

Commonwealth of Massachusetts Board of Library Commissioners

98 North Washington Street • Boston, Massachusetts 02114
(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

FY2006 STATE AID TO PUBLIC LIBRARIES COMPLIANCE FORM

The municipality of **Bellingham, Massachusetts** is applying for FY2006 State Aid to Public Libraries. It submits herewith a report of annual appropriations, expenditures and services as required by the Board of Library Commissioners to measure compliance with the requirements specified in M.G.L. Ch. 78, sections 19A and 19B (as amended by current budget language) and in 605 CMR 4.00.

The undersigned assures the Massachusetts Board of Library Commissioners that the information submitted on this compliance form is "certified by the librarian and subject to an audit by the state auditor" [M.G.L. Ch. 78, s. 19B] and is correct and true to the best of the librarian's knowledge.

Library: BELLINGHAM PUBLIC LIBRARY	
Please complete the following: Person Completing Survey: Charlotte L. Rabbitt	
Title: Director	
Email Address: crabbitt@bellinghamma.org	
Phone #: (508) 966-1666	Fax #: (508) 966-3189
Best Days/Times to Reach: Daily	
Library Director's Signature:	Date: October 14, 2005
Trustee Chair's Signature: Kathleen Bartlett	Date: October 14, 2005

Postmark by October 21, 2005

Return to the above address, attn. Uechi N
For further information contact: James Lonergan (James.Lonergan@state.ma.us)

FY2006 STATE AID TO PUBLIC LIBRARIES COMPLIANCE FORM

MUNICIPAL APPROPRIATION REQUIREMENT (MAR) WORKSHEET

M.G.L. Chapter 78, section 19A as amended by current budget language.

When calculating the FY2006 MAR, both the **Total Appropriated Municipal Income (TAMI)** and the **Municipal Appropriation Requirement (MAR)** are considered. If the municipality was certified in FY2005, and the FY2005 TAMI is less than the FY2005 MAR, the FY2005 MAR will be used in the calculation.

		Calculation Figures	Certification Status
A. FY2003		\$ 407,720	Certified
B. FY2004		\$ 400,501	Certified
C. FY2005 MAR	\$ 407,825		Certified
D. FY2005 TAMI from page 2 (line A8 TAMI) of the Financial Report	\$417,825		
E. FY2005 MAR (line C) or TAMI (line D) (please enter whichever is higher)		\$ 417,825	
F. Add calculation figures together (A + B + E)		\$ 1,226,046	TOTAL
G. Divide total by 3		\$ 408,682	AVERAGE
H. Multiply average by 1.025		\$ 418,900	FY2006 MAR
I. Enter your FY2006 projected Total Appropriated Municipal Income (TAMI) from page 4 (line F8 TAMI) of the Financial Report.		\$ 431,064	FY2006 TAMI

If the FY2006 Total Appropriated Municipal Income (I) is less than the FY2006 Municipal Appropriation Requirement (H), refer to the enclosed FY2006 MAR Waiver Packet. Contact the State Aid Unit if you have any questions.

FY2006 STATE AID TO PUBLIC LIBRARIES COMPLIANCE FORM

1. OPEN TO ALL RESIDENTS

M.G.L. Chapter 78, section 19B (1); 605 CMR 4.01 (1).

In FY2005, **Bellingham's** library was "...open to all residents of the commonwealth," and "all residents of the commonwealth [had] access to reading and reference rooms under the same conditions as residents of the community."

2. MAKE NO CHARGE FOR NORMAL LIBRARY SERVICES

M.G.L. Chapter 78, section 19B (2); 605 CMR 4.01 (2).

In FY2005, **Bellingham's** library "...[made] no charge for normal library services" that is, "no charges were levied on residents of the local community for the withdrawal of library books in the regular circulating collections of the community's public library or libraries."

3. BE KEPT OPEN A MINIMUM NUMBER OF HOURS PER WEEK

M.G.L. Chapter 78, section 19B (3); 605 CMR 4.01 (3).

(Summer schedules are excepted. Indicate schedule with least number of hours if library had more than one schedule during compliance period.)

For **Bellingham's** library, the minimum hours standard is: 50 hours per week and 5 days per week, including some evening hours. 80% compliance is 40.0 hours per week. 90% compliance is 45.0 hours per week.

Compliance Period FY2005 Hours and Days Open Per Week	
Hours Open Per Week	57
Days Open Per Week	6
Evenings (after 5:00 p.m.) open per week	4

4. EMPLOY TRAINED LIBRARY PERSONNEL

M.G.L. Chapter 78, section 19B (4); 605 CMR 4.01 (4).

"A municipality will be considered ineligible for direct state aid if the library has had an acting chief librarian for three or more years from the date that the position became vacant."

Bellingham's library director must be a college graduate and with a degree from an approved library school and have experience in library work including supervisory experience.

