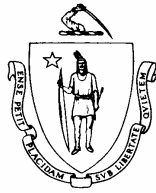


*A Proposal to  
Strengthen and Improve  
Public Libraries  
in the  
Commonwealth of Massachusetts*



MASSACHUSETTS

BOARD OF LIBRARY COMMISSIONERS

February 3, 2000

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Florence Rubin, Newton Free Library  
Susan San Soucie, Montague Public Libraries, Turners Falls  
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Elizabeth Watson, Fitchburg Public Library  
Melinda Webster-Loof, Lincoln Public Library  
Elizabeth Marcus Wolfe, Massachusetts Board of Library Commissioners  
Irving H. Zangwill, Fall River Public Library  
Carl Zellner, Friends of the Boston Public Library, Charlestown Branch

## **Introduction**

The Massachusetts Board of Library Commissioners is the agency of state government granted the statutory authority and responsibility for the improvement of public library services throughout the Commonwealth.

The Board of Library Commissioners was established in 1890 by an act of the Massachusetts General Court, and at that time also granted the authority to expend “such sums as may be appropriated for the extension and encouragement of library services within the Commonwealth.” Along with this authorization, the Board was also granted the first state appropriation in United States history for purposes of encouraging the development of public library services, the beginning of a long and successful partnership.

During the century that has followed, the Board has helped nurture the development of the Commonwealth’s present system of 371 municipal public libraries and 118 municipal branch libraries. Today, the Board supports public libraries through a program of direct services and through the administration of state-funded programs of financial aid and construction assistance. State-funded regional service and library technology programs also serve to supplement and extend the services provided by public libraries in every city and town.

The current State Aid to Public Libraries program was established by the legislature in 1960. In the four decades since its establishment, it has helped improve public library services in every municipality. It has provided additional financial support for library services and provided incentives for local municipalities to meet basic standards of hours, services and materials purchases. In communities large and small, State Aid translates into more library hours, more library books (it is estimated that one of every five new library books is now purchased with state aid funds) and improved library service.

Responding to the growing concerns of local public library trustees and directors, the Board began work on a statewide Public Library Initiative in August of 1998. During September of 1998, a series of small forums was held in various locations throughout the Commonwealth. Through these forums, the Board began to identify the priority needs of libraries both large and small. In November 1998, a statewide Public Library Initiative Working Group was formed. This group, consisting of approximately 120 public library trustees, directors and other individuals with specialized perspectives and skills, worked to develop the proposals contained within this document.

## **Key Issues Facing Massachusetts Public Libraries**

Today, public libraries in every community struggle under the pressures of increasing usage, the demands of new technologies and funding which in many instances has not kept pace with inflation.

### **Issue 1: Increased Usage and Less Staff**

Last year, Massachusetts residents visited public libraries 20 million times and borrowed more than 46 million books and other items. A recent National Center for Educational Statistics survey of household usage showed that one out of every two Massachusetts households used their local public library in the previous month, and two thirds of all households had used the library within the year.

Since 1988, public library circulation in Massachusetts has increased by 38% -- from 33 to 46 million items annually -- an average increase of 1.6 million additional items circulated per year. Circulation to Massachusetts residents using libraries other than those they directly support through local tax dollars has increased even more significantly, from just fewer than 4 million in 1989 to nearly 8 million in 1997. During the same period, the number of items acquired through interlibrary loan increased even more dramatically, from just fewer than 200,000 to over 1.2 million items annually.

By comparison, library full time equivalent staffing during the same ten-year period decreased by half of one percent. While the automation of many clerical functions has increased productivity, today's public library -- and its staff -- is busier than ever.

### **Issue 2: The Challenges of Meeting User Needs in the "Information Age"**

Ten years ago, a typical public library offered its community little more than access to the books and other materials housed in the library. Today, even the tiniest library provides access to a host of electronic databases, digital libraries of periodical and journal articles, and through the Internet, to an almost infinite global network of information sources.

Despite the frequent misconception that every American has a computer, household ownership of personal computers has remained at about one half, with the number of households linked to the Internet even smaller. As a result, the public library has become the defacto 'information gateway' for many of the Commonwealth's residents, offering equal access for all citizens to essential electronic resources. Meeting the demands of increasingly sophisticated users while assisting an increasing number of 'have nots' has stretched already limited library resources even further.

In the Central and Western part of the Commonwealth, most smaller libraries cannot even offer community members access to computer networks that provide basic interlibrary loan and shared electronic catalog services for other public libraries in the Commonwealth. These libraries need to be brought fully into the 'information age'. Throughout the state, libraries of all sizes need more trained professional staff and more assistance in meeting the growing challenge of teaching residents the

information literacy skills needed in today's educational and economic environment.

