in Attendance
- Library offers 1<sup>st</sup> full program in another language – 50 in attendance
- Largest Parent Child Book Club in History (Frankenstein)
- Pumpkin Decorating – 70 in attendance

### General Update

- Emily Reardon retires (Party for her tomorrow Tuesday October 30<sup>th</sup> 4-6pm)
- Mary Carter appointed as Coordinator of Public Services
- Library Director appointed by vote to MLN Executive Board
- Library Director presented for New England Library Association Conference (1<sup>st</sup> conference presentation in Belmont tenure)
- Staff have requested a chance to speak with Board at November meeting about Holidays

### Incidents

- 9/29/18 – Server Crashes
- 10/17/18 – Server Crashes
- 10/18/18 – Unattended Adult in Children's Room, enters staff areas twice

## Current Fiscal Year Data Comparison

## Key Performance Indicators

## Last Year

|  | Current month | Month comparison | Aug 2018 | Jul 2018 | Jun 2018 | May 2018 | Apr 2018 | Mar 2018 | Feb 2018 | Jan 2018 | Dec 2017 | Nov 2017 | Oct 2017 |
|--|---------------|------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Circulation - Total                              | 41,314        | 43,220           | 48,937   | 46,597   | 46,686   | 44,909   | 46,207   | 50,524   | 43,064   | 46,544   | 42,800   | 42,817   | 44,125   |
| Circulation - Adult (books/magazines)            | 9,078         | 9,502            | 10,944   | 10,567   | 10,393   | 9,840    | 9,261    | 10,531   | 9,514    | 10,112   | 9,566    | 9,194    | 9,731    |
| Circulation - YA print (books/magazines)         | 1,641         | 1,945            | 2,744    | 2,566    | 2,359    | 1,667    | 1,743    | 1,819    | 1,509    | 1,749    | 1,539    | 1,581    | 1,754    |
| Circulation - Children's print (books/magazines) | 17,220        | 17,678           | 19,350   | 18,669   | 18,816   | 18,904   | 20,318   | 21,292   | 17,806   | 18,669   | 15,917   | 17,877   | 18,476   |
| Circulation - Adult Audio Visual                 | 6,951         | 7,888            | 8,287    | 7,571    | 8,096    | 7,974    | 8,238    | 9,597    | 7,996    | 9,444    | 9,571    | 8,094    | 8,044    |
| Circulation - YA Audio Visual                    | 41            | 64               | 73       | 57       | 60       | 59       | 54       | 53       | 55       | 67       | 72       | 58       | 55       |
| Circulation - Children's Audio Visual            | 1,758         | 2,308            | 2,375    | 2,189    | 2,333    | 2,278    | 2,327    | 2,607    | 2,118    | 2,292    | 2,118    | 2,258    | 2,149    |
| Circulation - downloads (eBooks/eAudiobooks)     | 4,298         | 3,547            | 4,962    | 4,690    | 4,315    | 3,906    | 3,930    | 4,304    | 3,769    | 3,988    | 3,686    | 3,423    | 3,601    |
| Reference Questions                              | 4,616         | 2,686            | 3,733    | 3,486    | 3,131    | 3,296    | 3,048    | 3,313    | 2,924    | 3,323    | 3,223    | 3,681    | 3,501    |
| Programs Offered (total)                         | 51            | 33               | 51       | 53       | 45       | 80       | 72       | 79       | 71       | 70       | 48       | 60       | 62       |
| Adult Programs                                   | 18            | 11               | 20       | 19       | 20       | 22       | 27       | 28       | 29       | 23       | 19       | 24       | 20       |
| YA Programs                                      | 7             | 3                | 10       | 11       | 12       | 12       | 9        | 12       | 9        | 9        | 10       | 13       | 16       |
| Children's Programs                              | 26            | 19               | 21       | 23       | 13       | 46       | 36       | 39       | 33       | 38       | 19       | 23       | 26       |
| Programs Attendance (total)                      | 1,212         | 995              | 1,116    | 1,490    | 900      | 1,689    | 1,735    | 2,276    | 1,924    | 1,551    | 908      | 1,088    | 1,538    |
| Adult Programs Attendance                        | 156           | 167              | 260      | 102      | 149      | 207      | 270      | 546      | 533      | 265      | 176      | 224      | 257      |
| YA Programs Attendance                           | 58            | 42               | 71       | 149      | 234      | 105      | 75       | 103      | 69       | 127      | 121      | 135      | 132      |
| Children's Programs Attendance                   | 998           | 786              | 785      | 1,239    | 517      | 1,377    | 1,390    | 1,627    | 1,322    | 1,159    | 611      | 729      | 1,149    |
| Meeting Room Use                                 | 63            | 52               | 57       | 60       | 61       | 96       | 90       | 103      | 89       | 86       | 63       | 81       | 75       |
| Museum Pass Use                                  | 179           | 165              | 274      | 263      | 243      | 201      | 256      | 229      | 179      | 160      | 182      | 150      | 182      |
| Use of Library Computers                         | 1,346         | 1,652            | 1,543    | 1,278    | 1,486    | 1,547    | 1,918    | 2,066    | 1,647    | 1,604    | 1,721    | 1,777    | 1,901    |
| Active Volunteers                                | 13            | 9                | 13       | 5        | 8        | 12       | 12       | 11       | 13       | 10       | 10       | 13       | 14       |
| Volunteer hours worked                           | 146.00        | 111.50           | 112.00   | 101.00   | 121.00   | 158.50   | 160.00   | 155.25   | 142.00   | 116.50   | 49.00    | 148.50   | 162.00   |

Patron Traffic

Month: September 2018

|    | Main<br>Entrance | Childrens<br>Room | Assembly<br>Room | Daily<br>Total |          |
|----|------------------|-------------------|------------------|----------------|----------|
| 1  | --               | --                | --               |                |          |
| 2  | --               | --                | --               |                |          |
| 3  | Labor            | Day               | Closed           |                |          |
| 4  | 569              | 764               | 376              | 1,709          | VOTE     |
| 5  | 980              | 1,361             | 1,388            | 3,729          |          |
| 6  | 770              | 797               | 259              | 1,826          |          |
| 7  | 686              | 673               | 286              | 1,645          |          |
| 8  | 490              | 547               | 200              | 1,237          | Full day |
| 9  | --               | --                | --               |                |          |
| 10 | 729              | 932               | 258              | 1,919          |          |
| 11 | 578              | 745               | 331              | 1,654          |          |
| 12 | 680              | 671               | 232              | 1,583          |          |
| 13 | 654              | 900               | 360              | 1,914          |          |
| 14 |                  |                   |                  |                |          |
| 15 | 1,183            | 1,229             | 537              | 2,949          |          |
| 16 | --               | --                | --               |                |          |
| 17 |                  |                   |                  |                |          |
| 18 | 1,345            | 1,653             | 514              | 3,512          |          |
| 19 | 452              | 645               | 138              | 1,235          |          |
| 20 | 727              | 898               | 286              | 1,911          |          |
| 21 | 671              |                   | 193              | 864            |          |
| 22 | 467              | 1,209             | 223              | 1,899          |          |
| 23 | --               | --                | --               |                |          |
| 24 | 582              | 810               | 192              | 1,584          |          |
| 25 | 660              | 825               | 450              | 1,935          | VOTE     |
| 26 | 589              | 1,174             | 941              | 2,704          |          |
| 27 | 536              | 515               | 322              | 1,373          |          |
| 28 | 623              | 678               | 472              | 1,773          |          |
| 29 | 409              | 650               | 207              | 1,266          |          |
| 30 | --               | --                | --               |                |          |

