MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : October 6, 2016

Time : 10:00 A.M.

Place : West Springfield Public Library

West Springfield, Massachusetts

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

Absent : George T. Comeau, Esq.

**Staff Present:**

Dianne Carty, Director; Callan Bignoli, Web Coordinator; Celeste Bruno, Communications Director; Paul Kissman, Library Information Specialist; Rachel Masse, Assistant to the Director; Matthew Perry, Outreach Coordinator; Mary Rose Quinn, Head of State Programs/Government Liaison

**Observers Present:**

Anna Fahey-Flynn, Collaborative Services Manager, Boston Public Library; Patricia Feeley, Collaborative Services Librarian, Boston Public Library (BPL); Lee Fogarty, Library Director, Springfield City Library; Antonia Golinski-Foisy, Library Director, West Springfield Public Library; Gregory Pronevitz, Executive Director, Massachusetts Library System (MLS); Jacqueline Rafferty, Library Director, Paul Pratt Memorial Library, Cohasset; Steve Spohn, Resource Sharing Director, Massachusetts Library System (MLS)

**Call to Order**

Chairman Cluggish called the meeting to order at 10:09 A.M.

Antonia Golinski-Foisy, Library Director, West Springfield Public Library, welcomed the Commissioners to renovated and expanded library. Ms. Golinski-Foisy noted that a soft opening occurred on January 11, 2016, followed by a grand opening on April 2, 2016. She expressed gratitude to the MBLC Commissioners for allowing the library a site change in the construction grant. She further noted that the new library is very busy and that the community loves the building and it shows.

Ms. Golinski-Foisy thanked the MBLC for their support of library directors and trustees.

**Chairman’s Report**

Chairman Clugglish expressed her excitement at being back at the Board after her injury.

She thanked everyone for the cards and gifts. She said it helped being able to talk to Director Carty and Mary Rose Quinn. She was also able to participate in the strategic planning and executive committee meetings via phone conference.

**Vice Chairman’s Report**

Vice Chairman Resnick noted that all the thank you notes were sent out for the overrides. Vice Chairman Resnick expressed how keeping contact with the representatives all year and sharing positive stories like the summer reading program was getting positive feedback. She also has a Western MA advocates meeting coming up and another meeting at the West Springfield Public Library about using social media. She also participated in the strategic planning and executive committee meeting via phone conference.

**Approval of Minutes- September 8, 2016**

Commissioner Resnick moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners approve the minutes for the monthly business meeting September 8, 2016, as corrected.

**The Board voted approval.**

**DIRECTOR’S REPORT**

Meetings since the last Board meeting.

* September 12—Online MLS Strategic Planning Town Meeting
* September 13—Meeting about the Public Library Space Survey and Planning Framework
* September 15—NOBLE Digital Heritage Site Overview
* September 19 –MLS Executive Board Meeting
* September 21 –Commonwealth eBook Collection Accessibility meeting at Perkins
* September 22 –State Aid Review Task Force Meeting
* September 28—MBLC Executive Board Meeting
* September 29—Department of Children and Families Fund Meeting with Bruins Representative and Ms. Lauren Baker
* October 2—Dedication of the new Reading Pubic Library
* October 3 and 4—Meetings with the Evaluation team for the LSTA program
* October 5 –Meeting with new House Budget Analyst, Mairead Murphy

The MBLC has re-posted the position for Head of Operations and Budget and will interview three candidates the week of October 11.

Brief update on the MBLC Strategic Planning Process—currently writing a contract for a facilitator. The October 12summit has been rescheduled with a new date to come. A new timeline will be developed with the facilitator. The process will be completed June 30.

The State Aid Review Task Force began its work and review of MAR and MAR Waiver issues on September 22 at the Worcester Public Library. The MAR calculation was the first topic and it was decided by the group that the current calculation method should remain. This method uses the Policy approved by the Board. At the next meeting the group will begin the discussion of the MAR Waiver process.