Technology and the growing demands placed on libraries in the information age have also dramatically altered the complexity of library operations. The quiet little library of a century ago has been replaced by an increasingly complex institution where local trustees and librarians are required to operate in what is rapidly becoming a global electronic environment. It is already evident that new forms of training and support for trustees and librarians and municipal officials are necessary if our libraries are to reach their full potential.

### Issue 3: Meeting the Increased Needs of Children and Young Adults

Public libraries have always been the gateway to formal education for pre school children, and have always played a major role in supporting formal education. Early exposure to books and reading has been shown to be a critical determinant of a child's later academic success, and the independent research skills that a library fosters are an essential ingredient in both academic success and lifelong learning skills.

In 1998, public libraries loaned 18 million children's books and other materials and presented over 54,000 story hours and other reading-related children's programs, attended by nearly 1.3 million children. Over 60,000 children participate in the statewide summer reading program each year.

Our libraries make an enormous contribution to education in the Commonwealth, but they need to do more. Too many children, particularly in rural and urban areas, do not have an opportunity to benefit from early exposure to library story hours and other programs to stimulate reading. Throughout the Commonwealth, there is currently only one trained children's librarian for every 3,700 children, and a shortage of children's librarians is a serious statewide issue.

Likewise, services to students have been stressed by the decline in support for school libraries, many of which lack basic materials budgets. Curriculum changes brought about by educational reform have also, created an enormous new demand for subject matter tailored to specific age groups and reading levels. More than ever, libraries play a major, unrecognized role in supporting formal education.

### Issue 4: Basic Inequities in Public Library Service

While nearly every Massachusetts city and town has a library, these libraries are not all equal. While some communities have libraries with large collections open seven days a week, many of our smaller community libraries serving isolated communities are only open ten hours a week. With 95% of all public library funding derived from local dollars, drastic inequities exist. Under the existing program of state aid to public libraries, a basic level of state support is provided to the smallest communities in order to address this issue. Increasing the level of state support in relation to local support will further reduce these inequities in libraries of all sizes.

In addition, the smallest public libraries in many instances do not possess the ability to apply for those

limited grant opportunities which currently exist. New grant programs must be made available, targeted to the needs and administrative capabilities of smaller public libraries with limited resources, to allow them to meet a wide variety of individual community needs.

On the other hand, the Commonwealth's urban libraries face the challenge of low per capita funding levels and users with some of the most pressing needs. During the crisis of 1990-1991, the average urban library budget was cut by 17% (as opposed to a 3% reduction for a typical suburban library). In many instances, lost hours and lost services have never been regained.

#### Issue 5: Decades of Erratic Local Funding

During the last 20 years, public library funding has been decimated twice. Following the passage of Proposition 2½ in 1982, and again during the fiscal crisis of 1990-1991, public library budgets were cut and public library services reduced. During the intervening periods, funding has only slowly rebounded in terms of real purchasing power, only to be cut again.

The last decade of unprecedented prosperity has, in fact, been for the majority of public libraries a decade of 'catching back up' to earlier funding levels.

#### Issue 6: Reductions in Library Hours and Book Purchases

The net result of increasing usage and static funding is an actual decline in the level of public library services within the Commonwealth in several key areas.

Last year, our public libraries were open 21,000 fewer hours than a decade ago. Particularly hard hit have been evening, Saturday and Sunday hours.

Book budgets, which for the first time last year equaled 1990 levels in constant dollars, now purchase fewer new books because of rising cost of library materials (which have increased in cost at a rate greater than that of inflation) and the need for materials in a wider variety of formats. It is estimated that as many as 50,000 fewer books were purchased last year than were purchased ten years ago.

During the crisis of 1990-1991, twenty-five -- one out of six -- branch libraries were closed due to lack of funds. These closings left many urban neighborhoods with decreased access to library services. There has never been a state program specifically designed to assist branch libraries or multiple independent libraries serving villages within a municipality.

#### Issue 7: Decreasing State Support in Relation to Overall Library Support

While municipal appropriations for public libraries have experienced a modest increase over the last several years, State aid to public libraries has not been increased in twelve years. As a result, basic state aid to libraries, which represented approximately 7% of a typical library's budget ten years ago, now accounts for less than 5% of total operating support.

This decreased percentage is particularly significant because State Aid to Public Libraries plays a critical role in providing an incentive for local communities to meet minimum standards for materials expenditures and hours open. In communities large and small, public library trustees depend on the incentives provided by state aid to libraries to maintain hours, services and materials expenditures.