Monthly total

40,221

[illegible]



|        |                            | ORIG./ADJ.<br>APPROPRIATIONS | TRANSFER | ADJUSTED<br>BUDGET | SPENT<br>NOV | SPENT<br>JULY-NOV | BALANCE      | PROJECTED<br>5 MONTHS | %<br>EXP |
|--------|----------------------------|------------------------------|----------|--------------------|--------------|-------------------|--------------|-----------------------|----------|
|        | LIBRARY PUBLIC SERVICE     |                              |          |                    |              |                   |              |                       |          |
| 16121  |                            |                              |          |                    |              |                   |              |                       |          |
| 511000 | WAGES, FULL TIME           | 743,142.00                   |          | 743,142.00         | 0.00         | 246,367.08        | 496,774.92   | 309,642.50            | 33.2%    |
| 511100 | WAGES, PART TIME           | 227,497.00                   |          | 227,497.00         | 0.00         | 67,900.91         | 159,596.09   | 94,790.42             | 29.8%    |
| 513000 | OVERTIME                   | 0.00                         |          | 0.00               | 0.00         | 0.00              | 0.00         | 0.00                  | #DIV/0!  |
| 514105 | EYEGLASS REIMBURSEMENT     | 0.00                         |          | 0.00               | 0.00         | 0.00              | 0.00         | 0.00                  | #DIV/0!  |
| 514800 | LONGEVITY                  | 6,939.00                     |          | 6,939.00           | 0.00         | 0.00              | 6,939.00     | 2,891.25              | 0.0%     |
| 517000 | HEALTH INSURANCE           | 111,090.00                   |          | 111,090.00         | 0.00         | 0.00              | 111,090.00   | 46,287.50             | 0.0%     |
| 517200 | WORKER'S COMPENSATION      | 0.00                         |          | 0.00               | 0.00         | 0.00              | 0.00         | 0.00                  | #DIV/0!  |
| 517800 | MEDICARE                   | 14,055.00                    |          | 14,055.00          | 0.00         | 0.00              | 14,055.00    | 5,856.25              | 0.0%     |
| 517900 | LIFE INSURANCE             | 0.00                         |          | 0.00               | 0.00         | 0.00              | 0.00         | 0.00                  | #DIV/0!  |
| 16122  |                            |                              |          |                    |              |                   |              |                       |          |
| 530000 | PROFESSIONAL SERVICES      | 1,976.00                     |          | 1,976.00           | 0.00         | 299.54            | 1,676.46     | 823.33                | 15.2%    |
| 534100 | TELEPHONE                  | 9,053.00                     |          | 9,053.00           | 0.00         | 1,388.95          | 7,664.05     | 3,772.08              | 15.3%    |
| 552900 | BOOKS/FILM/CD/REC          | 344,758.00                   |          | 344,758.00         | 0.00         | 92,790.08         | 251,967.92   | 143,649.17            | 26.9%    |
| 573000 | DUES                       | 1,020.00                     |          | 1,020.00           | 0.00         | 0.00              | 1,020.00     | 425.00                | 0.0%     |
|        | TOTAL LIB PUBLIC SVC       | 1,459,530.00                 | 0.00     | 1,459,530.00       | 0.00         | 408,746.56        | 1,050,783.44 | 608,137.50            | 28.0%    |
|        | LIBRARY TECHNICAL SERVICES |                              |          |                    |              |                   |              |                       |          |
| 16131  |                            |                              |          |                    |              |                   |              |                       |          |
| 511000 | SALARIES, FULL TIME        | 171,919.00                   |          | 171,919.00         | 0.00         | 55,954.42         | 115,964.58   | 71,632.92             | 32.5%    |
| 511100 | SALARIES, PART TIME        | 12,520.00                    |          | 12,520.00          | 0.00         | 3,621.19          | 8,898.81     | 5,216.67              | 28.9%    |
| 514800 | LONGEVITY                  | 2,725.00                     |          | 2,725.00           | 0.00         | 0.00              | 2,725.00     | 1,135.42              | 0.0%     |
| 517000 | HEALTH INSURANCE           | 36,390.00                    |          | 36,390.00          | 0.00         | 0.00              | 36,390.00    | 15,162.50             | 0.0%     |
| 517200 | WORKER'S COMPENSATION      | 0.00                         |          | 0.00               | 0.00         | 0.00              | 0.00         | 0.00                  | #DIV/0!  |
| 517800 | MEDICARE                   | 2,616.00                     |          | 2,616.00           | 0.00         | 0.00              | 2,616.00     | 1,090.00              | 0.0%     |
| 16132  |                            |                              |          |                    |              |                   |              |                       |          |
| 530600 | COMPUTER SERVICE           | 74,021.00                    |          | 74,021.00          | 0.00         | 61,687.04         | 12,333.96    | 30,842.08             | 83.3%    |
| 542200 | PROCESSING SUPPLIES        | 12,740.00                    |          | 12,740.00          | 0.00         | 2,450.10          | 10,289.90    | 5,308.33              | 19.2%    |
| 573000 | DUES                       | 0.00                         |          | 0.00               | 0.00         | 0.00              | 0.00         | 0.00                  | #DIV/0!  |
|        | TOTAL LIBRARY TECHNICAL S  | 312,931.00                   | 0.00     | 312,931.00         | 0.00         | 123,712.75        | 189,218.25   | 130,387.92            | 39.5%    |
|        | LIBRARY CAPITAL            |                              |          |                    |              |                   |              |                       |          |
| 16133  |                            |                              |          |                    |              |                   |              |                       |          |
| 587100 | CAPITAL COMPUTER           | 12,500.00                    |          | 12,500.00          | 0.00         | 0.00              | 12,500.00    | 5,208.33              | 0.0%     |
|        | TOTAL LIBRARY DEPT.        | 2,304,483.00                 | 0.00     | 2,304,483.00       | 4,170.00     | 667,358.06        | 1,637,124.94 | 960,201.25            | 29.0%    |

