

Agenda
Library Board of Trustees
Bourne Veterans Memorial Community Center

September 16th 2014 5:00pm

Approval August 12th, 2014 Minutes

New Business

Trustee Opening-Joint meeting with Board of Selectmen 9/16/14
5 Year Plan Direction
MOU with Friends
JBPL Policy

Updates

Little Free Library
Large Print rotating library
Director's Report
Personnel
Budget
Building & Grounds
Friends of the Library

Next Meeting

Set future agenda items
Set date

Adjournment

TRUSTEES OF THE JONATHAN BOURNE PUBLIC LIBRARY

19 Sandwich Road
Bourne, MA 02532

Minutes of the September 16, 2014 Trustees Meeting
Jonathan Bourne Public Library Meeting Room

Trustees Present

Kathryn Tura
Heather DiPaolo
Joan Simpson
Stephanie Kelly
Claudine Wrighter

Staff Present

Patrick Marshall

Guests Present

Joy Dalton, Friends of JBPL

Trustees Absent

Kristine Maginnis

Chair Person Kathryn Tura called the meeting to order at 5:10 pm.

Approval August 12, 2014 Minutes – Three amendments were made to the August 12, 2014 meeting minutes as indicated below:

- STEAM grant award was amended from \$7,000 to \$7,500.
- “Paul” Guerino changed to Tom Guerino.
- Jonathan Nelson’s last name added.

C. Wrighter moved that the August meeting minutes be approved as amended; J. Simpson seconded. Motion was carried by unanimous vote.

New Business –

- **Trustee Opening** – Two individuals are interested in filling the trustee opening created by J. Simpson’s resignation: Paul Gately and Karl Spilhaus. K. Tura announced that effective after the ensuing Selectmen’s meeting, a new trustee will be appointed because J. Simpson’s letter of resignation is effective as of today’s meeting. A discussion was held as to the application process.
- **MOU with Friends** – H. DiPaolo moved that the trustees accept the MOU as presented. K. Tura seconded the motion and it was carried by unanimous vote.
- **Five Year Plan Strategy** – This item was tabled to the October trustees meeting.
- **JBPL Policy Regarding Meeting Room Usage** – A discussion was held about meeting room and mezzanine usage. Trustees agreed to look at revising the policy related to this topic. P. Marshall will contact other libraries to see what they have in place and the subject will be revisited in November.

Updates –

- **Little Free Library** – A discussion about the progress of the Little Free Libraries included:
 - H. DiPaolo reported that all LFLs have been installed.
 - K. Tura suggested that the LFLs be registered under the library rather than under community steward groups. Trustees agreed to work on a policy about community between community steward groups, JBPL, and the Town.
 - H. DiPaolo led a discussion about promoting the LFLs through a scavenger hunt where individuals would take “selfies” with the LFLs to fill in a “passport.” K. Tura will discuss this idea with Miss Terry and with the Recreation Department. C. Wrighter will follow up with On Cape Time regarding making the signs.
- **Large Print Rotating Library** – P. Marshall and K. Tura are coordinating this and Cape Cod Residences is ready to receive the books next week.
- **Director’s Report** – Attached. P. Marshall also indicated that CLAMS has signed on to participate in an e-book beta testing pilot program. The pilot program includes all 5 publishers.
- **Annual Report** – Attached.
- **Budget** – Attached.

- Coffee Station – J. Simpson reported that Kate Haynes will take over purchasing and maintain the coffee station. At this point, it is financially self-sustaining.
- Building and Grounds –
 - P. Marshall has been in contact with the arborist and that he is planning on coming to the library during the week of the 29th.
 - H. Dipaolo reported that she had asked the Friends about funding professional lighting for the tree and that the total was quoted as \$1,030. This price does not include purchasing the lights or removing them after the holidays. H. Dipaolo will check with the DPW to see if they will be willing to install the lights. More discussion ensued about where the lights would be stored during the year and how many lights are needed. H. DiPaolo will forward the estimate to the Friends.
 - P. Marshall reported that Life Choice Hospice wants to sponsor a “tree of memories” – a small 6’ tree to be located on the front lawn and that they would like to have a small service. J. Simpson moved to approve the installation of the tree and the conducting of a memorial service. K. Tura seconded and the motion was carried by unanimous vote.
- Friends of the Library –
 - Joy Dalton reported that the Friends are looking into using a pod for storage for the book sale.
 - Joy also reported that the Friends Annual Luncheon Meeting is scheduled for October 20, 2014 at 11:00 a.m. at the library.
 - J. Simpson reported on the building fund account at Eastern Bank. J. Simpson and 3 other members of the Friends are signers on the account and there is almost \$100,000 in the fund.
 - Heather indicated that she needs the dates for Friends holiday events as soon as possible.

