

Directors Report – Thursday April 21st 2021

- The Trans Folks: Who We Are program on March 30th was a great collaborative success with the Belmont LGBTQ+ Alliance, Belmont Human Rights Commission, LexPride, and Network for Social Justice - 70 people joined online
- The Library offered robust slate of women's history programming in March, including the captivating Martha Chiarchiaro as part of a continuing Seeing History art history lecture series. Check the Library Calendar for upcoming programs in the series.
- Online program attendance continues to be strong. The Mei Mei Dumpling Making Class brought 23 attendees together online and afforded another excellent opportunity to collaborate with the Belmont Farmer's Market & Food Collaborative.
- Our second Winter Reading Challenge went over well with 161 total participants (59 adults and 102 children)!
- Children's in-person storytimes have seen such high demand that we have added a second in-person session to Tuesday.
- In person children's concerts returned to the Assembly Room on April 8th with 33 adults and children singing and dancing along with Matt Heaton.
- Teen volunteers collaborated with children's librarians to offer new bilingual storytimes. We just had a Mandarin storytime with more planned for Spanish and Italian later this year.
- Computer use has been growing steadily. The amount of public computers have been increased along with circulating laptops, along with regular laptop & Chromebook chargers.
- The number of available Wifi hotspots has doubled due to popular demand
- Ellen & Ryan have launched an internal IT ticketing system to great ovation among staff.

General Update

- Longtime Library Employee (now retired) Muriel McGinty turned **100** years old. Muriel's family has made a generous donation in her honor. Happy Birthday Muriel.
- Electrical conduit project is ongoing 75% complete
- Friends Bookstore opens Monday April 25th – share the news
- Library Director Struzziero has been nominated to be Vice President of the Minuteman Library Network. This is a three year commitment including one year terms as Vice President, President, and Past President. Belmont has never had a Director appointed to any of these roles before.

Friends of the Belmont Public Library

October 2021 thru January 2022 Spending Report

To: Peter Struzziero, Director, Belmont Public Library
From: Anne Lougée & Cyndi Reitmeyer, Co-Treasurers, Friends of the Belmont Public Library
Date: April 15, 2022
Re: January through March 2022 FOBPL Spending Report

FOBPL

The majority of the FOBPL expenses for the October 2021 thru March 2022 period went towards library programs and to a lesser extent the FOBPL membership and administrative expenses.

FOBPL Organization-Related Expenses of Note (January – March 2022)

- Website fees
- Monthly QuickBooks subscription fee
- Membership expenses
- Tax prep fees

FOBPL Membership & Other Income – FISCAL Year to Date (September – March 2022)

Please note that percentages look high because the budget was based on conservative donation and dealer sale revenues over the previous year.

Income	% Of Budget
Donations under \$199	86%
Donations over \$200	199%
Everyday Book Sales	64%
Dealer Sales	147%
Annual Book Sales	58%

FOBPL Payments of Belmont Public Library Expenses (January – March 2022)

Expense	January – March 2022
Museum Memberships	\$50
Library Programs - Adult	\$3,660
Library Programs – Young Adult	\$607
Library Programs – Children	\$536
Library Programs – Books & Bites	\$500
Staff Meetings/Development	\$1,344
Total Library Expenses January – March 2022	\$6,697

FOBPL Paid Library Expenses of Note (January – March 2022)

- Adult and young adult crafting projects
- Smart video conference camera, microphone, and speaker
- Brush painting class at the Beech Street Center
- Sabrina Fulton: **Cultivating Justice toward Racial Equity** (in collaboration with the Belmont Select Board)
- Simple Joy Living: **Discover the Joy of Hygge**
- Laren Land: **Iditarod Dog Musher**

FOBPL Paid Library Expenses of Note (January – March 2022) Continued

- Michael Ivankovitch: **What's it Worth: Antiques Road Show**
- Trans Day of Visibility - **Trans Folks: Who We Are**
- Introduction to Cold Process Soap Making
- Tai Chi classes
- Dial M for Movies
- Library Director's travel expenses to DC for ALA Conference
- Two Books and Bites programs:
 - Ted Reinstein – *Before Brooklyn*
 - Dina Gilio-Whitaker – *Myths about Native American Culture and History.*
- Sponsored at no cost one virtual Author Series event:
 - Sanjena Sathian – *Gold Diggers*



**OFFICE OF COMMUNITY DEVELOPMENT
TOWN OF BELMONT**

19 Moore Street
Homer Municipal Building
Belmont, Massachusetts 02478-0900

**BELMONT HISTORIC DISTRICT COMMISSION
BELMONT HISTORICAL COMMISSION**

April 12, 2022

Elizabeth Dionne, Chair
Community Preservation Committee
Town Treasurer's Office
Homer Municipal Building
19 Moore Street
Belmont, MA 02478

Dear Ms. Dionne and Community Preservation Committee,

On April 12, 2022, the Historic District Commission voted unanimously to support the Library Board of Trustees efforts to receive Community Preservation Act funding to preserve the Public Library's Veterans Memorial plaques, stained glass windows, as well as additional plaques and historical components in the current building that include removal, refurbishing and reinstallation.