| 10/29/2018    |                  |           | Work Orders Currently in Process |  |   |   |
|---------------|------------------|-----------|----------------------------------|--|---|---|
| Ticket Number | Date of Creation | Days Open | Date Closed                      | Issue  | Description   | Status  |
| #22024        | 3/10/2017        | 598       |                                  | Cement slab  | A cement slab has fallen off of the front of the building below the front fencing under the windows near the bushes. It's costly to replace, but only aesthetics. | No Update.  |
| #29249        | 5/9/2018         | 140       | 9/26/2018                        | Downspouts   | Asked to have downspouts reattached where possible.   | Job Complete  |
| #29333        | 5/15/2018        | 167       |                                  | Air Compressor                                     | Water Compressor has reached the end of it's life (54 years) and is in need of replacement.   | Facilities Director unsatisfied with quoted price (18K), is locating parts independent of a contractor and then will hire someone to install it.  |
| #29433        | 5/22/2018        | 160       |                                  | Slate Shingles Falling                             | Inspection of slate roof requested  | No update. A vendor had been identified by Facilities, but am waiting for follow up.  |
| #30363        | 7/26/2018        | 95        |                                  | East Wing Entrance Not Level                       | Landing is not level with doorway, trip hazard  | DPW has responded that they are unable to assist with this request. Must find other funds to manage this repair for those with mobility issues.   |
| #30433        | 8/3/2018         | 55        | 9/27/2018                        | 3rd Floor Air Conditioner                          | Not working   | Small repair was made and unit is operational, larger permanent parts will need to be replaced next season. Job Complete  |
| #30527        | 8/14/2018        | 76        |                                  | Boiler Room Pipes need insulation                  | Pipes need insulation for protection  | Discussing the needs and possibilities around this request. 10/26/18  |
| #30579        | 8/20/2018        | 46        | 10/5/2018                        | Handicap Paddle Not Functioning                    | East Wing Handicap button on exterior does not work. Facilities consultant Pat Goddard recommended requesting an evaluation of our units.                         | Job Complete  |
| #30678        | 8/24/2018        | 66        |                                  | Chiller in need of evaluation                      |   | Work order submitted, still waiting 10/26/18  |
| #31506        | 9/12/2018        | 47        |                                  | Air Conditioner components frozen in blocks of ice | Unit had large ice blockage and running water behind it could be heard, was running into the ceiling and dripping into public spaces below (reference room)       | Work order submitted, now waiting for a quote on replacement costs. Town HVAC tech has suggested that the unit is "shot". AC Repairs have concluded for the season, as it is now heating season.  |
| #32375        | 10/10/2018       | 19        |                                  | Beehive  | Beehive located on front of building outside of attic space, also along the creek at base of tree.  | The first beehive was taken care of within a few days, but on 10/25/18 another was located near the parking lot/creek, so additional note was added to work order. Important to note that the original hive was handled quickly, and it's only been 3 days since the 2nd was reported |
|               |                  |           |                                  | Other Facilities Projects                          |   |   |
|               |                  |           |                                  | Capital Projects                                   |   |   |
|               | 7/1/2016         | 679       | FY17                             | Library Envelope Upgrade                           | New insulation, lights, and ceiling to be installed for energy efficiency in East and West Wings of Main Floor.   | Project Complete  |
|               | 7/1/2017         | 417       | FY18                             | Gutter replacement                                 | Replacement of Gutters - Front only   | Gutter Replacement Complete - Front only  |
|               | 7/1/2017         | 417       | FY18                             | Light replacement                                  | New Facilities Director is evaluating old agreement and plans to adjust. Project targeted for summer  | Project now in process (1 day a week by Town Electrician, no cost for labor)  |
|               | 7/1/2017         | 417       | FY18                             | Quiet study room                                   | New Facilities Director is evaluating old agreement and plans to adjust. Project targeted for summer  | Facilities Department taking a new look at this project. It appears after review that the funds available are not sufficient. More discussions are needed (10/26/18)  |
|               | 7/1/2017         | 417       | FY18                             | Parking lot work                                   | Project has yet to begin.   | DPW planning to support curbing replacement.  |
|               | 7/1/2018         | 52        | FY19                             | Automatic Door Locks                               | Installing of timed door locks on public entrances.   | Work has been delayed waiting for vendor available. Now slated to begin on 10/29/18   |

RECAP OF LIBRARY FUNDS FOR FISCAL YEAR 2018 REVISED 10/18/2018

| LIBRARY FUNDS                   | OPENING<br>BALANCE<br>7/1/2017 | DONATIONS<br>OR<br>TRANSFERS IN | INCOME    | EXPENDITURES<br>OR<br>TRANSFERS OUT | ENDING<br>BALANCE<br>6/30/2018 |
|---------------------------------|--------------------------------|---------------------------------|-----------|-------------------------------------|--------------------------------|
| Library Gift Fund               | 188,043.50                     | -                               | 8,868.73  | 912.82                              | 195,999.41                     |
| Michael E Deluty                | 16,173.99                      | -                               | 754.58    | 248.87                              | 16,679.70                      |
| Katharine W Atkins              | 22,873.42                      | -                               | 1,067.17  | 351.96                              | 23,588.63                      |
| Margaret Whisley                | 19,788.03                      | -                               | 923.20    | 304.48                              | 20,406.75                      |
| Esther Burdick                  | 12,882.26                      | -                               | 600.98    | 198.22                              | 13,285.02                      |
| Blanche Howe Jenney             | 17,436.35                      | -                               | 1,067.43  | 268.29                              | 18,235.49                      |
| Jane Gray Children's Educ Fund  | 602,985.72                     | -                               | 28,134.31 | 9,278.26                            | 621,841.77                     |
| Dustan Library Bequest          | 352,911.32                     | -                               | 16,645.83 | -                                   | 369,557.15                     |
| Library Capital Building Fund   | 28,608.72                      | -                               | 1,349.32  | -                                   | 29,958.04                      |
| Lend Library Bequest            | -                              | 60,000.00                       | -         | -                                   | 60,000.00                      |
| Jane Gray EXPENDITURE FUND 72   | 10,040.91                      | 9,678.26                        | -         | 11,799.00                           | 7,920.17                       |
| SPECIAL FUND EXPENDITURE FUND 7 | 7,924.99                       | 1,371.82                        | -         | 1,215.57                            | 8,081.24                       |
| TOTAL                           | 1,279,669.21                   | 71,050.08                       | 59,411.55 | 24,577.47                           | 1,385,553.37                   |

