MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : October 2, 2014

Time : 10:00 A.M.

Place : Carver Public Library

Carver, Massachusetts

Present : Gregory J. Shesko, Chairman; Mary Ann Cluggish, Vice Chairman; Carol B. Caro, Secretary; Francis R. Murphy; N. Janeen Resnick; Alice M. Welch

Absent : George T. Comeau; Mary Kronholm

**Staff Present:**

Dianne Carty, Director; Liz Babbitt, State Aid Specialist; Celeste Bruno, Communications Specialist; Barbara Glazerman, Head of Operations and Budget; Paul Kissman, Library Information Systems Specialist; William Morton, Assistant to the Director; Mary Rose Quinn, Head of Data, Technology, Construction and State Aid/Government Liaison; Cynthia Roach, Head of Library Advisory and Development

**Observers Present:**

Debby Conrad, Executive Director, SAILS; Anna Fahey-Flynn, Collaborative Services Manager, Boston Public Library; Carole Julius, Director, Carver Public Library; Dinah O’Brien, Director of Community Resources, Plymouth; Gregory Pronevitz, Executive Director, Massachusetts Library System

**Call to Order**

Chairman Shesko called the meeting to order at 10:00 A.M. and recognized Carver Public Library Director Carole Julius who welcomed the Board to Carver and the library. Ms. Julius relayed that the Carver Public Library building is now sixteen years old and was partially funded by a grant under the Massachusetts Public Library Construction Program. She stated that the library’s meeting rooms are well used by community organizations. The library also runs cooperative programs with Carver’s Council on the Aging.

Chairman Shesko thanked Ms. Julius for her welcoming remarks.

**Approval of Minutes – September 4, 2014**

The following corrections were noted:

Page 3, line 42: Delete “, and she”.

Page 5, line 37: Insert “time” following “considerable”.

Page 10: Delete the fifth paragraph and replace with “Commissioner Caro requested that the Minimum Materials Expenditure Standard Calculation Policy be amended to include the costs for RFID barcode tags and other materials needed for circulation of library items as allowable materials expenditures, and Commissioner Cluggish concurred. The Board agreed to discuss this at their November 6, 2014 meeting.

Page 10: Replace “receive” with “request”.

Page 12: Delete the fifth paragraph and replace with “Commissioners Resnick attended the recent Western Massachusetts Library Advocates meeting and noted that WMLA distributed Summer Reading Incentives from contributing sponsors to 269 participating libraries across the Commonwealth.”

Commissioner Murphy moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the minutes for the monthly business meeting September 4, 2014, as corrected.

**The Board voted approval.**

**CHAIRMAN’S REPORT**

Chairman Shesko reported that he attended the meeting of the Executive Committee at the Board offices on September 23, 2014.

He noted a new list of Board Committees and the Commissioners assigned to those committees. Chairman Shesko relayed that Commissioner Comeau has agreed to be the MBLC representative to the Commission on School Library Programs.

Chairman Shesko stated that he attended the eBook Pilot Library Celebration at Bellingham Public Library on September 30, 2014. The event was hosted by MLS as a thank you to the pilot project libraries and attended by pilot library staff, MBLC Commissioners and staff, and MLS vendors. Certificates of appreciation were distributed to pilot library staff for their efforts.

He noted that Commissioner Cluggish gave an overview of the pilot project at the event.

**DIRECTOR’S REPORT**

Director Carty reported that staff welcomed Mary Rose Quinn with a coffee when she commenced her duties as Head of Data, Technology, Construction and State Aid/Government Liaison on Monday, September 29, 2014.

Director Carty reported that she attended the library opening in South Hadley on Saturday, September 13, 2014. She relayed that it was a great day and was attended by many community members, local and state officials.

She informed the Commissioners that she attended the Perkins Consumer Advisory Board at the MBLC offices on October 24, 2014. Along with Dave Powers, the new CEO and President of Perkins, she was introduced to the group. She reported that the Perkins Library is in the beginning of a strategic plan and, along with the rest of Perkins, is diving headlong into technology.

Director Carty attended the OCLN membership meeting on September 25, 2014 to talk about her vision for libraries and budget priorities. She gave a state of the state outline and answered many questions.

Director Carty relayed that State Aid Specialist Liz Babbitt has completed all of the State Aid Workshops for the season. She noted that the State Aid team is meeting after today’s Board meeting to discuss the Materials Expenditure Policy and a draft recommendation for the next meeting of the Board.