Sincerely,

Lisa Harrington, Chair



Current Fiscal Year Data Comparison

Key Performance Indicators

	Last Year												
	Current month	Month comparison	Feb 2022	Jan 2022	Dec 2021	Nov 2021	Oct 2021	Sep 2021	Aug 2021	Jul 2021	Jun 2021	May 2021	Apr 2021
Circulation - Total	56,384	39,360	50,194	53,944	50,993	50,866	50,773	49,907	53,910	53,892	48,592	36,247	37,314
Circulation - Adult (books/magazines)	9,848	7,481	9,036	10,169	9,706	9,277	9,680	9,411	10,071	9,959	9,216	7,199	6,876
Circulation - YA print (books/magazines)	1,780	1,070	1,559	1,553	1,657	1,549	1,490	1,935	2,388	2,380	2,012	925	850
Circulation - Children's print (books/magazines)	22,619	13,975	18,567	19,261	19,182	19,759	20,482	21,242	22,551	23,201	20,197	12,550	12,884
Circulation - Adult Audio Visual	5,788	3,242	5,229	6,503	6,556	5,792	5,274	5,506	5,263	5,354	5,020	3,469	3,099
Circulation - YA Audio Visual	25	38	30	28	32	42	31	58	48	34	41	46	27
Circulation - Children's Audio Visual	1,255	476	981	970	1,176	1,105	977	1,090	1,373	1,377	866	415	359
Circulation - downloads & streams (eBooks/eAudiobooks/eMaterials)	15,032	13,075	14,748	15,407	12,627	13,284	12,783	10,631	12,191	11,567	11,227	11,641	13,218
Reference Questions	2,506	728	2,292	2,125	2,471	2,397	2,002	2,091	2,617	2,299	1,779	1,611	1,166
Programs Offered (total)	69	35	56	50	48	70	69	65	65	102	48	49	41
Adult Programs	27	18	27	24	14	23	26	23	9	12	15	19	19
YA Programs	18	2	13	10	20	20	16	22	38	64	22	16	11
Children's Programs	24	15	16	16	14	27	27	20	18	26	11	14	11
Programs Attendance (total)	829	690	651	698	1,985	779	1,062	790	798	1,628	402	371	491
Adult Programs Attendance	275	458	252	260	212	154	415	472	188	363	156	140	242
YA Programs Attendance	294	1	215	191	1,622	272	290	99	250	354	151	76	51
Children's Programs Attendance	260	231	184	247	151	353	357	219	360	911	95	155	198
Meeting Room Use	6	0	4	0	0	0	0	0	0	0	0	0	0
Museum Pass Use	113	38	115	69	106	72	69	73	103	133	93	55	60
Use of Library Computers	584	0	462	571	573	545	472	489	500	390	444	221	158
Materials added	1,521	1,011	838	1,081	681	1,042	733	835	1,002	770	1,245	961	1,166
Materials Withdrawn	1,124	641	1,422	1,729	917	607	598	488	1,046	725	432	963	391



Current Fiscal Year Data Comparison

Key Performance Indicators

	FY2021	FY2020	FY2019	FY2018	FY2017
	Total Annual	Total Annual	Total Annual	Total Annual	Total Annual
Circulation - Total	423,170	521,511	599,254	548,782	562,579
Circulation - Adult (books/magazines)	76,293	90,357	120,223	118,589	121,002
Circulation - YA print (books/magazines)	12,278	18,146	21,572	23,095	23,424
Circulation - Children's print (books/magazines)	135,871	181,257	219,135	225,480	233,689
Circulation - Adult Audio Visual	37,413	70,226	90,878	102,538	108,748
Circulation - YA Audio Visual	466	344	612	733	870
Circulation - Children's Audio Visual	5,820	18,231	23,354	28,360	33,572
Circulation - downloads (eBooks/eAudiobooks)	154,907	141,039	116,660	46,351	38,552
Reference Questions	10,265	14,136	29,754	39,004	36,646
Programs Offered (total)	481	642	772	681	645
Adult Programs	203	224	278	246	156
YA Programs	113	84	115	107	117
Children's Programs	165	334	379	328	372
Programs Attendance (total)	7,834	14,147	18,084	17,700	19,186
Adult Programs Attendance	4,681	2,554	3,353	3,721	3,061
YA Programs Attendance	744	616	1,052	1,181	1,900
Children's Programs Attendance	2,409	10,977	13,679	12,798	14,225
Meeting Room Use	0	697	941	878	855
Museum Pass Use	377	1,562	2,531	2,477	2,525
Use of Library Computers	1,384	16,028	18,418	20,473	21,116
Materials added	10,316				
Materials Withdrawn	5,678				

