

Commonwealth of Massachusetts Board of Library Commissioners

98 North Washington Street • Suite 401 • Boston, Massachusetts 02114-1933
(800) 952-7403 in state • (617) 267-9400 • (617) 421-9833 fax

FY2007 STATE AID TO PUBLIC LIBRARIES APPLICATION AND COMPLIANCE FORM

The municipality of _____ is applying for FY2007 State Aid to Public Libraries. It submits herewith this application and compliance form 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:	
Please complete the following: Person Completing Survey:	
Title:	
Email Address:	
Phone #: ()	Fax #:()
Best Days/Times to Reach:	
Ψ Library Director's Signature:	Date:
Ψ Trustee Chair's Signature:	Date:

Postmark by October 20, 2006

Return to the above address, attn. Uechi Ng

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

FY2007 STATE AID TO PUBLIC LIBRARIES APPLICATION AND COMPLIANCE FORM

MUNICIPAL APPROPRIATION REQUIREMENT (MAR) WORKSHEET

When calculating the FY2007 MAR, both the **Total Appropriated Municipal Income (TAMI)** and the **Municipal Appropriation Requirement (MAR)** for FY2004, FY2005 and FY2006 are considered. In any year that the municipality was certified, the higher of the two, MAR or TAMI, will be used. In any year the municipality was not certified, the actual TAMI will be used. (See enclosed MAR calculation policy.)

		Calculation Figures	Certification Status
A. FY2004		\$400,501	Certified
B. FY2005		\$417,825	Waiver
C. FY2006 MAR	\$418,900		Certified
D. FY2006 TAMI as reported on the FY2007 Financial Report	\$434,258		
E. FY2006 MAR (line C) or TAMI (line D) (please enter whichever is higher)		\$434,258	
F. Add calculation figures together (A + B + E)			TOTAL \$1,252,584
G. Divide total by 3			AVERAGE \$ 417,528
H. Multiply average by 1.025			FY2007 MAR \$ 427,966
I. Enter your FY2007 Projected Total Appropriated Municipal Income (TAMI) as reported on the FY2007 Financial Report.			FY2007 TAMI \$ 453,222
<p>IF THE FY2007 TOTAL APPROPRIATED MUNICIPAL INCOME (line I) IS LESS THAN THE FY2007 MUNICIPAL APPROPRIATION REQUIREMENT (line H), DIANNE L. CARTY OR JAMES LONERGAN MUST BE CONTACTED AT 1.800.925.7403 AND THE FORMS IN THE ENCLOSED <u>FY2007 MAR Waiver Packet</u> MUST BE COMPLETED AND RETURNED BY OCTOBER 20, 2006.</p>			

FY2007 STATE AID TO PUBLIC LIBRARIES APPLICATION AND COMPLIANCE FORM

1. OPEN TO ALL RESIDENTS

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

In FY2006, **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 FY2006, **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 _____ hours per week

90% compliance is _____ hours per week

using the materials expenditure and hours open accommodation policy (see enclosed.)

"In communities that have more than one independent library unit supported in whole or in part by public funds and in communities which have branches or stations of a central library, the qualifying number of hours open will be considered as the total number of hours during which library service is available to the community or any of its parts without overlapping or duplication."

Compliance Period FY2006 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

PLEASE ROUND TO TWO (2) DECIMAL PLACES ONLY. IF THE LIBRARY DOES NOT MEET AT LEAST THE 80% HOURS OPEN LEVEL, THE MUNICIPALITY IS INELIGIBLE TO APPLY FOR FY2007 STATE AID TO PUBLIC LIBRARIES.

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 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, 2006. The director was appointed on **Jan 3, 2006**, holds an **MLS** and holds Certificate # **P5155**.

Please list anyone who was acting director or permanent director between 7/1/2005 and 6/30/2006.

Acting Director	Date Appointed	Education	Certificate #
Library Director	Date Appointed	Education	Certificate #

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 FY2006 total operating expenditures (excluding personnel benefits and capital) on library materials.

80% compliance is ____%

90% compliance is ____%

using the materials expenditure and hours open accommodation policy (see enclosed.)

A. FY2006 Total materials expenditures from the operating budget (from page 3, Line E9 of the Financial Report)		\$ 65,665
B. FY2006 Materials Expenditures from revenue sources on Page 2, lines 5-9 of the Financial Report		0
C. Subtract line B. from line A.		\$ 65,665
D. FY2006 Total operating expenditures (the total of D1, E9, and F8 in the operating column on page 3 of the Financial Report - personnel benefits in line D2 are excluded from this calculation)	D1. \$ 270,403	
	E9. \$ 65,665	
	F8. \$ 116,063	
	Total \$452,131	
E. Operating expenditures from revenue sources on Page 2, lines 5 - 9		\$ 27,455
F. Subtract line E. from line D.		\$424,676
G. To calculate the percentage of total operating expenditures spent on library materials, divide line C by line F.		15.46%

PLEASE ROUND TO TWO (2) DECIMAL PLACES ONLY. IF THE LIBRARY DOES NOT MEET AT LEAST THE 80% MATERIALS EXPENDITURE LEVEL, THE MUNICIPALITY IS INELIGIBLE TO APPLY FOR FY2007 STATE AID TO PUBLIC LIBRARIES.