Director Carty announced that there will be a Small Libraries Forum on October 29, 2014 at the Sturbridge Host Hotel from 10:00 a.m. to 3:00 p.m. Jessamyn West is the keynote speaker. In conjunction with the forum there have been focus groups with the small libraries.

Director Carty stated that Trustee Orientations have been held in Southbridge, Newbury and Foxboro with between 20 and 25 trustees at each session.

Director Carty relayed that she received a telephone call from the Board’s A&F capital analyst informing her that the Governor’s office wanted the agency to proceed with one of the earmarks on the capital bond bill that passed in August 2014. After discussions, it came back to her that the earmark for the 75% payment to Webster was to go ahead. She stated that she worked with MBLC Library Building Specialists Rosemary Waltos and Lauren Stara and they sent a spreadsheet to ANF showing the schedule of payments through FY2019 and the increase in the $20 million cap required to accommodate the increase in Webster’s payments. The increase amounts to about $2.2 million over 5 years.

Director Carty provided the following construction program update:

**Webster.**  The Governor’s Office through A&F mandates that the MPLCP fund the earmark passed in the 2014 library construction bond bill to increase the Town of Webster’s library construction grant award from 53.31% to 75.00%.  This means an increase in the library’s grant award amount from $5,366,489 to $7,567,412.  The library will also receive an increased Library Green Incentive if it receives LEED certification.

The MBLC is working with A&F on revising the capital budget to accommodate this increase without altering the status of other projects with provisional grant awards or on the waiting list.

Webster’s Chester C. Corbin Public Library received a provisional construction grant award in August 2014 and has until February to accept its award.

**Mendon.**  The other earmark in the 2014 construction bond bill was an award of $1.2 million to the Town of Mendon’s Taft Public Library for its building project converting a church into a new library facility.  At this time, A&F has indicated that this earmark will go unfunded.

**Shrewsbury.**  The Shrewsbury Public Library will hold its ground breaking on November 6, 2014 at 10:00 a.m.  Since this is at the time as the November Board meeting, Rosemary Waltos has volunteered to represent the Board at the groundbreaking.

**East Boston Branch.**  The East Boston Branch of the Boston Public Library earned LEED certification at the gold level from the U.S. Building Council.  It will receive a MPLCP Library Green Incentive of $217,679.64.

Concluding her report, Director Carty informed the Commissioners that Wareham has not met the conditions of the FY2014 MAR Waiver with reservation and stipulation. Therefore, the Board should consider ending Wareham’s certification for FY2014 at the November 6, 2014 Board meeting and also not certifying Wareham for FY2015 because the library director submitted a form indicating that Wareham was not applying for FY2015 State Aid to Public Libraries.

**LEGISLATIVE REPORT**

Cynthia Roach, Head of Library Advisory and Development, stated that the Massachusetts Department of Revenue’s mid-month revenue report has announced through September 15, 2014 that tax collections total $1.099 billion, down $36 million from the same period in September 2013, compared to the benchmark estimate that projects an increase of $33 million for the full month.

**MARKETING PLAN UPDATE**

Communications Specialist Celeste Bruno began her presentation by highlighting the Summer Library Program. The program set a new record with more than 400,000 children, teens and adults participating in Summer Library Programming across the state. Ms. Bruno recognized MLS Advisor Sarah Sogigian for heading up the successful program and also mentioned the positive impact the partnership with the Boston Bruins has had on program participation. She shared the 27 winners of Bruins Summer Library prizes. Ms. Bruno also mentioned that each year the Institute of Museum and Library Sciences highlights exemplary state LSTA projects. This year two projects from MA will be featured: The Summer Library Program is one of them; the other is a grant awarded to Springfield City Library.

Ms. Bruno spoke briefly about progress on eBook promotion. Working with Buyer Advertising, separate websites have been developed for librarians and for patrons. Colleen Kelly from Buyer and Ms. Bruno will work with MLS staff members Steve Spohn and Nora Blake to add more content to these sites.

Ms. Bruno also spoke about the development of the FY2016 Legislative Agenda. The agenda demonstrates the connection between the Commonwealth’s goals and library services and shows how increases to State Aid to Public Libraries and Technology and Resource Sharing can provide opportunity for all. While she is still working on content, Ms. Bruno showed Commissioners the basic layout of the agenda.

