

FITCHBURG PUBLIC LIBRARY
BOARD OF TRUSTEES
June 12, 2019

FITCHBURG PUBLIC LIBRARY
610 Main Street, Fitchburg MA

Trustees present were: Chair Jim Walsh, Matthew Bruun, Robert Favini, Mary Rice Hurley, Joanne Huse, Cynthia Jones, Jacalyn Kremer, and Michael Phaneuf. Also present were Director Sharon Bernard and Assistant Director Jean Tenander.

PUBLIC COMMENT

There was no public comment.

CALL TO ORDER

The meeting was called to order at 6:30 p.m.

APPROVAL OF THE MINUTES of May 8, 2019

The minutes of the May 8, 2019, meeting were approved.

CHAIR'S REPORT

Chair Walsh reported that the Property Committee and the City Council had approved the Library's request to install a self-service bike station on or near the library building.

He also reported that, although the Mayor had made a cut to the electricity line on the Library's budget request prior to submitting it to City Council, no further requests for cuts were suggested by the Council. The lower amount reflects the anticipated savings related to a new delivery contract.

LIBRARIAN'S REPORT

Director Bernard said she had included a list of FY2019 HVAC repair bills in the packet distributed to the Trustees. She said the system is in disrepair. She put the list together so she could explain to the Mayor that there was virtually no money remaining in the revolving funds. The final bill, which has yet to come in, will be to pay for the pipe in the auditorium that burst two weeks ago. The pipe is covered with asbestos which adds a great deal to the cost of repair. The auditorium will be closed until the repairs are completed. Because we cannot afford to pay for this work, the Library will have to go to City Council to request funds to pay for the necessary repair.

She said she believed Fitchburg Library has been moved up to 13th place in the Massachusetts Board of Library Commissioners waitlist for the Public Library Construction Grant. This means 3 or 4 years the award will be given and at least an additional year after that before work would begin.

The Director said she had not included a list of upcoming events for the Trustees but that everything is on line. She said a monthly calendar of events is sent to the Chamber of Commerce among others.

She suggested the Trustees fill out the ALA Board Member survey she had given them in order to clarify avenues they might use to promote the library.

The bikes we lend out will be made available soon. A volunteer is readying them for use.

COMMITTEE REPORTS

Finance Committee-Michael Phaneuf distributed the financial report from First Financial. The funds are up in general.

Legislative Committee-There was no report.

Nominating Committee-Robert Favini and Joanne Huse agreed to be on the Nominating Committee. The positions are Chair, Secretary and Treasurer. Elections will be in September.

NEW BUSINESS

Director Bernard said we must fix the leak and eliminate the mold in the auditorium. It is hazardous to leave it unattended. ATC will create the bid documents for the abatement and will oversee the process. This will also include the pipe in the boiler room that needs abatement as well. Director Bernard asked for a motion to take \$1,890.00 out of the State Aid Fund to pay ATC for the estimate. The motion made by Joanne Huse to use State Aid monies for that was seconded and the motion passed.

Chair Walsh asked for a motion to take \$25,000 out of the State Aid Fund to renew the contract with the Financial Development Agency. They will help apply for the New Market Tax Credits, manage the Pre-Campaign Advisory Committee, and assist with creating a foundation. In general they are enormously useful since they are familiar with all the procedures and can both advise and also accompany Trustees to ask for donations. They can also help with work with the Community Foundation of North Central Massachusetts. A motion to transfer \$25,000 from the State Aid Fund to pay the Community Development Agency was passed.

The Trustees also approved the following holiday hours:

July 3 close at 2
September 7 close at 3
November 27 close at 3
December 24 close at 3
December 31 close at 3

OLD BUSINESS

Chair Walsh has been thinking about ways to engage people for the 160th Anniversary of the Fitchburg Public Library. He suggested perhaps having some kind of celebratory event that would draw in a wide range of people. The committee suggested that a weekly column about the library, past, present, and future, be printed in the Sentinel. If we want this, we would likely have to write it ourselves. The Sentinel did agree to publish a piece about the anniversary.