6. LEND BOOKS TO OTHER LIBRARIES IN THE COMMONWEALTH

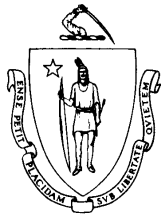
M.G.L. Chapter 78, section 19B (6); 605 CMR 4.01 (6).

In FY2006, **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 FY2006 nonresident loans on the **FY2007 Annual Report Information Survey**.



Commonwealth of Massachusetts Board of Library Commissioners

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FY2007 STATE AID TO PUBLIC LIBRARIES FINANCIAL REPORT

The municipality of **BELLINGHAM** is submitting a report of annual appropriations and expenditures. This report is documentation for the Compliance Application Form for State Aid to Public Libraries. 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
Library:	BELLINGHAM PUBLIC LIBRARY
Street Address:	100 BLACKSTONE STREET
Mailing Address:	SAME
Telephone #:	508-966-1660 Director's Phone/Ext: SAME Fax: 508-966-3189
Website URL:	www.bellinghamlibrary.org
Automated Network:	CWMARS Central Western Massachusetts Automated Resource Sharing
Please complete the following:	
Person Completing Survey: Charlotte L. Rabbitt	
Title: Director	
Email Address: crabbitt@bellinghamma.org	Phone #: 508-966-1660
Best Days/Times to Reach: M-F 9:30 – 6 pm	
Library Director's Signature:	Date: October 17, 2006
Director's Email Address: crabbitt@bellinghamma.org	
Trustee Chair's Name: Michael Carr	
Trustee Chair's Signature:	Date: October 17, 2006

Postmark by October 20, 2006
Return to the above address, attn. Uechi Ng

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

BELLINGHAM'S FY2006 state aid award was **19,723**
 LIG = **10,609** MEG = **6,309** NRC = **2,805**

A. FY2006 TOTAL APPROPRIATED REVENUE - Report only those monies received during FY2006

	OPERATING	CAPITAL
1. Municipal Income	\$424,258	\$
2. Revolving Fund Accounts	\$10,000	
3. Dog Tax	- 0 -	
4. TOTAL APPROPRIATED REVENUE	\$434,258 (TAMI)	\$ - 0 -

B. RETROACTIVE SALARIES FROM MUNICIPAL FUNDS – Report only those monies received during FY2006

	OPERATING
1. Retroactive Salaries Income	\$9,440.89

C. FY2006 TOTAL NON-APPROPRIATED REVENUE - Report only those monies received during FY2006

	OPERATING	CAPITAL
1. Trust and Endowment Income	\$ - 0 -	
2. Monetary Gifts	\$ 3,350	
3. State Aid to Public Libraries	\$ 19,723	
4. State Construction Grant		
5. State Grants (e.g., Arts Lottery)	\$ 2,694	
6. Regional and State Net Lender	\$ - 0 -	
7. Federal Grants - LSTA	\$ - 0 -	
8. Other Federal Grants	\$ - 0 -	
9. Other Grants (e.g., Mott Foundation, Gates)	\$ - 0 -	
10. Friends	\$ 12,358	
11. Fines and Fees	\$ - 0 -	
12. Other Income Please Specify: _____	\$ - 0 -	
13. TOTAL NON-APPROPRIATED REVENUES	\$ 38,125	\$ - 0 -

D. FY2006 TOTAL PERSONNEL EXPENDITURES

	OPERATING FROM LIBRARY BUDGET	PAID BY ANOTHER SOURCE OUTSIDE LIBRARY BUDGET
1. Salaries	\$ 270,403	\$ 2879
2. Benefits (see definition)	\$ 3,332	\$ 72481
3. TOTAL PERSONNEL EXPENDITURES	\$ 273,735	\$75,360

E. FY2006 TOTAL MATERIALS EXPENDITURES

	OPERATING FROM LIBRARY BUDGET
1. Books	\$ 48,561
2. Print serial subscriptions	\$ 4756
3. Audio	\$ 6654
4. Video	\$ 4351
5. Ebooks	\$ 465
6. Materials in electronic format	\$ - 0 -
7. Electronic databases	\$ 727
8. Other materials	\$ 151
9. TOTAL MATERIALS EXPENDITURES	\$ 65,665

F. FY2006 TOTAL OTHER EXPENDITURES

	OPERATING FROM LIBRARY BUDGET	CAPITAL FROM LIBRARY BUDGET	PAID BY ANOTHER SOURCE
1. Building maintenance	\$ 22,137		\$ 1,472
2. Energy (gas, electric, oil)	\$ 31,648		\$ - 0 -
3. Other utilities	\$ 459		\$ - 0 -
4. Network membership	\$ 16,496		\$ 801
5. Other (see definitions)	\$ 17,868		\$ 25,182
6. Capital outlay			
7. Construction			
8. TOTAL OTHER EXPENDITURES	\$ 88,608	\$ - 0 -	\$ 27,455

Bellingham's FY2007 cherry sheet estimate is **20,122**
LIG = **10,989** MEG = **6,363** NRC = **2,770**

G. FY2007 PROJECTED APPROPRIATED OPERATING INCOME

	OPERATING
1. Municipal Income	\$ 438,222
2. Revolving Fund Accounts	\$ 15,000
3. Dog Tax	\$ - 0 -
4. TOTAL PROJECTED APPROPRIATED OPERATING INCOME	\$ 453,222 (TAMI)