MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS

Date : October 3, 2019

Time : 10:00 A.M.

Place : Lawrence Public Library

 Lawrence, Massachusetts

Present : Roland A. Ochsenbein, Chairman; Mary Ann Cluggish, Vice Chairman; Mary Kronholm, Secretary; Deb Abraham; Les Ball; Stacy DeBole; Gina Perille; N. Janeen Resnick

Absent : Philip Madell, Esq.

**Staff Present:**

James Lonergan, Director; Liz Babbitt, State Aid Specialist; Celeste Bruno, Communications Director; Andrea Bunker, Library Building Specialist; Kate Butler, Electronic Systems Specialist; Maura Deedy, Library Advisory Specialist; Tracey Dimant, Head of Operations and Budget; Rob Favini, Head of Library Advisory and Development; Paul Kissman, Library Information Systems Specialist; Rachel Masse, Assistant to the Director; Matthew Perry, Outreach Coordinator; Mary Rose Quinn, Head of State Programs/Government Liaison; Lauren Stara, Library Building Specialist

**Observers Present:**

Cassandra Abou-Farah, Assistant Director, Lawrence Public Library; Anna Fahey- Flynn, Central Library Manager, Boston Public Library (BPL); Sarah Sogigian, Executive Director, Massachusetts Library System (MLS); Jessica Vilas Novas, Director, Lawrence Public Library

**Call to Order**

Chairman Ochsenbein called the meeting to order at 10:00 A.M.

**Approval of Minutes: September 5, 2019**

* Page 2, line 20- 125 years
* Page 5, line 16- meeting of administration and finance
* Page 9, line 40- Commissioner DeBole’s name is misspelled

Commissioner Resnick moved and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners approves the minutes for the monthly business meeting on September 5, 2019 with corrections.

**Board voted unanimous approval.**

Commissioner Kronholm proposed that the monthly Board Meetings be recorded. One concern would be keeping the recording. Commissioner Kronholm said once the minutes are approved then the recording could be deleted. Director Lonergan stated he would like to do some research on the subject and bring it to the next meeting.

**Chairman’s Report**

Chairman Ochsenbein presented the following report:

**Activities**

On September 12, Director James Lonergan, Head of State Programs/Government Liaison Mary Rose Quinn, Library Building Specialists Lauren Stara and Andrea Bunker, and I met with Representative Antonio Cabral of New Bedford, Chair of the House Committee on Bonding, Capital Expenditures, and State Assets, at his office at the State House. The meeting was scheduled to update Chairman Cabral on the status of the Massachusetts Public Library Construction Program (MPLCP) and to discuss the possibility of amending H. 4039, *An Act Financing the General Governmental Infrastructure of the Commonwealth,* a bill that is currently in his committee**.** The bill includes $100 million for the MPLCP and we are requesting an increase up to $250 million in order to complete the current wait list (approx. $125 million) and to initiate a new construction grant round (an additional $125 million).

I attended Massachusetts Book Awards ceremony and luncheon at the State House on September 17. The event was sponsored and organized by the Massachusetts Center for the Book (MCB). It was well attended and included three years of awards. Afterwards, Commissioner Cluggish and I met informally with Representative Natalie Higgins, co-chair of the library caucus. We were warmly received and discussed the MCB, the FY2021 Legislative Agenda, and the construction bond.

I participated in the MBLC Executive Board call on Wednesday, September 25.

Also on September 25, Commissioner Ball and I welcomed attendees at the first of several fall Trustee Orientations run by Rob Favini, Maura Deedy, and Liz Babbitt. It was a well-attended program (20+), packed with useful and important information/guidance for new or experienced library trustees.

On September 26, Director Lonergan and I presented testimony related to the Massachusetts Public Library Construction Program before the House Committee on Bonding, Capital Expenditures and State Assets. The focus of the testimony was to provide rationale for our request to amend H. 4039 to include the full $250 million of our ask for the construction program. The bill, which is currently under consideration by the committee, contains $100 million for the program. The presentation and the follow-up questions went well. In addition to Director Lonergan and myself and the agency management team, libraries from several cities and towns were represented in the room for support. These included Berlin, Grafton, Westborough, Swansea, Boston, Cambridge, Lynnfield, Pittsfield, and Gloucester. Eileen Dyer, Director at Swansea Free Public Library and Priscilla Foley, Director of Neighborhood Services for the Boston Public Library, also testified in support of amending the bill.

**Committee Appointment**

Finally, as mentioned last month, I am today naming an Ad Hoc Bylaw Review Committee to conduct a routine review the MBLC board bylaws. The committee will consist of Commissioner and Board Chair Roland Ochsenbein (ex officio), Commissioner and Board Secretary Mary Kronholm, Commissioner Philip Madell, Commissioner Gina Perille, and Director James Lonergan. I’d like to charge the committee with reporting back to the full board with any recommendations by the February 2020 monthly board meeting. The Ad Hoc Bylaw Review Committee will dissolve following delivery of its report and recommendations.

**DIRECTOR’S REPORT**

Director Lonergan presented the following report:

Meetings/activities since the last Board meeting:

* September 10—Census 2020 Complete Count Committee meeting (with Mary Rose and Maura), Cambridge Public Library, Central Square branch
* September 11—Meeting with Mary Beth Wise, Network Consultant for the National Library Service for the Blind and Print Disabled (new name as of 10/1/19) of the Library of Congress, and Kim Charlson and Mary Rose, as part of NLS site visit to Perkins Library, Watertown
* September 11—Perkins Library’s Consumer Advisory Board meeting, Watertown
* September 12—Meeting with Chairman Cabral to discuss H.4039, State House
* September 16—MLS Executive Board meeting (virtual)
* September 17—Massachusetts Book Awards, State House
* September 20—Meeting with Debbie Russell, DCAMM, and management team to discuss responses to office space RFP
* September 25—Testified (with Chairman Ochsenbein and others) at hearing on H.4039 held by House Committee on Bonding, Capital Expenditures, and State Assets
* September 25—Meeting with Comptroller of the Commonwealth Andrew Maylor and staff, MBLC office

Roland, Mary Rose, Lauren, Andrea and I met on September 12 with Rep. Antonio Cabral of New Bedford, Chair of the House Committee on Bonding, Capital Expenditures, and State Assets, to discuss the possibility of amending H. 4039,*An Act Financing the General Governmental Infrastructure of the Commonwealth***.** The bill currently includes $100 million for the Massachusetts Public Library Construction Program (MPLCP). Chairman Cabral discussed how difficult he thinks it would be for a community like New Bedford to provide the required local match for the MPLCP and asked the MBLC to consider greater support for economically challenged communities in future MPLCP grant rounds. He also indicated support for an amendment to our funding in H.4039, but not necessarily at the requested level of $250 million. He invited us to testify at the September 26 hearing on H.4039.