As state support shrinks in relation to local budgets, so do the all too fragile incentives which keep library doors open and put library books on the shelves. This fragility was dramatically illustrated in 1991 when ten libraries closed their doors and over 60 communities reduced services so drastically that they could not even meet the minimum standards. Once certification is lost, further cuts often occur when matching requirements no longer function as deterrents to further reductions in local service. The catastrophe of 1990-1991 would have been much less severe if state matching incentives had been stronger.

## Conclusion

Throughout the Commonwealth, public libraries serve a key role in maintaining our democratic society, in supporting both formal and lifelong education, in fostering economic development and in contributing to the quality of life in our communities.

In every town, our public libraries are models for effective government, combining the best spirit of volunteerism with marvelous efficiency to enrich the lives of all community members. In each town, every local and state dollar invested in libraries brings a tremendous return for citizens of all ages.

## **GOALS**

The Goals of the Board of Library Commissioners Public Library Initiative are to:

- **Strengthen Public Library Services in Every Community**
- **Reduce Inequities in Public Library Service within the Commonwealth**
- **Improve Public Library Services for Children and Young Adults**
- **Help Every Public Library to Better Meet Unique Community Priorities and Needs**

## **OBJECTIVES**

### **Funding**

Every public library is able to provide improved services through a combination of stronger state incentives, strengthened municipal funding and through utilization of supplemental funding such as gifts and endowments.

State incentives support both the maintenance and improvement of library services.

Every public library has access to assistance to undertake community specific projects for the long term improvement of library services, including the development of collections, acquisition of technology, preservation of library materials, literacy programs, cooperative projects, community development projects and the acquisition of adaptive technology.

### **Technology**

Every public library possesses basic information technology (telephone, fax, photocopier, computer) required to deliver basic library service in an 'information age'.

Every public library is a member of an automated network for purposes of maintaining and sharing data on library collections, providing access to electronic resources and providing access to Internet based resources.

### **Services to Children and Young Adults**

Every public library offers a full range of materials and programs sufficient to meet the needs of children and young adults.

### **Trustees and Staff**

Every Public library Board of Trustees has access to the assistance it needs to perform its legal duties and to provide collections, programs and services which meet the community's special needs.

Every community has a public library staffed by librarians, paraprofessionals and clerical personnel trained to provide them with the information and resources community members need.

## **Community Cooperation**

Every public library works in effective partnership with other community organizations and neighboring libraries to better serve its users.

Every public library plays an active role in collaborative efforts for community development

## **Planning**

Every public library plans for the improvement of library services. Every library has a long-range plan which addresses technology, cooperation with other community organizations, preservation and disaster preparedness, services for the disabled and facilities.

## **Communication and Public Relations**

Every public library effectively communicates information about its services and mission, and actively involves its community in the continued development of improved services.

**MASSACHUSETTS BOARD OF LIBRARY COMMISSIONERS  
PUBLIC LIBRARY INITIATIVE  
DETAILED BUDGET PROPOSAL**

**THREE-YEAR PHASE IN PROPOSAL  
FY2001 - FY2003**

<b>ACCOUNT</b>	<b>PROGRAM</b>	<b>FY2001 INCREASE</b>	<b>FY2002 INCREASE</b>	<b>FY2003 INCREASE</b>	<b>TOTAL INCREASE</b>
GRANTS TO PUBLIC LIBRARIES* (7000-9505)	Grants to Public Libraries (includes two positions to administer programs)	\$2,101,000			\$2,101,000
BOARD OF LIBRARY COMMISSIONERS (7000-9101)	Expanded Services for Public Library Trustees and Friends	\$194,300	\$154,700		\$349,000
RESOURCE SHARING AND TELECOMMUNICATIONS (7000-9506)	Small Library Participation in Automated Networks	\$350,000			\$350,000
STATE AID TO PUBLIC LIBRARIES (7000-9501)	Service Improvement Incentive Aid for Public Libraries Basic State Aid to Public Libraries		\$4,000,000	\$1,000,000	\$5,000,000
FUND FOR LIBRARIES (New Account)	Fund for Libraries			\$1,000,000	\$1,000,000
PROFESSIONAL EDUCATION, TRAINING AND INFORMATION LITERACY (New Account)	Professional Education, Training and Information Literacy			\$366,000	\$366,000
<b>TOTAL PROPOSED INCREASE</b>		<b>\$2,645,300</b>	<b>\$4,154,700</b>	<b>\$2,366,000</b>	<b>\$9,166,000</b>