Patron Traffic

Month

Mar 1-Mar 31

Date	Children's	Front Door	Assembly	Daily Total
Tuesday, March 01, 2022	38	186	165	389
Wednesday, March 02, 2022	44	178	200	422
Thursday, March 03, 2022	44	182	142	368
Friday, March 04, 2022	26	154	163	343
Saturday, March 05, 2022	36	201	237	474
Sunday, March 06, 2022	19	91	94	113
Monday, March 07, 2022	75	209	216	291
Tuesday, March 08, 2022	49	197	173	222
Wednesday, March 09, 2022	43	151	189	232
Thursday, March 10, 2022	38	197	194	232
Friday, March 11, 2022	31	179	131	162
Saturday, March 12, 2022	75	141	280	496
Sunday, March 13, 2022	18	115	119	252
Monday, March 14, 2022	47	197	174	418
Tuesday, March 15, 2022	47	176	160	383
Wednesday, March 16, 2022	41	191	193	425
Thursday, March 17, 2022	57	163	160	380
Friday, March 18, 2022	30	145	106	281
Saturday, March 19, 2022	34	163	258	455
Sunday, March 20, 2022	17	100	87	204
Monday, March 21, 2022	51	182	174	407
Tuesday, March 22, 2022	45	179	182	406
Wednesday, March 23, 2022	51	202	210	463
Thursday, March 24, 2022	45	148	183	376
Friday, March 25, 2022	30	161	149	340
Saturday, March 26, 2022	33	195	239	467
Sunday, March 27, 2022	18	98	127	243
Monday, March 28, 2022	43	160	170	373
Tuesday, March 29, 2022	38	175	225	438
Wednesday, March 30, 2022	46	178	179	403
Thursday, March 31, 2022	44	146	120	310
Month Total	1253	5140	5399	10768

BELMONT PUBLIC LIBRARY EXPENDITURES									
								19-Apr-22	
								2:59 PM	
		ORIG./ADJ.		ADJUSTED	SPENT	SPENT		PROJECTED	%
		APPROPRRTNS.	TRANSFER	BUDGET	APRIL	JULY - APRIL	BALANCE	10 MONTHS	EXP
LIBRARY ADMINISTRATION									
16111									
511000	SALARIES, FULL TIME	182,373.00		182,373.00	10,834.56	147,233.05	35,139.95	151,977.50	80.7%
514800	LONGEVITY	925.00		925.00	0.00	925.00	0.00	770.83	100.0%
16112									
524500	MAINTENANCE OFFICE EQUIP	6,500.00		6,500.00	0.00	6,500.00	0.00	5,416.67	100.0%
530001	MEDICAL REPORTS & BILLS	1,025.00		1,025.00	0.00	623.00	402.00	854.17	60.8%
531700	EMPLOYEE TRAINING	1,000.00		1,000.00	0.00	400.00	600.00	833.33	40.0%
531900	ADVERTISING & PUBLIC RELA	500.00		500.00	0.00	157.06	342.94	416.67	31.4%
534500	POSTAGE	2,050.00		2,050.00	0.00	1,094.34	955.66	1,708.33	53.4%
534700	PRINTING	1,575.00		1,575.00	84.69	332.76	1,242.24	1,312.50	21.1%
542100	OFFICE SUPPLIES	975.00		975.00	0.00	137.56	837.44	812.50	14.1%
571000	IN-STATE TRAVEL	400.00		400.00	0.00	0.00	400.00	333.33	0.0%
573000	DUES & MEMBERSHIP	800.00		800.00	0.00	150.00	650.00	666.67	18.8%
	TOTAL LIBRARY ADMINISTRA	198,123.00	0.00	198,123.00	10,919.25	157,552.77	40,570.23	165,102.50	79.5%
LIBRARY PLANT OPERATIONS									
16141									
511000	SALARIES, FULL TIME	59,468.00		59,468.00	3,402.78	46,663.46	12,804.54	49,556.67	78.5%
511100	SALARIES, PART TIME	9,492.00		9,492.00	696.15	7,416.68	2,075.32	7,910.00	78.1%
513000	OVERTIME	10,559.00		10,559.00	0.00	7,517.70	3,041.30	8,799.17	71.2%
514100	SPECIALTY PAY/STIPEND	260.00		260.00	15.00	207.00	53.00	216.67	79.6%
514800	LONGEVITY	1,100.00		1,100.00	0.00	1,100.00	0.00	916.67	100.0%
519900	UNIFORM	820.00		820.00	0.00	820.00	0.00	683.33	100.0%
16142									
522800	GAS	16,833.00		16,833.00	2,757.29	13,574.84	3,258.16	14,027.50	80.6%
522900	ELECTRICITY	40,000.00		40,000.00	2,709.10	27,081.26	12,918.74	33,333.33	67.7%
523100	WATER	5,677.00		5,677.00	290.46	2,753.20	2,923.80	4,730.83	48.5%
523400	ENERGY CONSERVATION	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!
524300	MAINTENANCE BUILDING	146,876.00		146,876.00	3,660.15	88,615.49	58,260.51	122,396.67	0.0%
524306	R&M HVAC CONTRACT SERVIC	18,478.00		18,478.00	6,600.00	8,014.75	10,463.25	15,398.33	43.4%
545000	CUSTODIAL SUPPLIES	10,000.00		10,000.00	0.00	5,310.43	4,689.57	8,333.33	53.1%
548900	GASOLINE	150.00		150.00	0.00	25.38	124.62	125.00	16.9%
	TOTAL LIBRARY PLANT OPER	319,713.00	0.00	319,713.00	20130.93	209,100.19	110,612.81	266,427.50	65.4%

