

Agenda
Board of Library Trustees
Jonathan Bourne Public Library
19 Sandwich Road,
Bourne, MA

February 26, 2018
5:15 p.m.
Library Meeting Room

Call to Order

- Is meeting being recorded?
- Correspondence to be presented?
- Approval of minutes of the January 9, 2018 meeting

Old Business

- Director's Report
- Budget
- Personnel
- Building and Grounds
 - Tree Reimbursement
- Friends of the Library Update

New Business

- Pajama Drive 2018!

Next Meeting

- Set Future Agenda Items
- Date for next meeting: March 20, 2018 at 5:15 p.m.

Adjournment

Respectfully submitted:

Stephanie Kelly

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road

Bourne, MA 02532

Minutes of the February 26, 2018 Trustees Meeting

Jonathan Bourne Public Library

Trustees Present

Kathryn Tura
Kristine Maginnis
Lorraine Young
Cynthia Barry

Staff Present

Patrick Marshall

Guest Present

Paul Gately

Trustees Absent

S. Kelly
K. Spilhaus

Call to Order: Meeting was called to order at 5:20 pm by K. Tura filling in for Chair S. Kelly. She asked “Is this meeting being recorded?” and “Is there any correspondence to be presented?” and all responded “No”.

Action Item: Approval of the minutes of the January 9, 2018 meeting- L. Young made a motion to accept them as presented and C. Barry seconded and the motion was carried by unanimous vote.

Old Business:

Directors Report: See attached. P. Marshall gave a review of his budget including a request for funding Monday operating hours in a presentation at the Selectmen’s meeting 2/20/18. He also presented his FY2017 Value of the Library Worksheet. The finance committee will look at the budget on March 5th at 7pm in the BHS library. P. Marshall also told the trustees that in light of recent events at other Massachusetts libraries, he was exploring adding cameras and panic buttons inside the JBPL. He will meet with a consultant from the alarm company for professional recommendations. He would also like to arrange for staff training programs on emergency situations and safety. More Hot Spots for circulation are on order due to the success of this new program.

Budget: See attached.

Personnel: No issues to report.

Buildings and Grounds: A check was received by the Friends from the donors’ family for the front tree.

Friends of the Library Update: L. Young reported that two presenters have been booked for the summer, Donald Nelson on 7/10 speaking on Chappaquiddick and Mark Black, a musician on 8/7. The Book sale is set for 6/18 to 6/23/18. Trash to Treasure is scheduled for 9/15/18. The Friends newsletter will be adding a feature on a prominent person from the library community. Their next meeting is scheduled for 3/26/18.

New Business: P. Marshall reported that we are almost halfway to our goal of 2300 pajamas to collect for the Boston Bruins/Cradles to Crayons 2018 Pajama Drive which runs through March 15th. On 2/22/18 at the children's bowling event, the MBLC and Boston Bruins presented Bourne with a special Bruins jersey signed by players. It can be viewed in the front display case. To help achieve this year's goal, PJ's for fines, raffle baskets, and three children's programs are happening. P. Marshall thanked Kohl's stores, Ryan's Family Amusements, The Bourne Recreation Authority and the many people who contributed to raffle baskets and are helping the cause.

Next Meeting- Tentatively scheduled for March 20, 2018 at 5:15 pm. No agenda items at this time.

Adjournment- L. Young made a motion to adjourn the meeting at 6:11pm and it was seconded by C. Barry and the motion was carried by unanimous vote.

Respectfully submitted,
Kristine Maginnis

Director's Report
February 26, 2018
(January/February Activity)

- 1/22/18 – Advisors from Mass Library System in to evaluate building and think about changes which might be able to be made. This is in conjunction with Tucker Library Furniture who were in earlier to do the same. Informal discussion but they seem to feel we have been, and continue to be, on the right path.
- 1/22/18 - Handicapped Mobility in to repair automatic door buttons.
- 1/23/18 – Bourne TV in to film a segment about the library and what events were upcoming.
- Weeding of nonfiction continues. Now in the late 700s.
- 1/26/18 – Book delivery to Royal Crest in Buzzards Bay.
- 2/9/18 – Monthly DVD, Book on CD, eBooks and eAudio items ordered.
- 2/14/18 – CLAMS monthly board meeting and Membership meeting.
- 2/20/18 – 6 Degrees Networking meeting in the a.m.
- 2/20/18 – Selectmen's Meeting to go over request in FY 19 budget for additional open hours.
- 2/21/18 – CLAMS Finance committee meeting
- 2/22/18 – MBLC and Boston Bruins present Bourne with a special Bruins jersey signed by all the players for our contributions to the Pajama Drive over the past years.