| FY 2018 TRUSTEE FUNDS ACTIVITY |                      |                                |                                     |                               |                   |                 |                     |                                   |                                |
|--------------------------------|----------------------|--------------------------------|-------------------------------------|-------------------------------|-------------------|-----------------|---------------------|-----------------------------------|--------------------------------|
| SPECIAL FUNDS                  | Notes                | OPENING<br>BALANCE<br>7/1/2017 | WITHDRAWAL<br>OF 80% FY16<br>INCOME | ACTUAL<br>EXPENDITURE<br>FY18 | DEPOSITS<br>FY18  | TOTAL           |                     | +                                 | =                              |
| Michael E Deluty Fund          | Holistic - Medical   | \$ 16,173.99                   | \$ 248.87                           | \$ 801.00                     | \$ -              | \$ 15,925.12    |                     | \$ 754.58                         | \$ 16,679.70                   |
| Katharine W Atkins Fund        | Special Books        | 22,873.42                      | 351.96                              | -                             | -                 | \$22,521.46     |                     | 1,067.17                          | 23,588.63                      |
| Margaret Wrisley Fund          | Special Books        | 19,788.03                      | 304.48                              | 204.59                        | -                 | \$19,483.55     |                     | 923.20                            | 20,406.75                      |
| Esther Burdick Fund            | Horticulture         | 12,882.26                      | 198.22                              | 66.13                         | -                 | \$12,684.04     |                     | 600.98                            | 13,285.02                      |
| Blanche Howe Jenney Fund       | Special Books        | 17,436.35                      | 268.29                              | 143.85                        | -                 | \$17,168.06     |                     | 1,067.43                          | 18,235.49                      |
| Special Fund "72" expenditure  | Cash Fund            | 7,924.99                       |                                     | 1,215.57                      | 1,371.82          | \$9,296.87      |                     |                                   | 8,081.24                       |
| Jane Dustan Children's Ed Fund | Children's           | 602,985.72                     | 9,278.26                            |                               | -                 | \$593,707.46    |                     | 28,134.31                         | 621,841.77                     |
| Jane Dustan Children's Expense | Cash Fund            | 10,040.91                      |                                     | 11,799.00                     | 9,678.26          |                 |                     |                                   | 7,920.17                       |
| Jane Dustan Bequest            | Building             | 352,911.32                     |                                     |                               | -                 | \$352,911.32    |                     | 16,645.83                         | 369,557.15                     |
| Capital Building Fund          | Building             | 28,608.72                      |                                     |                               |                   | \$28,608.72     |                     | 1,349.32                          | 29,958.04                      |
| Richard & Audrey Lenk Bequest  |                      |                                |                                     |                               | 60,000.00         | \$60,000.00     |                     |                                   | 60,000.00                      |
| TOTAL SPECIAL FUNDS            |                      | \$ 1,091,625.71                | \$ 10,650.08                        | \$ 13,014.57                  | \$ 71,050.08      | \$ 1,132,306.54 |                     | \$ 50,542.82                      | \$ 1,189,553.96                |
| LIBRARY GIFT FUNDS             | Notes                | OPENING<br>BALANCE<br>7/1/2017 | WITHDRAWAL<br>OF 80% FY16<br>INCOME | ACTUAL<br>EXPENDITURE<br>FY18 | DEPOSITS<br>FY18  | TOTAL           | PERCENT<br>OF TOTAL | FY18 INCOME<br>CARRY TO<br>FY2018 | ENDING<br>BALANCE<br>6/30/2018 |
| Frances Apt                    | Children's           | \$ 9,679.16                    |                                     |                               | \$ -              | \$ 9,679.16     | 5.15%               | \$ 456.50                         | \$ 10,135.66                   |
| Alice B. Curtis Bequest        | Non-fiction          | 5,719.13                       |                                     | 221.14                        | -                 | 5,719.13        | 3.04%               | 269.73                            | 5,767.72                       |
| Ciaflin Fund                   | History              | 21,045.17                      |                                     | 26.45                         | -                 | 21,045.17       | 11.19%              | 992.56                            | 22,011.28                      |
| Dr. Small Bequest              | Non-fiction          | 5,771.46                       |                                     |                               | -                 | 5,771.46        | 3.07%               | 272.20                            | 6,043.66                       |
| Lucy Luard Bequest             | Ar/crafts            | 2,857.81                       |                                     | 13.20                         | -                 | 2,857.81        | 1.52%               | 134.78                            | 2,979.39                       |
| Rachel Atkins Bequest          | Ar/crafts            | 14,078.01                      |                                     | 93.80                         | -                 | 14,078.01       | 7.49%               | 663.96                            | 14,648.17                      |
| Kaplan Fund                    | Unrestricted         | 6,294.23                       |                                     | 97.84                         | -                 | 6,294.23        | 3.35%               | 296.86                            | 6,493.25                       |
| Dressler Fund                  | Biography            | 15,033.31                      |                                     | 95.03                         | -                 | 15,033.31       | 7.99%               | 709.02                            | 15,647.30                      |
| Van Norden Fund                | Music                | 8,303.54                       |                                     | 78.00                         | -                 | 8,303.54        | 4.42%               | 391.62                            | 8,617.16                       |
| Regina O'Brien                 | Irish studies        | 2,231.77                       |                                     |                               | -                 | 2,231.77        | 1.19%               | 105.26                            | 2,337.03                       |
| Edith Mintz Fund               | Classical literature | 1,333.91                       |                                     |                               | -                 | 1,333.91        | 0.71%               | 62.91                             | 1,396.82                       |
| Richard Lenk                   | General              | 16,693.47                      |                                     | 200.18                        | -                 | 16,693.47       | 8.88%               | 787.32                            | 17,280.61                      |
| Belmont Village Hill           | Unrestricted         | 4,936.29                       |                                     | 87.18                         | -                 | 4,936.29        | 2.63%               | 232.81                            | 5,081.92                       |
| Dr. Samuelson                  |                      | 2,590.04                       |                                     |                               | -                 | 2,590.04        | 1.38%               | 122.15                            | 2,712.19                       |
| Mildred A. Manfredi-King       |                      | 1,145.32                       |                                     |                               | -                 | 1,145.32        | 0.61%               | 54.02                             | 1,199.34                       |
| Mary Claire Phealan            | Staff Development    | 1,944.82                       |                                     |                               | -                 | 1,944.82        | 1.03%               | 91.72                             | 2,036.54                       |
| Misc. Dedicated Fund           |                      | 37,280.53                      |                                     |                               | -                 | 37,280.53       | 19.83%              | 1,758.27                          | 39,038.80                      |
| Misc.- Unrestricted Fund       |                      | \$ 31,105.53                   |                                     |                               | -                 | \$ 31,105.53    | 16.54%              | \$ 1,467.04                       | \$ 32,572.57                   |
| TOTAL LIBRARY GIFT FUNDS       |                      | \$ 188,043.50                  |                                     | \$ 912.82                     | \$ -              | \$ 188,043.50   | 100.00%             | \$ 8,868.73                       | \$ 195,999.41                  |
| TOTAL FUNDS                    |                      | \$ 1,279,669.21                | \$ 10,650.08                        | \$ 13,927.39                  | \$ 71,050.08      | \$ 1,340,069.21 |                     | \$ 59,411.55                      | \$ 1,385,553.37                |
|                                |                      | Opening Bal<br>7/1/2017        |                                     | Expenditures<br>FY18          | New Gifts<br>FY18 |                 |                     |                                   | Ending Bal<br>6/30/2018        |
| Small Gifts                    |                      | \$ 11,896.40                   |                                     | \$ 4,408.82                   | \$ 9,872.27       |                 |                     |                                   | \$ 17,359.85                   |

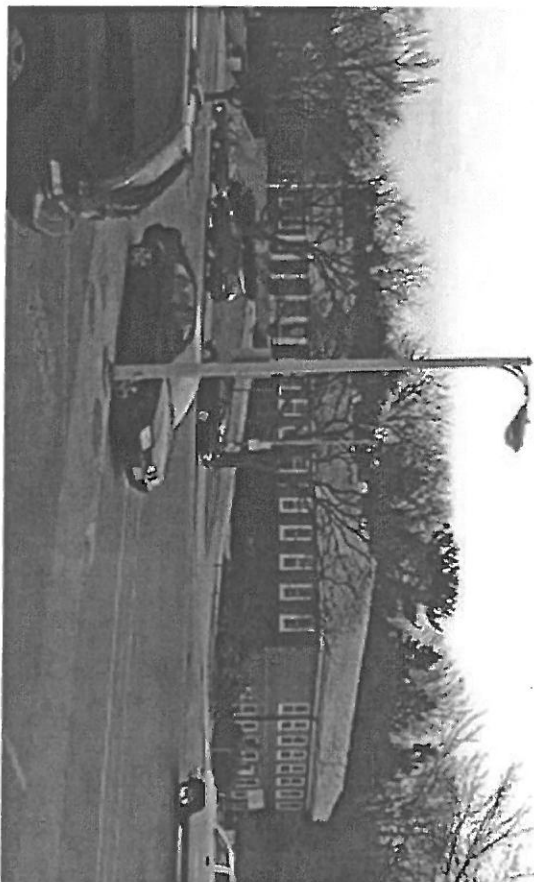
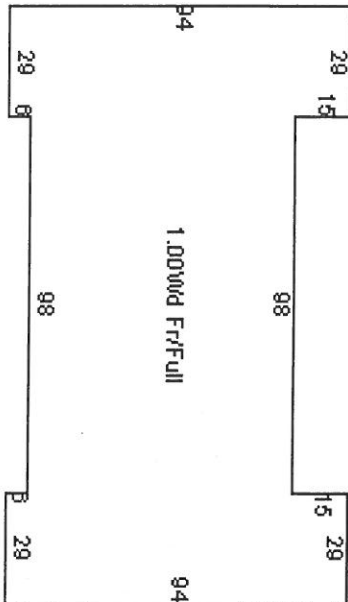