		ORIG./ADJ. APPROPRRTNS.	TRANSFER	ADJUSTED BUDGET	SPENT APRIL	SPENT JULY - APRIL	BALANCE	PROJECTED 10 MONTHS	% EXP	
	LIBRARY PUBLIC SERVICE									
16121										
511000	WAGES, FULL TIME	743,059.00		743,059.00	46,408.30	604,263.90	138,795.10	619,215.83	81.3%	
511100	WAGES, PART TIME	290,025.00		290,025.00	13,990.08	164,209.20	125,815.80	241,687.50	56.6%	
513000	OVERTIME	10,000.00		10,000.00	470.28	5,647.59	4,352.41	8,333.33	56.5%	
514105	EYEGLOSS REIMBURSEMENT	175.00		175.00	0.00	175.00	0.00	145.83	100.0%	
514800	LONGEVITY	6,122.00		6,122.00	0.00	4,296.43	1,825.57	5,101.67	70.2%	
16122										
530000	PROFESSIONAL SERVICES	3,000.00		3,000.00	1,560.83	2,500.83	499.17	2,500.00	83.4%	
534100	TELEPHONE	5,553.00		5,553.00	340.63	3,798.25	1,754.75	4,627.50	68.4%	
552900	BOOKS/PER/FILM/CD/REC	361,234.00		361,234.00	21,081.88	278,711.97	82,522.03	301,028.33	77.2%	
573000	DUES	1,020.00		1,020.00	0.00	378.00	642.00	850.00	37.1%	
585250	SOFTWARE	2,000.00		2,000.00	254.84	2,156.84	(156.84)	1,666.67	107.8%	
	TOTAL LIBRARY PUBLIC SERV	1,422,188.00	0.00	1,422,188.00	83,852.00	1,065,463.17	356,724.83	1,185,156.67	74.9%	
	LIBRARY TECHNICAL SERVICES									
16131										
511000	SALARIES, FULL TIME	244,986.00		244,986.00	10,090.10	138,375.57	106,610.43	204,155.00	56.5%	
511100	SALARIES, PART TIME	13,038.00		13,038.00	0.00	0.00	13,038.00	10,865.00	0.0%	
514800	LONGEVITY	1,675.00		1,675.00	0.00	1,550.00	125.00	1,395.83	92.5%	
16132										
530600	COMPUTER SERVICE	79,789.00		79,789.00	0.00	74,057.57	5,731.43	66,490.83	92.8%	
542200	PROCESSING SUPPLIES	11,740.00		11,740.00	163.23	9,375.57	2,364.43	9,783.33	79.9%	
573000	DUES	0.00		0.00	0.00	0.00	0.00	0.00	#DIV/0!	
	TOTAL LIBRARY TECHNICAL S	351,228.00	0.00	351,228.00	10,253.33	223,358.71	127,869.29	292,690.00	63.6%	
	LIBRARY CAPITAL									
16133										
587100	CAPITAL COMPUTER	12,675.00		12,675.00	0.00	2,420.38	10,254.62	10,562.50	19.1%	
	TOTAL LIBRARY DEPARTMEN	2,303,927.00	0.00	2,303,927.00	125,155.51	1,657,895.22	646,031.78	1,919,939.17	71.96%	