On Thursday, September 26, Roland and I testified at a hearing on H.4039 with Eileen Dyer, the director of the Swansea Free Public Library, and Priscilla Foley, the director of neighborhood services at the Boston Public Library, held by the House Committee on Bonding, Capital Expenditures, and State Assets (Swansea is #17 of the 17 projects remaining on our MPLCP waitlist and $100 million would not be enough to fund its project if all the other waitlist projects go forward. Boston’s Dudley Square branch is also on our waitlist and BPL has indicated an interest in applying for our next grant round.) We were joined at the hearing by library directors/trustees from the public libraries in Westborough, Grafton, Berlin, Lynnfield, Pittsfield, and Gloucester, and we were able to acknowledge them in the audience and asked later to have them be recognized again. Reps. Natalie Higgins and Brian Murray, co-chairs of the House Library Caucus, submitted a letter of support for an amendment, and we also received letters of support from Nahant and Lynnfield. We will continue to monitor H.4039 and have been told that it will next go to the House Committee on Ways and Means (Reps. Higgins and Murray both serve on this committee).

We have scheduled a meeting with the Executive Office of Administration and Finance on Friday, October 18 to discuss possible changes to the MPLCP (particularly regarding our waiting list) to better align our program with the Commonwealth’s capital budget plan and to hopefully have the annual cap raised for FY2021.

During the week of September 16, Rob, Lyndsay, and Kate presented on our LSTA direct grant programat network meetings held by CWMARS, Minuteman, OCLN, and NOBLE. They introduced our LSTA grant program and reviewed deadlines for the upcoming grant round. The meeting visits were initiated as part of a promotional effort to increase LSTA grant awareness and applications.

Maura, Liz and Rob kicked off the Fall 2019 Trustee Orientation Workshop season on September 25 in Sudbury. Commissioners Ochsenbein and Ball welcomed the 24 attendees. Upcoming sessions will be held in Westfield (10/9), Chelmsford (10/16), and Williamstown (10/30).

Maura attended MLTA Board meeting at the Scituate Public Library on 9/6. Commissioner Ball was in attendance. The MLTA is busy planning for their annual program that will focus on library trends and the Census. The annual program will take place on 11/16 at the Shrewsbury Public Library.

Lyndsay attended the Association of Rural and Small Libraries conference in Burlington, Vermont from 9/4 – 9/7. She was joined by five Massachusetts librarians who received funding to attend the conference from the MBLC and MLS. The attendees will serve on an advisory committee to help plan a joint MBLC/MLS Small Library Symposium that will take place next fall. Lauren also attended the ARSL conference and presented a session titled: “Making the Most of the Space You Have.”

Evan led the COSTEP MA Symposium(Coordinated Statewide Emergency Preparedness), a statewide event for cultural heritage professionals hosted by the Mass Emergency Management Agency (MEMA) at their Framingham headquarters on 9/10. The event attracted public and academic librarians from public and private institutions from diverse types of collections across the Commonwealth.

Evan also launched a COSLINE(Council of State Library Agencies in the Northeast) discussion to identify interested members in creating a guidebook for special collections management in public libraries. Barbara Lilley/Anastasia Matijkiw (N.Y.), Michelle Stricker (N.J.), Sarena Dagelin (D.E.), and Janet McKenney/Adam Fisher (M.E.) responded and their next step is to explore the creation of a guidebook to distribute widely.

Shelley continued planning for the Libraries Respond to the Opioid Crisis with Michele Eberly at MLS. The event is nearly full (with over 100 registrations) and will take place at the conference center at Devens. A full day of speakers from the library and health care community will take part, including Middlesex District Attorney Marian Ryan.

Shelley also presented: *Getting Your Grant: An Introduction to the Art and Strategies of Proposal Writing,* the first of six MLS education programs that will be held across the state.

The Communications team is currently finishing the final versions of the materials for LEA (Library EBooks and AudioBooks, powered by OverDrive). The team worked with the Networks and with the statewide Public Relations Advisory Committee to develop the name, logo, materials, and webpage to support the new eBook program that is available through the networks. Materials will be translated into Chinese, Hindi, Portuguese and Spanish and libraries will be able to order what they need and have items shipped directly to them at no cost.

The team is also working on the design, revised text, and webpage for the FY2021 Legislative Agenda and contacted all affiliates to update the Legislative Fact sheet for each.

Materials to support LSTA are also being developed. They include: a new brochure, social media to promote the new grant round, and a fact sheet template. The team continues work on the new construction materials as well.  The team is also working with Shelley to create materials for the Opioid Symposium and is getting ready for the Boston Book Festival on October 19.

Office Lease: The RFP for our office lease closed on 9/12, and we received ten responses from DCAMM. Unfortunately, our current landlord did not submit a proposal, so we will definitely be moving when our lease expires next June.

DCAMM reviewed the proposals and determined they all qualified for further consideration. We met with DCAMM staff to discuss the proposals and have scheduled site visits over the next two weeks by a small MBLC team.

The proposals include three in Boston (all in our current neighborhood), three in Quincy, two in Malden, and one each in Medford and Revere. Two of the Boston submissions are most likely not in our price range.

**LEGISLATIVE REPORT**

Mary Rose Quinn, Head of State Programs/Government Liaison presented the following report:

The Massachusetts Library Association Legislative Committee and the Intellectual Freedom and Social Responsibility Committee are working on a number of initiatives related to e-content publishers and service providers, First Amendment challenges, and Net Neutrality legal issues. MLA, in conjunction with the American Library Association, has developed policy statements and advisories to assist libraries that have been subject to First Amendment Audits. They also have public statements concerning privacy related to Lynda.com’s use of Linked-In logins and access related issues resulting from MacMillan Publishing’s limits on new e-book titles for libraries. MLA’s sub-committees, the MBLC, and many of the MBLC’s affiliates and partner organizations are working closely to respond to the needs of our libraries and the communities they serve.

MLA Legislative Committee has begun planning for Legislative Day at the State House in March, which will be scheduled around the Democratic Presidential Primary and an advocacy program for the MLA Conference on the Cape in May. MLA will be sending at least one person to National Library Legislative Day this year, which is also slated for May.

August total monthly collections continued to climb, up $146 million from the prior year and $33 million or 1.7% above benchmark. Tax revenue for August was strong across all revenue types. September mid-month revenues are $1.316 billion, down $117 million or 11.3% compared to last September at the same point. Revenues in all categories are down.