**CONSIDERATION OF APPROVAL OF SIX POLICIES FOR THE FY2017 STATE AID TO PUBLIC LIBRARIES PROGRAM**

Liz Babbitt, State Aid Specialist, presented for approval six proposed Board policies related to the FY2017 State Aid to Public Libraries program: 1) Extending a Grace Period for Increased Population-based Minimum Standards; 2) Minimum Standards of Hours of Service for Public Libraries; 3) Materials Expenditure and Hours Open Accommodation Policy; 4) Municipal Appropriation Requirement (MAR) Calculation; 5) Determining Eligibility for a Waiver of the FY2015 Municipal Appropriation Requirement; 6) The Closure of a Public Library.

**Extending a Grace Period for Increased Population-Based Minimum Standards**

Commissioner Murphy moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners adopt for the FY2017 State Aid to Public Libraries program the following proposed policy: Extending a Grace Period for Increased Population-Based Minimum Standards.

**FY2017 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**EXTENDING A GRACE PERIOD FOR INCREASED POPULATION-BASED**

**MINIMUM STANDARDS**

1) To be eligible for the extension of a grace period for increased population-based requirements due to new population figures, the library must:

a. be in compliance with or receive a waiver of the FY2017 Municipal Appropriation Requirement (MGL, c.78, s.19A).

b. meet the other minimum library standards required for receipt of FY2017 State Aid to Public Libraries (MGL, c.78, s.19B):

*(1)* *“be open to all residents of the commonwealth,*”

*(2)* *“make no charge for normal library services*,”

*(6)* *“lend books to other libraries in the commonwealth and extend privileges to the holders of cards issued by other public libraries in the commonwealth on a reciprocal basis.*”

2) If a municipality is in a different population group according to the population estimates mandated by the General Court for use with the FY2017 State Aid program, it is eligible for a grace period of up to three years to meet the increased standard for hours open or materials expenditure. This grace period is for the FY2017 State Aid to Public Libraries grant round. Compliance for State Aid to Public Libraries in the FY2017 grant round is measured by library performance in FY2016. To be eligible for this grace period the library must be meeting the prior lower standard.

3) A library director whose educational requirement is now “graduation with a degree from an approved library school” because the population of his or her community has gone above 10,000 will be exempt (*grandfathered*) from the increased requirement. However, any work in progress by the director on prior educational/professional requirements of the Basic Library Techniques must be completed within the previously established time limits. When a *grandfathered* director leaves the library, his or her replacement must meet the changed requirement at the time of appointment as library director.

**Initial Approval of Policy: January 9, 1997**

**FY2017 Approval Date: October 2, 2014**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**Minimum Standards of Hours of Service for Public Libraries**

Commissioner Cluggish moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners adopt for the FY2017 State Aid to Public Libraries program the following proposed policy: Minimum Standards of Hours of Service for Public Libraries.

**FY2017 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**MINIMUM STANDARDS OF HOURS OF SERVICE FOR PUBLIC LIBRARIES**

Minimum Hours Open Per Week:

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/Winter Hours:

The compliance period (winter hours) will be defined as those days after the Labor Day holiday weekend until the Memorial Day holiday weekend.

Summer Schedule:

The summer schedule period will be those days from after the Memorial Day holiday weekend until the Labor Day holiday weekend, and the library's summer schedule must apply to each week during that period.

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.

**Initial Approval of Policy: February 4, 1993**

**FY2017 Approval Date: October2, 2014**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**Materials Expenditure and Hours Open Accommodation Policy**

Commissioner Caro moved and Commissioner Welch seconded that the Massachusetts Board of Library Commissioners adopt for the FY2017 State Aid to Public Libraries program the following proposed policy: Materials Expenditure and Hours Open Accommodation Policy.

**FY2017 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**MATERIALS EXPENDITURE AND HOURS OPEN ACCOMMODATION POLICY**

The Board of Library Commissioners recognizes the necessity of continuing the policy of accommodation of the standards of the State Aid to Public Libraries program. This policy for the accommodation of the Materials Expenditure and the Hours Open standards seeks to certify as many municipalities as possible while still reinforcing the principles of library service represented by the minimum standards of public library service.

A municipality will receive certification for FY2017 State Aid to Public Libraries if it:

* meets the FY2017 Municipal Appropriation Requirement (MAR), or receives a waiver of the FY2017 MAR,
* meets the materials expenditure and hours open standard at either a full (100%), mid-level (90%), or minimum (80%) amount,
* meets all other statutory and regulatory requirements for State Aid to Public Libraries as contained in 605 CMR 4.01.