ADJOURNMENT

The meeting was adjourned at 8 p.m.

Respectfully submitted
by Jean Tenander
for Mary Rice Hurley

MPC SERVICES INC.
FY2019
PUBLIC LIBRARY EXPENSES

ORG	OBJECT	DESCRIPTION	PO	AMOUNT	DATE
016106	545521	YL Economizer	1802736	201.50	8/3/2018
016104	545521	Leak under front desk	1900701	522.12	9/14/2018
016104	545521	Smoking motor	1900701	2,290.91	9/14/2018
016104	545608	Gas hot water heater replac	1900700	3,165.00	9/28/2018
016104	545608	Shut down cooling tower	1901240	453.38	11/2/2018
016104	545608	Leak check in YL	1901239	201.50	11/2/2018
016104	545608	Change from cooling to heat	1901380	1,402.84	11/30/2018
016104	545521	Boiler issue	9500	331.50	2/15/2019
15409	545400	Boiler issue	1901975	994.50	2/22/2019
15409	545400	Garden room floor heat	1901975	554.14	2/22/2019
016104	545521	Library water fountain	1901912	1,853.00	3/1/2019
016104	545608	Backflow issue	1902212	554.97	3/29/2019
016104	545521	Auditorium heat	1902376	1,542.05	5/3/2019
15409	545400	YL blower motor	1902494	1,351.41	5/24/2019
016104	545608	Boiler Issue, 3 days		2,237.68	
15409	545400	YL Economizer		2,862.28	
15409	545400	Change from heat to cooling		973.58	

21,492.36

Fitchburg Public Library

◀ June 9, 2019 - June 15, 2019 ▶

All Programs

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
06/09/19	06/10/19	06/11/19	06/12/19	06/13/19	06/14/19	06/15/19
	10:30 AM - 11:00 AM Story time Jane Pernaa 978-829-1789 L:Garden Room	10:00 AM - 12:00 PM Computer Assistance Library Reference Staff 978-829-1780 - ak	10:00 AM - 11:15 AM Peer Support Meeting L:Meeting Room 2 - ak Klva - Mark Puskas 516-991-8809	9:00 AM - 11:30 AM STAFF MEETING Sharon Bernard 9788291780 L:Garden Room	10:30 AM - 11:30 AM STEAM Play at the Garden Cindy Lapinkas L:Garden Room	10:00 AM - 1:00 PM Friends Book Sale - ak
	1:00 PM - 2:00 PM In Use Wisoene Augustin 339-545-6833 L:Meeting Room 2 - ml Interview on her laptop	10:00 AM - 12:00 PM Representative Stephan Hay's Office Hours L:Meeting Room 2 - SB	10:00 AM - 12:30 PM CANCELLED ARC Open Enrollment Insurance Information Meeting Deborah Loewe 978-343-6662 - Open enrollment meeting for ARC to explain insurance. 50 to 75 people expected 978-343-6662, Deborah Loewe, jt Moved to YMCA	12:30 PM - 4:00 PM Genealogy Help Library Reference Staff 978-829-1780 L:Willis Room - ak		10:30 AM - 11:45 AM Read to a Therapy Pet Sally Cragin L:Garden Room
	4:00 PM - 5:00 PM Maker Mondays Nicole Irvin 978-829-1789 L:Garden Room	10:30 AM - 11:00 AM Story time Jane Pernaa 978-829-1789 L:Garden Room	1:00 PM - 2:00 PM Book Club Jane Pernaa 978-829-1780 L:Ethnic Heritage Room	1:00 PM - 3:00 PM Knit and Crochet YL Librarians 978-829-1789 L:Garden Room - ml		1:00 PM - 3:00 PM Allodial Title Discussion -Jeanne Goirick 4136596974 L:Meeting Room 2 - CW
	6:00 PM - 7:00 PM Pokemon Game Night Nicole Irvin 978-829-1789 L:Garden Room	11:00 AM - 12:00 PM In Use L:Ethnic Heritage Room - ak meeting with Boston Passport Agency	2:00 PM - 3:30 PM Disability Commission Jeffrey Wolfgang 978-869-0402 L:Garden Room - Sharon Tardiff, 978-869-0402 jt, needs to be in the garden room	3:30 PM - 4:30 PM Lego Club Nicole Irvin 978-829-1789 L:Children's Library		
	6:00 PM - 8:00 PM LiteracyVolunteers Board L:Ethnic Heritage Room - sb tentative	1:00 PM - 2:00 PM Summer Conversation Circle Amy West/Literacy Volunteers 978-343-8184 L:Garden Room - ak Amy West/LitVol	4:00 PM - 5:00 PM Gaming L:Garden Room	5:30 PM - 7:00 PM T.O.P.S. Take Off Pounds Sensibly. Judy Pierce 978-345-6475 L:Meeting Room 2 - Judy Pierce 978-345-6475 sw		
		2:00 PM - 3:30 PM Tai Chi Classes Intermediate L:Garden Room - Tai Chi Intermediate, Kathy Rowe 978-827-5454 jt	4:00 PM - 5:00 PM Anime Night Library Staff 9788291780 L:Meeting Room 2 - CW			
		4:00 PM - 4:45 PM Afternoon Crafts Ms. June 978-829-1789 L:Garden Room	6:30 PM - 7:30 PM Book Club Jane Pernaa 978-829-1780 L:Garden Room			
		5:00 PM - 6:00 PM Fitchburg Cultural Alliance Board Sharon Bernard 978-829-1780 L:Meeting Room 2	6:30 PM - 8:00 PM Library Board of Trustees Meeting L:Ethnic Heritage Room			
		5:00 PM - 7:00 PM Human Rights Commission Meeting Barbara Nealon 978-895-0606 L:Ethnic Heritage Room - cm				
		6:00 PM - 8:00 PM				