Finance Committee budget review will be held on Monday, March 5th at 7:00 p.m. at the high school library.

Boston Bruins/Cradles to Crayons Pajama Drive is in full swing. At the half way point, we are over 1,000 pairs of pajamas with our goal of 2,300 in reach. Donations will be collected until March 15th. Special thanks to Kohl's, Ryan's Family Amusement, Bourne Recreation Authority and many people who have made raffle baskets for us. This is always a fun time for the library and community as a whole.

In light of recent tragedies in schools and libraries, we will be looking to add cameras and panic buttons inside the library. A consultant from our alarm company will be scheduling time with me to look over possibilities. I would also like to look into safety training of some sort for the staff.

Love Your Library Week will be held April 9th through 15th. We have a few programs planned for this year and would like to really build this up as an event.

Hot spots have been very popular. Our two have been out since we started the program. We are in the process of ordering three more to have for circulation.

Respectfully submitted,
Patrick W. Marshall

Budget Report						
Jonathan Bourne Public Library						
FY 18 February 26, 2018						
Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent	
Salaries - Dept Heads	5111	\$ 107,903.00	\$ 70,554.76	\$ 37,348.24	65.39%	
Salaries - Supervisors	5112	\$ 199,843.00	\$ 130,678.66	\$ 69,164.34	65.39%	
Salaries - Clerical/ Secretary	5113	\$ 179,397.00	\$ 114,466.07	\$ 64,930.93	63.81%	
Salaries - Hourly Employees	5117	\$ 28,398.00	\$ 15,952.80	\$ 12,445.20	56.18%	
Salaries - Longevity	5141	\$ 2,441.00	\$ 2,670.00	\$ (229.00)	109.38%	
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 1,356.00	\$ 444.00	75.33%	
TOTAL SALARY		\$ 519,782.00	\$ 335,678.29	\$ 184,103.71	64.58%	
Heating Fuel	5212	\$ 7,000.00	\$ 4,779.36	\$ 2,220.64	68.28%	
Non Energy - Water	5230	\$ 400.00	\$ 136.50	\$ 263.50	34.13%	
R &M Miscellaneous	5240	\$ 7,000.00	\$ 3,087.96	\$ 3,912.04	44.11%	
R &M Office Equipment	5245	\$ 500.00	\$ 385.73	\$ 114.27	77.15%	
R &M Machine Repair Contract	5246	\$ 6,200.00	\$ 4,162.50	\$ 2,037.50	67.14%	
Rentals - Misc Equipment	5275	\$ 250.00	\$ 111.38	\$ 138.62	44.55%	
Services - Data Processing	5305	\$ 50,000.00	\$ 41,875.82	\$ 8,124.18	83.75%	
Communications - Telephone	5340	\$ 850.00	\$ 333.23	\$ 516.77	39.20%	
Postage	5341	\$ 500.00	\$ -	\$ 500.00	0.00%	
Office Supplies - General	5420	\$ 1,000.00	\$ 230.61	\$ 769.39	23.06%	
Office Supplies - Copy Machine	5421	\$ 500.00	\$ 190.96	\$ 309.04	38.19%	
Bldg/equip supplies-operational	5430	\$ 4,250.00	\$ 2,196.85	\$ 2,053.15	51.69%	
Bldg/equip supplies- other (1)	5435	\$ 528.72	\$ 43.45	\$ 485.27	8.22%	
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 1,253.53	\$ 746.47	62.68%	
Other supplies - Books (2)	5580	\$ 79,194.06	\$ 59,132.27	\$ 20,061.79	74.67%	

Other supplies - Magazines	5581	\$ 8,000.00	\$ 6,470.06	\$ 1,529.94	80.88%	
Other Supplies - Misc.	5595	\$ 400.00	\$ 10.03	\$ 389.97	2.51%	
Travel	5710	\$ 200.00	\$ 238.61	\$ (38.61)	119.31%	
Dues	5730	\$ 300.00	\$ 310.00	\$ (10.00)	103.33%	
TOTAL EXPENSES		\$ 169,072.78	\$ 124,948.85	\$ 44,123.93	73.90%	
	TOTAL	\$ 688,854.78	\$ 460,627.14	\$ 228,227.64	66.87%	
		Start Balance	Expen. To date	Income to date	Account Bal	
Revolving Fund	3534	\$ 8,765.41	\$ 10,212.96	\$ 6,435.69	\$ 4,988.14	
Library Gifts & Donations	4849	\$ 17,210.25	\$ 17,488.32	\$ 10,926.50	\$ 10,648.43	
Lib Incentive & MIG Grant	3402	\$ 47,074.56	\$ 8,720.91	\$ 10,669.01	\$ 49,022.66	
Accounts Removed	5211 Electricity		5307 Prof Development			
from prior Fiscal Years	5342 Printing		5343 Advertising			
(1) 28.72 encumbered from FY 17						
(2) \$1,194.06 encumbered from FY 17						