We had a very positive meeting with the Department of Children and Families Fund Executive Director, Jennifer Kitchenham, Lauren Baker (a supporter and volunteer with DCF Fund), Kerry Collins from the Bruins Organization, and Celeste, Matt and Rachel from our staff. We are exploring how we can work together during the annual PJ drive. There were many things we learned including that at any one time there are 50,000 children in the system. That is, being removed from a home, being placed in a temporary place or being placed in a Foster Care situation. Most dramatic for me was the fact that when a child is taken to one of the 29 offices throughout the state for emergency placement, they often have only the clothes on their backs. Director Carty learned about the duffle bag that is packed for each child at the office before they leave for their placement. The contents include pajamas, underwear, toiletries, toys, and a change of clothes. What if each child could have their own library card? What if….. There are many ideas and we are setting up a follow-up meeting in a few weeks to see how we can connect and how we can involve libraries.

Director Carty and Ruth Urell had our in-person meetings with Martha Kyrillidou and Bill Wilson from QualityMetrics, LLC., on Monday and Tuesday. They also interviewed staff and had phone interviews with various libraries that have had LSTA grants. As I reported last month, they have been chosen to do the evaluation of our LSTA program. They are working on evaluations for the New Hampshire State Library, the Vermont State Library, the Massachusetts Board of Library Commissioners, the Connecticut State Library, the DC Public Library, the Maine State Library, the Rhode Island State Library, the West Virginia State Library, the Pennsylvania State Library, The New Jersey State Library, and the Maryland State Library. The evaluation is due to IMLS next March and our LSTA Five Year Long Range Plan is due in June. The preliminary comment was that Massachusetts is doing a great job with the direct grants and that libraries are using the grants to spin off into other areas and developing their libraries. It has been a very positive experience thus far. Ruth relayed that much praise goes to Cindy Roach for her dedication to the LSTA program.

Commissioner Murphy represented the MBLC at Reading Public Library’s dedication of its newly expanded and renovated building on Sunday, October 2 at 1:30.  The new 39,000 square foot RPL features expanded community meeting spaces, improved access, updated building systems, and a flexible floor plan adaptable to accommodate changes in services and technology.  In addition to state legislators, local officials and RPL supporters, Keith Fiels, former MBLC Executive Director and now ALA Executive Director, attended the dedication.  This project was funded with a MPLCP construction grant of $5,105,114.  It qualifies to apply for a Library Green Incentive award of $102,102 - $178,679 upon receiving LEED certification. I attended and was greatly impressed by the result—as was everyone else who attended. Ruth was given great recognition for her hard work and dedication to this very successful project.

The construction staff, Deb Roth and Director Carty met with the firm (Sasaki and Associates) on September13 to negotiate a contract and determine next steps in a study of public library spaces and facilities.

Letters of intent for the new construction grant round are due on October 7, 2016.  Approximately 35 libraries are expected to submit.

Director Carty presented Legislative Agenda Totals and bullet points to the Board.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **FY2017 Final Budget** | **FY2018 Legislative Agenda** | **FY2018 Increase over FY2017** | **Funding Needs**  **(what money will be used for and what will be lost without the money)** |
| **7000-9101** | $1,077,431 | $1,225,000 | $147,569 | Account in deficit for 14 months  Obligated to meet rent payments  Obligated to meet payroll  Small state-supported staff (10) must administer $47,557,725 in statewide library programs for all of the Commonwealth’s 370 public libraries (includes Public Library Construction Program)  Legal financial obligation to meet union staff raises |
| **7000-9401** | $9,883,482 | $10,948,670 | $1,065,188 | See 9401 below |
| **7000-9402** | $441,715 | $450,115 | $8,400 | Update website for access to materials for blind and visually impaired  Access through portable Wi-Fi (hotspots) for blind and visually impaired |
| **7000-9406** | $2,487,893 | $2,562,528 | $74,635 | Staffing costs  Access to materials on digital cartridges for blind and visually impaired  Access to 500,000 audio and braille titles for blind and visually impaired  Facility cost increase |
| **7000-9501** | $9,000,000 | $10,127,412 | $1,127,412 | Local aid for libraries statewide in 344 communities to offset cost of sharing materials |
| **7000-9506** | $2,076,564 | $3,259,000 | $1,182,436 | Direct impact on 328 library budgets for access to library contents—over 34.2 million items statewide  Direct impact on budgets of 162 libraries in smaller communities to be part of statewide system of sharing |
| **7000-9508** | $200,000 | $210,000 | $10,000 | Hire a development consultant to run annual appeal and develop two program grants  First year of a three year plan |
|  |  |  |  |  |
| **TOTAL** | $25,167,085 | $28,782,725 | $3,615,640 |  |
|  |  |  |  |  |
| **9401--MLS** | $7,381,599 | $8,196,599 | $815,000 | Goal to maintain equitable support of statewide electronic databases with MBLC—30% reduction of total funding—loss of 2.2 million full text articles for all Massachusetts residents  Saturday delivery of items to libraries (75) and delivery reductions to 25 libraries—slow turnaround time on 800,000 requests from residents  Reduce 50 training sessions for librarians  Reduce 50 advisory service hours and 20 site visits to libraries |
| **9401--LFC** | $2,501,883  [0.407 pc] | $2,752,071  [0.4777 pc] | $250,188 | Provide online statewide historical newspaper repository |