NOWOCO Pride Committee Meeting Anthony Bovenzi 7745354997 L: Meeting Room 2 - CW Anthony Bovenzi
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Fitchburg Youth Library

2019 Summer Reading Program

Join us for our
2019 Summer Reading Program!
Attend fun programs!
Prizes for reading and library
challenges!



Wednesday

- 10:30 to 11:30 – Art with Sahar**
Take an art class with Sahar Ghavimi. Each workshop has special age requirements. *Registration Required.* See online calendar for more details.
- 11:30 to 12:15 – Free Lunch for children!**
12:00 to 1pm – Listening Lunch Party
Eat your lunch at the library while listening to variety of stories and music!
- 3:00 to 5pm – Gaming at the Library**
Ages 6 and up.

Thursday

- 11:30 to 12:15 – Free Lunch for children!**
3:30 to 4:30 – Lego Club
Let your imagination fly with our (seemingly) endless supply of Legos. Please leave your Legos at home - we have plenty to share.

Friday

- 11:30 to 12:15 – Free Lunch for children!**
12:30 to 1:30 pm – Food Fun Friday
Learn how to make some space-themed goodies! Ages 6 and up. *Registration Required.* See online calendar for more details.

*Thank you to the sponsors of the
Summer Reading Program!*

Fitchburg Public Schools
Strengthening Families
Friends of the Fitchburg Library

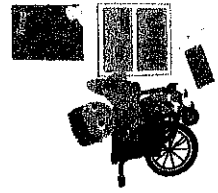
WEEKLY PROGRAMS

Monday

- 10:30 to 11:00 - Jane's Storytime**
Join Ms. Jane for stories, music and movement. All ages.
- 11:30 to 12:15 – Free Lunch for children!**
1:00 to 3:00pm - Maker Monday
Spend your Monday afternoons making at the library! Learn about electronics and coding, create fantastic works of art, build a creation out of cardboard and create a stop motion film. Ages 6 to 12. Children under 10 will need assistance from adult. *Registration is required.*
- 6:00 to 7:00pm – Pokémon Game Night**
Play Pokémon at the library with your friends.