\*Previously authorized under Chapter 478, Acts of 1987

**MASSACHUSETTS BOARD OF LIBRARY COMMISSIONERS  
PUBLIC LIBRARY INITIATIVE  
DETAILED BUDGET PROPOSAL**

PROGRAM	DESCRIPTION	BASIS FOR COMPUTING COST	PROPOSED NEW FUNDING
<p><b>STATE AID TO PUBLIC LIBRARIES</b> <b>(Account 7000-9501)</b></p>	<p><u>Basic State Aid to Public Libraries</u></p> <p>Public libraries report that state aid is used for materials, hours and expanded and improved services for library users. Libraries use state aid to enhance library services.</p> <p>An increase in state aid to public libraries will increase per capita awards to all municipalities and increase the minimum award for the Commonwealth' smallest municipalities, allowing libraries to add evening and weekend hours, purchase more books and other library materials, improve services for children and undertake special projects to improve local services.</p> <p>An increase of \$4 million will increase the incentive for municipal support of libraries and the improvement of services. The increase would allow public libraries across the Commonwealth to add more hours, including Saturday and Sunday hours, and to purchase materials in all formats for library users of all ages and abilities. Libraries would be able to open homework centers for children's after school needs, add additional children's programs and undertake other special projects to meet community needs.</p>	<p>Increase the basic Library Incentive Grant from \$1,250 to \$2,000 and the per capita formula from \$.50 to \$.80</p> <p>Increase the Municipal Equalization Grants by \$2 million (from \$2 to \$4 million per year).</p>	<p>\$4,000,000 (\$3,000,000 was appropriated in FY2000)</p>

**MASSACHUSETTS BOARD OF LIBRARY COMMISSIONERS  
PUBLIC LIBRARY INITIATIVE  
DETAILED BUDGET PROPOSAL**

PROGRAM	DESCRIPTION	BASIS FOR COMPUTING COST	PROPOSED NEW FUNDING
<p><b>SERVICE IMPROVEMENT INCENTIVE AID</b> <b>(Account 7000-9501)</b></p>	<p>Incentives for improvement of library services beyond the minimum required standards for certification for the State Aid to Public Libraries program. Libraries must meet the following conditions in order to qualify for a Beyond the Basics award:</p> <ul style="list-style-type: none"> <li>- Be certified in the current year for State Aid to Public Libraries awards;</li> <li>- Have on file with the Board of Library Commissioners an updated long range plan that meets the requirements as stated in LSTA, Massachusetts Long-Range Plan, 1998-2002, Appendix B, pages 32-33.</li> </ul> <p><u>Exceeding the Peer Group (EQV-Qualified) Median Per Capita Levels</u></p> <p>Measurement of indicators would be based on cross-tabulated tables of population groupings and EQV per capita groupings for each indicator. Indicator tables would be calculated each year for the program two years hence.</p> <p>Level one: meet or exceed 2 out of 8 indicators            Level two: meet or exceed 4 out of 8 indicators            Level three: meet or exceed 6 out of 8 indicators</p> <p>Indicators:</p> <ol style="list-style-type: none"> <li>(1) Direct circulation: Total circulations of all library materials of all types, including renewals, to borrowers directly for use outside the library.</li> <li>(2) Materials expenditures: All expenditures for library materials purchased or leased for use by the public as reported on the State Aid to Public Libraries Compliance Form and Financial Report.</li> <li>(3) Annual hours open (duplicated and unduplicated): Sum of all the public service hours the main library (and branches) were actually <u>open to the public</u> during the fiscal year. Exclude hours that were scheduled but not open due to construction, weather, staff emergencies, etc.</li> </ol>	<p>Dollar awards will be distributed using the Municipal Equalization Grant (MEG) formula for libraries which attain one to three levels of achievement. Attainment of level three carries the highest monetary award.</p>	<p>\$4,000,000</p>

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PUBLIC LIBRARY INITIATIVE  
DETAILED BUDGET PROPOSAL**

PROGRAM	DESCRIPTION	BASIS FOR COMPUTING COST	PROPOSED NEW FUNDING
	<p>(4) Reference transactions: An information contact which involves the knowledge, use, recommendations, interpretation or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail, or by electronic-mail from an adult, a young adult, or a child.</p> <p>5) Attendance at library (number of visits): The total number of persons entering the library for whatever purpose during the year (also called library visits).</p> <p>6) Program attendance: Number of people attending all programs sponsored by the library during the year.</p> <p>(7) MLS FTE: Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.</p> <p>(8) Internet accessible terminals: The number of terminals (i.e., computer, workstation, public access computer (PAC), personal computer (PC), laptop, etc., including stand-alone and networked computer terminals) which provide access to the Internet. Access to the Internet is defined as providing one or more of the following services: telnet, gopher, file transfer protocol, or community network. Provision of only electronic mail (e-mail) is <u>not</u> access to the Internet. Access to the World Wide Web is another example of access to the Internet.</p> <p>A standing committee appointed by the Board of Library Commissioners will periodically review the efficacy of the indicators, and may recommend revisions, deletions, and additions to the indicator list based on evolving library practices.</p>		