FY 2017 Value of the Library

Input Your Quantity of Use	Library Services	Retail Value	Value of Services
46663	Adult Books Borrowed	\$17.00	\$793,271
1979	Young Adult Books Borrowed	\$12.00	\$23,748
22606	Children's Books Borrowed	\$17.00	\$384,302
2205	Magazines Borrowed	\$5.00	\$11,025
29744	Movies Borrowed	\$4.00	\$118,976
9140	Audio (BoCD, Tape, CD's)	\$9.95	\$90,943
15515	Downloadable e-books and Audio	\$15.00	\$232,725
4103	Downloadable Music	\$1.00	\$4,103
22067	Interlibrary Loan	\$25.00	\$551,675
785	Museum Passes	\$20.00	\$15,700
1126	Meeting Room Use (per hour)	\$25.00	\$28,150
1638	Adult Programs Attended	\$15.00	\$24,570
275	Young Adult Programs Attended	\$12.00	\$3,300
5061	Children's Programs Attended	\$7.00	\$35,427
17992	Database Searches	\$19.95	\$358,940
6188	Hours of Computer Use (e.g. internet, MS Word)	\$12.00	\$74,256
	Total Value		\$2,751,111

FY2017 Library Budget \$618,698

Return on investment = 445%

For every dollar of the library budget,
\$4.45 was returned to the public in services and
materials

Jonathan Bourne Public Library
Your Library - When you want it- Where you want it.
Library at a Glance – FY 17 Stats and More

Mission

The JBPL stimulates people’s imaginations, supports parents who want their children to become readers and provides access to the online world for everyone.

Circulation

FY17 – Total checkouts 132,520 (Books = 71,248, eBooks =11,128 downloadable audio/video = 8,490)

Net borrowing FY 17 - We borrowed 22,067 items from other libraries and lent 16,758 items

Library Attendance

In FY 17 – 88,428 entered the library. Average per month is 7,369. Average per day is 343 people

Biggest month for attendance was August with an average of 455 people per day

Lowest month for attendance was March with an average of 297 people per day

Budget/ Staffing

FY 19 library budget request= \$720,928 budget which is 34.35 per capita or 1.00% of the general town budget.

Staffing – Current staffing for FY 18 = 312 hours per week with FTE of 8.3

(Rank 37th out of 52 in our group) State average for library of our population category (15,000 – 24,999) is 449 hours FTE 11.97 (Sandwich 516 hrs. per week FTE 14.74)

Requested 15 hour increase of staff time (\$16,304) would make 327 hours per week with FTE of 8.7 and allow for a full day of library service on Mondays each week.

Volunteers (those willing to be counted) – 41 regular volunteers in FY 17 totaling 1,544 hours. The payroll equivalent for this work would be \$46,135 (2016 Bureau of Labor Statistics -Massachusetts)

Holdings – Library has 128,572 items – including 58,441 books, 52,842 eBooks, and 7,692 downloadable audio materials.

Card Holders – Library has 11,679 registered borrowers in FY 17.

Programs – Library held 321 children and YA programs in FY 17 with 5,336 attendees

Library held 83 adult programs in FY 17 with 1,638 attendees

PROGRAMS – WHAT WE DO

Books in regular and large print format	Audio-books in CD, Playaway, and Downloadable formats
Movies in DVD and Downloadable formats	Children’s board books, games and toys
Magazines and Newspapers in regular and downloadable formats	
EBooks and eReaders	Access to 75 Online Databases

Computers for public use	Interlibrary Loan – (Delivery of requested library materials)	
Museum Passes	Access to 33 public libraries with your CLAMS card	
Technology assistance and instruction	Career resources	Rotating Collections
Reference assistance online and in person	free in library Wi-Fi	
Fax machine	Meeting room usage	
Art shows/gallery	Community bulletin board	proctoring
Services to blind and physically challenged	STEAM resources	
School project assistance and resources	Hot Spots Portable Wi-Fi Access	Telescope

Children’s story times and programming including lap babies, pre-school and toddler programs, music and movement, parent talk, intergenerational stories and songs, hop skip read, book clubs, summer reading and seasonal programs.