State Aid to Public Libraries grants will be awarded to all certified municipalities.

A municipality may meet a reduced standard of as low as 80% of the materials expenditure and hours open requirement contained in regulation (605 CMR 4.01), while continuing to remain certified and receive State Aid to Public Libraries.

Awards for municipalities meeting adjusted standards will be reduced according to compliance with reduced standard, and will be no less than 50% of the full award for meeting the minimum (80%) of both standards. Each standard that is met at a lower level will result in a 12.5% reduction to the full award for each level of reduction. Awards may be made in amounts of; 100%, 87.5%, 75%, 62.5%, 50%. If at the end of the FY2017 grant round funds remain, no second award of State Aid to Public Libraries will be made to a municipality using the flexibility of this policy of accommodation. Award amounts will be unchanged for municipalities meeting 100% of both standards.

Examples: Library A and Library B

Library A with a population of 11,000, is meeting its MAR. For State Aid compliance the library is required to be open 40 hours each week and expend 16% of its municipal appropriation on library materials. However, it was only open 34 hours and expended 14% on materials, minimum compliance for both standards. As a result, the FY2017 State Aid award will be reduced to 50% of the Cherry Sheet total.

Library B has a population of 17,000 and is meeting its MAR. It is required to be open 50 hours each week and expend 15% of its municipal appropriation on materials. It was only open 46 hours and spent 14% on library materials, mid-level compliance for both standards. As a result, the FY2017 State Aid award will be reduced to 75% of the Cherry Sheet total.

**Adjusted Awards**

|  |  |
| --- | --- |
| **Award Amount** | **Level of Compliance with Materials Expenditure Requirement and Hours Open** **Standards** |
| **100%** | **Full** (100%) compliance with both standards. |
| **87.5%** | **Full** (100%) compliance with onestandard and **Mid-level** (90%) compliance with the otherstandard. |
| **75%** | **Full** (100%) compliance with one standard and **Minimum** (80%) compliance with the other standard.  **OR**  **Mid-Level** (90%) compliance with both standards. |
| **62.5%** | **Mid-Level** (90%) compliance with one standard and **Minimum** (80%) compliance with the other standard. |
| **50%** | **Minimum** (85%) compliance with both standards. |

**Materials Expenditure Requirement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Population Group** | **Full**  **Compliance**  **(100%)** | **Mid-Level**  **Compliance**  **(90%)** | **Minimum**  **Compliance**  **(80%)** |
| Under 2,000 | 20.00% | 18.00% | 16.00% |
| 2 – 4,999 | 19.50% | 17.55% | 15.60% |
| 5 - 9,999 | 19.00% | 17.00% | 15.20% |
| 10 - 14,999 | 16.00% | 14.40% | 12.80% |
| 15 - 24,999 | 15.00% | 13.50% | 12.00% |
| 25 - 49,999 | 13.00% | 11.70% | 10.40% |
| over 50,000 | 12.00% | 10.80% | 9.60% |

**Hours Open Requirement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Population Group** | **Full**  **Compliance**  **(100%)** | **Mid-Level**  **Compliance**  **(90%)** | **Minimum**  **Compliance**  **(80%)** |
| Under 2,000 | 10.00 | 9.00 | 8.00 |
| 2 - 4,999 | 15.00 | 13.50 | 12.00 |
| 5 - 9,999 | 25.00 | 22.50 | 20.00 |
| 10 - 14,999 | 40.00 | 36.00 | 32.00 |
| 15 - 24,999 | 50.00 | 45.00 | 40.00 |
| 25 – 49,999 | 59.00 | 53.10 | 47.20 |
| over 50,000 | 63.00 | 56.70 | 50.40 |

**Initial Approval of Policy: April 3, 2003**

**FY2017 Approval Date: October 2, 2014**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**Municipal Appropriation Requirement Calculation**

Commissioner Resnick moved and Commissioner Murphy seconded that the Massachusetts Board of Library Commissioners adopt for the FY2017 State Aid to Public Libraries program the following proposed policy: Municipal Appropriation Requirement Calculation.

**FY2017 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**MUNICIPAL APPROPRIATION REQUIREMENT CALCULATION**

The Municipal Appropriation Requirement (MAR) for each award year is computed using figures for the three prior fiscal years. For each of those three years that a municipality received a State Aid to Public Libraries award, the figure used will be either the MAR or Total Appropriated Municipal Income, (TAMI), whichever is higher. If the municipality was not certified for State Aid to Public Libraries in any year, the actual TAMI for that year will be used.