**MASSACHUSETTS BOARD OF LIBRARY COMMISSIONERS  
PUBLIC LIBRARY INITIATIVE  
DETAILED BUDGET PROPOSAL**

<b>PROGRAM</b>	<b>DESCRIPTION</b>	<b>BASIS FOR COMPUTING COST</b>	<b>PROPOSED NEW FUNDING</b>
<p><b>FUND FOR PUBLIC LIBRARIES</b>  (New Account)</p>	<ul style="list-style-type: none"> <li>- The purpose of this program is to provide a matching incentive for funds raised by local trustees and library foundations from non municipal sources for the enhancement of library services beyond those provided through municipal funds.</li> <li>- The fund would be divided each year among public libraries which report eligible local matching funds based on financial data submitted as part of state aid form</li> <li>- Eligible funds would include new funds contributed to endowments, cash gifts, challenge grants, certain gifts from friends of library groups and special non-recurring municipal appropriations outside the library's operating budget (these are defined under current state aid policies). The library would be required to maintain a statement of eligible gifts and contributions as part of normal audit.</li> <li>- Guidelines would ensure that public libraries serving smaller and poorer communities will receive additional incentives.</li> <li>- Funds would be available without appropriation to the public library trustees and may be added to the library endowment (or a municipal endowment under the control of the trustees) or may be expended for the enhancement of library services.</li> <li>- Eligible participants must meet the certification requirements for receipt of state aid to public libraries.</li> <li>- Non eligible funds would include those raised as local matching funds for public library construction grants.</li> </ul>	<p>\$1 million would be divided annually among eligible applicants. For example, if \$5 million in eligible private funds were raised by public libraries, each library would receive an additional \$.20 in state funding to match each local dollar raised. The match would vary from year to year based on the amount of private funding raised each year.</p>	<p>\$1,000,000 per year</p>

**MASSACHUSETTS BOARD OF LIBRARY COMMISSIONERS  
PUBLIC LIBRARY INITIATIVE  
DETAILED BUDGET PROPOSAL**

PROGRAM	DESCRIPTION	BASIS FOR COMPUTING COST	PROPOSED NEW FUNDING
<p><b>“MICRO” GRANTS</b> <b>(Account 7000-9505)</b></p>	<ul style="list-style-type: none"> <li>- The purpose of this program is to provide small grants to public libraries to allow them to meet special needs which cannot be met locally or existing grant programs.</li> <li>- Minimal paperwork -- one page application form. No meeting required.</li> <li>- Guidelines would provide every library an opportunity to receive a grant approximately every three years. (Smaller public libraries and libraries meeting less than two Beyond the Basics indicators would be eligible the first year, larger public libraries in the second and multiple independent libraries and branches in the third.)</li> <li>- Eligible Categories of grants would include: <ul style="list-style-type: none"> <li>Library materials: books, special format materials, foreign language materials, reference materials, non print and large print materials</li> <li>Essential technology (fax machines, computer workstations)</li> <li>Library automation (network memberships, etc.)</li> <li>Conversion of cataloging records to electronic form</li> <li>Preservation of library materials</li> <li>Equipment/furniture matching grants</li> <li>Adaptive technology (talking terminals, scanners, etc.)</li> <li>Public programs (lectures, children’s programs designed to meet the individual community’s needs).</li> <li>Public relations projects</li> <li>Other projects specified in long-range plan</li> </ul> </li> <li>- Eligible participants must meet the certification requirements for receipt of state aid to public libraries and must have a long range plan on file with the Board of Library Commissioners (special assistance will be provided by the Board and regions to those remaining communities without long range plans). Proposed grant activities must be consistent with long-range plan.</li> <li>- Funds must be expended within the fiscal year. Grants cannot be used to meet state aid requirements or to meet materials expenditure requirements.</li> <li>- Reporting requirements would include a simple financial report and a one page impact statement. The library would be required to maintain a statement of expended funds as part of normal audit.</li> </ul>	<p>A maximum of \$5,000 per grant</p> <p>At least 150 grants per year</p>	<p>\$750,000 per year</p>