Commissioner Ochsenbein moved and Commissioner Murphy seconded to approve the Legislative Agenda Totals and Bullet Points as presented.

**The Board voted approval.**

**LEGISLATIVE REPORT**

September Revenue Collections total $2.740 Billion, which is $189 million or 7.4% more than September 2015. Revenue collections are $26 million or 1.0% above the monthly benchmark but $11 million below year-to-date benchmark. September is one of the larger tax collection months with quarterly estimated payments due for most individuals and businesses.

Three months into the Fiscal Year, the state is reporting lower-than-expected collections in sales tax and estimated payments. DOR Commissioner Heffernan noted, “The sales tax collections reflect an adverse trend that began early in calendar year 2016.” For the first three months of the Fiscal Year, total revenues are 3.9% greater than the same period last year, and $11 million or 0.2% below the year-to-date benchmark.

The Massachusetts House and Senate approved a spending bill aimed at closing the books on fiscal 2016, which ended June 30. The Massachusetts Taxpayers Foundation estimates that the final fiscal 2016 budget gap was $575 million.

By Oct. 15, Administration and Finance Secretary Kristen Lepore will have to submit revised tax revenue estimates for fiscal 2017 in accordance with state law. At the same time, Governor Baker is expected to decide whether to reduce spending by exercising his 9c cut authority if he feels the budget is out of balance.

For the first time since 2012, Massachusetts taxpayers will not see the income tax rate drop in January after state revenues failed to grow sufficiently to meet the first trigger for a reduction. Tax revenues for fiscal year 2016, which ended on June 30, grew by only 0.975 percent over the previous year; the law requires an increase in revenue of 2.5 percent to trigger an income tax reduction. The state income tax will remain at 5.1 percent for 2017. Total tax collections in fiscal 2016 of $25.267 billion were up by $550 million or 2.2 percent from fiscal 2015, according to DOR.

Commissioners and MBLC Staff continue to meet with and update legislators about library issues and the MBLC budget. Several legislators in House and Senate leadership have received copies of the Legislative Agenda Survey responses, including the House and Senate co-chairs of the Legislative Library Caucus. Letters are also being drafted to the Governor regarding the deficit funding in the Agency line, 7000-9101, to the Lt. Governor thanking her for her support of the Public Library Construction Program and requesting a meeting to discuss state funding for libraries, and to Senators Elizabeth Warren and Ed Markey regarding LSTA reauthorization and federal funding for libraries.

Commissioners have been very active meeting with their local legislators; Commissioner Murphy met with Division Chair, Representative Sarah Peake and Commissioner Ochsenbein met with Chairwoman Kate Hogan.

MLA Legislative Day is scheduled for Tuesday, March 7, 2017 and will follow the same format as last year. To date, two legislative breakfasts have been scheduled and posted on the MLA Legislative website-the SAILS and the Berkshire Breakfasts are both slated for Friday, January 27, 2017; several others are in the early planning stages, including one scheduled for early December in Acton. The Committee is also organizing programs for the MLA Conference related to advocacy. The next MLA Legislative Committee meeting is scheduled for October 28th.

MLA is working to expand the scope and reach of the MLA/ALA Engage Website. The Legislative Committee is hoping to encourage not just librarians but Trustees and Friends to sign up to receive legislative alerts from MLA and ALA. The Legislative Committee will have *Engage* promotional materials and signup sheets at the Boston Book Festival on October 15th at the MBLC Booth.