Testimony regarding the Library Construction bond before the House Committee on Bonding and Capital Assets was well received. Chairman Antonio Cabral, New Bedford called for the library supporters in attendance to announce their names and communities. Supporters included representatives from waitlisted communities and libraries that are interested in applying for grants in the next round. MBLC Chairman Ochsenbein, Director Lonergan, Eileen Dyer (Swansea Director), and Priscilla Foley (Director of Neighborhood Services, Boston Public Library) spoke at the hearing. A number of supporters, including some of the other attendees, submitted testimony to the Committee electronically. Library Caucus Committee Co-Chairs, Natalie Higgins and Brian Murray submitted a letter to Chairman Cabral. Senator Dean Tran sent a request for increased bond funding as well. Senator Tran represents Fitchburg which is on the construction waitlist.

When the Bond Bill, H. 4039 is reported out of the Committee on Bonding, it will be sent on to Ways and Means. Representative Murray discussed filing an amendment on the Bill for Library Construction once the Bond clears Ways and Means and is sent to the House Floor for a vote. The Governor wants a vote on the Bill by the end of the Legislative Session.

**Library for the Commonwealth (LFC) FY2020 Budget Revision approval request**

Anna Fahey Flynn, Central Library Manager presented the revised FY2020 budget for the Boston Public Library’s Library for the Commonwealth program, funded through state budget line 7000-9401.

The budget we are submitting is funded at $2,879,000.

A significant increase in our budget is seen in the Contractual Services line. This is in part due to our hosted website at www.bpl.org. The website has been helping our patrons find programs, book lists, and access items that were previously hidden in the old website, therefore increasing patron engagement and use of resources. The website also highlights educational materials that the Library for the Commonwealth program helps to fund.

Additional notable increases in contractual services show up in the Microfilming Newspapers line of attachment B. Based on the successful pilot with the Cape Ann Museum last year, we are going to continue microfilming newspapers from Massachusetts cultural institutions, thus creating a preservation copy of the newspaper. The microfilm will then be digitized, converted into machine readable text, and uploaded into Digital Commonwealth as fully searchable documents.

As in recent years, we do request that the personnel costs for one developer position working on the Digital Commonwealth project be allowed over and above the 50% personnel costs allowed in the LFC budget. This position will be a third developer, who will concentrate on getting newspapers online and freely available to the Commonwealth of Massachusetts.

Commissioner Resnick moved and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners approves the FY2020 Budget Revision filed on September 25, 2019 for the Library for the Commonwealth with a bottom line of $2,879,000, as detailed in materials in agenda number five.

**Board voted unanimous approval.**

**Consideration of Approval of THE POLICIES for the State Aid to Public Libraries Program**

Liz Babbitt, State Aid Specialist, presented the Board policies related to the FY2022 State Aid to Public Libraries program: a) Extending a Grace Period for Increased Population-based Minimum Standards; b) Minimum Standards of Hours of Service for Public Libraries; c) Minimum Materials Expenditure Standard Calculation; d) Materials Expenditure and Hours Open Accommodation Policy; e) Municipal Appropriation Requirement (MAR) Calculation; f) Determining Eligibility for a Waiver of the FY2022 Municipal Appropriation Requirement; g) The Closure of a Public Library; h) Five Year Waiver Plan Policy.

**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 FY2022 Municipal Appropriation Requirement (MGL, c.78, s.19A).

 b. meet the other minimum library standards required for receipt of FY2022 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 FY2022 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 FY2022 State Aid to Public Libraries grant round. Compliance for State Aid to Public Libraries in the FY2022 grant round is measured by library performance in FY2021. 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**

**FY2022 Approval Date: October 3, 2019**

**State Aid Policies are reviewed annually.**

Commissioner Resnick moved and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners adopt for the FY2022 State Aid to Public Libraries program the following proposed policy: Extending a Grace Period for Increased Population-Based Minimum Standards.

**Board voted unanimous approval.**

**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

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.

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

**Revision of Definition: March 22, 2017**

**FY2022 Approval Date: October 3, 2019**

**State Aid Policies are reviewed annually.**

Commissioner Kronholm moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners adopt for the FY2022 State Aid to Public Libraries program the following proposed policy: Minimum Standards of Hours of Service for Public Libraries.

**Board voted unanimous approval.**

**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.*

 *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.*

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.*

Please note: Only materials that circulate to all residents of municipalities certified for State Aid to Public Libraries count toward meeting the Minimum Materials Expenditure Standard unless there are special circumstances, such as a stipulation in a vendor contract or a Trust that is designated for special purposes.

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

**Revision of Policy: October 3, 2019**

**FY2022 Initial Approval Date: October 3, 2019**

**State Aid Policies are reviewed annually.**

Commissioner Cluggish moved and Commissioner Resnick seconded that the Massachusetts Board of Library Commissioners adopt for the FY2022 State Aid to Public Libraries program the following proposed policy: Minimum Materials Expenditure Standard Calculation.

**Board voted unanimous approval.**

**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 FY2022 State Aid to Public Libraries if it:

meets the FY2022 Municipal Appropriation Requirement (MAR), or receives a waiver of the FY2022 MAR, meets the materials expenditure and hours open standard at either a full (100%), or mid-level (90%), meets all other statutory and regulatory requirements for State Aid to Public Libraries as contained in 605 CMR 4.01.

**NOTE: Prior to FY2020, accommodation of the Materials Expenditure or the Hours Open standards included a minimum level of compliance (80%). Municipalities who received an accommodation at the minimum level (80%) in FY2019 (hours open or materials collected in FY2018 reported in FY2019.) can remain at that level until FY2022 (hours open or materials collected in FY2021 to be reported in FY2022.) A reduction of 12.5% for each level of accommodation shall still be in effect.**

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

A municipality may meet a reduced standard of as low as 90% 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 75% of the full award for meeting the minimum (90%) 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%. If funds remain at the end of the FY2022 grant round, no additional award of State Aid to Public Libraries will be made to a municipality using this policy of accommodation.

Example: Library A

Library A 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 FY2022 State Aid award will be reduced to 75% of the Cherry Sheet total.

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

**FY2022 Approval Date: October 3, 2019**

**State Aid Policies are reviewed annually.**

**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%** | **Mid-Level** (90%) compliance with both standards. |

**Materials Expenditure Requirement**

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

**Hours Open Requirement**

|  |  |  |
| --- | --- | --- |
| **Population Group** | **Full****Compliance****(100%)** | **Mid-Level****Compliance****(90%)** |
| Under 2,000 | 10 hours, including some evening | 9 hours, including some evening |
| 2 - 4,999 | 15 hours, including some evening | 13.50 hours, including some evening |
| 5 - 9,999 | 25 hours, including some evening | 22.50 hours, including some evening |
| 10 - 14,999 | 40 hours, 5 days, including some evening | 36 hours, 4 days, including some evening |
| 15 - 24,999 | 50 hours, 5 days, including some evening | 45 hours, 4 days, including some evening |
| 25 – 49,999 | 59 hours, 6 days, including some evening | 53 hours, 5 days, including some evening |
| over 50,000 | 63 hours, 6 days, including some evening | 1. hours, 5 days. Including some evening
 |

Commissioner Abraham moved and Commissioner Ball seconded that the Massachusetts Board of Library Commissioners adopt for the FY2022 State Aid to Public Libraries program the following proposed policy: Materials Expenditure and Hours Open Accommodation Policy.

