

# Commonwealth of Massachusetts Board of Library Commissioners

98 North Washington Street • Suite 401 • Boston, Massachusetts 02114-1933  
(800) 952-7403 in state • (617) 725-1860 • (617) 725-0140 fax

## FY2008 STATE AID TO PUBLIC LIBRARIES APPLICATION AND COMPLIANCE FORM

The municipality of **BELLINGHAM** is applying for FY2008 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.

<b>Library: BELLINGHAM PUBLIC LIBRARY</b>	
Please complete the following: Person Completing Survey: <b>Charlotte L. (Rabbitt) Canelli</b>	
Title: <b>Director</b>	
Email Address: <b>crabbitt@bellinghamma.org</b>	
Phone #: ( <b>508</b> ) <b>966-1660</b>	Fax #:( <b>508</b> ) <b>966-3189</b>
Best Days/Times to Reach: <b>M-F 9:30 – 6 pm</b>	
Library Director's Signature:	Date: <b>October 17, 2007</b>
Trustee Chair's Signature:	Date: <b>October 17, 2007</b>

**Postmark by October 19, 2007**

Return to the above address, attn. Uechi Ng

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

**FY2008 STATE AID TO PUBLIC LIBRARIES APPLICATION AND COMPLIANCE FORM**

**MUNICIPAL APPROPRIATION REQUIREMENT (MAR) WORKSHEET**

When calculating the FY2008 MAR, both the **Total Appropriated Municipal Income (TAMI)** and the **Municipal Appropriation Requirement (MAR)** for FY2005, FY2006 and FY2007 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. FY2005		<b>\$ 417,825</b>	Certified
B. FY2006		<b>\$ 434,258</b>	Certified
C. FY2007 MAR	<b>\$438,222</b>		Certified
D. FY2007 TAMI as reported on the FY2008 Financial Report	<b>\$ 450,796</b>		
E. FY2007 MAR (line C) or TAMI (line D) (please enter whichever is higher)		<b>\$ 450,796</b>	
F. Add calculation figures together (A + B + E)			TOTAL <b>\$ 1,302,879</b>
G. Divide total by 3			AVERAGE <b>\$ 434,293</b>
H. Multiply average by 1.025			FY2008 MAR <b>\$ 445,150</b>
I. Enter your FY2008 <b>Projected Total Appropriated Municipal Income (TAMI)</b> as reported on the FY2008 Financial Report.			FY2008 TAMI <b>\$ 471,700</b>

**IF THE FY2008 TOTAL APPROPRIATED MUNICIPAL INCOME (line I) IS LESS THAN THE FY2008 MUNICIPAL APPROPRIATION REQUIREMENT (line H), DIANNE L. CARTY OR JAMES LONERGAN MUST BE CONTACTED AT 1.800.952.7403 AND THE FORMS IN THE ENCLOSED FY2008 MAR Waiver Packet MUST BE COMPLETED AND RETURNED BY OCTOBER 20, 2007.**

**FY2008 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 FY2007, **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 FY2007, **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.)

Compliance Period FY2007 Hours and Days Open Per Week	
Hours Open Per Week	<b>57</b>
Days Open Per Week	<b>6</b>
Evenings (after 5:00 p.m.) open per week	<b>4</b>

**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 FY2008 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) Canelli** was Director of **BELLINGHAM** 's library as of June 30, 2007. The director was appointed on **1/3/2006**, holds an MLS and holds Certificate # **P5155**.

Please list anyone who was acting director or permanent director between 7/1/2006 and 6/30/2007.

<b>NA</b>			
Acting Director	Date Appointed	Education	Certificate #
<b>NA</b>			
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 FY2007 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.	FY2007 Total materials expenditures from the operating budget (from page 3, Line E9 of the Financial Report)	<b>\$ 94,541</b>
B.	FY2007 Materials Expenditures from revenue sources on Page 2, lines 5-9 of the Financial Report	<b>\$ 2,064</b>
C.	Subtract line B. from line A.	<b>\$ 92,477</b>
D.	FY2007 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. <b>\$ 267,491</b>
		E9. <b>\$ 94,541</b>
		F8. <b>\$ 86,530</b>
		Total <b>\$448,562</b>
E.	Operating expenditures from revenue sources on Page 2, lines 5 - 9	<b>\$ 2,878</b>
F.	Subtract line E. from line D.	<b>\$ 445,684</b>
G.	To calculate the percentage of total operating expenditures spent on library materials, divide line C by line F.	<b>21 %</b>

**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 FY2008 STATE AID TO PUBLIC LIBRARIES.**

**6. LEND BOOKS TO OTHER LIBRARIES IN THE COMMONWEALTH**

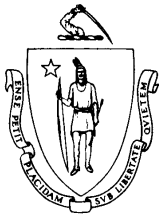
M.G.L. Chapter 78, section 19B (6); 605 CMR 4.01 (6).

In FY2007, **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 FY2007 nonresident loans on the **FY2008 Annual Report Information Survey**.