For the **FY2017** grant round:

The **FY2015** figure will be either the **FY2015 MAR** or the **FY2015 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2015, the actual final FY2015 TAMI will be used.

The **FY2016** figure will be either the **FY2016 MAR** or the **FY2016 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2015, the actual final FY2015 TAMI will be used.

The **FY2016** figure will be either the **FY2016 MAR** or the **FY2016 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2016, the actual final FY2016 TAMI will be used.

FY2017 Municipal Appropriation Requirement Calculation:

(FY2014 + FY2015 + FY2016) / 3 = average of three years

average x 1.025 = FY2017 MAR (average of three years plus 2.5 %)

**Initial Approval of Policy: August 8, 1991**

**FY2017 Approval Date: October 2, 2014**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**Determining Eligibility for A Waiver of the FY2017 Municipal Appropriation Requirement (MAR)**

Commissioner Welch moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners adopt for the FY2017 State Aid to Public Libraries program the following proposed policy: Determining Eligibility for a Waiver of the FY2017 Municipal Appropriation Requirement.

**FY2017 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**DETERMINING ELIGIBILITY FOR A WAIVER OF THE FY2017**

**MUNICIPAL APPROPRIATION REQUIREMENT (MAR)**

The Board of Library Commissioners will consider requests for waivers of the FY2017. Municipal Appropriation Requirement (MAR) from municipalities that demonstrate fiscal hardship. Requests for waivers must include the following documentation and must be received by the MBLC State Aid and Data Coordination Unit **with a postmark no later than October 4, 2016:**

1. a signed *Petition for Waiver of the FY2017 Municipal Appropriation Requirement.*

**And…with a postmark no later than November 11, 2016:**

2. a completed *FY2016/FY2017 Total Municipal Operating Budget Worksheet*, and

3. supporting municipal budget document(s) (such as copies of warrant articles or summary pages from the municipal budget), listing for FY2016 and FY2017 both the total operating and departmental budgets for the municipality,

4. a statement from a municipal official:

a. citing the fiscal hardship surrounding the municipalitys inability to meet the FY2017 MAR,

b. explaining the municipality's FY2017 budget process regarding the library,

c. providing evidence that any reduction to the library budget is not disproportionate relative to changes in other municipal departments and the overall municipal budget.

5. a cover letter from the library director and trustee chair, with enclosures if appropriate, explaining the library's FY2017 budget process and reasons why the community did not comply with the FY2017 MAR. (Examples of enclosures include: narratives from municipal officials describing the fiscal situation, text of referenda.)

**The Waiver Review Process**

According to Massachusetts General Laws, c.78, s19A:

No city or town shall receive any money under this section in any year when the appropriation of said city or town for free public library services is below an amount equal to the average of its appropriation for free public library service for the three years immediately preceding, increased by two and one‑half per cent of said average. Said board may, upon petition of a community, waive aforesaid requirement upon demonstration of fiscal hardship.

The number of waivers available for FY2017 will not be determined until the budget language is final for FY2017.

1. Petitions for a waiver will be reviewed by the Board of Library Commissioners at their January 2017 meeting.

2. All petitioners for a waiver determined to have a disproportionate cut to their budget must present their petition in person at the January 2017 meeting.

3. The Board will review FY2017 MAR Waiver Petitions based on:

a. evidence of municipal fiscal hardship, and

b. demonstration by the municipality that the librarys budget was not disproportionately reduced.

4. The Board will vote on the petitions for waivers of the FY2017 MAR at their February 2017 meeting.

5. The Board will hear any appeals of the denial of an FY2017 MAR waiver at their March 2017 meeting.

6. The Board will act on any appeal at their April 2017 meeting.

7. The FY2017 State Aid to Public Library Program officially concludes at the conclusion of the April 2017 Board of Library Commissioners meeting.

**Initial Approval of Policy: February 7, 2002**

**FY2017 Approval Date: October 2, 2014**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**The Closure of a Public Library**

Commissioner Murphy moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners adopt for the FY2017 State Aid to Public Libraries program the following proposed policy: The Closure of a Public Library.