Tuesday

- 10:30 to 11:00 - Jane's Storytime**
Join Ms. Jane for stories, music and movement. All ages.
- 11:30 to 12:15 – Free Lunch for children!**
4:00 to 4:45pm – Crafternoon
Join Ms. June for creative and fun crafts made from recycled materials. Ages 6 to 12. Children under 6 must be accompanied by an adult.



Thursday, June 27, 4 to 6pm Kick-Off Party!

Sign up for the Summer Reading Program! There will be bubbles, games, prizes, a scavenger hunt, ice cream, and face painting by Face Escapes!

Thursday, July 11, 6 to 7pm – Laughter is the Best Medicine with Jerry Caruso
Enjoy clean family humor and learn about the wonderful benefits of laughter with stand-up comedian, Jerry Caruso. Laughter helps the brain, heart, lungs, stomach and the bloodstream, just to name a few.
All ages.

Monday, July 15, 6 to 7pm – Universe of Stories Ventriloquist Comedy Show
Check out Kevin Driscoll and his troupe of space-themed ventriloquist dummies! Children will be able to perform on percussion instruments with the puppets, including the new astronaut puppet, Fred the Frog! Fred will be attempting his first space flight - you don't want to miss it.

Friday, July 19, 2 to 4pm – Smash Bros Tournament. Ages 6 to 18.
Registration Required.



Wednesday, July 24 at 12:30pm: Sound Explorers and Super Sonics.

Join Matthew Cantello in an adventure of sound and music that gets everyone playing, moving and using our ears in ways you never thought possible! Feel free to bring a percussion instrument or something out of your recycling bin to use in our Sound Explorers jam! Ages 6 and up.

Thursday, August 1, 6 to 7pm. A Universe of Songs and Stories by Davis Bates

Hear how stars came to be in the sky, how foam came to be in the ocean and be prepared to sing, move and clap your hands! The program will include plenty of sing-alongs, as well as a short lesson in how to play the spoons and an appearance by an Irish dancing wooden dog named Bingo.
Ages 3 and up.

Friday, August 2, 1:00 to 2:00pm – Drumlin Farms presents Owl Moon

Listen to Owl Moon by Jane Yolen and meet a live animal character from the book.
All ages.

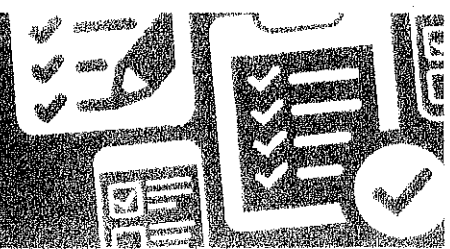
Wednesday, August 7, 2:00 to 3pm – Loony Lunar Magic Show with Debbie O'Carroll
Celebrate the 50th anniversary of the Apollo 11 moon landing with exciting magic, fun comedy and lively songs about our amazing satellite. Learn about Neil Armstrong, Michael Collins and Buzz Aldrin, the astronauts who made this incredible journey, as well as Katherine Johnson the NASA mathematician who made their journey possible! All ages.

Saturday, August 10, 11:00 to 12pm – Kosmic Kelly's Spectacular Science Show
A full hour of exciting, educational, and interactive science featuring all of the best experiments- fizzy rainbow volcanos, elephant toothpaste, flying things, gaseous bubbling beakers, bubble snakes and more.
All ages.

Monday, August 12, 6:00 to 7pm – Science Magic: How do magic tricks really work?
The Museum of Science presents, Science Magic. This program investigates the science behind the "magic" of several classic magic tricks. All ages.

Thursday, August 15, 4:00 to 5:30pm – Summer Wrap-up Party
Celebrate the end of a wonderful Summer Reading Program with ice cream, games, bubbles and prizes. All ages.