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**MASSACHUSETTS BOARD OF LIBRARY COMMISSIONERS  
PUBLIC LIBRARY INITIATIVE  
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<b>PROGRAM</b>	<b>DESCRIPTION</b>	<b>BASIS FOR COMPUTING COST</b>	<b>PROPOSED NEW FUNDING</b>
<p><b>MAJOR SERVICE ESTABLISHMENT GRANTS</b></p> <p><b>(Account 7000-9505)</b></p>	<ul style="list-style-type: none"> <li>- The purpose of the program is to provide for multiyear grants which would allow public libraries to develop new library service programs through a phased incentive.</li> <li>- Multiyear grants would provide phased incentives over a 2-3 year period (Example: State funds 100% first year, 66% second year, 33% third year; local community assumes full cost in year four).</li> </ul> <p>Possible projects include:</p> <ul style="list-style-type: none"> <li>Establishing new service programs               <ul style="list-style-type: none"> <li>children’s librarians</li> <li>developmental staff</li> <li>preservation specialists</li> <li>reference librarians</li> <li>technology librarians</li> <li>technology trainers</li> </ul> </li> <li>Additional staff for new library facilities</li> <li>Establishing or developing Branch services</li> <li>Adding new Weekend or evening hours</li> <li>Establishing or expanding Literacy programs</li> <li>Projects for the establishment of joint operations or joint public libraries, including shared children’s librarians for smaller communities and circuit librarians.</li> </ul> <ul style="list-style-type: none"> <li>- Eligible participants must meet the certification requirements for receipt of state aid to public libraries and must have a long range plan on file with the Board of Library Commissioners. Proposed grant activities must be consistent with long-range plan.</li> <li>- Grants cannot be used to meet state aid requirements but can be used to meet Beyond the Basics targets.</li> </ul>	<p>A maximum of \$50,000 per grant per year</p> <p>5 - 10 new grants per year</p>	<p>\$750,000 per year</p>

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PUBLIC LIBRARY INITIATIVE  
DETAILED BUDGET PROPOSAL**

<b>PROGRAM</b>	<b>DESCRIPTION</b>	<b>BASIS FOR COMPUTING COST</b>	<b>PROPOSED NEW FUNDING</b>
<p><b>COMMUNITY COLLABORATION GRANTS</b>  (Account 7000-9505)</p>	<ul style="list-style-type: none"> <li>- Purpose of the program is to help public libraries seeking to address broader community needs in collaboration with other community organizations.</li> <li>- Grants would support long term (2-3 year) cooperation and community outreach programs with other public libraries, other community agencies/groups or with school libraries within the community.</li> <li>- Priority would be on programs promoting community economic development. Other possible projects include: <ul style="list-style-type: none"> <li>Community wide collaborations to preserve and provide access to historic records.</li> <li>Projects to increase cooperation between public libraries and school libraries.</li> <li>Working with local hospitals to improve health information services to community members.</li> <li>Working with Chamber of Commerce to improve services for small businesses.</li> <li>Working with literacy groups to strengthen or establish literacy programs.</li> </ul> </li> <li>- Eligible participants must meet the certification requirements for receipt of state aid to public libraries and must have a long range plan on file with the Board of Library Commissioners. Proposed grant activities must be consistent with long-range plan.</li> <li>- Grants cannot be used to meet state aid requirements.</li> </ul>	<p>Maximum of \$25,000 per year</p> <p>20 grants per year</p>	<p>\$500,000 per year</p>

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PROGRAM	DESCRIPTION	BASIS FOR COMPUTING COST	PROPOSED NEW FUNDING
<p><b>TRUSTEE/FRIENDS DEVELOPMENTAL GRANTS</b>  (Account 7000-9505)</p>	<ul style="list-style-type: none"> <li>- The purpose of this program is to make small grants available to Trustees and Friends groups for projects to establish or develop friends groups.</li> <li>- Eligible projects would include establishing newsletters, printing brochures, supporting training programs, providing speakers for friends programs and funding other small projects designed to strengthen trustee and friends groups and increasing support for local public libraries.</li> <li>- A one page application form would be cosigned by the library trustees. Entity receiving grant must be a public library or a 501c (3) nonprofit organization. A one page narrative and financial report would provide for accountability while minimizing paperwork.</li> <li>- Eligible participants must meet the certification requirements for receipt of state aid to public libraries and must have a long range plan on file with the Board of Library Commissioners.</li> <li>- Grants cannot be used to meet state aid requirements.</li> </ul>	<p>Maximum \$500 grant  50 grants per year</p>	<p>\$25,000 per year</p>
<p><b>PROGRAM ADMINISTRATION</b>  (Account 7000-9505)</p>	<ul style="list-style-type: none"> <li>- Administration of Micro, Service Development, Community Collaboration and Trustee/Friends Developmental Grants programs (3.75% of total program costs)</li> </ul> <p>225-230 grants per year</p>	<p>Grants Administrator (Education Specialist III) Grants Specialist (Education Specialist I)</p>	<p>\$76,000 per year</p>