**MARKETING pLAN**

In her report Communications director Celeste Bruno focused on the Legislative Agenda. Ms Bruno stated that the approach this year is different from past years. Rather than have a single Legislative Agenda that legislators receive only once, eleven agendas have been developed. Each has s simple, clear, concise message that highlights the way specific library services benefit residents. These messages are paired with diverse images of patrons that help demonstrate that public libraries serve all residents. Legislators will receive a different agenda at the beginning and at the end of each month throughout the legislative season. A customizable version is also being created that will give individual librarians the opportunity to address how the funding crisis is impacting their local services. Library directors can either send their customized version to the MBLC for forwarding to their legislator or send it (email or regular mail) to their legislator.

The benefits to this approach are as follows:

* Library needs will be kept in front of legislators throughout the legislative season.
* It’s easier for legislators to take in the information because it’s broken into 11 segments. Even if they just skim it, they’ll get the idea.
* It puts people/patrons first and talks about how services impact residents in plain non-jargon terms.
* Every library has the opportunity to reach out to legislators in a way that’s consistent with the overall legislative theme.
* These can be turned into posts for social media.

Ms. Bruno then asked Commissioners to turn their attention to the new consumer portal mass.gov/libraries and thanked Paul Kissman and Callan Bignoli for their efforts in working with Buyer to make the portal live. Ms. Bruno explained some of the outstanding features of the new portal and asked Ms. Bignoli to further explain how the portal makes accessing library services and programs easier for patrons.

**CONSIDERATION OF APPROVAL OF SIX POLICIES FOR THE FY2019 STATE AID TO PUBLIC LIBRARIES PROGRAM**

Mary Rose Quinn, Head of State Programs, presented for approval seven proposed Board policies related to the FY2019 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) Minimum Materials Expenditure Calculation; 4) Materials Expenditure and Hours Open Accommodation Policy; 5) Municipal Appropriation Requirement (MAR) Calculation; 6) Determining Eligibility for a Waiver of the FY2019 Municipal Appropriation Requirement; 7) The Closure of a Public Library.

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

Commissioner Caro moved and Commissioner Welch seconded that the Massachusetts Board of Library Commissioners adopt for the FY2019 State Aid to Public Libraries program the following proposed policy: Extending a Grace Period for Increased Population-Based Minimum Standards.

**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 FY2019 Municipal Appropriation Requirement (MGL, c.78, s.19A).

b. meet the other minimum library standards required for receipt of FY2019 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 FY2019 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 FY2019 State Aid to Public Libraries grant round. Compliance for State Aid to Public Libraries in the FY2019 grant round is measured by library performance in FY2018. 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**

**FY2019 Approval Date: October 6, 2016**

**State Aid Policies are reviewed annually.**

**The Board voted approval.**

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

Commissioner Kronholm moved and Commissioner Murphy seconded that the Massachusetts Board of Library Commissioners adopt for the FY2019 State Aid to Public Libraries program the following proposed policy: Minimum Standards of Hours of Service for Public Libraries.

**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**

**FY2019 Approval Date: October 6, 2016**

**State Aid Policies are reviewed annually.**

**The Board voted approval.**

**Minimum Materials Expenditure Standard Calculation**

Commissioner Welch moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners adopt for the FY2019 State Aid to Public Libraries program the following proposed policy: Minimum Materials Expenditure Standard Calculation.

**MINIMUM MATERIALS EXPENDITURE STANDARD CALCULATION**

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:

1. Personnel

Salaries only.

2. Library Materials

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.

3. Other Operating Expenditures

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.

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

**Revision of definition: October 8, 2014**

**FY2019 Approval Date: October 6, 2016**

**State Aid Policies are reviewed annually.**

**The Board voted approval.**

**Materials Expenditure and Hours Open Accommodation Policy**

Commissioner Murphy moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners adopt for the FY2019 State Aid to Public Libraries program the following proposed policy: Materials Expenditure and Hours Open Accommodation Policy.

**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 FY2019 State Aid to Public Libraries if it:

meets the FY2019 Municipal Appropriation Requirement (MAR), or receives a waiver of the FY2019 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. Award amounts will be unchanged for municipalities meeting 100% of both standards.