American Library Association 2019 Board Member Survey



Name: _____

1. If you were sufficiently briefed on an issue or given adequate background information, would you be willing to make an occasional contact with one or more of your elected representatives or with executive officials—at the national, state or local level—to urge them to support (or oppose) a legislative proposal (or an administrative action) that affected your library system?

- Yes Depends on the issue No (If no, skip to Question 5.)

2. With which of the following public officials—many of whom represent part of the system service area—do you have a personal relationship, and how would you characterize that relationship?

(See attached maps for districts of elected officials.)

UNITED STATES REPRESENTATIVES/DISTRICT #	Close Contact	Fairly Familiar	We've Met
Rep. Richard Neal (MA-1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rep. Jim McGovern (MA-2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rep. Lori Trahan (MA-3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rep. Joe Kennedy (MA-4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rep. Katherine Clark (MA-5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rep. Seth Moulton (MA-6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rep. Ayanna Pressley (MA-7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rep. Stephen Lynch (MA-8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rep. Bill Keating (MA-9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UNITED STATES SENATORS	Close Contact	Fairly Familiar	We've Met
Sen. Elizabeth Warren	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sen. Ed Markey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STATE OFFICIALS	Close Contact	Fairly Familiar	We've Met
Governor – Charlie Baker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lt. Governor – Karyn Polito	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary of State – William Galvin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STATE SENATORS / DISTRICT #	Close Contact	Fairly Familiar	We've Met
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SCHOOL DISTRICTS	Close Contact	Fairly Familiar	We've Met
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OUTSIDE CONTACTS

3. Do you know any public officials outside of the state? If so, please list Name, Title, and State if applicable.

Name	Title	State

OTHER KEY CONTACTS—NON-PUBLIC OFFICIALS

4. Please list key opinion leaders with whom you have a personal relationship that you would be willing to approach on behalf of the library. For example: CEOs of major corporations/organizations, civic and religious leaders, foundation executives, trade association staff, etc.

Name	Title	Company

PUBLIC OFFICIALS

5. If you were asked to contact one or more of the public officials listed in Questions 2, and if you were provided the appropriate background information, would you be willing to:

Please check all applicable responses

- Write a personal letter to that person
- Make a telephone call to that person
- Meet individually with that person
- Participate in a group meeting with that person

6. Are there any issues in which you are particularly interested and would be willing to make contacts with one or more of the individuals identified in Question 2 on the library's behalf?

Please check all applicable responses

- State Funding
- Library Levy Campaign
- eBook Access
- Other issues (Please specify:)

THE MEDIA

7. **The media—including newspapers, television and radio—provide excellent opportunities to reach public officials and the general public—and to shape public opinion on issues affecting health and well being. To assist with interacting with the local, state, and national media, please identify any relationships (either personal or professional) that you have and would be willing to use appropriately on behalf of the library.**
Please identify publishers, station managers, editors/news directors, reporters, and any other news media personnel.

Name	Title	Company

ACTION COMMITMENT

8. **Please list any businesses or community, civic, faith, or other organization that you have a relationship with that may be interested in partnering with the library.** *For example, do you participate in your local rotary club or VFW?*

9. **In what other ways would you be willing to help the library to get results on important advocacy issues? Library staff would provide you with the necessary information to accomplish the activities below.**

- Go to Washington D.C. for Meetings/Hill Visits.
 Go to the Statehouse to meet with elected officials.
 Attend tours of library branches with public officials.
 Testify at a legislative hearing:
 In Columbus In Washington
 Submit an op-ed column or letter-to-the editor to a local newspaper.
 Speak to local business or civic leaders/organizations. (Please list organizations that you have a relationship with).
 Other (please specify):

INFORMATION

10. **To ensure that we have your correct mailing address and telephone numbers for future contact, please indicate your information below.**

Name/Title: _____
Address: _____
City/State/Zip: _____
Phone (work): _____ Preferred Phone (personal): _____ Preferred
Email (work): _____ Preferred
Email (personal): _____ Preferred
Do you regularly check your Email? Yes No

Thank you for your time. We appreciate your advocacy!