EFF DATE	AMOUNT	VDR NAME/ITEM DESC	COMMENTS
03/31/2022	\$ 1,967.06	ELLEN GIROUARD	ALA membership/PLA conference
02/17/2022	\$ 197.72	PETER STRUZZIERO	Pizza lunch/Staff appreciation
02/17/2022	\$ 350.00	SIMPLE JOY LIVING LLC	Discover Joy of Hygge
01/13/2022	\$ 4,455.00	PETER STRUZZIERO	Entrepreneurial Leadership Course - Babson College
01/13/2022	\$ 82.74	STAPLES CONTRACT & COMMERCIAL INC	File cabinet
	<hr/> \$ 7,052.52		

Meeting Room Policy

POLICY AND REGULATIONS FOR USE OF THE BELMONT PUBLIC 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 at his/her discretion and 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. Anyone using a library meeting room must follow any and all library policies, it is the responsibility of attendees to understand and adhere to said policies.

The rooms available for rental are

THE ASSEMBLY ROOM seats ~~100~~135 people and contains a piano and a -permanent screen for films, slides, etc. There is a kitchenette, but there is no access to refrigeration, oven and or a dishwasher.

THE JAMES WATSON FLETT MEMORIAL CONFERENCE ROOM seats ~~36~~40-20 people and is used for conferences and small meetings.

All meeting room use s ~~is 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.~~

Reservations for use of a meeting room are made through the Library Director's electronic reservation software located on our library website office and will be reviewed in the order in which it was received assigned in order of receipt of application. Applications can be submitted up to two months sixty days in advance. Applications must be filled out completely in order to be considered. 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.

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:

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.

Meeting rooms may be used during library hours. Meeting room use outside of normal library hours may be approved by the Library Director if custodial coverage is available:

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). Please check our website for our current hours.

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Groups holding meetings must assume responsibility for any loss or damage to the library property. 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 or charged an additional cleaning fee. Groups are responsible for their own advertising and publicity.

~~Children and teenage groups may use the room with appropriate adult supervision~~

~~Smoking is not allowed in the library.~~

~~No alcoholic beverages are to be served.~~

FEES AND PAYMENTS:

ROOM FEES:

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

ASSEMBLY ROOM	\$50.00 <u>\$100.00</u>
KITCHENETTE	\$25.00 <u>\$50.00</u>
FLETT ROOM	\$30.00 <u>\$60.00</u>

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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 <u>\$200.00</u>
KITCHENETTE	\$ 50.00 <u>\$100.00</u>
FLETT ROOM	\$ 50.00 <u>\$100.00</u>

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CUSTODIAL FEES:

Commercial Purposes* - High Cost?

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~~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. Meeting room use may incur additional custodial fees when used outside of normal library hours of operation.~~

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 p Projectors and screen	\$15.00 <u>\$30.00</u>
Bluray Player	\$30.00
VCR and DVD player, and television	\$15.00
Speaker Sound system	\$30.00 <u>\$15.00</u>
Infocus projector	\$15.00
Piano	<u>\$30.00</u> <u>\$15.00</u>

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

PAYMENTS:

Custodial and room use fees must be paid with two separate checks, each payable to the "Belmont Public Library Town of Belmont," and sent upon confirmation of booking approval 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 has taken place is held.

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CANCELLATION:

~~Advance notice of at least twenty-four hours is to be given to the library of meeting cancellation. At least 24 hours notice must be given to the library for all meeting room cancellations.~~ In the event that prior notice is NOT given, the ~~minimum~~ room fee will be charged. Same day cancellations will be allowed due to extreme weather.
~~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:

No literature may be distributed at a meeting without permission of the Library Director.
~~A group's meeting at the library does not in any way constitute an endorsement of the group's policies or beliefs. Meeting Room Use in no way constitutes an endorsement of a group's policies or beliefs.~~

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 outside of normal hours of operation at other times. The Library Director's interpretation of these regulations shall prevail, ~~subject to the final decision of the Board of Trustees.~~

To complete your request for room reservation, please fill out our the Meeting Room Application found here, on our library website below, to complete your request for space. The form can either be filled out digitally (Adobe software needed) and then emailed in for review to Pstruzziero@minlib.net or it can be printed out and turned in to Belmont Public Library Staff with attention to Peter Struzziero.

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