Next Meeting Date and Agenda Items – October 14, 2014 at 5 pm. Agenda items include:

- Update from Cheryl Bryan and Five Year Plan
- Update on Professional Lighting of Tree and Wreaths

Adjournment – K. Tura moved for adjournment. The motion was seconded by S. Kelly and carried by unanimous vote and the meeting was adjourned at 6:35 p.m.

Respectfully submitted

Stephanie G. Kelly

Director's Report
September 16, 2014 Board of Trustees Meeting
(August/September Activity)

- 8/13/14 – Staff evaluations begin. Town required evaluations of all employees. Meeting times set up with staff over the next week and a half with evaluations turned in to Human Resources Department at the end of the month.
- 8/18/14 – Massachusetts Library System Board Meeting – I have been asked to stay on the Board for another three year term.
- 8/22/14 – New bulletin board placed in foyer for library activities. Trying it out to see if it makes the area a bit more inviting and still provide the information about upcoming programs.
- 9/2/14 – First of series of job seeker programs. Original presenter resigned last minute but we were able to get a replacement speaker.
- 9/4/14 – CLAMS Finance Committee meeting
- 9/5/14 – Annual Report completed and sent off to Town Hall.
- 9/8/14 – Friends of the JBPL monthly board meeting.
- 9/10/14 – CLAMS Board meeting
- 9/15/14 – MLS Monthly Board Meeting.

Upcoming

- Part two of the State Reports is due in early October - Finance Report.
- SELFIN workshop in Falmouth – Friday 9/19/14 (Seeing and designing your library through your user's eyes)
- Job Seekers workshops – 4 workshops to finish out the grant series will take place September through first week of October. Includes resume writing, interviewing and presentation skills.
- Workshop on collection development in Lakeville on October 6th.

Terry Johnson has been successful in obtaining an LSTA grant – FULL STEAM AHEAD. \$7,500 earmarked for preschoolers introduction to the STEAM program. Also geared towards parents and helping them to understand what the program is all about. This is a one year program.

Job Seekers grant program ends in October. We have purchased a number of materials and held a number of programs geared towards those seeking employment and/or changing careers. I believe that overall this program has been a success.

As databases come up for renewal this fall, we will be looking at whether or not renewals are needed. At this time, usage for Universal Classroom has been fairly limited and we will probably cancel this database when our term expires in December.

Brian has begun hosting a weekly walk-in sessions for patrons on Thursday mornings. Anyone with questions regarding their eBooks, computers, databases, etc. can stop by without an appointment for a one-on-one session.