Charlotte Rabbitt was Director of Bellingham's library as of June 30, 2005. The director was appointed on **January 3, 2005** and holds Certificate # **P5155**.

Please list anyone who was acting director or permanent director between 7/1/2004 and 6/30/2005.

Acting Director	Date Appointed	Education	Certificate #
Charlotte L. Rabbitt Library Director	January 3, 2005 Date Appointed	MSLIS Education	P5155 Certificate #

FY2006 STATE AID TO PUBLIC LIBRARIES COMPLIANCE FORM

5. EXPEND A REASONABLE PORTION OF THE LIBRARY'S TOTAL BUDGET ON LIBRARY MATERIALS

M.G.L. Chapter 78, section 19B (5); 605 CMR 4.01 (5).
Bellingham's library must have spent at least 15% of its FY2005 total operating expenditures (excluding personnel benefits and capital) on library materials. 80 % compliance is 12.0%. 90% compliance is 13.5%.

A. FY2005 Total Materials Expenditures (from page 3, line C2 Total of the Financial Report)	\$ 74,701
B. FY2005 Total Operating Expenditures (from page 3, line C4 of the Financial Report)	\$ 444,082
C. FY2005 Personnel Benefits which will be excluded from materials expenditures calculation (from page 3, line C1b of the Financial Report)	\$ 1074
D. Subtract Line C. from Line B.	\$ 443,008
E. To calculate the percentage of Total Operating Expenditures spent on library materials: Divide Line A. by Line D. DO NOT ROUND.	16.86 %

6. LEND BOOKS TO OTHER LIBRARIES IN THE COMMONWEALTH

M.G.L. Chapter 78, section 19B (6); 605 CMR 4.01 (6).

In FY2005, **Bellingham's** library "[lent] books to other [certified] libraries in the commonwealth and [extended] privileges to the holders of cards issued by other [certified] public libraries in the commonwealth on a reciprocal basis."

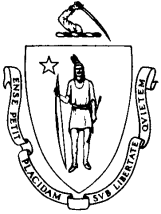
7. REPORT NONRESIDENT CIRCULATION

M.G.L.Chapter 78, section 19B (7); 605 CMR 4.01 (7) and 4.02.

Bellingham reported the library's total number of eligible FY2005 nonresident loans on the **FY2006 Annual Report Information Survey (ARIS Section K)**.

REMINDER: Please check the following when completed:

- The information requested in items 3 and 5 has been filled in and is consistent with the financial form**
- Numeric data has been rounded to the nearest whole dollar**
- The application for flexibility has been included if necessary.**
- The petition for a waiver of the FY2006 MAR has been included if necessary.**



Commonwealth of Massachusetts Board of Library Commissioners

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FY2006 STATE AID TO PUBLIC LIBRARIES FINANCIAL REPORT

The municipality of **Bellingham, Massachusetts** is applying for FY2006 State Aid to Public Libraries. It submits herewith a report of annual appropriations and expenditures. The Board of Library Commissioners will examine the report "to determine adherence to existing minimum standards of free public library service under M.G.L. Ch. 78, s. 19B and existing municipal support requirements under M.G.L. Ch. 78, s. 19A, (as amended by current budget language) in order to be able to certify public libraries for aid under M.G.L. Ch. 78, s. 19A." [605 CMR 4.01 (7)] The undersigned assures the Massachusetts Board of Library Commissioners that the information submitted on this report is "certified by the librarian and subject to an audit by the state auditor" [M.G.L. Ch. 78, s. 19B] and is correct and true to the best of the librarian's knowledge.

Please check and correct the following:	
Municipality: Bellingham, MA	
Library: Bellingham Public Library	
Street Address: 100 Blackstone Street Bellingham, MA 02019	
Mailing Address: 100 Blackstone Street, Bellingham, MA 02019	
Telephone #: (508) 966-1660 Director's Phone/Ext: (508) 966-1666 Fax: (508) 966-3189	
Website URL: www.bellinghamlibrary.org	
Automated Network: CMARS	
Please complete the following:	
Person Completing Survey: Charlotte L. Rabbitt	
Title: Library Director	
Email Address: crabbitt@bellinghamma.org	Phone #: (508) 966-1660
Best Days/Times to Reach: Daily	
Ψ Library Director's Signature:	Date: October 14, 2005
Director's Email Address: crabbitt@bellinghamma.org	
Trustee Chair's Name: Kathleen Bartlett	
Ψ Trustee Chair's Signature:	Date: October 14, 2005

Postmarked Due October 21, 2005
Return to the above address, attn. Uechi Ng

For further information contact:
James Lonergan (James.Lonergan@state.ma.us)

Please check here if library is submitting data but not applying for FY2006 state aid

ROUND ALL NUMBERS TO NEAREST DOLLAR

Bellingham's FY2005 state aid award was 18,802
 LIG = 10,088 MEG = 6,600 NRC = 2,114