**FY2017 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**THE CLOSURE OF A PUBLIC LIBRARY**

The Massachusetts Board of Library Commissioners considers any municipality that closes its main public library or ceases offering library service to the public for any reason other than the undertaking of a project to improve library services (such as construction, automation preparation or inventory) or the occurrence of a natural catastrophe (including a limited emergency closing due to illness or death) to be, as of the date of that termination of service, no longer a certified participant in the State Aid to Public Libraries program.

The Commissioners will confirm the municipality's loss of certification at their next regularly scheduled Board meeting.

Once the municipality has lost certification, it cannot be recertified as meeting the minimum standards of public library service for State Aid to Public Libraries (as set forth in MGL c.78, s. 19A and 19B, 605 CMR 4.0, and current budget language) until the municipality's library has been meeting the standards for one complete fiscal year (July 1 through June 30) and proper application for State Aid to Public Libraries is made to the Board of Library Commissioners.

**Initial Approval of Policy: March 5, 1993**

**FY2017 Approval Date: October 2, 2014**

**State Aid Policies are approved annually.**

**The Board voted approval.**

**CONSIDERATION OF A RE-APPOINTMENT TO THE STATE ADVISORY COUNCIL ON LIBRARIES (SACL)**

Cynthia Roach noted that one re-appointment to SACL was missed. Roland Ochsenbein would like to be re-appointed. Ms. Roach stated that Mr. Ochsenbein has been an extremely valued member of SACL. He is a member of the Preservation/Digitization Planning group and also was SACL's representative to the Director Search Committee.

Commissioner Caro moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners re-appoint Roland Ochsenbein to the State Advisory Council of Libraries as a library user to a second three year term ending September 30, 2017.

**The Board voted approval.**

**CONSIDERATION OF GRANT AWARDS UNDER ACCOUNT 7000 9506**

Paul Kissman, Library Information Systems Specialist, presented for consideration two FY2014 grant award recommendations to be funded out of account 7000-9506, Library Technology and Resource Sharing: Telecommunications for Resource Sharing ($487,264) and Resource Sharing Program ($1,180,736). Mr. Kissman reminded the Commissioners that these two grant opportunities and funding were approved by the Board at the May 1, 2014 meeting. The total for the three award recommendations is $1,668,000. However, the recommended total amount for these awards has been increased by $200,000, a change made possible by the overall increase in account 7000-9506 for FY2015.

**FY2015 Telecommunications for Resource Sharing**

**Program Abstract:** The Telecommunications for Resource Sharing program offsets the annual operating expense of library connections to the Internet and to the services provided by their automated library network, including core library business transactions, such as OPAC searching, circulation, cataloging, and patron registration. Automated resource sharing networks have received state-funded telecommunications support for 27 years (since 1987).

For FY2015, the Telecommunications for Resource Sharing program is able to offset 85% of the total cost of network telecommunications, after E-rate discounts have been factored in. This is an increase from FY2014’s offset of 77.9%, and is the maximum allowed under the grant. The program, highly valued by the automated resource sharing network members supports direct connections to 416 library outlets. Shared central site Internet connections benefit all 397 members (525 outlets).

Telecommunications for Resource Sharing also provides the annual ongoing “Internet only” connectivity funding for small public libraries participating in the Small Libraries in Networks program. The Massachusetts Library System (MLS) is responsible for providing broadband Internet access to 25 libraries.

Proposals were reviewed by MBLC staff and preliminary calculations shared with the automated networks and MLS prior to the final recommendation. This is a formula-based grant program.

Commissioner Murphy moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the following ten Telecommunications for Resource Sharing Grants, totaling $487,264 for FY2015.

**Telecommunications for Resource Sharing**

|  |  |  |
| --- | --- | --- |
| **Network / MLS**  **Network / MLS** | **Municipality**  **Municipality** | **Award**  **Award** |
| CLAMS | Barnstable | $46,028 |
| C/W MARS | Worcester | $175,720 |
| FLO | Boston | $5,100 |
| MBLN | Boston | $49,281 |
| Minuteman Library Network | Natick | $62,698 |
| MVLC | North Andover | $28,555 |
| NOBLE | Danvers | $35,822 |
| OCLN | Braintree | $39,946 |
| SAILS | Lakeville | $30,940 |
| Massachusetts Library System | Marlborough | $13,174 |
| **$487,264** | | |

**The Board voted approval.**

**FY2015 Resource Sharing Program**

**Program Abstract:** The Resource Sharing program provides an incentive for libraries that are members of the nine automated resource sharing networks to list their titles and holdings in a publicly accessible database, and to lend materials to users of other libraries using the efficiencies provided by their network software and the Statewide Virtual Catalog. Annual assessments that network member libraries pay are reduced with the help of these funds. Libraries, in turn, can show their funding authorities that there is a direct monetary benefit for their sharing materials, as well as the opportunity for their own users to have access to a much larger pool of resources. This grant program also completely offsets each network’s annual maintenance cost for participation in the Massachusetts Statewide Virtual Catalog.