Respectfully submitted,
Patrick W. Marshall

Budget Report
Jonathan Bourne Public Library
FY 15 (September 12, 2014)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 98,440.00	\$ 20,366.75	\$ 78,073.25	20.69%
Salaries - Supervisors	5112	\$ 182,958.00	\$ 37,431.62	\$ 145,526.38	20.46%
Salaries - Clerical/ Secretary	5113	\$ 135,652.00	\$ 28,964.58	\$ 106,687.42	21.35%
Salaries - Hourly Employees	5117	\$ 22,956.00	\$ 4,275.07	\$ 18,680.93	18.62%
Salaries - Longevity	5141	\$ 1,684.00	\$ -	\$ 1,684.00	0.00%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 456.00	\$ 1,344.00	25.33%
TOTAL SALARY		\$ 443,490.00	\$ 91,494.02	\$ 351,995.98	20.63%
Electricity	5211	\$ 16,500.00	\$ -	\$ 16,500.00	0.00%
Heating Fuel	5212	\$ 8,470.00	\$ 12.46	\$ 8,457.54	0.15%
Non Energy - Water	5230	\$ 300.00	\$ -	\$ 300.00	0.00%
R &M Miscellaneous	5240	\$ 8,000.00	\$ 2,188.00	\$ 5,812.00	27.35%
R &M Office Equipment	5245	\$ 500.00	\$ -	\$ 500.00	0.00%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 2,113.00	\$ 4,587.00	31.54%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 32,925.89	\$ 12,074.11	73.17%
Professional Development	5307	\$ -	\$ -	\$ -	#DIV/0!
Communications - Telephone	5340	\$ 850.00	\$ 91.51	\$ 758.49	10.77%
Postage	5341	\$ 750.00	\$ -	\$ 750.00	0.00%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ -	\$ 900.00	0.00%
Office Supplies - Copy Machine	5421	\$ 500.00	\$ -	\$ 500.00	0.00%
Bldg/equip supplies-operational	5430	\$ 4,500.00	\$ 886.28	\$ 3,613.72	19.70%
Bldg/equip supplies- other	5435	\$ 500.00	\$ -	\$ 500.00	0.00%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 213.90	\$ 1,786.10	10.70%
Other supplies - Books	5580	\$ 75,000.00	\$ 19,605.79	\$ 55,394.21	26.14%
Other supplies - Magazines	5581	\$ 7,500.00	\$ 5,243.46	\$ 2,256.54	69.91%
Other Supplies - Misc.	5595	\$ 400.00	\$ -	\$ 400.00	0.00%
Travel	5710	\$ 250.00	\$ -	\$ 250.00	0.00%
Dues	5730	\$ 250.00	\$ 100.00	\$ 150.00	40.00%
TOTAL EXPENSES		\$ 179,120.00	\$ 63,380.29	\$ 115,739.71	35.38%
	TOTAL	\$ 622,610.00	\$ 154,874.31	\$ 467,735.69	24.88%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 2,296.29	\$ -	\$ 3,173.39	\$ 5,469.68
Library Gifts & Donations	4849	\$ 15,143.44	\$ 2,716.22	\$ 2,528.77	\$ 14,955.99
Lib Incentive & MIG Grant	3402	\$ 23,792.09	\$ 2,072.52	\$ -	\$ 21,719.57
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 6,482.23	\$ 3,500.00	\$ 1,017.77
****Goes by Federal FY(Oct-Sep)					

**Jonathan Bourne Public Library
19 Sandwich Road
Bourne, MA 02532**

**Patrick W Marshall
Director**

**Phone: 508-759-0644
Fax: 508-759-0647**

**Memorandum of Understanding Between
Trustees of the Jonathan Bourne Public Library
And
Friends of the Jonathan Bourne Public Library Inc.**

The following will constitute an operating agreement between the Trustees of the Jonathan Bourne Public Library and the Friends of the Jonathan Bourne Public Library Inc. It will stand until and unless it is modified by mutual agreement of the Jonathan Bourne Public Library administration and the Friends executive board. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501 © (3) organization, however, it is a legally distinct entity and is not a part of the Library.

The Library agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

The Library agrees to share with the Friends the library's strategic initiatives at the beginning of each fiscal year and discuss with Friends how their resources and support might help forward these initiatives.

The Library agrees to supply the Friends with a quarterly "wish list" each year that indicates the anticipated needs for Friends support.

The Library agrees to supply the Friends with staff support to assist them with development of the newsletter, mass mailings, meeting coordination, and Friends promotional materials.

The Library agrees to provide public space for Friends membership brochures and promotional materials.

The Library agrees to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

The Friends agree to publically support the Library and its policies.

The Friends agree to include a member from the library's administration as a non-voting presence at all Friends' meetings and to allow room on the agenda for a library report.

The Friends agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs unless otherwise agreed to by both the Friends and the Library.

The Friends agree that the library administration has the final say in accepting or declining any and all gifts made to the library.

The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband, allowing for a new Friends group to be established in the future.

The Friends and **Library Trustees** agree to establish a joint meeting annually.