| FY 2019 TRUSTEE FUNDS TO SPEND |                                |                          |                                 |                 |                                |                                |
|--------------------------------|--------------------------------|--------------------------|---------------------------------|-----------------|--------------------------------|--------------------------------|
|                                | A                              | B                        | C                               | D               |                                |                                |
| SPECIAL FUNDS                  | OPENING<br>BALANCE<br>7/1/2018 | INCOME<br>EARNED<br>FY18 | WITHDRAWAL<br>OF 80%<br>IN FY19 | TOTAL           | ENDING<br>BALANCE<br>6/30/2018 |                                |
| Michael E Deluty Fund          | \$ 16,679.70                   | \$ 754.58                | \$ 603.66                       | \$ 16,076.04    | \$ 16,076.04                   |                                |
| Katharine W Atkins Fund        | 23,588.63                      | 1,067.17                 | 853.74                          | 22,734.89       | 22,734.89                      |                                |
| Margaret Wrisley Fund          | 20,406.75                      | 923.20                   | 738.56                          | 19,668.19       | 19,668.19                      |                                |
| Esther Burdick Fund            | 13,285.02                      | 600.98                   | 480.78                          | 12,804.24       | 12,804.24                      |                                |
| Blanche Howe Jenney Fund       | 18,235.49                      | 1,067.43                 | 853.94                          | 17,381.55       | 17,381.55                      |                                |
| Special Fund "72" Expenditure  | 8,081.24                       |                          |                                 | 8,081.24        | 8,081.24                       |                                |
| Jane Dustan Children's Ed Fund | 621,841.77                     | 28,134.31                | 22,507.45                       | 599,334.32      | 599,334.32                     |                                |
| Jane Dustan Children's Expense | 7,920.17                       |                          |                                 | 7,920.17        | 7,920.17                       |                                |
| Jane Dustan Bequest            | 369,557.15                     | 16,645.83                |                                 | 369,557.15      | 369,557.15                     |                                |
| Capital Building Fund          | 29,958.04                      | 1,349.32                 |                                 | 29,958.04       | 29,958.04                      |                                |
| Richard & Audrey Lenk Bequest  | 60,000.00                      |                          |                                 | 60,000.00       | 60,000.00                      |                                |
| TOTAL SPECIAL FUNDS            | \$ 1,189,553.96                | \$ 50,542.82             | \$ 26,038.14                    | \$ 1,163,515.82 | \$ 1,163,515.82                |                                |
| LIBRARY GIFT FUNDS             |                                |                          |                                 |                 |                                |                                |
|                                | OPENING<br>BALANCE<br>7/1/2018 | INCOME<br>EARNED<br>FY18 | WITHDRAWAL<br>OF 80%<br>IN FY19 | TOTAL           | PERCENT                        | ENDING<br>BALANCE<br>6/30/2018 |
| Frances Apt                    | \$ 10,135.66                   | \$ 456.50                | \$ 365.20                       | \$ 9,770.46     | 5.17%                          | \$ 9,770.46                    |
| Alice B. Curtis Bequest        | 5,767.72                       | 269.73                   | 215.78                          | 5,551.94        | 2.94%                          | 5,551.94                       |
| Claflin Fund                   | 22,011.28                      | 992.56                   | 794.05                          | 21,217.23       | 11.23%                         | 21,217.23                      |
| Dr. Small Bequest              | 6,043.66                       | 272.20                   | 217.76                          | 5,825.90        | 3.08%                          | 5,825.90                       |
| Lucy Luard Bequest             | 2,979.39                       | 134.78                   | 107.82                          | 2,871.57        | 1.52%                          | 2,871.57                       |
| Rachel Atkins Bequest          | 14,648.17                      | 663.96                   | 531.17                          | 14,117.00       | 7.47%                          | 14,117.00                      |
| Kaplan Fund                    | 6,493.25                       | 296.86                   | 237.49                          | 6,255.76        | 3.31%                          | 6,255.76                       |
| Dressler Fund                  | 15,647.30                      | 709.02                   | 567.22                          | 15,080.08       | 7.98%                          | 15,080.08                      |
| Van Norden Fund                | 8,617.16                       | 391.62                   | 313.30                          | 8,303.86        | 4.40%                          | 8,303.86                       |
| Regina O'Brien                 | 2,337.03                       | 105.26                   | 84.21                           | 2,252.82        | 1.19%                          | 2,252.82                       |
| Edith Mintz Fund               | 1,396.82                       | 62.91                    | 50.33                           | 1,346.49        | 0.71%                          | 1,346.49                       |
| Richard Lenk                   | 17,280.61                      | 787.32                   | 629.86                          | 16,650.75       | 8.81%                          | 16,650.75                      |
| Belmont Village Hill           | 5,081.92                       | 232.81                   | 186.25                          | 4,895.67        | 2.59%                          | 4,895.67                       |
| Dr. Samuelson                  | 2,712.19                       | 122.15                   | 97.72                           | 2,614.47        | 1.38%                          | 2,614.47                       |
| Mildred A. Manfredi-King       | 1,199.34                       | 54.02                    | 43.22                           | 1,156.12        | 0.61%                          | 1,156.12                       |
| Mary Claire Phelan             | 2,036.54                       | 91.72                    | 73.38                           | 1,963.16        | 1.04%                          | 1,963.16                       |
| Misc. Dedicated Fund           | 39,038.80                      | 1,758.27                 | 1,406.62                        | 37,632.18       | 19.92%                         | 37,632.18                      |
| Misc.-Unrestricted Fund        | \$ 32,572.57                   | \$ 1,467.04              | \$ 1,173.63                     | \$ 31,398.94    | 16.62%                         | \$ 31,398.94                   |
| TOTAL LIBRARY GIFT FUNDS       | \$ 195,999.41                  | \$ 8,868.73              | \$ 7,094.98                     | \$ 188,904.43   | 100.00%                        | \$ 188,904.43                  |
| TOTAL FUNDS                    | \$ 1,385,553.37                | \$ 59,411.55             | \$ 33,133.12                    | \$ 1,352,420.25 |                                | \$ 1,352,420.25                |



# BELMONT Property Record Card Current

24-56-B 336 CONCORD AVE



Building Area: 25,212 FAR 0.29 Park Spaces: 0  
Footprint Area: 12,606 Lot Coverage: 0.15 Park Ratio: 0.00  
RCNLD: 5,637,578

Building Notes:

## Section Information:

| Main Library | Stories     | 2.0      | Foot Print    | 12,606     | Sect Area      | 25,212    | Rating     | Off-H    | Lease Area | 0          | RCNLD     | 5,637,578 | Phy/Func/Eco | 1.00      | 0.15   | 0.00      |
|--------------|-------------|----------|---------------|------------|----------------|-----------|------------|----------|------------|------------|-----------|-----------|--------------|-----------|--------|-----------|
| Frame        | Foundation  | Basement | External      | Wall       | Roof Structure | Roof Type | Flat       | BU Comp. | 6,632,445  | 1964       | 1964      | 1964      | Finish: Wall | Ceiling   | Rating | Condition |
| Wd Fr        | Concrete Bl | Full     | Brick/Masonry | Wood Frame | Flat           | BU Comp.  | 6,632,445  | 1964     | 1964       | 1964       | 1964      | 1964      | Finish: Wall | Ceiling   | Rating | Condition |
| Floors       | Description | Wall Ht  | Baths         | H Baths    | Fixt           | Units     | Lease Area | Elevator | Sprinklers | Partitions | Fir Cover | HVAC      | Finish: Wall | Ceiling   | Rating | Condition |
| 1 2          | Library     | 12       | 0             | 6          | 12             | 1         | 0          | 1.00     | 1.00       | Typical    | Carpet    | Hot Water | Plaster      | Accous. T | Off-H  | Above Avg |

## Other Improvements and Additional Features:

| Type | Qty | Year | Length | Width | Grade | Condition | Adj  |
|------|-----|------|--------|-------|-------|-----------|------|
|      | 0   | 0    | 0      | 0     |       |           | 1.00 |