Adult programs including author visits, workshops, concerts, book clubs and discussion groups.

Teens – Tech programs, book clubs, seasonal and summer reading programs

LIBRARY CERTIFICATION (Bourne currently in the 15,000 – 24,999 population group)

Open minimum 50 hours per week over 5 days including evenings and weekends

Open to all residents of Commonwealth, make no charges for normal library services, employ trained library personnel, lend to other certified libraries, and spend 15% of budget on materials.

Municipal Appropriation Requirement (For FY 19, Bourne needs \$661,488. Current FY 19 budget planned is \$720,928)

Future Thoughts/ Needs to Think About

Population growth within next 5 years puts us in next certification grouping (25,000 -49,999) where we will need to be open a minimum of 59 hours a week over 6 days.

Population changes within Bourne will have an older demographic – Need for more services for older adults

Physical plant no longer meets the needs of modern library for services, accessibility, ADA, etc.

Influence of technology will continue to increase. At the same time, books and traditional library services will continue to be in demand.

The library IS THE information place for the citizens of Bourne. Providing access for everyone, young, old, rich, poor, EVERYONE! The library is not just the physical building but also online, working with other groups and departments and providing programs around town. YOUR LIBRARY -WHEN YOU WANT IT AND WHERE.

Jonathan Bourne Public Library

FY 19 – Why Mondays and Other Questions Answered

Library Mission:

The JBPL stimulates people's imaginations, supports parents who want their children to become readers and provides access to the online world for everyone.

Board of Selectmen Mission: Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure coastline and environment for the enjoyment of residents and visitors. Through responsible and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community. Last line of the vision states: ...embraces excellent education, and the amenities that it affords and offers to citizens a healthy, active lifestyle.

REQUEST: \$16,304 to line item 5113 which would fund three employees currently at 30 hours a week for five additional hours each. This would allow the library to open a full day (roughly 9-5) on Mondays.

- Currently, Bourne is the only surrounding community NOT open 6 days a week. Falmouth, Mashpee, Barnstable, Plymouth and even Wareham are all open Monday – Saturday. Sandwich is not open Mondays but is open Sundays.
- Residents are currently required to go to other communities for library service on Mondays as the library in Bourne is closed.
- Surveys done in 2004, 2010 and 2015 for the library long range plans repeatedly have shown that respondents would like Monday hours.
- Currently, on Mondays, the library is doing 1 to 1.5 percent of the business for the entire CLAMS network. Mostly check in of library materials.
- Library meeting rooms being underutilized with closure of Mondays. Currently two groups from the Community Building are using it weekly with three other library and town groups requesting space.

CERTIFICATION: Does this request have anything to do with certification?

- Short answer is no: Library is required to be open 50 hours a week over 5 days with some evening and weekend hours. JBPL meets this goal as well as the other certification requirements.
- Long answer: Certification requirements are MINIMUM standards specified in M.G.L. Ch. 78, Sections 19A and 19B and in 605 CMR 4.00. Bourne falls in with communities between 15,000 and 24,999 in population. When met, certification allows a community to receive State Aid funding, apply for grants through the state and federal governments and, most importantly, allow residents to use public libraries across the Commonwealth. The important thing to remember is that these are minimum standards. **The request to be open Mondays is an attempt to provide the citizens of Bourne with library services common for communities of our size.**

BUDGET IMPACTS: How does this request impact the library budget?

- \$16,304 would increase hours for three 30 hour employees by 5 hours each.
- No new employees hired
- No change in benefits as these employees are already benefited positions
- **Library expense budget** requested increases is \$200 – **level funded** – so as to keep impact to overall town budget minimal. (Increase in water line item to support new gardens planted)
- Expense budget is \$17,150 off from the high of \$185,200 in FY 14.

Other Questions:

1. **Significance of hires pre and post July 1, 2012** – July 1, 2012 marks the changes in pay scales for Units A, B and BEA. Those hired before that date are under the old pay scales. Hired after and those employees are on the new pay scales. The three employees that would see their hours per week increase are all hired after July 1, 2012.
2. **What is differential pay – Line 5142?** – This is the night shift differential pay as covered in Union Contracts for Unit A and B. Current rate is \$4 per evening worked for library staff on second shift. (Library is open until 8:00 p.m. on Tuesday, Wednesday and Thursday.