Date adopted _____ Jonathan Bourne Public Library Board of Trustees
Date adopted _____ Friends of the Jonathan Bourne Public Library, Inc.

Annual Report FY 2014

<u>Trustees</u>	<u>Term Expires</u>
Heather A.M. DiPaolo (Chair)	2016
Kristine Maginnis	2016
Joan Simpson	2017
Stephanie Kelly	2017
Claudine Wrighter	2015
Kathryn Tura	2015

Library Staff (as of 6/30/14)

Patrick W Marshall –	Library Director
Diane M Ranney –	Assistant Director
Brian Meneses –	Information Systems Librarian
Terry L Johnson –	Children’s Librarian
Kathleen Gattoni –	Children’s Assistant
Kathleen Haynes –	Circulation Assistant
Lee M Savard –	Circulation Assistant
Ali Sherman –	Circulation Assistant
Barbara Lorentzen –	Circulation Assistant
Kathryn Demoranville –	Technical Services Assistant
Hazel Currence -	Custodian

To the Honorable Board of Selectmen and the Citizens of the Town of Bourne:

Fiscal Year 2014 was a busy year for the Jonathan Bourne Public Library. Usage statistics showed that town residents continued to rely heavily on their local library and the services which it provides. Throughout the year, staff worked diligently to keep up with the needs of our customers and the community as a whole, while at the same time overcoming the challenges that a public library faces today. It is an honor to be able to bring this end of year report to the people of Bourne and to hopefully show off some of the great things that are accomplished at their public library.

The past year saw a number of changes with staffing at the library. In August, Melissa Chase departed after many years of dedicated service to the citizens of Bourne. Her warm greetings and smiles for everyone are greatly missed. In October, Ali Sherman was welcomed into the library family to replace Melissa. In February, Debra DeJonker-Berry resigned from her position as the library’s first Information Technology Librarian. She was replaced by Brian Meneses in the spring. Rounding out the changes in staffing was the creation of a new, part-time Technical Services Assistant position in the fall. This position was filled by local resident Kathryn DeMoranville. All of our new staff members have dived into their respective jobs and have been warmly embraced by the Bourne Community.

As mentioned earlier, usage of the library continues to be strong. Circulation for FY14 was 156,577 items. This included 85,826 books, 41,947 videos, 11,577 audio items

and 2,714 periodicals. Of note is the continued increase in circulation for eBooks and downloadable audio materials (8,438 and 4,613 items respectively). These numbers reflect a steady use of traditional library materials and a marked increase from FY13 for technological resources.

In FY14, the Town of Bourne was a certified library in the Commonwealth of Massachusetts. This means that the library met the minimum standards set out in state law and statute. Because the town met these requirements, residents are able to borrow materials and use non-CLAMS libraries throughout the state. It also means that our users are able to have items shipped to them from other towns whether they are a part of CLAMS or not. This sharing of resources is well used by residents as 24,096 items were borrowed from other libraries by our users. Bourne is a net borrower as we sent out less items than were borrowed here. Only 20,438 items were lent out to other communities.

Even with our net-borrower status, the JBPL has plenty of items to choose from within our own collection. The library has a total of 86,528 items. This includes 60,503 books, 195 subscriptions, 4,257 videos and 3,755 audio materials. Our eBook collection has 12,340 items from which to choose as well as 4,820 downloadable audio items. These items help the library to provide materials to the community in a variety of formats.

The Children's Department saw heavy usage over the past year. The staff of 1.5 employees was able to conduct, plan and/or oversee 364 programs with an attendance of 5,907 people. Programs included a number of story times for all ages as well as monthly book discussion groups broken down by grade levels. The annual summer kick-off party and spring PJ dance party were each well attended. 196 children registered for the summer reading program with many more enjoying the storytellers, crafts and other family shows, which staff organized. Bourne parents and children continue to support their library and all it provides.

With any public library today, technology plays a key role in how services are provided. FY 2014 was no different for the JBPL. A number of big projects helped to provide better services for the public. This included an upgrade of the staff and public computer hardware throughout the year including an upgrade to Windows 7 for all machines. In January, CLAMS upgraded to the Sierra platform providing new features for the public and a cleaner online presence for everyone.

