

# Changes To The State Aid Public Libraries Program

Requirement	Current Policy	New Policy	How It Benefits You	When It Goes Into Effect
<p>✦ Minimum Standards of Hours of Service for Public Libraries</p>	<p>Compliance period is from Labor Day to Memorial Day</p>	<p>Compliance period is defined as 38 consecutive weeks. The 38 weeks may span two fiscal years if compliance includes summer months</p>	<p>It gives libraries the option to expand hours in the summer and reduce hours in the winter. Particularly beneficial to small libraries and libraries in tourist areas that are busier during certain times of the year.</p>	<p>Goes into effect in FY2018 to be reported on the FY2019 ARIS form</p>

**✦ The complete new Minimum Standards of Hours of Service for Public Libraries policy is as follows:**

In keeping with the regulation that “library service should be available to the community a minimum number of hours per week,” (605 CMR 4.0) the minimum hours requirement will apply during each week of the compliance period. To meet the requirement, a public library must be open the required hours, days and evenings during each week of the compliance period.

**Compliance Period**

The compliance period will be defined as 38 consecutive weeks per year. The 38 weeks may span two fiscal years if compliance includes summer months.

**Massachusetts Legal Holidays**

Libraries may close on Massachusetts legal holidays and local municipal holidays, and not affect their compliance with the hours of service standards

<p>✦ Minimum Materials Expenditure Standard Calculation</p>	<p>Library materials is defined as the cost of books, serials, audio materials, electronic, and other non-print materials that circulate to library patrons or are used by library patrons within the library. Included are online costs, (including....</p>	<p>The new policy adds the following: Up to 10% of the materials expenditure requirement may be used to purchase hardware for direct patron use. This includes but is not limited to hard drives, laptops, peripherals (mouse, keyboard, etc), adaptive technology, and scanners</p>	<p>Many libraries purchase digital resources for their patrons, but do not have adequate in-library technology for patrons to access these resources. This change helps libraries update their technology.</p>	<p>Goes into effect in FY2018 to be reported on the FY2019 ARIS form</p>
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**✦ The complete new Minimum Materials Expenditure Standard Calculation is as follows:**

The minimum materials expenditure standard is computed for all municipalities using the amount appropriated by the municipality to the library for operations and the percentage requirement as stated in regulation. (MGL, c.78, s.19B; 605 CMR 4.01(5))

**Operating expenditures include:**

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| <p>1. Personnel<br/>Salaries only.</p> <p>2. Library Materials<br/>The cost of books, serials, audio materials, electronic, and other non-print materials that circulate to library patrons or are used by library patrons within the library. Included are online costs, (including money paid to networks for electronic content), and museum passes. Supplies used to prepare library materials for circulation are not included (e.g. bar codes, book pockets, etc.) and the monetary value of donated books may not be included.</p> <p>Up to 10% of the materials expenditure requirement may be used to purchase hardware for direct patron use. This includes but is not limited to hard drives, laptops, peripherals (mouse, keyboard, etc.), adaptive technology, and scanners.</p> | <p>3. Other Operating Expenditures<br/>The current and recurrent costs necessary to support the provision of library services. These include expenditures made by the library that are not capital, personnel, or for library materials. Other operating expenditures include building maintenance, energy and utilities, network membership, supplies, repair or replacement of existing furnishing and equipment, and other miscellaneous expenditures.</p> |
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## Other Changes

Requirement	Current Policy	New Policy
<ul style="list-style-type: none"> <li>Municipal Revolving Funds will no longer count towards the Municipal Appropriation Requirement (MAR).</li> <li>For towns that currently receive a Municipal Revolving Fund, the TAMI will be adjusted and the MAR will be recalculated.</li> <li>It is expected that libraries which currently receive Municipal Revolving Funds will continue to receive them from the municipality.</li> </ul>	<ul style="list-style-type: none"> <li>Municipal Revolving Funds are an estimation of funds which for many libraries does not materialize in the actual amount and artificially inflates the MAR.</li> </ul>	<ul style="list-style-type: none"> <li>To be reported in the FY2019 Financial Report and State Aid application.</li> <li>The MBLC will recalculate the MAR for affected libraries in January/February 2018.</li> </ul>