**Board voted unanimous approval.**

**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 **FY2022** grant round:

The **FY2019** figure will be either the **FY2019 MAR** or the **FY2019 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2019, the actual final FY2019 TAMI will be used.

The **FY2020** figure will be either the **FY2020 MAR** or the **FY2020 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2020, the actual final FY2020 TAMI will be used.

The **FY2021** figure will be either the **FY2021 MAR** or the **FY2021 TAMI**, whichever is **higher**. If the municipality was not certified for State Aid to Public Libraries in FY2021, the actual final FY2021 TAMI will be used.

FY2022 Municipal Appropriation Requirement Calculation:

(FY2019 + FY2020 + FY2021) / 3 = average of three years

average x 1.025 = FY2022 MAR (average of three years plus 2.5 %)

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

**FY2022 Approval Date: October 3, 2019**

**State Aid Policies are reviewed annually.**

Commissioner Ball moved and Commissioner Perille seconded that the Massachusetts Board of Library Commissioners adopt for the FY2022 State Aid to Public Libraries program the following proposed policy: Municipal Appropriation Requirement Calculation.

**Board voted unanimous approval.**

**DETERMINING ELIGIBILITY FOR A WAIVER OF THE FY2022 MUNICIPAL APPROPRIATION REQUIREMENT (MAR)**

The Board of Library Commissioners will consider requests for waivers of the FY2022 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 1, 2021:**

1. a signed *Petition for Waiver of the FY2022 Municipal Appropriation Requirement.*

**And…with a postmark no later than November 5, 2021:**

**For Municipalities applying for a waiver of the FY2022 MAR that met full requirements (no waiver) of the FY2021 MAR):**

2. a completed *FY2021/FY2022 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 FY2021 and FY2022 both the total operating and departmental budgets for the municipality,

4. a statement from a senior municipal official:

a. citing the fiscal hardship surrounding the municipality’s inability to meet the FY2022 MAR,

b. explaining the municipality's FY2022 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 FY2022 budget process and reasons why the community did not comply with the FY2022 MAR. (Examples of enclosures include: narratives from municipal officials describing the fiscal situation, text of referenda.)

**For Municipalities that received a waiver of the FY2021 MAR, in addition to documents 2 through 5 as listed above:**

6. Five Year MAR Waiver Plan (Year Two) or update (Year Three) written by a senior municipal official in conjunction with library director and trustees.

**NOTE: Municipalities are limited to 5 consecutive fiscal years as a waiver applicant. Commissioners have the discretion to request that any waiver applicant present their petition in person.**

**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 FY2022 will not be determined until the budget language is final for FY2022.

1. Petitions for a waiver will be reviewed by the Board of Library Commissioners at their January 2022 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 2022 meeting.

3. All petitioners for a waiver who received a disproportionate cut in the prior fiscal year must present their petition in person at the January 2022 meeting.

4. The Board will review FY2022 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.

5. The Board will vote on the petitions for waivers of the FY2022 MAR at their February 2022 meeting.

6. The Board will hear any appeals of the denial of an FY2022 MAR waiver at their March 2022 meeting.

7. The Board will act on any appeal at their April 2022 meeting.

8. The FY2022 State Aid to Public Library Program officially concludes at the conclusion of the April 2022 Board of Library Commissioners meeting.

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

**Revision to the Policy: October 3, 2019**

**FY2022 Approval Date: October 3, 2019**

**State Aid Policies are reviewed annually.**

Commissioner Perille moved and Commissioner DeBole seconded that the Massachusetts Board of Library Commissioners adopt for the FY2022 State Aid to Public Libraries program the following proposed policy: Determining Eligibility for a Waiver of the FY2022 Municipal Appropriation Requirement.

**Board voted unanimous approval.**

**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**

**FY2022 Approval Date: October 3, 2019**

**State Aid Policies are reviewed annually.**

Commissioner DeBole moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners adopt for the FY2022 State Aid to Public Libraries program the following proposed policy: The Closure of a Public Library.

**Board voted unanimous approval.**

**FIVE YEAR MAR WAIVER PLAN POLICY**

The Board of Library Commissioners recognizes that municipalities that demonstrate fiscal hardship may need to request a waiver of the FY2022 Municipal Appropriation Requirement (MAR). Requests for waivers must include documentation as outlined in the *DETERMINING ELIGIBILITY FOR A WAIVER OF THE FY2022 MUNICIPAL APPROPRIATION REQUIREMENT (MAR)* policy.

**NOTE: Municipalities are limited to 5 consecutive fiscal years as a waiver applicant. Commissioners have the discretion to request that any waiver applicant present their petition in person.**

For Municipalities that received a waiver of the FY2021 MAR (Year One), and are petitioning for a waiver of the FY2022 MAR (Year Two), a plan must be submitted, written by a senior municipal official in conjunction with the library’s director and trustees. This plan outlines the steps to be made in FY2022 (and for the next three fiscal years) which will bring the municipality’s library appropriation back to the required level of funding, the MAR.

For Municipalities that received a waiver of the FY2020 MAR (Year One), and FY2021 (Year Two) and are petitioning for a waiver of the FY2022 MAR (Year Three), an update to the plan created in Year Two must be submitted, written by a senior municipal official in conjunction with the library’s director and trustees. This update reviews the steps that were made in FY2021 (and outlines the steps to be made for the next two fiscal years which will bring the municipality’s library appropriation back to the required level of funding, the MAR.)

For Municipalities that received a waiver of the FY2021 MAR with reservation, i.e. the library’s budget was DISPROPORTIONATELY CUT in FY2021, and are petitioning for a waiver of the FY2022 MAR, a plan or update as described above must be submitted, written by a senior municipal official in conjunction with the library’s director and trustees, and IN ADDITION, they must present their petition in person at the Board of Library Commissioners meeting in January, 2022.

**Initial Approval of Policy: October 4, 2018**

**Revision to the Policy: October 3, 2019**

**FY2022 Approval Date: October 3, 2019**

**State Aid Policies are reviewed annually.**

Commissioner Resnick moved and Commissioner Ball seconded that the Massachusetts Board of Library Commissioners adopt for the FY2022 State Aid to Public Libraries program the following proposed policy: Five Year Waiver Plan Policy.

**Board voted unanimous approval.**

**Presentation of Small Libraries in Networks Review Committee Report**

Commissioner Resnick and Paul Kissman presented the report to the Board.