At the end of FY2014, the nine networks held 14.1 million titles, a 3.7% increase from the previous year. The networks held 39.3 million individual items, a 4.2% increase from the previous year. During FY2014, the networks facilitated the loan of 6.2 million items outside of the home library (a 0.2% decrease, virtually the same as FY2013).

Proposals were reviewed by MBLC staff, and preliminary calculations discussed with the nine automated resource sharing networks.

Commissioner Caro moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners approve the following nine Resource Sharing Program Grants totaling $1,180,736 for FY2015.

**Resource Sharing Program**

|  |  |  |
| --- | --- | --- |
| **Network**  **Network / MLS** | **Municipality**  **Municipality** | **Award**  **Award** |
| CLAMS | Barnstable | $72,187 |
| C/W MARS | Worcester | $224,723 |
| FLO | Boston | $67,936 |
| MBLN | Boston | $184,245 |
| Minuteman Library Network | Natick | $197,267 |
| MVLC | North Andover | $101,452 |
| NOBLE | Danvers | $126,953 |
| OCLN | Braintree | $94,895 |
| SAILS | Lakeville | $111,078 |
| **$1,180,736** | | |

**The Board voted approval.**

**CONSIDERATION OF APPROVAL OF A FY2015 BUDGET REVISION FOR THE LIBRARY FOR THE COMMONWEALTH**

Anna Fahey-Flynn, Collaborative Library Services Manager at Boston Public Library, presented the budget revision.

Ms. Fahey-Flynn stated that the budget submitted is funded at $2,501,883 to reflect the increase in the state line item account. The increase of $147,531, will allow LFC to further the important work in the areas of digitization and electronic content for residents across the Commonwealth.

She noted that the budget increase can be seen in three budget lines: Personnel Costs, Books and Other Library Materials, and Contracted Services. The increase in personnel costs is merely to allow for contractual salary increases for the two developer positions working on the statewide digital repository and portal. The increase in Books and Other Library Materials is to boost the Boston Public Library's e-book collection, the single most used collection by eCard holders across the State. The increase in the Contracted Services goes directly to digitization and retrospective conversion. The increase in digitization will allow the BPL to provide digitization services for a greater amount of cultural institutions across the State, and the increase in retrospective conversion will allow electronic access for additional BPL collections that are currently not cataloged or digitized.

As in recent years, BPL requests that the personnel costs for the two developer positions working on the Digital Commonwealth project be over and above the 50% personnel costs allowed in the LFC budget.

Commissioner Caro moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approve the FY2015 Budget Revision filed on September 24, 2014 for the Boston Public Library as the Library for the Commonwealth with a new bottom line of $2,501,883 to reflect the $147,531 increase state appropriation in the line item budget, with a personnel budget of $1,466,715 that exceeds the established 50% limit on personnel expenditures by $215,773.50, as detailed in the accompanying documentation.

**The Board voted approval.**

**CONSIDERATION OF APPROVAL OF A FY2015 BUDGET REVISION FOR THE MASSACHUSETTS LIBRARY SYSTEM**

Gregory Pronevitz, Executive Director, Massachusetts Library System presented the budget revision which the MLS Executive Board unanimously approved at its September 15, 2014 meeting.

Mr. Pronevitz stated that the most significant changes from the original budget were made to recognize a $156,476 increase in state appropriations, additional costs for library delivery services, and adding two positions to support MLS’s resource sharing efforts, including management of the Commonwealth eBook Collections beta version.

Commissioner Cluggish moved and Commissioner Murphy seconded that the Massachusetts Board of Library Commissioners approve the FY2015 Budget Revision filed on September 23, 2014 for the Massachusetts Library System with a new bottom line of $7,381,599 to reflect the $156,476 increase state appropriation in the line item budget, as detailed in the accompanying documentation.

**The Board voted approval.**

**REPORT FROM THE MASSACHUSETTS LIBRARY SYSTEM**

MLS Executive Director Gregory Pronevitz reported on the following items:

**Summer Library Program**

The usage numbers have been totaled and it has been a very big year.