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<p><b>PROFESSIONAL EDUCATION AND TRAINING</b></p> <p><b>(New Account)</b></p>	<p>Provides access to professional training for library staff in rural and urban communities, which have difficulty accessing such training, and to professionally train children's and youth services librarians.</p> <p><u>Professional Training for Library Staff</u></p> <p>Under this program, the Board of Library Commissioners, working with a statewide advisory group, serves as a statewide broker for professional training, contracting for Graduate Credit courses in library science offered by an ALA accredited degree granting institutions in a variety of locations (6 courses offered annually in each region) and formats (weekend courses, Internet based courses, distance learning courses) free of charge. If a library staff member opts to receive graduate credit toward a professional library degree, the staff member pays an additional fee per credit hour directly to the degree granting institution (a maximum of 50% paid by the state).</p> <p>Programs would also be open to paraprofessionals not pursuing a graduate degree and to professionally trained librarians seeking to upgrade skills.</p> <p><u>Professional Training Completion Scholarships</u></p> <p>For library staff who have accumulated sufficient credits through the professional training for library staff program or other course work and require only a single final semester of full time study to complete degree.</p> <p>Initial program priorities would be:</p> <ul style="list-style-type: none"> <li>Urban Branch Public libraries</li> <li>Rural Public libraries</li> <li>Children's Librarians.</li> </ul> <p>A competitive application process would involve a joint application on the part of library and staff member. The state would fund up to 50% of the tuition costs for one semester, with the other 50% matched by the town or city, trustees and/or staff member.</p>	<p>½ cost of 2,160 graduate credit hours (36 three credit courses and 20 students per course, based on an average per credit hour = \$432,000 total cost)</p> <p>\$1200-\$3600 per individual (depending on geographic area of state)</p> <p>14-42 scholarships a year</p>	<p>\$216,000 per year</p> <p>\$50,000 per year</p>

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<p><b>INFORMATION LITERACY FOR LIBRARY USERS</b>  (New Account)</p>	<p>Supports direct training to library users in the use of library information resources.</p> <ul style="list-style-type: none"> <li>- a pilot program would be established to develop programs in information literacy for Massachusetts adults and children using public libraries.</li> <li>- Proposed activities would include: <ul style="list-style-type: none"> <li>Training in adult learning techniques to assist librarians in becoming information literacy teachers</li> <li>Acquisition and development of information literacy training materials</li> <li>Train the trainer programs</li> <li>On site patron training</li> <li>Web based/computer assisted training programs</li> <li>Working with regional library systems to strengthen information literacy services at regional and local level.</li> </ul> </li> </ul> <p>Funds would primarily used for contractual services and development of resource materials. Training activities in public libraries would be primarily supported by other grant programs (micro grants, major service development grants, collaboration grants)</p>		<p>\$100,000 per year</p>

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<p><b>MASSACHUSETTS BOARD OF LIBRARY COMMISSIONERS</b> (Account 7000-9101)</p>	<p><b>Administration of Library Improvement Incentive Aid Program, Fund for Libraries and Professional Training Programs</b></p> <p><b>New Direct Services for Public Libraries and Public Library Trustees</b></p> <p><u>New and Expanded Programs for Public Library Trustees</u>  support and assistance  trustee clearinghouse (policies, resources, joint service agreements)  trustee training programs for individual library boards  non- mandated board 'certification' program  specialized training for trustee chairs  trustee training workshops and seminars  increased outreach to and communication with library trustees  work more closely with regional library systems to strengthen services to public library trustees  coordination of "speakers bureau" on topics of utility to trustees and staff</p> <p><u>New and Expanded Programs for Local Friends of Libraries Groups</u>  support and assistance  training workshops for Friends  development of statewide resource materials  Friends clearinghouse (bylaws, newsletters, brochures promotional materials)</p> <p><u>Financial Development Services</u>  assistance in local fund raising efforts  assistance in the establishment of foundations and the development of endowments  specialized assistance to individual Boards provided by legal and financial experts  assistance in locating 'companion' funding to complement Board grant programs, including state, federal and foundation grants (an example is state adult education funding which can be used to complement Board funding for literacy programs).</p>	<p>Deputy Director (Administrator VII)  State Aid Specialist (Education Specialist III)  Online Data Collection Software</p> <p>Public Library /Trustee Services Specialist (Education Specialist III)  Public Library /Training Specialist (Education Specialist III)  Clerical Support (WP Operator II)  Contractual Services (Legal and Financial Consultants) (\$50,000)  Funding for Statewide Summer</p> <p>Printing, Postage, Supplies and</p>	<p>\$349,000</p>