The addition of the Information Technology Librarian over a year ago has had a very positive affect on library services. Many technological issues (down printers, frozen computers, software upgrades) which were contracted out are now handled in-house. This has saved the town a lot of money in service fees. In addition, the librarian has been able to set up one-on-one sessions with customers to give hands-on assistance with all sorts of technological needs including downloading eBooks, setting up e-mails, applying for a job or school and so much more. Group trainings for eBooks and computer use have also been started with more planned in the upcoming fiscal year.

In FY14, the library was awarded a \$7,500 Job Seekers grant. This funding allowed library staff to provide a number of programs for those seeking employment as well as purchase new materials for the collection. One item purchased was a new database called Career Transitions. This database allows users to look for jobs, write resumes, conduct a mock interview, and work on practicing skills needed throughout the entire job search process. A new screen and media cart were also purchased allowing us to conduct better workshops and presentations anywhere within the library.

The biggest project of the year regarding the physical building was the installation of new thermostats throughout the building that tied in to the new boiler. Special thanks must be given to the Town of Bourne Facilities Director and his staff for working throughout the winter to get the controls working properly. Through their efforts, the Town was able to save a lot of money in contractor fees and allowed the building to be adequately heated and cooled for the first time in many years.

The Jonathan Bourne Public Library Board of Trustees had a busy year in FY14 working on various community projects. First and foremost, the Trustees managed to get a new tree to replace the one blown over in the 2013 Blizzard. Through community support and donations, a 20 foot evergreen was planted in time for the Christmas in Olde Bourne weekend. The Bourne Department of Public Works helped out with getting lights up in time and the community was able to enjoy a wonderful dedication ceremony.

Another big activity the Trustees worked on was the development of a Little Free Library program for Bourne. This program will install small weatherproof book boxes throughout the community where residents and visitors will be able to grab a book to read and/or drop off for others to enjoy. Students from Upper Cape Vocational Technical High School built the miniature libraries. Various town groups and individuals will take on stewardship of the LFLs, decorating and maintaining them year round. These libraries will be installed in the summer of 2014.

The Annual Town Election brought no changes to the Board as Joan Simpson and Stephanie Kelly were each re-elected. At their re-organization meeting, Kathryn Tura was voted in as Chair with Kristine Maginnis elected as Vice-Chair. Stephanie Kelly retained her position as Secretary.

Thanks to the Friends of the Jonathan Bourne Public Library, the library is able to provide services it otherwise would not be able to fund. The Friends continued to sponsor all children's programming at the library through their Beacon of Support Program. They have also sponsored some popular adult programs including the winter concert by Celtic Harpist Aine Minogue and the special teas held at the library. The annual book sale continues to be a big success as more people come to browse the many selections and provide the Friends with much of their annual funding. All museum passes were also funded by the Friends.

The library also benefits from a dedicated staff of volunteers and senior volunteers. Last year, nearly 2,000 hours of volunteer time was given by these dedicated individuals. These folks accomplish many of the routine projects and tasks that library staff are unable to get to. Duties include everything from covering books and calling patrons who have holds on materials to shelf reading and shelving materials. There is also a large number of people who don't register their time but are just as important with assisting the organizing of programs and working all over the community informing everyone of all that the library offers. We truly thank every one of our volunteers who help to make our library a success. Without them, we would not be able to function.

Finally, a library is only as good as its staff. The people of Bourne are fortunate to have a great staff working hard to provide the best library service possible. They continue to provide more with less and somehow manage to do it all with a smile day in and day out. To them, and all that they do, the Board of Trustees and Library Director say thank you.

There is no telling where the library can take you. Everyone is encouraged to come into the library and take advantage of all it has to offer. Grab a book, read a newspaper or just sit and relax. Many services, including downloadable music, eBooks and databases, are available from the comfort of your own home. The library is here for you, online at www.bournelibrary.org or on Facebook user name Jonathan Bourne Public Library.

Respectfully Submitted,

Patrick W. Marshall - Library Director
Kathryn Tura – Board of Trustees