ALAAmericanLibraryAssociation

🐦 @ALALibrary 📘 @AmericanLibraryAssociation 📷 @AmericanLibraryAssociation

Fitchburg Public Library
Investment Performance
1/1/19-5/31/19

Investment Objectives **The investments comprising the Fitchburg Public Library shall be managed prudently with a primary emphasis on growth oriented securities that yield a reasonable rate of return.**

Alice & Rodney Wallace Funds Stocks-69% Bonds-26% Money Market-5%

Market Value 12/31/18	Market Value 5/31/19	Percent Change	Estimated Annual Income	Annual %Income
\$1,019,310	\$1,093,774	+ 7.31%	\$28,733	2.63%

Other Funds Stocks-18% Bonds-62% Money Market-20%

Market Value 12/31/18	Market Value 5/31/19	Percent Change	Estimated Annual Income	Annual %Income
\$ 725,692	\$ 751,503	+ 3.56%	\$20,197	2.69%

TOTAL				
\$1,745,002	\$1,845,277	+ 5.75%	\$48,930	2.65%

	12/31/2018	5/31/2019	Income Balance as of 5/31/2019
Restricted	\$327,890.29	\$338,618.38	\$ 44,033.65
Unrestricted	\$397,801.75	\$412,884.58	\$ 18,612.38
Total	\$725,692.04	\$751,502.96	\$ 62,646.03

State Aid Monies (includes two gift accounts)

Balance July 1, 2018		\$	239,067.09
Expenses			
Financial Development Agency	\$	(8,916.92)	
Worthington Direct (Mammone Gift \$)	\$	(417.97)	
LED Light Installation (voted, not paid)	\$	<u>(12,998.99)</u>	
		\$	(22,333.88)
Income			
State Aid Receipts	\$	<u>61,630.27</u>	
		\$	<u>61,630.27</u>
Balance June 10, 2019		\$	278,363.48

City Trust Funds

Balance July 1, 2018			
Heywood Fund--as trustees say	\$	2,205.25	
Lamere Fund--new books, 50% new fiction	\$	<u>2,130.21</u>	
	\$		4,335.46

Amico Flooring

43 Whalon Street , Fitchburg, MA 01420

Store: (978) 342-7070

Fax: (978) 342-4747

Email: office@amicoflooring.com

Website: www.amicoflooring.com

Name Fitchburg Library – Sharon Bernard

Address 610 Main Street

City Fitchburg State MA Zip MA

Phone 978-829-1780 Date 3/21/19

E mail sdinatale@fitchburgma.gov – Mayor

Line Item	JOB DESCRIPTION	PRICE
	Autobiography II, color Blue Graphite Carpet Squares @ \$3.05 sf	
	18'9" x 36'5" = 685 sf + 10% = 752 sf to nearest carton @ \$3.05 sf - 11 cartons (792 sf) =	\$2,415.60
	Cove base on 1 wall	\$ 100.00
	2 Vinyl Door Edging	\$ 96.00
	Removal & Disposal of Old Flooring	\$ 456.00
	Labor to Install	\$1,560.00
	Freight (If Applicable - \$99.00)	
	Doors cut by AMICO if needed @ \$25.00 pc	
	Furniture / appliances moved @ \$35.00 pc	
	TERMS: Rooms are to be empty. We are not responsible for moving furniture. Floor(s) are to be clean and prepared before start of job. This estimate is for the job as described above and does not include additional labor and materials. Returns are subject to restocking fees. Payment in full due on day of completion. An 18% late charge will be applied to any past due balance. You are responsible for all attorney and court costs. App by: _____	
	SUB TOTAL	\$4,627.60
	SALES TAX	N/A
	TOTAL	\$4,627.60
	Deposit	
	Balance due	

Quote good for 60 days, after which prices are subject to change.