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<b>PROGRAM</b>	<b>DESCRIPTION</b>	<b>BASIS FOR COMPUTING COST</b>	<b>PROPOSED NEW FUNDING</b>
	<p><u>Programs to Increase Municipal Government Awareness of Library Issues and Needs</u>  orientation and training programs for local municipal officials working with  Massachusetts Municipal Association and other statewide and regional  organizations  assistance in navigating and negotiating Charter changes and Home rule petitions,  including model language and provisions  assistance in conducting comparable worth studies</p> <p><u>Public awareness programs</u>  statewide public awareness program for public libraries  development of statewide training and resource materials in support of regional and local  efforts  funding for statewide summer reading program</p>		

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<p><b>SMALL LIBRARY PARTICIPATION IN AUTOMATED RESOURCE SHARING NETWORKS</b></p> <p><b>(Account 7000-9506)</b></p>	<p>The purpose of this program is to help 66 of the state's smallest public libraries which are currently not members of an automated network to become members of automated networks and 58 libraries that are online affiliate libraries to become full member libraries.</p> <p>This is a safety net for those Public Libraries that have not been able to afford to affiliate with a Network. It offers these Public Libraries three programs and levels of support to permit them to affiliate either for Internet access alone, Internet and On-line Affiliate access, or as a full member. Different levels of state support are offered for each level of access permitting the library to choose the option that best meets its needs and budget. Public libraries serving municipalities of less than 10,000 populations may receive support under these programs.</p> <p><u>Internet Only</u></p> <p>Assures that all residents have access to MLIN and Regional services provided through the Internet at their public library. Program supports connection of a single workstation. Library may purchase additional access as needed. Library must offer Internet access to the public.</p> <p>Available to public libraries that are not presently full or on-line affiliate members of a Network (MLIN I libraries, non-affiliated libraries, dial-up libraries - a total of 66 libraries.)</p>	<p>Start up costs (\$3,160): purchase of router, hub, DSU, and cost to set up an account for e-mail and Internet access. Annual telecommunications cost for a full-time on-line connection to the Internet (through the Telecomm program). Ongoing subsidy of annual service fee (\$500).</p>	<p>\$350,000</p>

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	<p><b><u>On-Line Affiliate Membership</u></b></p> <p>Assures that all residents have access to MLIN and Regional services provided through the Internet at their public library. Supports the concept that public library holdings can best support resource sharing if they are registered in Network databases.</p> <p>Available to public libraries in communities certified to receive State Aid that are not presently full or on-line affiliate members of a Network (MLIN I libraries, Internet Only Members, non-affiliated libraries, dial-up libraries -- a total of 66 libraries. Program supports connection of two workstations. Library may purchase additional access as needed.</p> <p>Library must offer Internet access to the public; must enter all current acquisitions into Network database; must commit to entering all holdings over a 3 year period; must delete discarded materials from Network database. Networks may require a multi-year commitment to assure continuity.</p>	<p>Start up costs (\$5,160; \$2,000 if library has necessary telecommunications equipment through Internet Only program); purchase of router, hub, DSU, and cost to open a full service port. Libraries opting to affiliate for the first time also eligible for additional \$400 for open Internet Only port.</p> <p>Annual telecommunications costs through Telecommunications Program. Ongoing subsidy of annual service fee (\$1,800). This subsidy is extended to those public libraries in municipalities of less than 10,000 populations that are currently Online Affiliate members of networks.</p>	

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	<p><b><u>Full Network Membership</u></b></p> <p>Provide financial support to those libraries least able to afford full membership in a Network to enable them to consider this option for library automation, resource sharing and enhanced Internet access. Program support based on typical costs to join a Network and to maintain 4 workstations. Libraries may opt to purchase additional access.</p> <p>Available to public libraries in communities certified to receive State Aid that are not presently full members of a network (MLIN I libraries, Internet only members, on-line affiliate members, non-affiliated libraries, dial-up libraries – a total of 124 libraries).</p> <p>Library must offer Internet access to the public; must enter holdings into Network database; must delete discarded materials from Network database. Full participation in the Network according to existing rules and procedures of the network. Networks may require a multi-year commitment to assure continuity.</p>	<p>Start up costs (\$5,000). Offset to Network new member fees. Annual Telecommunications cost through Telecomm Program.</p> <p>Ongoing subsidy of annual service fee (\$2,500). This subsidy is extended to those public libraries in municipalities of less than 10,000 populations that are currently full members of networks.</p>	