Total number of registrations: 109,967; library programs hosted: 14,272; participants at the programs hosted: 407,194. Congratulations are offered to Sarah Soggian, April Mazza and thanks are extended to MBLC staff and the Bruins!

**Annual Meeting**

MLS Assistant Director Carolyn Noah has been leading the process to plan the agenda and speakers for the MLS annual meeting, “Story Box: Telling Your Story” on November 3, 2014 at the College of the Holy Cross. The key note speaker is Michael Margolis, CEO of Get Storied. People can register on the MLS web site.

**Commonwealth eBook Collection (beta version)**

MLS hosted a thank you to the pilot project libraries on September 30, 2014 at Bellingham Public Library attended by pilot library staff, MBLC Commissioners and staff, and MLS vendors. Certificates of appreciation were distributed to pilot library staff for their efforts.

Steve Spohn, MLS Resource Sharing Director, has been gathering financial commitments from libraries and networks for first year participation. MLS has reached the threshold to launch the statewide project. More than 200 libraries have committed to the project, including all members of CLAMS, FLO, and OCLN. MLS is in the process of initiating the statewide agreements with Baker and Taylor, BiblioBoard, and EBL to launch the beta version.

**Cooperative Purchasing**

MLS partner, the Massachusetts Higher Education Consortium (MHEC), is working with Catherine Utt, MLS Business Director, to hire a Library Procurement Manager to coordinate library programs and focus on growth of library contracts and expand services to more libraries. The ad is posted on MLS’s web site.

**Delivery Service**

MLS is distributing a delivery calendar with an announcement about its October delivery survey. The calendar shows non-delivery holidays, delivery surveys, and contact information for MLS and Optima.

**REPORT FROM THE LIBRARY FOR THE COMMONWEALTH**

Anna Fahey-Flynn, Collaborative Service Manager at Boston Public Library, reported on the following items:

**Marketing the Library for the Commonwealth program**

* Continuing last spring’s popular Library for the Commonwealth Roadshow
* A booth at the Massachusetts Library Conference in May

**Announcements**

* Jen Inglis, former director of the Nahant Public Library, has started as the Boston Public Library’s new Chief of Public Service.
* The 2nd floor renovation of the Central Library’s Johnson building will open in March 2015.
* The 3rd floor administrative offices in the Johnson building will be renovated in early 2015.

**CONTINUED DISCUSSION OF A LEGISLATIVE AGENDA FOR FY2016**

Based on data supplied by Director Carty, the Commissioners engaged in discussion and recommended funding requests for each of the Board’s account lines based on the needs of the programs funded under those lines. Recommended funding requests and text for the FY2016 Legislative Agenda will be considered for approval at the November 6, 2014 Board meeting.

Cynthia Roach noted that the $150,000 recommended request for the Massachusetts Center for the Book (7000-9508) is a 20% increase from FY2015. Since MCB does not meet the LSTA grant requirement of having an approved Long Range Plan on file, the requested increase would ensure funding for the Massachusetts Book Awards.

**COMMISSIONER ACTIVITIES**

Commissioner Resnick attended a Discovery Meeting on September 11, 2014. On September 25, 2014, she participated in Discovery Meeting by phone.

Commissioner Resnick spoke at the Dedication/Grand Opening of the South Hadley Public Library on September 13, 2014.

Commissioners Caro and Cluggish attended the September 23, 2014 Executive Committee meeting at the Board offices.

Commissioners Cluggish Resnick and Welch attended the eBook Pilot Library Celebration at Bellingham Public Library on September 30, 2014.

Commissioners Cluggish and Welch attended a MFOL’s “Friends Sharing with Friends” program on September 27, 2014 at Townsend Public Library at which Commissioner Cluggish spoke on “Putting the Fun in Fundraising.” Commissioner Welch noted that another Friends Sharing with Friends” program is scheduled for October 25, 2014 at Middleborough Public Library. She invited all to attend.

Commissioner Murphy attended the Perkins Consumer Advisory Board meeting at the Board offices in Boston on September 23, 2014.

Commissioners Murphy and Welch attended the Trustee Orientation at Bolton Public Library on October 1, 2014.

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

There was no old business.

**ADJOURNMENT**

There being no further business, Chairman Shesko adjourned the October 2, 2014 monthly business meeting of the Board of Library Commissioners at 12:22 P.M.

Carol B. Caro

Secretary