The report describes the committee’s work on clarifying eligibility requirements, reviewing funding amounts, and updating the funding formula for the Small Libraries in Networks grant program. The grant, awarded to six of the eight public library automated resource sharing networks having public libraries, directly offsets the membership assessment costs for libraries in municipalities under 10,000 in population.

The recommendations are to be implemented beginning with the FY20 grant round. This is a year earlier than originally anticipated, made possible through the increased availability of funding in account 7000-9506.

# Purpose

The Small Libraries in Networks Review Committee undertook a thorough examination of the program’s rules five years after major changes were implemented (FY15). The committee’s goal was to ensure that public libraries in smaller communities would continue to be able to afford network membership. Where possible, barriers for unaffiliated libraries would be lowered to enable those libraries to join a network for the first time. Membership in a network is one of the most critical components for providing successful and equitable library services.

The committee was charged with reviewing:

* Eligibility Criteria – the municipalities and libraries that should be included in the program
* Support Mechanisms – how funding is distributed and the components of the formula used to calculate awards
* Funding Levels – how much funding is needed and strategies for weathering changes in state support levels
* Other Supports – what else libraries need to successfully participate in a network
* Closing the Network Membership Gap – non-networked public libraries

**Consideration of Grant Awards under account 7000-9506**

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

* Small Libraries in Networks ($362,147)
* Network Infrastructure ($300,000)
* Telecommunications for Resource Sharing ($451,089)
* Resource Sharing Program ($1,500,000)

The total for the four award recommendations is $2,613,236, a $351,534 (16%) increase over FY19 and 52% over FY18. The grant opportunities were approved by the Board at the June 6, 2019 meeting.

**FY2020 Small Libraries in Networks recommendations**

In FY2020, $362,147 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 155 libraries.

New for FY20, the recommended funding formula changes from the Small Libraries in Networks Review Committee have been used to calculate individual library offsets. No library will receive less than it did in FY19, 42 libraries will receive the same amount, and 100 libraries will receive an increase.

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

CW MARS’ award consists of two components: $247,435 for 96 member libraries and $4,500 for 12 nonmember public libraries with internet-only access.

Commissioner Cluggish moved and Commissioner Ball seconded that the Massachusetts Board of Library Commissioners approves the following six Small Libraries in Networks Grants totaling $362,147 for FY2020.

|  |  |  |
| --- | --- | --- |
| **Library** | **Municipality** | **Award** |
| CLAMS | Barnstable |  $30,662  |
| CW MARS | Worcester |  $251,935  |
| Minuteman Library Network | Natick |  $11,290  |
| MVLC | North Andover |  $39,895  |
| OCLN | Braintree |  $4,250  |
| SAILS | Lakeville |  $24,115  |
| **Total Recommended: $362,147** |

 **Board voted unanimous approval.**

**Network Infrastructure Grant Program**

The Network Infrastructure program provides annual support for the capital and infrastructure costs of the nine automate resource sharing networks that form the foundation for essential library services throughout the Commonwealth.

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, branches, bookmobiles, and connected offsite storage facilities. In FY20, the base amount remains at $7,500. With a $100,000 (50%) increase in available funds, the per-outlet amount is $437 per outlet as compared with $254 in FY19. 532 total outlets were tallied.

Commissioner Resnick moved and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners approve the following nine Network Instructure Grants, totaling $300,000 for FY2020.

|  |  |  |
| --- | --- | --- |
| **Network / MLS** | **Municipality** | **Award** |
| CLAMS | Barnstable |  $ 24,107  |
| CW MARS | Worcester |  $ 83,106  |
| FLO | Boston |  $ 19,737  |
| MBLN | Boston |  $ 27,166  |
| Minuteman Library Network | Natick |  $ 34,159  |
| MVLC | North Andover |  $ 24,981  |
| NOBLE | Danvers |  $ 22,796  |
| OCLN | Braintree |  $ 23,670  |
| SAILS | Lakeville |  $ 40,278  |
| **Total Recommended: $300,000.00** |

**Board voted unanimous approval.**

**Telecommunications for Resource Sharing Program**

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 searching, circulation, cataloging, and patron registration. Automated resource sharing networks have received state-funded telecommunications support for 32 years (since 1987).

For FY2020, the Telecommunications for Resource Sharing program will offset the maximum 85% of the total cost of network telecommunications after E-rate discounts have been factored in. Both central site connections and library “remote-to-host” connections are offset at 85%. The maximum amount allowed per outlet for FY20 had been increased from $1,300 to $1,500 / yr. All the networks’ requests came in under the higher cap.

The program supports direct connections to 386 library outlets. Shared central site Internet connections benefit all 418 members (532 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. CW MARS is responsible for managing broadband Internet access to 12 libraries. Eight of these libraries have been put on the CW MARS contract with Crocker Communications. The remaining four libraries have 85% of their Internet service costs reimbursed through the network.

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

Commissioner Ball moved and Commissioner Cluggish seconded that the Massachusetts Board of Library Commissioners approves the following nine Telecommunications for Resource Sharing Grants, totaling $451,089 for FY2020.

|  |  |  |
| --- | --- | --- |
| **Network / MLS** | **Municipality** | **Award** |
| CLAMS | Barnstable | $17,468  |
| CW MARS | Worcester | $140,978  |
| FLO | Boston | $5,100  |
| MBLN | Boston | $41,800  |
| Minuteman Library Network | Natick | $58,650  |
| MVLC | North Andover | $55,758  |
| NOBLE | Danvers | $37,607  |
| OCLN | Braintree | $53,050  |
| SAILS | Lakeville | $40,678  |
| **Total Recommended: $451,089** |

**Board voted unanimous approval.**

**Resource Sharing Program Grants**

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 to use a snapshot of data for calculating awards in FY17 through FY19. Then, as networks began to lend OverDrive eBooks and eAudio across network boundaries beginning in FY19, they agreed to defer finalizing the new distribution formula for one additional year so that the new resource sharing activity could be analyzed and incorporated.

For FY20, an award of $20,000 per network provides a common baseline. Counts for titles, holdings and ILLs from data reported for the five year period of 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.

Proposals were reviewed by MBLC staff, and final calculations shared with the nine automated resource sharing networks on September 24, 2019.