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 FY2019 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.

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 FY2019 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 FY2019 State Aid award will be reduced to 75% of the Cherry Sheet total.

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

**FY2019 Approval Date: October 6, 2016**

**State Aid Policies are reviewed annually.**

**The Board voted approval.**

**Municipal Appropriation Requirement Calculation**

Commissioner Shesko moved and Commissioner Caro seconded that the Massachusetts Board of Library Commissioners adopt for the FY2019 State Aid to Public Libraries program the following proposed policy: Municipal Appropriation Requirement Calculation.

**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 **FY2019** grant round:

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.

The **FY2017** figure will be either the **FY2017 MAR** or the **FY2017 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2017, the actual final FY2017 TAMI will be used.

The **FY2018** figure will be either the **FY2018 MAR** or the **FY2018 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2018, the actual final FY2018 TAMI will be used.

FY2019 Municipal Appropriation Requirement Calculation:

(FY2016 + FY2017 + FY2018) / 3 = average of three years

average x 1.025 = FY2019 MAR (average of three years plus 2.5 %)

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

**FY2019 Approval Date: October 6, 2016**

**State Aid Policies are reviewed annually.**

**The Board voted approval.**

**Determining Eligibility for A Waiver of the FY2019 Municipal Appropriation Requirement (MAR)**

Commissioner Ochsenbein moved and Commissioner Murphy seconded that the Massachusetts Board of Library Commissioners adopt for the FY2019 State Aid to Public Libraries program the following proposed policy: Determining Eligibility for a Waiver of the FY2019 Municipal Appropriation Requirement.

**FY2019 STATE AID TO PUBLIC LIBRARIES PROGRAM**

**DETERMINING ELIGIBILITY FOR A WAIVER OF THE FY2019**

**MUNICIPAL APPROPRIATION REQUIREMENT (MAR)**

The Board of Library Commissioners will consider requests for waivers of the FY2019. 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 12, 2018:**

1. a signed *Petition for Waiver of the FY2019 Municipal Appropriation Requirement.*

**And…with a postmark no later than November 9, 2018:**

2. a completed *FY2018/FY2019 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 FY2018 and FY2019 both the total operating and departmental budgets for the municipality,

4. a statement from a municipal official:

a. citing the fiscal hardship surrounding the municipality’s inability to meet the FY2019 MAR,

b. explaining the municipality's FY2019 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 FY2019 budget process and reasons why the community did not comply with the FY2019 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 FY2019 will not be determined until the budget language is final for FY2019.

1. Petitions for a waiver will be reviewed by the Board of Library Commissioners at their January 2019 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 2019 meeting.

3. The Board will review FY2019 MAR Waiver Petitions based on:

a. evidence of municipal fiscal hardship, and

b. demonstration by the municipality that the library’s budget was not disproportionately reduced.

4. The Board will vote on the petitions for waivers of the FY2019 MAR at their February 2019 meeting.

5. The Board will hear any appeals of the denial of an FY2019 MAR waiver at their March 2019 meeting.

6. The Board will act on any appeal at their April 2019 meeting.

7. The FY2019 State Aid to Public Library Program officially concludes at the conclusion of the April 2019 Board of Library Commissioners meeting.

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

**FY2019 Approval Date: October 6, 2016**

**State Aid Policies are reviewed annually.**

**The Board voted approval.**

**The Closure of a Public Library**

Commissioner Resnick moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners adopt for the FY2019 State Aid to Public Libraries program the following proposed policy: The Closure of a Public Library.

**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**

**FY2019 Approval Date: October 6, 2016**

**State Aid Policies are reviewed annually.**

**The Board voted approval.**

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

Paul Kissman, Library Information Systems Specialist, presented grant award recommendations for the following four grants, to be funded out of account 7000-9506, Library Technology and Resource Sharing.

* Telecommunications for Resource Sharing ($372,096)
* Resource Sharing Program ($901,662)
* Network Infrastructure ($152,631)
* Small Libraries in Networks ($291,175)

**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 catalog searching, circulation, cataloging, and patron registration. Automated resource sharing networks have received state-funded telecommunications support for 29 years (since 1987).