## Property Notes:

Rec'd both ways - see Reg'd Ld. 665/135, Ct. 107085, Doc. 389244. 86,557 includes parcel shown on assessors' map 24 as lot C for 3,855 sq. ft.

|                   |           |                          |  |  |  |  |  |  |
|-------------------|-----------|--------------------------|--|--|--|--|--|--|
| Closure Date List |           | 2019                     |  |  |  |  |  |  |
|                   |           |                          |  |  |  |  |  |  |
|                   |           | <b>Library Is Closed</b> |  |  | <b>Days trustees have offered early releases in the past</b> |  |  |  |
| 1/1/2019          | Tuesday   | New Years Day            |  |  | Thanksgiving Eve   |  |  |  |
| 1/21/2019         | Monday    | Martin Luther King Day   |  |  | New Years Eve  |  |  |  |
| 2/18/2019         | Monday    | Presidents Day           |  |  | July 3rd   |  |  |  |
| 4/15/2019         | Monday    | Patriots Day             |  |  |  |  |  |  |
| 5/27/2019         | Monday    | Memorial Day             |  |  | <b>Other days closed traditionally</b>                       |  |  |  |
| 7/4/2019          | Thursday  | Independence Day         |  |  | Easter Sunday  |  |  |  |
| 9/2/2019          | Monday    | Labor Day                |  |  |  |  |  |  |
| 10/14/2019        | Monday    | Columbus Day             |  |  |  |  |  |  |
| 11/11/2019        | Monday    | Veterans Day             |  |  |  |  |  |  |
| 11/28/2019        | Thursday  | Thanksgiving Day         |  |  |  |  |  |  |
| 11/29/2019        | Friday    | Day After Thanksgiving   |  |  |  |  |  |  |
| 12/24/2019        | Tuesday   | Christmas Eve Noon       |  |  |  |  |  |  |
| 12/25/2019        | Wednesday | Christmas Day            |  |  |  |  |  |  |

\*When holidays fall on Sat/Sun they are honored on other dates per the employment contracts.  
 \*Budget traditionally allows for 8 Summer Saturdays



10/29/2018

January

- Budget Review
- Annual Report writing continues

February

- Budget Review
- Preparation for Town Meeting

March

- Preparation for Town Meeting

April

- Annual meeting – vote officers

May

- Annual Town Meeting

June

- Town Meeting
- Friends Annual meeting

July

- Minuteman Contract – Sign and Submit

August

- Community Preservation
- Meet Belmont
- ARIS Report due to MBLC

September

- Trust Funds
- MBLC State Aid/ARIS

October

- Friends annual book sale
- Financial Report due to MBLC
- Budget preparations begin

November

- Special town meeting
- Holiday hour review for upcoming year
- Budget preparations continue

December

- Budget work in progress
- Annual Report writing begins

THE  
NEW YORKER

## GROWING UP IN THE LIBRARY

*Learning and relearning what it means to have a book on borrowed time.*

By Susan Orlean 7:30 A.M.



Illustration by Lilli Carré

I grew up in libraries, or at least it feels that way. My family lived in the suburbs of Cleveland, about a mile from the brick-faced Bertram Woods Branch of the Shaker Heights Public Library system. Throughout my childhood, starting when I was very young, my mother drove me there a couple of times a week. We walked in together, but, as soon as we passed through the door, we split up, each heading to our favorite section. The library might have been the first place that I was ever given independence. Even when I was maybe four or five years old, I was allowed to go off on my own. Then, after a while, my mother and I reunited at the checkout counter with our finds. Together, we waited as the librarian pulled out each date card and, with a loud *chunk-chunk*, stamped a crooked due date on it, below a score of previous crooked due dates that belonged to other people, other times.

Our visits were never long enough for me—the library was so bountiful. I loved wandering around the shelves, scanning the spines of the books until something happened to catch my eye. Those trips were dreamy, frictionless interludes that promised I would leave richer than I arrived. It wasn't like going to a store with my mom, which guaranteed a tug-of-war between what I desired and what she was willing to buy me; in the library, I could have anything I wanted. On the way home, I loved having the books stacked on my lap, pressing me under their solid, warm weight, their Mylar covers sticking to my thighs. It was such a thrill leaving a place with things you hadn't paid for; such a thrill anticipating the new books we would read. We talked about the order in which we were going to read them, a solemn conversation in which we planned how we would pace ourselves through this charmed, evanescent period of grace until the books were due. We both thought that all the librarians at the Bertram Woods branch were beautiful. For a few minutes, we discussed their beauty. My mother then always mentioned that, if she could have chosen any profession, she would have chosen to be a librarian, and the car would grow silent for a moment as we both considered what an amazing thing that would have been.

When I was older, I usually walked to the library by myself, lugging as many books as I could carry. Occasionally, I did go with my mother, and the trip remained as enchanted as it had been when I was small. Even when I was in my last year of high school and could drive to the library, my mother and I still went together now and then, and the trip unfolded exactly as it used to, with all the same beats and pauses and comments and reveries, the same pensive rhythm. My mother died two years ago, and since then, when I miss her, I like to picture us in the car together, going for one more magnificent trip to Bertram Woods.

My family was big on the library. We were very much a reading family, but we were more a borrow-a-book-from-the-library family than a bookshelves-full-of-books family. My parents valued books, but they had grown up in the Depression, aware of the quicksilver nature of money, and they had learned the hard way that you shouldn't buy what you could borrow. Because of that frugality, or perhaps despite it, they also believed that you should read a book for the experience of reading it. You shouldn't read it in order to have an object that had to be housed and looked after forever, a memento of the purpose for which it was obtained. The reading of the book was a journey. There was no need for souvenirs.

By the time I was born, my parents' financial circumstances were comfortable, and they learned how to splurge a little, but their Depression-era mentality adhered stubbornly to certain economies, which included not buying books that could be obtained easily from the library. Our uncrowded bookshelves at home had several sets of encyclopedias (an example of something not easily borrowed) and an assortment of other books that, for one reason or another, my parents had ended up buying. That included a few mild sex manuals. "Ideal Marriage: Its Physiology and Technique" is the one I remember best—I read it whenever my parents were out of the house. I assume that they bought the sex books because they would have been embarrassed to present them at the checkout desk of the library. There were also some travel guides, some coffee-table books, a few of my father's law books, and a dozen or so novels that were either gifts or somehow managed to justify being owned outright.

When I left for college—I went to the University of Michigan—one of the many ways I differentiated myself from my parents was that I went wild for owning books. I think buying textbooks was what got me going. All I know is that I lost my appreciation for the slow pace of making your way through a library and for having books on borrowed time. I wanted to have my books in piles around me, forming totem poles of the narratives I'd visited. In my junior year, I moved into an apartment, lined it with bookcases, and loaded them with hardcovers. I used the college library for research, but otherwise I turned into a ravenous buyer of books. I couldn't walk into a bookstore without leaving with something, or several somethings. I loved the alkaline tang of new ink and paper, a smell that never emanated from a broken-in library book. I loved the crack of a freshly flexed spine and the way that the untouched pages almost felt damp, as if they were still wet with creation. I sometimes wondered if I was catching up after spending my childhood amid sparsely settled bookcases. But the reason didn't matter to me. I actually became somewhat evangelical about book ownership. Sometimes I fantasized about starting a bookstore. If my mother ever mentioned to me that she was on the waiting list for a book at the library, I got annoyed and asked why she didn't just go buy a copy.

Once I was done with college, and done with researching term papers in the stacks of the Harold T. and Vivian B. Shapiro Undergraduate Library, I sloughed off the memory of those marvellous childhood trips to the Bertram Woods branch, and began, for the first time in my life, to wonder what libraries were for.