Commissioner Resnick moved and Commissioner Kronholm seconded that the Massachusetts Board of Library Commissioners approves the following nine Resource Sharing Program Grants $1,500,000 for FY2020.

|  |  |  |
| --- | --- | --- |
| **Network** | **Municipality** | **Award** |
| CLAMS | Barnstable | $91,333  |
| CW MARS | Worcester | $282,481  |
| FLO | Boston | $81,158  |
| MBLN | Boston | $225,579  |
| Minuteman Library Network | Natick | $262,893  |
| MVLC | North Andover | $130,946  |
| NOBLE | Danvers | $164,032  |
| OCLN | Braintree | $119,470  |
| SAILS | Lakeville | $142,108  |
| **Total Recommended: $1,500,000** |

**Board voted unanimous approval.**

**Update on the Strategic Plan**

Director Lonergan said that management team would highlight areas of the implementation plan. The RFP for the next strategic plan is currently posted. Director Lonergan is hoping that the Commissioners agree to a five year plan because a three year plan is just so quick. He also stated that a new strategic plan is needed right as the agency will be moving.

Director Lonergan said that the funding for Construction and also getting the cap raised has been a huge part of this year.

The Statewide partnerships are still being developed. Celeste Bruno has sent out information on allregions about our new partner, the Massachusetts Healthy Aging Collaborative. Paul Kissman and Kate Butler continue to work closely with our partners the Mass Trial Court Law Libraries and the Social Law Library.

Director Lonergan stated that it has been difficult to make progress with DESE (Department of Elementary and Secondary Education). There is still hope to have a librarian at DESE to oversee school libraries.

Rob Favini provided the Board with updates on four areas of the plan.

A general challenge has been an incredible amount of turnover within the Library Advisory and Development staff. We've made great progress over the past year and a half once we filled several key open positions.

**TRUSTEES**

Orientation sessions for trustees. Revised the curriculum last year. Just started the second year of revised curriculum. Work in progress. Constant challenge, balance between content and

discussion.

Held Trustee Institute in Worcester in April. Success: looking into launching more frequent smaller scale programming

Increased regular communications to trustees through listservs highlighting trends, events, and best practices.

Individualized consultation and services to trustees, directors, friends groups. Currently ad hoc - combines with scheduled stops.

Consultation to directors - nothing formal - mostly ad hoc

**COORDINATION WITH MLS**

Coordinate with MLS - quarterly meetings that bring together consultants from the MLS and

MBLC. Emphasis on defining roles and discovering areas of collaboration. Results of the collaboration:

* Creation of agency/MLS partnership database
* Small library focus - collaborated on Association for Rural and Small Libraries (ARSL) Conference scholarships and in process of planning for a small library forum to take place Fall 2020
* Exploration of assessment tools
* Collaboration resulting from regular meetings:
* Opioid Symposium
* Coordination of strategic planning training by MLS with requirements of strategic plan filing at the MBLC
* Special collection field trips/open houses (Evan and Anna)
* Regular MBLC participation on MLS round table events

**LSTA Grants**

Continued collaboration with SACL in the grant application review process

Updated and enhanced grant application training by including all grant consultants and creating video shorts explaining specific aspects of the grant application/writing process.

The Library Advisory and Development (LAD) team coordinated a very successful visit by our IMLS program manager. The visit not only highlighted our grant management practices, but also showcased some of the exceptional grants that were nurtured by our consultants and run by extremely talented librarians across the state.

This year had an emphasis on promotion. LAD team members attended Network meetings to introduce the program to new directors, and to put application deadlines on everyone's radar.

Experimentation:

* Ran pilot grant projects (summer reading mini grants) to attract libraries that don't normally apply
* Breaking grants from regular calendar to make them more effective (summer reading and preservation assessment) and to spread workload for business office

**AUTOMATED NETWORKS**

Paul and Kate have done an exceptional job with regular communications and meetings with Network administrators and staff. We have been met with several challenges this past year around vendor contracts, implementation of services (Overdrive, databases) and increased funding - yes that is a challenge!

Mary Rose Quinn, Head of State Programs updated the Board on her unit’s progress in the plan.

**State Programs:**

The Programs that make up the State side of the Agency’s activities - State Aid, Construction, Data and Technology - have focused this last year on the data gathering, reviewing, and reporting that is integral to the implementation of the objectives as established in years two and three of the MBLC Strategic Plan. The activity has been driven by two projects: the Evolving Ecosystem Study (Sasaki) and the migration of our data collection system from Counting Opinions to Baker & Taylor Collect and Connect.

The following are some of the highlights:

* Implemented the new data collection services system and developed the streamlined State Aid and Financial Report forms statewide
* Continued to assess, revise, and refine data collections and reporting policies, procedures, and infrastructure with an ad hoc agency-wide Data Team
* Convened an initial meeting of Network representatives to develop a consistent approach to statistics gathering, incorporating best practices for libraries to collect and report data
* Established a State Aid Advisory Group whose first task was to test the new data collection system’s Annual Report Information Survey (ARIS)
* Reviewed technology and networking needs of the Agency as part of an overall technology planning effort
* Continued to explore new data reporting methods including Measures that Matter, Project Outcome, and Research Institute for Public Libraries (RIPL)
* Established a Committee to explore the findings of and recommend next steps concerning *Public Libraries in Massachusetts: An Evolving Ecosystem*(Sasaki)
* Worked with Sasaki to create a Planning Framework Tool reflecting best practices in library space planning and design as the next phase of the Ecosystem Study
* Continued to work with Sasaki to migrate the Ecosystem Study and associated data sets to an MBLC supported platform and to provide the MBLC with the necessary permissions, applications, instructions, training, and documents to revise and update existing report data and to load future data sets

In addition to the activities focused on data collecting and reporting:

* Continued to implement the changes recommended by the State Aid MAR Waiver Task Force
* Continued to work with the Massachusetts Library System to redesign Basic Library Technique training program to offer classes online with an in-person component for library directors without an MLS degree (in municipalities with under 10,000 population groups)
* Continued to support and advise communities to secure local funding, manage construction projects underway, and plan facilities improvements
* Continued to meet with Administration and Legislative leadership to advocate for bond and annual bond cap funding sufficient to fund construction projects on the waitlist and in the next Public Library Construction Program grant rounds
* Began review and update of current Construction Regulations (605 CMR 6.00) in preparation for the next MPLCP Construction Grant round

Tracey Dimant, Head of Operations and Budget provided the Board with four sections of the plan.

**Financial Reporting:**

We continue to review and adjust the monthly budget reports system, which I work on with one of my staff members, Maryellen Osborne. She extracts the financial information from the state accounting system monthly; I review, clarify, and put it into a format that gives our management team a clear overview of the financials, including a financial projection mechanism. You were provided with the current fiscal year’s first report as part of your board packet. I feel confident that we’re providing clear reports, and adjusting the budget according to need and funds availability.

Rob Favini and I have worked closely to ensure that LSTA expenditures are appropriate and reported accurately. While we’re still contemplating the idea of a time and expense coding mechanism, as we’ve both settled into our roles, we’re still considering how best to approach that. Rob has a clear understanding of how his staff time is spent and we work closely together on the reporting of that.