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## FY2008 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:	<b>BELLINGHAM</b>				
Library:	<b>BELLINGHAM PUBLIC LIBRARY</b>				
Street Address:	<b>100 BLACKSTONE STREET</b>				
Mailing Address:	<b>SAME</b>				
Telephone #:	<b>508-966-1660</b>	Director's Phone/Ext:	<b>SAME</b>	Fax:	<b>508-966-3189</b>
Website URL:	<b>www.bellinghamlibrary.org</b>				
Automated Network:	<b>CWMARS Central Western Massachusetts Automated Resource Sharing</b>				
Please complete the following:					
Person Completing Survey: <b>Charlotte L. (Rabbitt) Canelli</b>					
Title: <b>Director</b>					
Email Address: <b>crabbitt@bellinghamma.org</b>			Phone #: <b>508-966-1660</b>		
Best Days/Times to Reach: <b>M-F 9:30 – 6 pm</b>					
Library Director's Signature:			Date: <b>October 17, 2007</b>		
Director's Email Address: <b>crabbitt@bellinghamma.org</b>					
Trustee Chair's Name: <b>Michael Carr</b>					
Trustee Chair's Signature:			Date: <b>October 17, 2007</b>		

**Postmark by October 19, 2007**  
Return to the above address, attn. Uechi Ng

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

ROUND ALL NUMBERS TO NEAREST DOLLAR

Bellingham's FY 2007 state aid award was 20,736  
 LIG = 10,989 MEG = 6,674 NRC = 3,073

**A. FY2007 TOTAL APPROPRIATED REVENUE - Report only those monies received during FY2007**

	OPERATING	CAPITAL
1. Municipal Income	\$438,222	\$100,000
2. Revolving Fund Accounts	\$12,574	
3. Dog Tax	\$ - 0 -	
<b>4. TOTAL APPROPRIATED REVENUE</b>	<b>\$450,796(TAMI)</b>	<b>\$100,000</b>

**B. RETROACTIVE SALARIES FROM MUNICIPAL FUNDS - Report only those monies received during FY2007**

	OPERATING
1. Retroactive Salaries Income	\$ - 0 -

**C. FY2007 TOTAL NON-APPROPRIATED REVENUE - Report only those monies received during FY2007**

	OPERATING	CAPITAL
1. Trust and Endowment Income	\$ - 0 -	\$ - 0 -
2. Monetary Gifts	\$3,022	\$ - 0 -
3. State Aid to Public Libraries	\$20,736	\$ - 0 -
4. State Construction Grant		\$ - 0 -
5. State Grants (e.g., Arts Lottery)	\$ - 0 -	\$ - 0 -
6. Regional and State Net Lender	\$3,088	\$ - 0 -
7. Federal Grants - LSTA	\$10,000	\$ - 0 -
8. Other Federal Grants	\$ - 0 -	\$ - 0 -
9. Other Grants (e.g., Mott Foundation, Gates)	\$ - 0 -	\$ - 0 -
10. Friends	\$13,378	\$ - 0 -
11. Fines and Fees	\$ - 0 -	\$ - 0 -
12. Other Income <b>FY 2007 Public Libraries</b> Please Specify: <b>Fund Grant</b>	\$331	\$ - 0 -
<b>13. TOTAL NON-APPROPRIATED REVENUES</b>	<b>\$50,555</b>	<b>\$ - 0 -</b>

**D. FY2007 TOTAL PERSONNEL EXPENDITURES**

	OPERATING	PAID BY ANOTHER SOURCE OUTSIDE LIBRARY BUDGET
1. Salaries	\$ 267,491	\$4,686
2. Benefits (see definition)	\$ 3,273	\$ 89,967
<b>3. TOTAL PERSONNEL EXPENDITURES</b>	<b>\$ 270,769</b>	<b>\$ 94,361</b>

**E. FY2007 TOTAL MATERIALS EXPENDITURES**

	OPERATING
1. Books	\$ 58,335
2. Print serial subscriptions	\$ 6,559
3. Audio	\$ 18,947
4. Video	\$ 4,716
5. Ebooks, downloadable audio and video	\$ 285
6. Materials in electronic format	\$ - 0 -
7. Electronic databases	\$ 783
8. Other materials	\$ 4,916
<b>9. TOTAL MATERIALS EXPENDITURES</b>	<b>\$ 94,541</b>

**F. FY2007 TOTAL OTHER EXPENDITURES**

	OPERATING	CAPITAL	PAID BY ANOTHER SOURCE
1. Building maintenance	\$ 15,599		\$ 1,111
2. Energy (gas, electric, oil)	\$ 31,530		\$ - 0 -
3. Other utilities	\$ 912		\$ - 0 -
4. Network membership	\$ 16,717		\$ 2,584
5. Other (see definitions)	\$ 21,772	\$ - 0 -	\$ 22,569
6. Capital outlay		\$ 100,000	
7. Construction		\$ - 0 -	
<b>8. TOTAL OTHER EXPENDITURES</b>	<b>\$ 86,530</b>	<b>\$ 100,000</b>	<b>\$ 26,264</b>

Bellingham's FY 2008 cherry sheet estimate is 20,998  
LIG = 11,278 MEG = 6,697 NRC = 3,024

**G. FY2008 PROJECTED APPROPRIATED OPERATING INCOME**

	<b>OPERATING</b>
1. Municipal Income	<b>\$ 456,700</b>
2. Revolving Fund Accounts	<b>\$ 15,000</b>
3. Dog Tax	<b>\$ 0</b>
<b>4. TOTAL PROJECTED APPROPRIATED OPERATING INCOME</b>	<b>\$ 471,700 (TAMI)</b>