Financial Development Agency, Inc.

FUND RAISING COUNSEL

**Letter of Agreement between
the Fitchburg Public Library (FPL)
and Financial Development Agency, Inc. (FDA)
for Development Consulting Services**

FDA has provided successful fund raising, strategic planning, training, and marketing programs to many non-profits throughout the Northeast. From feasibility studies and capital campaigns to grant programs and annual fund drives, FDA has established itself as a highly professional, cost-effective and flexible vehicle for securing critical philanthropic funding for capital, programmatic, operating and endowment needs. The vast majority of our clients have come from word-of-mouth referral and we are frequently asked back by clients to work on additional fund raising endeavors. We are proud of our many years of service to the non-profit community, and pleased to be able to continue to put our experience to work on behalf of FPL.

Scope of Work

FPL is fortunate to have a strong core group of savvy, engaged people in the core pre-campaign committee, and very fortunate to have the energy and enthusiasm of Bob Antonucci and the Mayor. In the coming months, we will need to increase the number of campaign leaders and volunteers, address the structure necessary to conduct fundraising and hold real estate, and build momentum towards the start of a fundraising campaign.

We propose the following activities:

- Guide the development of a Library Foundation. Work with attorney, etc., to establish the Foundation (by-laws and scope, articles of incorporation, etc.), recruit appropriate founding board members, create systems and practices (fund raising, endowment policies, etc.). Oversee filings and first two board founding meetings.
 - Projected Fees to FDA – Flat fee of \$3,000
 - Additional costs are likely including legal and filing fees
- Create a multi-year capital campaign and Library Foundation operating pro-forma budget. This budget would include the costs of creating a library foundation, legal and

other costs associated with a New Markets Tax Credits deal, fundraising counsel for the campaign and potential costs such as an administrative assistant for the campaign. The budget would also set goals for income sources amongst friends and family gifts, major gifts, grants, financing and a general fundraising campaign.

- Projected Fees to FDA – hourly fee of \$125 per hour with fee limit of \$2,000

- Pre-campaign organizational services. Convene a campaign and foundation leadership recruitment task force. Determine the best candidates for a broad range of campaign steering committee positions, and identify and implement recruiting strategies. FDA will create campaign organizational charts, action plans and job descriptions for this committee’s use, and will provide first drafts of all major campaign corollary materials—case statement, grant proposal, etc.
 - Projected Fees to FDA – hourly fee of \$125 per hour with fee limit of \$10,000

- Lead donor prospect evaluation and staff and volunteer training. Update leadership gifts prospect pool, design specific approach strategies for each. Prepare and train staff and volunteers to conduct approaches.
 - Projected Fees to FDA – hourly fee of \$125 per hour with fee limit of \$5,000

In the July 13th announcement from MBLC, Fitchburg Public Library was listed as 18th on the waiting list for state funding. Based on this placement on the overall funding list, we estimate that state funding for the project will occur at some point over the next three to four years. This multi-year period before the state funding reaches Fitchburg will allow the Fitchburg Public Library much needed time to conduct a successful pre-campaign planning phase. This phase is a terrific opportunity for the Library to further galvanize political and community support for the project that will ensure the project will eventually be successful.

TOTAL MAXIMUM AMOUNT FOR ALL FDA SERVICES.....\$20,000

Expenses

Expenses, such as copying, postage and graphic services are to be reimbursed at cost to Financial Development Agency. Mileage will be billed at the IRS allowable rate per mile. There will be no other charges.

FDA Personnel

FDA personnel to be assigned to this project will be Matthew Blumenfeld, Principal, Sarah Tanner, Principal, and Alice Rich Lewis, Manager of Foundation and Corporate Relations, with support from other FDA staff as needed. All staff members have extensive experience in working with feasibility studies, community-based capital campaigns, and grant procurement.