A. FY2005 TOTAL OPERATING INCOME - exclude capital/non-recurring income

	APPROPRIATED	NON-APPROPRIATED
1. Municipal Income	\$ 407,825	
2. Revolving Fund Accounts	\$ 10,000	
3. Dog Tax	n/a	
4. Other Income*		n/a
5. State Aid (see definition)		\$18,802
6. Trust and Endowment Income		n/a
7. Monetary Gifts		\$15,661
8. TOTALS	(TAMI) \$417,825	(TNA) \$34,463
9. TOTAL Operating Income (sum of line 8 totals)	\$452,288	
*10. Please specify source of <i>Other Income</i> :		
≡		

B. FY2005 TOTAL CAPITAL/NON-RECURRING INCOME - exclude operating income

1. Appropriated Municipal Income	\$ n/a
2. Non-Appropriated Capital Income (e.g. gifts)	\$ n/a
3. State Grants (e.g., Arts Lottery)	\$ n/a
4. State Construction Grant	\$ n/a
5. State Aid to Public Libraries (see definition)	\$ n/a
6. Federal Grants (e.g., LSTA)	\$ n/a
7. Regional and State Net Lender	\$ n/a
8. Other Grants (e.g., Mott Foundation)	\$ n/a
9. Erate	\$ n/a
10. TOTAL Capital/Non-Recurring Income	\$ 0

ROUND **ALL** NUMBERS TO NEAREST DOLLAR

C. FY2005 TOTAL OPERATING EXPENDITURES

1. Personnel		
a. salaries	\$	251,127
b. benefits (see definition)	\$	1,074
TOTAL Personnel Expenditures		\$ 252,201
2. Library Materials		
a. books	\$	53,574
b. print serial subscriptions	\$	4,933
c. audio	\$	11,288
d. video	\$	4,719
e. materials in electronic format		n/a
f. electronic databases	\$	187
g. other materials		n/a
TOTAL Materials Expenditures		\$ 74,701
3. Other Operating Expenditures		
a. building maintenance	\$	29,160
b. energy and utilities	\$	28,500
c. network membership	\$	17,822
d. other (see definition)	\$	41,698
TOTAL Other Operating Expenditures		\$ 117,180
4. TOTAL OPERATING EXPENDITURES		\$ 444,082
5. If FY2005 TOTAL OPERATING EXPENDITURES exceed the FY2005 TOTAL OPERATING INCOME (page 2, line A9), were funds carried over from previous fiscal years used? <input type="checkbox"/> Yes <input type="checkbox"/> No		

D. FY2005 TOTAL CAPITAL/NON-RECURRING EXPENDITURES

1. Library materials	n/a
2. Other Operating (see definition)	n/a
3. Capital outlay and Construction	n/a
4. Staffing	n/a
5. TOTAL Capital/Non-Recurring Expenditures	0
6. If FY2005 TOTAL CAPITAL/NON-RECURRING EXPENDITURES exceed the FY2005 TOTAL CAPITAL/ NON-RECURRING INCOME (page 2, line B10), were funds carried over from previous fiscal years used?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

ROUND ALL NUMBERS TO NEAREST DOLLAR

Bellingham's FY2005 state aid award was 19,103
 LIG = 10,609 MEG = 6,080 NRC = 2,414

E. FY2005 Employee Benefits Expenditures

These are expenditures for benefits paid and accruing to employees outside of salaries and wages. Include amounts for Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, tuition, and housing benefits. Also, include professional dues, travel for professional purposes, and union dues and union-related services. Do not include benefits which employees pay for personally (such as employee-paid matching funds for pension, employee contribution to health plan, or employee withholdings for Social Security.) **A blank box means "zero." If you do not collect the requested data, write NC in the box.**

1.	Benefits paid through the direct control of the public library , regardless of the source of income for such expenditures (should equal Financial Report page 3, line C1b)	\$ 1,047
2.	Benefits paid by or through another municipal department (i.e., municipal Human Resources department) if that information is available to the public library	\$ 55,962
3.	TOTAL EMPLOYEE BENEFITS EXPENDITURES (sum of 1 and 2)	\$ 57,009

F. FY2006 PROJECTED OPERATING INCOME - exclude capital/non-recurring income

	APPROPRIATED	NON-APPROPRIATED
1. Municipal Income	\$ 421,064	
2. Revolving Fund Accounts	\$ 10,000	
3. Dog Tax	n/a	
4. Other Income		n/a
5. State Aid (see definition)		\$ 19,103
6. Trust and Endowment Income		n/a
7. Monetary Gifts		\$ 10,000
8. TOTALS	(TAMI) \$ 431,064	(TNA) \$ 29,103
9. TOTAL Projected Operating Income (sum of line 8 totals)	\$ 460,167	

Please check here if any portion of your FY2006 state aid is budgeted for capital expenditures