**Construction Bond Funding:**

As you are well aware, the agency is highly focused on Construction Bond funding and we have established a relationship with Maya Jonas-Silver, the Director of Capital Planning and Long Term Obligations with Administration and Finance. We have an upcoming meeting with her (on October 18) to consult on the funding as well as the funding cap.

All of this speaks to the goal of advocating for the raising of the bond bill, engaging officials about bond authorization and library construction, and continuing discussion with Administration and Finance about bond authorization.

**Job Descriptions, Workloads, Reorganization, Succession Planning, and Knowledge Transfer**:

We’ve had substantial staffing changes, largely due to retirements, resulting in nine (out of 23) new staff members in place since mid-2017. (Tracey, James, Maryellen, Lyndsay, Rob, Maura, Kate, Evan, Andrea.) We cannot rely upon a sustained level of funding in the Administration line (9101), which leaves us unable, at this point, to create new positions.

That said, as of the end of 2018, all agency positions are filled for the first time since mid-2016. We have assessed the agency’s job descriptions, particularly as the changeover of three of the four manager positions meant a necessary workload review.

Such internal transitions lead to a greater need for succession planning. Director Lonergan and I have requested that Rob and Mary Rose work with their staff to document work flows, specialized knowledge, and a yearly tracking calendar so as to prepare for any upcoming transitions. This is obviously a lengthy process and is still continuing here in the third year of the strategic plan.

**Internal Communication**:

This is something that the agency works on continuously. The agency has monthly full-staff meetings, each unit has a goal of monthly meetings of the individual units (Library Advisory & Development, the Business Unit, and the State Aid/Construction unit), and we meet on an as-needed basis, as well. We’re a small operation, but with a lot of moving pieces, and everyone is well aware that communication is key to the success of that. It’s a goal process to refine the communication process, and something that is still underway.

**MBLC Budget Overview**

Tracey Dimant, Head of Operations and Budget provided the following report to the Board.

I’ve provided you with a copy of the monthly agency budget for the MBLC for FY2020.

The format for it provides an overview of the overall agency spending across all lines on page 1 (including projected spending, based upon my study of the monthly spend over the last several years), detailed spending of the 7000-9101 and 7000-9702 budgets on page 2, and construction spending on page 3.

The rest of the packet is in order by appropriation, and shows the detailed spending line by line, with the payroll information at the end, on pages 13 through 17.

With the increase to 7000-9101 (our Administrative line – increase of $47,130 over last year’s $1,275,000), we have set aside funds in the case of our potential move in the spring. While any potential rent increase won’t occur until FY21, a move involves a great deal of funding upfront, for packing, moving, IT, etc.

In anticipation of that, we have also shifted one salary line back to the 7000-9506 Technology and Resource sharing line. This gives us additional flexibility with regard to budgeting. We have used a portion of that line for a portion of salaries since FY2018 – we have two staff members whose roles fit the goals of the line and have had either one or both of them (depending on budgeting needs) charged to that line since FY2018.

Also as James mentioned last time, we have filed the agency’s FY2020 spending plan with A&F and while it has not yet been loaded into the system, we are proceeding on the assumption that it will be accepted, and the spending plan is reflected in these budget sheets.

7000-9401: State aid to regional libraries. Received a $1,233,860 increase for FY20. This is a cherry sheet line, with the funding here split – 75% to the Mass. Library System (MLS) and 25% to the Library for the Commonwealth (LFC – BPL). This year, we were able to adjust the per capita rate so that the lines represent a true 75/25% split – with the .424 per capita, the increase to the line would go just to MLS, with LFC being level funded to FY19. Given that the legislative language has the “*not less than”* qualifier (in this line: “the library for the commonwealth shall receive not less than 42.4 cents for each resident of the commonwealth”), we confirmed with Department of Revenue (DOR) that it would be possible for the Library for the Commonwealth to receive *more* than that per capita rate. Adjusting the per capita to .468348492 brought us to an exact 75/25% split:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| .468348492 rate | FY2019 Actual | FY2020 | Difference | % increase | % of total |
|  |  |  |  |  |  |
| MLS | $7,675,756 | $8,637,000 | $961,244 | 12.52% | 75 |
| LFC | $2,606,384 | $2,879,000 | $272,616 | 10.46% | 25 |
|  | $10,282,140 | $11,516,000 | $1,233,860 | 12.00% |  |

**7000-9501**: This is the State Aid to Public Libraries line. ($538,381 increase this year, plus $158,000 in earmarks.)

Earmarks 7000-9501:

* $25,000 – Kingston –for the Kingston Town Library (project not specified)
* $25,000 – Mendon – for a feasibility study and renovations to the town of Mendon Taft Library
* $25,000 – Pembroke – for technology improvements at the Pembroke Public Library
* $34,000 – Pittsfield – for ADA Accessibility upgrades at Berkshire Athenaeum
* $24,000 – West Boylston – for the purchasing and installation of new computers and operating systems, software, and technology for the Beaman Memorial Public Library
* $25,000 – to the Friends of the South End Library

This is paid to the public libraries who are eligible for State Aid, and goes out in two allotments – one in the fall and one in the spring, when the line is fully allotted.

With regard to earmarks: The funding in that line is given to us in incremental allotments. In the fall, the allotted funding in that line covers only the State Aid awards we are required to give the municipalities. When the next allotment is in place in January, we contact the municipalities regarding the release of funds. Our agency requires that a contract be signed between the municipality and our agency in order to release the funds.

**Report from the Massachusetts Library System**

Sarah Sogigian, Executive Director presented the following report for MLS:

**Marlborough Office News**

We’ve completed our Marlborough office move! Thank you to all of you for your good wishes, patience and support as we moved our Marlborough office to our new home at:

33 Boston Post Rd WEST

Suite 400

Marlborough, MA 01752

This address is recognized by GPS, Google Maps, and other map apps. Please be sure to use the full address; without the “WEST”, it will lead you to a different part of Marlborough. Our phone and emails remain the same. Updated directions can be found on our website.

**Annual Meeting**

Please join us at our 9th Annual Meeting, November 4, 2019 at the College of the Holy Cross, Worcester. In addition to the Business Meeting, the current class of Project SET will present their ignite talks, and we’ll welcome Peter Sokolowski, Lexicographer at Merriam Webster as our Keynote Speaker.

To register and for more details please visit our [event](https://calendar.masslibsystem.org/event/5777531) calendar.

**Consulting and Training Services Director**

MLS is pleased to welcome Terry McQuown to our team! Terry will be joining us as the Consulting and Training Services Director beginning in mid-November. Terry joins us from King County Library System in Washington State, where he was the Learning & Development Coordinator.