For FY2017, the Telecommunications for Resource Sharing program will offset, on average, 60.2% of the total cost of network telecommunications after E-rate discounts have been factored in. Central site connections are supported at 85%, and library connections at 49%, a reduction from 56% in FY16 and 85% in FY15. The program, highly valued by the automated resource sharing network members, supports direct connections to 418 library outlets. Shared central site Internet connections benefit all 414 members (512 outlets).

Telecommunications for Resource Sharing also provides the annual ongoing “Internet only” connectivity funding for small public libraries that are not part of a network. The Massachusetts Library System (MLS) is responsible for providing broadband Internet access to 15 libraries. The offset for libraries on MBI fiber is 85%. The offset for libraries that could not be provided by MBI remains at 100% but does not exceed $96.05/month.

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 Caro moved and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners approve the following ten Telecommunications for Resource Sharing Grants, totaling $372,096 for FY2017.

|  |  |  |
| --- | --- | --- |
| **Network / MLS** | **Municipality** | **Award** |
| CLAMS | Barnstable | $24,485 |
| C/W MARS | Worcester | $123,138 |
| FLO | Boston | $5,100 |
| MBLN | Boston | $52,078 |
| Minuteman Library Network | Natick | $40,363 |
| MVLC | North Andover | $32,409 |
| NOBLE | Danvers | $25,045 |
| OCLN | Braintree | $29,933 |
| SAILS | Lakeville | $25,762 |
| Massachusetts Library System | Marlborough | $13,783 |
| **$372,096** | | |

**The Board voted approval.**

**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. 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.

With the influx of significant numbers of electronic titles --sometimes held by only one library in a network—and the need for more predictable funding from this program, the networks agreed upon an alternative approach to calculating the resource sharing awards in FY17, which the Board approved in June. An award of $20,000 per network provides a common baseline. Counts for titles, holdings and ILLs from data reported for the five previous years (FY11 – FY15) have been averaged for each network, and the standard ratio of 50% for titles, 20% for holdings and 30% for ILLs applied to the remaining funds. We anticipate recommending the same methodology for two more years, and reviewing the resource sharing grant rules thoroughly for FY20.

Proposals were reviewed by MBLC staff, and final calculations shared with the nine automated resource sharing networks in September.

Commissioner Kronholm moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners approve the following nine Resource Sharing Program Grants totaling $901,662 for FY2017.

|  |  |  |
| --- | --- | --- |
| **Network** | **Municipality** | **Award** |
| CLAMS | Barnstable | $58,999 |
| C/W MARS | Worcester | $163,502 |
| FLO | Boston | $53,436 |
| MBLN | Boston | $132,393 |
| Minuteman Library Network | Natick | $152,793 |
| MVLC | North Andover | 80,656 |
| NOBLE | Danvers | $98,744 |
| OCLN | Braintree | $74,381 |
| SAILS | Lakeville | $86,758 |
| **$901,662** | | |

**The Board voted approval.**

**Network Infrastructure**

**Program Abstract:**

The Network Infrastructure program provides annual support for the capital and infrastructure costs of the nine automated resource sharing networks that form the foundation for essential library services throughout the Commonwealth. This was a new grant offering beginning in FY15. It replaces LSTA funding under the Network Connections and Servers grant category formerly offered under LSTA.

Applications were reviewed by MBLC staff and outlet data verified prior to the final recommendation. This is a formula-based grant program that includes a common base amount for each network and a per outlet amount based on the number of network member libraries and branches. In FY17, as in previous years, the base amount remains at $7,500. The per-outlet amount is $164.30 (523 total outlets). For FY17, bookmobiles have been included as outlets.

Commissioner Welch moved and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners approve the following nine Network Infrastructure Grants, totaling $152,631, for FY2017.

|  |  |  |
| --- | --- | --- |
| **Network / MLS** | **Municipality** | **Award** |
| CLAMS | Barnstable | $13,674 |
| C/W MARS | Worcester | $35,768 |
| FLO | Boston | $9,774 |
| MBLN | Boston | $14,973 |
| Minuteman Library Network | Natick | $17,735 |
| MVLC | North Andover | $13,836 |
| NOBLE | Danvers | $13,349 |
| OCLN | Braintree | $13,999 |
| SAILS | Lakeville | $19,523 |
| **$152,631** | | |

**The Board voted approval.**

**Small Libraries in Networks Expansion**

**Program Abstract:** In FY2017, $291,175 from the Library Technology and Resource Sharing Account (7000-9506) will be used to support connectivity and network membership through the Small Library in Networks program for 162 libraries.