It might have remained that way, and I might have spent the rest of my life thinking about libraries only wistfully, the way I thought about, say, the amusement park I went to as a kid. Libraries might have become just a bookmark of memory more than an actual place, a way to call up an emotion of a moment that occurred long ago, something that was fused with “mother” and “the past” in my mind. But then libraries came back into my life unexpectedly. In 2011, my husband accepted a job in Los Angeles, so we left New York, where we had been living, and went west. I didn’t know the city well, but I’d spent time there over the years, visiting cousins. When I became a writer, I went to Los Angeles often to work on magazine pieces and books. On those trips, I had been to and from the beach, and up and down the canyons, and in and out of the Valley, and back and forth to the mountains, but I never gave downtown a second thought, assuming that it was just a glassy landscape of office buildings which hollowed out by five o’clock every evening. I thought of Los Angeles as a radiant doughnut, rimmed by milky ocean and bristling mountains, with a big hole in the middle. I never went to the public library, never thought about it, although I’m sure I assumed there was one, and probably a main branch, probably downtown.

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VIDEO FROM THE NEW YORKER

Lies and Truth in the Era of Trump



My son was in first grade when we moved. One of his first school assignments was to interview someone who worked for the city. I suggested talking to a garbage collector or a police officer, but he said that he wanted to interview a librarian. We were so new to the city that we had to look up the address of the closest library, which turned out to be the Studio City branch. It was about a mile away from our house, the same distance that the Bertram Woods branch was from my childhood home.

As we drove over to meet the librarian, I felt a gut-level recollection of this journey, of parent and child on their way to the library. But now it was turned on its head, and I was the parent bringing my child on that special trip. We parked, and walked toward the library, taking it in for the first time. The building was white and modish, with a mint-green mushroom cap of a roof. It didn't look anything like the stout brick Bertram Woods branch, but when we stepped inside the thunderbolt of recognition struck me so hard that it made me gasp. Decades had passed, and I was two thousand miles away, but I felt as if I had been whisked back to that precise time and place, walking into the library with my mother. Nothing had changed—there was the same soft *tsk-tsk-tsk* of pencil on paper, and the muffled murmuring from patrons at the tables in the center of the room, and the creak and groan of book carts, and the occasional papery clunk of a book dropped on a desk. The scarred wooden checkout counters, and the librarians' desks, as big as boats, and the bulletin board, with its fluttering, raggedy notices, were all the same. The sense of gentle, steady busyness, like a pot of water on the simmer, was just the same. The books on the shelves, with some subtractions and additions, were certainly the same.

It wasn't that time stopped in the library. It was as if it were captured here, collected here, and in all libraries—and not only my time, my life, but all human time as well. In the library, time is dammed up—not just stopped but saved. The library is a gathering pool of narratives and of the people who come to find them. It is where we can glimpse immortality; in the library, we can live forever.

So the spell that libraries had once cast on me was renewed. Maybe it had never really been broken, although I had been away long enough that it was like visiting a country I'd loved but had forgotten as my life went galloping by. I knew what it was like to want a book and to buy it, but I had forgotten what it felt like to amble among the library shelves, finding the book I was looking for but also seeing who its neighbors

were, noticing their peculiar concordance, and following an idea as it was handed off from one book to the next, like a game of telephone. I might start at Dewey decimal 301.4129781 ("Pioneer Women," by Joanna L. Stratton) and a few inches later find myself at 306.7662 ("Gaydar," by Donald F. Reuter) and then at 301.45096 ("Dreams from My Father," by Barack Obama) and finally at 301.55 ("The Men Who Stare at Goats," by Jon Ronson). On a library bookshelf, thought progresses in a way that is logical but also dumbfounding, mysterious, irresistible.

I knew that part of what had hooked me had been the shock of familiarity I felt when I took my son to our local library—the way it telegraphed my childhood, my relationship to my parents, my love of books. It brought me close, in my musings, to my mother, and to our sojourns to the library, and I decided to write a book on the subject. That decision was pleasing and it was bittersweet, because just as I was rediscovering those memories, my mother was losing hers. When I first told her that I was writing about libraries, she was delighted, and said that she was proud that she had a part in making me find them wondrous. But the reason that I finally embraced the subject—wanted, and then needed, to write about it—was my realization that I was losing her. Soon the fingers of dementia got her in their grip, and they pried loose bits of her memory every day. The next time I reminded her about the project and told her how much I had been thinking about our trips to Bertram Woods, she smiled with encouragement but with no apparent recognition of what I meant. Each time I visited, she receded a little more—she became vague, absent, isolated in her thoughts or maybe in some pillowy blankness that filled in where the memories had been chipped away—and I knew that I was carrying the remembrance for both of us.

I found myself wondering whether a shared memory can exist if one of the people sharing it no longer remembers it. Is the circuit broken, the memory darkened? My mother was the one person besides me who knew what those gauzy afternoons had been like. I was writing about libraries because I was trying hard to preserve those afternoons. I convinced myself that committing them to a page would save the memory of them from the corrosive effect of time.

The idea of being forgotten is terrifying. I fear not just that I, personally, will be forgotten but that we are all doomed to being forgotten; that the sum of life is ultimately nothing; that we experience joy and disappointment and aches and delights

and loss, make our little mark on the world, and then we vanish, and the mark is erased, and it is as if we never existed. If you gaze into that bleakness even for a moment, the sum of life becomes null and void, because if nothing lasts nothing matters. Everything we experience unfolds without a pattern, and life is just a baffling occurrence, a scattering of notes with no melody. But if something you learn or observe or imagine can be set down and saved, and if you can see your life reflected in previous lives, and can imagine it reflected in subsequent ones, you can begin to discover order and harmony. You know that you are a part of a larger story that has shape and purpose—a tangible, familiar past and a constantly refreshed future. We are all whispering in a tin can on a string, but we are heard, so we whisper the message into the next tin can and the next string. Writing a book is an act of sheer defiance. It is a declaration that you believe in the persistence of memory.

The writer Amadou Hampâté Bâ once said that, in Africa, when an old person dies, it is like a library has been burned. When I first heard the phrase, I didn't understand it, but over time I came to realize that it was perfect. Our minds and our souls contain volumes inscribed by our experiences and emotions; each individual's consciousness is a collection of memories catalogued and stored inside, a private library of a life lived. It is something that no one else can entirely share; it burns down and disappears when we die. But if you can take something from your internal collection and share it—with one person or with the larger world, on the page or in a story told—it takes on a life of its own.

*This piece is adapted from "The Library Book," by Susan Orlean, out in October from Simon & Schuster.*

*Susan Orlean began contributing articles to The New Yorker in 1987, and became a staff writer in 1992. [Read more »](#)*

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### **Political Election and Petition Policy (Draft name)**

The Board of Library Trustees wish to preserve the value of our programs and services at the Belmont Public Library and therefore create the following policy regarding political campaigns, candidates and public policy petitions.

Circulation of political nomination papers or public policy petitions in the Belmont Public Library or on its ground is prohibited.

Patrons of the Library are requested not to circulate petitions, including nomination papers within the building.

All candidates for election or sponsors of public policy petitions who are interested in meeting the patrons of the Belmont Public Library are welcome to contact the Board of Library Trustees by way of the Library Director, to request such an opportunity. The requests may or may not be considered.

Campaign literature may not be left at the Library or distributed to its patrons. Similarly, individuals supporting political issues are requested to leave no literature.

No fundraising or solicitation of money for campaigns or public policy petitions is allowed in public buildings per Massachusetts General Laws.