Fall CE Calendar

Our CE calendar has been announced and workshops are filling up:

Fall 2019 Workshop Series:

* Cultural Competence: A Collection Development Conversation with Kristi Chadwick
* Getting Your Grant: An Introduction to the Art and Strategies of Proposal Writing with Shelley Quezada (MBLC)
* Effective Meetings: Increase Productivity, Collaboration, and Innovation with Michelle Eberle
* What is Media Mentorship?: Screens, Libraries, and Kids with April Mazza and Christi Farrar
* Make Shift Happen: weeding the physical collection with Anna Popp
* Steer Your Career! with Kelly Jo Woodside

In addition to our series of recurring workshops, we have scheduled several one-time learning opportunities, including:

* Copyright First Responders Program, October 3-4
* Procurement: Chapter 30B and MHEC, October 3
* Advanced Juggling: the time management / project management workshop, October 10
* Opioid Epidemic Symposium, November 15

Based on member feedback, Advanced Juggling, Effective Meetings, and Make Shift Happen are going to be very popular. The Opioid Epidemic Symposium is almost filled, too.

We’ll also be hosting some special lunchtime discussions this fall:

* Director’s Lunchtime Discussion: open topics, October 25 at the Southwick Public Library
* Small Library Lunchtime Discussion, November 8, Boylston Public Library
* Director’s Lunchtime Discussion: Library Governance and Other Topics, December 6, Morrill Memorial Library, Norwood.
* Small Library Lunchtime Discussion, date tdb, Yarmouth Town Library

Please register to attend on our calendar.

**Report from the Library for the Commonwealth**

Anna Fahey-Flynn, Central Library Manager presented the following update:

* In September, we gave a presentation about LFC resources at the C/W MARS membership meeting. Thank you to the network for inviting us.
* Another event is planned at UMass Amherst this coming Friday, October 11. BPL will present about LFC and UMass will share resources they have available to the public and offer tours. MLS has helped organize and hosted the registration. (At last count, there were 28 people registered.)
* New Electronic resources:
	+ AtoZ World Food contains traditional recipes and covers food culture for 174 countries of the world in six categories: National Cuisine, Regional Cuisine, Daily Meals, Dining Etiquette, Special Occasion Foods, and Food Trivia.
	+ The HistoryMakers, a new online resource that contains nearly 3,000 interviews of prominent African Americans over the last 3 decades.
* Will be issuing retro gray “lantern cards” in February for commemoration of McKim building’s 125 birthday.

Other BPL news:

* Started social services hours which are every Thursday from 9:30-11:30. There is always asocial worker present but also monthly visits from Harvard Legal Services Center and bimonthly visits from Victory Programs, a Back Bay organization that provides harm reduction services and resources.
* FCC Commissioner Geoffrey Starks visited on September 16
	+ Tour of Central Library and Grove Hall Branch
	+ Highlighted workforce development programs and resources
	+ Commissioner had opportunity to meet several patrons who use our services

**Strategy for MBLC role/activities in support of Census 2020**

Maura Deedy, Library Advisory Specialist presented the following report to the Commissioners.

Thank you for inviting Mary Rose and me to address the Strategy for MBLC role/activities in support of Census 2020. Thank you Commissioner Perille, who spoke with us yesterday and provided some excellent guidance.

MBLC is an active member of the Statewide Complete Count Committee (SCCC) as organized and directed by the Secretary of the Commonwealth. This is a volunteer committee established to increase awareness about and motivate residents to respond to the 2020 Federal Census.

MBLC’s role is to raise awareness among libraries that (1) the 2020 Census is coming, (2) that libraries have an important role in it and (3) to facilitate access to census materials and information that libraries can use with patrons. The direct audience for this will be Public Library Directors, with regular communication directed toward the larger library community. MBLC’s message to them will be consistent with ALA messaging, in that “libraries are essential partners in achieving a complete count”. To that end, local activities will vary among libraries based on size, geography and staff.

We want libraries to know that they have a key role in the 2020 Census and MBLC is here to support them in their local efforts. We will be a trusted resource and a strategic nudge.

MBLC’s activities will include informational resources and campaigns, limited training and in person events, advisory services, and promoting engagement in local complete count committees.

Much like MBLC is engaged at the state level, we hope that local libraries will be engaged to support local efforts, and our materials help inform librarians to answer questions from the public. We know there are unique challenges this year: first digital census, distrust of the federal government among some populations and communities, and damage from the citizenship question lawsuit.

Our messaging to the library community will be regular, topical and easy to read. With this information, Library directors and their staff will have the tools to prepare their library and staff for the Census roll out. We will communicate with library directors via a discussion list.

Establishing this framework for communication will allow MBLC to update the message and content as Census Day, April 1, 2020 arrives.

Internally at MBLC, opportunities and information will be shared with MBLC staff to further generate ideas and provide talking points as staff engage with the library community in the field.

How will we measure our impact? We can utilize statistics from our LibGuide, clicks and opens on emails. This part is a work in progress in terms of measurement of success- and feedback here would be welcomed!

Specific activities include:

* Monthly emails to library directors providing information on new and updated resources, grants, educational opportunities facilitated by Census Bureau, SCCC, or other trusted partner.
* Facilitating the distribution of already created materials from the Census Bureau, SCCC, or other trusted partner to the library community.
* Engaging in consistent census messaging where MBLC staff are already attending meetings or programs

**Standing Committee and Liaison Reports**

**COMMISSIONER ACTIVITIES**

**Commissioner Resnick**

* Participated in the WMLA Meeting to set legislative priorities
* Annual meeting is October 17 and there will be a viewing of “The Public”
* WMLA sent a letter to Macmillian Publishing
* Worked with Paul Kissman on Small Libraries Report

**Commissioner Kronholm**

* Attended WMLA meeting in Blandford
* Participated in Executive Committee Conference Call

**Commissioner Cluggish**

* Participated in Executive Committee Conference Call
* Attended the Mass Book Awards at the State House
* Attended the PR Committee Meeting
* Attending the memorial for Gregor Trinkaus-Randall on behalf of the Commissioners

**Commissioner Abraham**

* Attended Perkins CAB (Consumer Advisory Board) Meeting

**Commissioner Ball**

* Attended Sudbury Trustee Orientation
* Attended Kingston Trustees meeting to raise funds. Held in library parking lot. There were six breweries plus food trucks and games. Goal is to elevate the library to the community. They displayed their library of things.

**Commissioner Perille**

* Participated in 2 strategy calls about the Census
* Attended PR Committee Meeting
* Participated on State Aid webinar in September

**Commissioner DeBole**

* Director Lonergan brought her up to date on the Census meeting

**PUBLIC COMMENT**

**OLD BUSINESS**

There was no old business.

**ADJOURNMENT**

There being no further business, Commissioner Cluggish moved and Commissioner Ball seconded to adjourn the October 3, 2019 monthly business meeting of the Board of Library Commissioners at 1:03 P.M.



Mary Kronholm

Secretary