In FY17, as in FY16, Small Libraries in Network awards have been reduced due to limited funding. For each network, the offset for each participating library is level funded --$300 lower than FY15 levels.

The offsets for libraries in municipalities over 12,000 population –which are being phased out of the program—have been reduced in FY17 by the expected $500 to $1,000 per library.

MLS which receives Small Libraries funds to administer broadband Internet for small public libraries not in a network, will be supporting 15 libraries in FY17, down from 18 in FY16.

MBLC staff provided an initial list of eligible libraries and offset calculations, which were confirmed by the networks.

Commissioner Murphy moved and Commissioner Shesko seconded that the Massachusetts Board of Library Commissioners approve the following seven Small Libraries in Networks Grants totaling $291,175 for FY2017.

|  |  |  |
| --- | --- | --- |
| **Library** | **Municipality** | **Award** |
| CLAMS | Barnstable | $18,100 |
| C/W Mars | Worcester | $202,150 |
| Minuteman Library Network | Natick | $8,500 |
| MVLC | North Andover | $35,750 |
| OCLN | Braintree | $2,550 |
| SAILS | Lakeville | $18,500 |
| Massachusetts Library System | Marlborough | $5,625 |
| **Total Recommended: $291,175** | | |

**The Board voted approval.**

**Consideration of approval of FY2017 Budget Revision for the Massachusetts Library System**

MLS Executive Director Gregory Pronevitz presented the FY2017 Budget Revision 1 to the Board that was approved on September 19, 2016 by the MLS Executive Board.

The most significant changes from the most recent budget were made to recognize shifting spending among program areas that exceed ten percent, i.e., anticipated spending for electronic content has increased by about 13% and spending on continuing education is up by about 15%. These changes will not mean a change to plan of service.

Commissioner Resnick moved and Commissioner Caro seconded to approve the FY2017 Budget Revision 1 of the Massachusetts Library System resulting in an unchanged bottom line of $7,381,599.

**The Board voted approval.**

**Commonwealth eBook Collection Steering Committee Recommendation to move from Beta to Go Live**

## Steve Spohn, Resource Sharing Director, Massachusetts Library System (MLS), presented Ending Beta and Going Live. At its August meeting, the Commonwealth eBook Collections Steering Committee voted to recommend that the program exit its “beta” phase and go live. The Steering Committee requests that both Massachusetts Board of Library Commissioners and Massachusetts Library System ratify this recommendation.

In its deliberations, the Steering Committee considered a number of factors. In the end, the committee recognized the following:

1. The vendors have made significant progress on user interfaces. While there are still enhancements that we wish to see and we are committed to advocating for constant technological upgrades, we recognize that all technologies are in a constant state of development.
2. Program participation has demonstrated strong interest from the Massachusetts Library Community with 1/3 of MLS members participating in two years from the launch of the beta program.
3. Program funding is stable. While growth in this area needs to continue, program funding is sufficient with continued assistance from both MLS and MBLC.
4. eBook discovery is not “there” yet. Neither is it there with any other collection of eBook products. However, through this program, MLS is participating in national initiatives that many believe hold the most promise for progress in this area.
5. MBLC has not fully launched PR efforts targeting end-users during the pilot program. End-user promotion is now identified as a major priority by participating libraries and by the steering committee.
6. The steering committee believes (and anecdotal evidence suggests) that “beta” is a red flag that is hampering wider participation and may negatively impact enrollment, renewals and funding.
7. This program offers a path to self-publishing via libraries that is not available on this scale elsewhere in Massachusetts.

Commissioner Ochsenbein moved and Commissioner Murphy seconded that the Commonwealth eBook Collections Beta Program exits its beta phase and goes live as of October 6, 2016. The Commonwealth eBook Collections Steering Committee will continue to be the body that provides primary oversight of the program. It is understood that the program will be included in regular reports made.