We will consider accommodations for formal opportunities for appearances by candidates and sponsors of public policy petitions, providing all candidates or both sides of the issue are invited to appear simultaneously, on a case by case basis.



Peter Struzziero &lt;pstruzziero@minlib.net&gt;

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**Belmont Library - Naming Rights Update**

1 message

**Mark Carthy**

To: Peter Struzziero

Cc: Gailsman

Mon, Oct 29, 2018 at 1:05 PM

Peter

See below summary of progress regarding developing a "Naming Rights Policy" for the Belmont Public Library. You might circulate this to Trustees tonight to get some feedback - it may help guide the subgroup. I wanted you to see it first.

I have attached policies from Madison, WI and Deerfield, MA. In addition Hopkinton Library web site lists an example of a menu of possible naming rights and pricing - we might see this from the Belmont Library Foundation.

Thanks

Mark

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Intro

- \* Naming rights of new buildings or those undergoing significant renovation should be the responsibility for the Board of Library Trustees. The Trustees would have the right to allow or remove a named item, room or building
- \* The Trustees would meet with the Selectmen's Office from time to time to review the policy
- \* For the purposes of fund raising entities such as the Library Foundation may make proposals to the Library Trustees for review and approval.

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**Madison, WI****Naming of Library Buildings**

The naming of all new Library buildings and of all existing Library buildings undergoing significant renovation and expansion is the responsibility of the Library Board, guided by the following criteria.

New library facilities shall be named and existing library facilities shall be renamed

- \* with a preference for geographic or functional designation, or
- \* when the Board chooses to honor an individual for significant, outstanding contribution in keeping with the nature and mission of the Library (in which case the name should be generally recognized within the community and be able to stand the test of time), or
- \* when the Board chooses to accept the gift of a donor (or donors) who requests naming rights and who contributes a minimum of 51% of the total project costs, including construction, equipment, furnishings and collections for the building.

Further,

- \* The Library Director, in consultation with the Library design team and the Madison Public Library Foundation's Campaign Committee for that facility, will be responsible for determining the manner in which the name is recognized (e.g. signage.)

- \* No naming opportunities will be considered for corporations or religious entities.

- \* The term for the naming of the new facility shall be 25 years, after which the building could be renamed, based on the above criteria.

**Naming of Interior Spaces**

Other naming opportunities are available within the new building or existing buildings undergoing significant renovation and expansion. These opportunities are identified by the Library Director in consultation with the Library's design team and the Madison Public Library Foundation's Campaign Committee for that facility, and could include such areas as meeting rooms, auditoriums, reading lounges, special use areas, collections, equipment, gardens or other interior and exterior spaces.

- Naming opportunities are available for individuals, families, foundations and corporations making a significant contribution to the project, as determined by the square footage costs of the specific area of interest, plus the cost of new equipment or collections for that area.
- The Library Director, in consultation with the Library design team and the Madison Public Library Foundation's Campaign Committee for that facility, will be responsible for determining the manner in which the name is recognized (e.g. signage.)
- A list of the interior naming opportunities and costs for each facility under construction will be submitted to the Library Board for approval.

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## Deerfield, MA

### Naming Rights Policy

The Deerfield Public Library Board of Trustees (the Board) offers naming rights for new and existing physical assets. This includes rooms, spaces, substantial equipment/furniture installations, and landscaping features. The Board shall have sole discretion to make any and all decisions regarding whether to accept funds for naming rights. Should the Board decide to accept funds for naming rights, the Board shall also have sole discretion as to all decisions regarding how said naming rights are implemented.

Corporations are not eligible for naming rights. Accepted donations of \$10,000 to \$49,999 carry naming rights for 10 years. Accepted donations from \$50,000 to \$100,000 carry naming rights for 20 years. Naming rights for any accepted donations over \$100,000 will be determined through a consultation with the Board. The donor has the right of first refusal at the time of renewal.

A plaque will be installed at or near the named area. The Board reserves the right to choose the wording, size, location, and style of the plaque. An appropriate dedication ceremony may be planned and conducted. The Board reserves the right to remove any and all naming at the Library, without refund, if the Board determines, in its sole discretion, that good cause exists to do so.

The Board may approve other naming recognition items and values on a case-by-case basis.

### Approved and adopted by the Board

October 21, 2015

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## Hopkinton Library Naming Opportunities

# Naming Opportunities (as of February 1, 2018)

A Naming Opportunity presents a unique chance for individuals, families and businesses to write a chapter in the history of the Hopkinton Public Library. Through a Naming Opportunity level gift, you become a part of the library's legacy for generations to come. For gifts of the following amounts, donors may be recognized for their contributions:

### For a \$250,000 gift:

- Children's Department

### For a \$100,000 gift:

- Lower Level Lounge (Reserved)
- Stained Glass Window on Main Street (Reserved)
- Book Drop



- Lobby (Reserved)
- Presentation Room

#### For a \$75,000 gift:

- Young Adult Room

#### For a \$50,000 gift:

- First Floor Reading Room (Reserved)

#### For a \$25,000 gift:

- Circulation Desk (Reserved)
- Local History Room (Reserved)
- Children's Activity Room (Reserved)
- Information Desk – Lower Level
- Children's Room Information Desk
- Elevator

#### For a \$15,000 gift:

- Café / Lounge (Reserved)
- Children's Exploration Center (Reserved)
- Periodical Lounge – Main Level (Reserved)
- Tech Services Area – Main Level

#### For a \$10,000 gift:

- Young Adult Lounge (Reserved)
- Conference Room (Reserved)
- Classroom – Lower Level (Reserved)

#### For a \$5,000 gift:

- Staff Room (Reserved)
- Quiet Study Room 1 (Reserved)
- Quiet Study Room 2 (Reserved)
- Quiet Study Room 3 (Reserved)
- New Books Display (Both Reserved)
- Children's Picture Book Alcove (Both Reserved)
- Young Adult Desk (Reserved)
- Young Adult Alcove (Reserved)
- Young Adult Laptop Bar (Reserved)
- Children's Librarian Office
- Library Director's Office
- Assistant Library Director's Office
- Kitchenette

#### For a \$2,500 gift:

- Puzzle Corner (Reserved)
- Outdoor Bench (Reserved)
- Conference Room Reading Nook in Turret (Reserved)
- Fireplace Mantel (Reserved)
- Antique Windows (Reserved)
- Second Floor Lobby – Children's Department (Reserved)
- Young Adult Stacks (All Reserved)
- Fiction Stacks (3 Available, 3 Reserved)
- Nonfiction Stacks (4 Available, 2 Reserved)
- Children's Room Stacks (6 Available, 3 Reserved)

## **COA Policy on Political Campaign Presence at BSC-2017**

The Board of the Belmont Council on Aging wishes to preserve the integrity and value of our programs and harmony of the Beech Street Center.

Therefore, the Council on Aging hereby establishes the following policies regarding political campaigns, candidates and public policy petitions:

- Circulation of political nomination papers or public policy petitions within the Beech Street Center is prohibited.
- Patrons of the Center are requested not to circulate petitions, including nominating petitions within the building.
- All candidates for election or sponsors of public policy petitions who are interested in meeting the users of the Beech Street Center are welcome to register for drop-in opportunities, on a schedule established by the Council on Aging, to ensure equal access to the opportunity.
- Campaign literature may not be left at the Center or distributed to users without the user's express request/permission. Similarly, individuals supporting political issues are requested to leave no literature.
- No fundraising or solicitation of money for campaigns or public policy petitions is allowed in public buildings per Massachusetts General Laws.
- We will work to accommodate formal opportunities for appearances by candidates and sponsors of public policy petitions providing all candidates or both sides of the issue are invited to appear simultaneously.