**The Board voted approval.**

**REPORT FROM THE MASSACHUSETTS LIBRARY SYSTEM**

MLS Executive Director Gregory Pronevitz reported on the following items:

## Annual Meeting – November 7, 2016

Please join us at the College of the Holy Cross.

* **Keynote address: John Palfrey,** leader in founding of DPLA and Head of School at Phillips Academy; author of BiblioTech.
* **Project SET -** We are proud to host Ignite Session presentations crafted by our 2016 Project SET participants.  During our second session of Project SET we took a look at library trends, inspired by the American Library Association’s [Library of the Future](http://www.ala.org/transforminglibraries/future/trends).
* **Plan of Service and Budget for fy2018**: “We cannot provide level services with level funding.” Level funding will result in curtailment of the following services: Statewide databases reduced by 30% or the equiviant of 2.2 million user downloads; delay in delivery of 800,000 patron requests with end of Saturday delivery and other reductions; elimination of video recording events and reduce events by 50 per year and 50 hours of library consulting with cuts to consulting and training services.
* **Strategic Plan** with 3 strategic goals:
  + Position the Massachusetts Library Community for Future Readiness
  + Build Capacity for Marketing, Communications, and Advocacy
  + Develop & Facilitate Co-creator Culture

## Continuing Education

We hosted/ co-hosted two signature events in September: The **8th Annual Teen Summit** on Sept. 29 at the Beechwood Hotel with about 170 attendees. The **Assessment in Action Symposium** cosponsored with ACRL-NE on Sept. 13 at Assumption College with about 80 attendees.

**Upcoming Events:**

* + New Director Breakfast – Oct. 25 – MLS- Marlborough
  + Webinar: Marketing and Advocacy: Explaining Libraries to Elected Officials – November 10 at 3PM - MLS Marlborough and MLS Northampton
  + Strategic Planning Implementation Conference – Dec. 2, Beechwood Hotel, Worcester

## Commonwealth eBook Collections

The Steering Committee recommended that the program leave beta and “go live.” The MLS Executive Board approved this step at its September meeting.

## Annual Audit

Our auditors have completed their on site work and we await a draft audit.

**REPORT FROM THE LIBRARY FOR THE COMMONWEALTH**

Anna Fahey-Flynn, Collaborative Services Manager at Boston Public Library, reported

## Johnson Building Construction Update

* The glass elevator and McKim connector are now open.
* The Newsfeed Cafe and WGBH studio opened Friday, September 30, 2016.

## Digital Commonwealth

* Boston Public Library, Northeastern University, WGBH, DPLA, and Tufts University hosted the Hydra Connect 2016 conference (Hydra Connect is the open source repository software that Digital Commonwealth uses.)
* We will be conducting usability testing at Simmons College’s Usability Lab
* Next week, an Intro to Digital Commonwealth program will be offered at the Forbes Library in Northampton

BPL legislative committee

* Committee is working to create a handout for the public and legislators respectively, that shows value and need of LFC program
* Committee met with the City of Boston’s intergovernmental officer for advice on lobbying
* Committee is planning on energizing trustees and friends.
* BPL is planning to host a legislative breakfast in early 2017.

**COMMISSIONER ACTIVITIES**

Commissioner Resnick

* Hoping to attend Center for the Book’s meeting

Commissioner Ochsenbein

* September 12- MLS webinar about strategic plan
* September15- OCLN Member’s Council meeting
* September 21- Shrewsbury Grand Opening
* September 22- Meeting with Kate Hogan
* September 24- National Book Festival, Washington D.C.
* September 28- Executive Committee and Strategic Planning

Commissioner Murphy

* Reading Public Library Opening
* MLS Board Meeting in Northampton

Commissioner Kronholm

* Attended Hill Town Community Impact meeting. Could be used as a model

Commissioner Caro

* Attended meeting at Perkins School for the Blind

**PUBLIC COMMENT**

There was no public comment.

**OLD BUSINESS**

**ADJOURNMENT**

There being no further business, Chairman Cluggish adjourned the October 6, 2016 monthly business meeting of the Board of Library Commissioners at 1:06 PM.



Roland A. Ochsenbein

Secretary