

Agenda
Library Board of Trustees
Jonathan Bourne Public Library
Library Meeting room
Wednesday, January 29th 2014 5:00pm

Approval November 19th, 2013 Minutes

New Business

- Long Term Planning
- Re-visit Sub-Committee goals
- FY 2015

Updates

- Little Free Library
- Director's Report
- Personnel
- Building & Grounds
- Coffee station report
- Friends of the Library

Next Meeting

- Set future agenda items
- Set date

Adjournment

Jonathan Bourne Public Library
Board of Trustees

Minutes of meeting: January 29, 2014

Call to Order:

A regular meeting of the Jonathan Bourne Public Library (JBPL) Board of Trustees was held at the JBPL, in Bourne, MA, on January 29, 2014. The meeting convened at 5:05 P.M. Patrick Marshall, Library Director, was in attendance. Chairwoman, Heather DiPaolo presided; Kristine Maginnis acted as Secretary. Members of the Board in attendance were Claudine Wrighter and Kathryn Tura. Not in attendance: Stephanie Kelly and Joan Simpson. Guest: Paul Gately of The Bourne Courier.

Approval of Minutes:

Minutes of the November 19, 2013 meeting were approved.

New Business:

- Long Term Planning: It is time for a Long Range Plan to be done. Doing so will keep us eligible for grants with the Massachusetts Board of Library Commissioners. We need to solicit community feedback for this process. A consultant could also assist us. Patrick will try to get a representative from the Massachusetts Library System to attend our March or April meeting to go over the process with us. Heather thought this was a good idea.
- Re-visit Sub-Committee Goals: Little Free Library's (LFL's) may be able to be up and running by April or May per Kathryn. A meeting to present the project to the Bourne Board of Selectmen on Dec. 3, 2013 went well. She noted other libraries consulted are having overflow issues at their LFL's; this is a good sign of community participation. Heather will speak with her contact at Upper Cape Technical School and Town administrator Tom Guerino in regard to next steps.

Kathryn suggested also contacting nursing home and assisted living facilities to develop outreach relationships. Heather thought this was a good idea as we do not have branch libraries. Patrick said our large print books are being weeded out of circulation and possibly we could get these items rotated out to these facilities.

- Budget: Patrick will present the library department budget to the Selectmen on Feb. 10, 2014. The Town Administrator proposed a level funded budget. The town has reported a budget deficit. Deb DeJonker-Berry has resigned and Patrick is planning on her position being replaced in 2015 budget. Patrick shared a four page document "FY2013 Value of Library" and stated for every budgeted dollar, \$4.74 was returned to the public in services and materials. Some accomplishments discussed were wireless printing, the job seekers grant and "hoopla".

Directors' Report:

- The theft of DVD's has been a major issue; therefore they have been placed behind the desk again. It was deemed that security cases would be too expensive to purchase and too big for shelving.
- The heating system has not been running efficiently as the new thermostats installed by outside contractor have not been effective. Town facilities director Jonathan Nelson has been working hard to address this.
- Asst. Director Dianne Ranney is looking into the fact that we are one of a few Cape libraries who do not limit the number of DVD's borrowed at a time.
- Patrick planned on attending the annual Libraries of Cape Cod and Islands legislative breakfast in Mashpee on 2-7-14.
- Application for seismograph project grant filed on 12-18-13; no update yet.
- The Friends of the Library did not meet in Dec. 2013 so there is not an update from their group.

Building and Grounds:

- Library Director Patrick Marshall has submitted a letter dated today applying for Community Preservation funds for exterior painting and trim rot repair of the building at 19 Sandwich Road. Painting was last done in Oct. 2002. A vote by the board is needed to approve this request. As it was not posted on the meeting agenda, a vote by the board was tabled.

Next Meeting:

- Vote on CPC request for exterior painting/repair
- Revisit long term planning and sub-committees
- Update on LFL's
- Update on FY2015 Budget
- Update on DVD lending policy

Adjournment:

The January 29, 2014 meeting was adjourned at 6:00 p.m. The next meeting is scheduled for Tuesday February 25th, 2014 at 5:00 pm at the Jonathan Bourne Public Library.

Respectfully submitted by stand in Secretary
Kristine Maginnis

Date of Approval

Director's Report
January 21, 2014 Board of Trustees Meeting
(Nov - Jan Activity)

- 11/21/13 – CLAMS server upgraded. No real changes to operations.
- 11/2013 – Weeding of the Books on CD
- 11/25/13 – New tree planted.
- 11/26/13 – Meeting with Facilities Director regarding HVAC issues with building and the installation of energy efficiency systems.
- 12/3/13 – Selectmen's meeting regarding Little Free Libraries.
- 12/3/13 – DPW installs lights on tree. DPW has been such a major help during this tree planting project. This week they installed lights and came back to fix the lights. I really can't thank them enough.
- 12/6/13 – Christmas in Old Bourne Village program.
- 12/9/13 – Aine Minouge Concert – 55 people attended.
- 12/18/13 – Application for Cape Cod Foundation Grant for Seismograph project filed.
- 12/20-12/26/13 – Director away on vacation.
- 1/2 – 1/3/14 – All town offices close at 4 for snow and is closed all day on Friday per Town Administrator.
- 1/4/14– Discover that back fence has been pushed in by plow. Not much can be done til spring but DPW notified.
- 1/7/14 – DVD's are back in notebooks with empty cases on the shelves. This is what we did a few years ago and have gone back to this method in the hopes of stopping the theft which seems to be increasing.
- 1/13/14 – Mass Library System board meeting in Marlboro
- 1/14/14 – hoopla is live – Access to digital downloads of audio books, videos and music.
- 1/16/14 – Newsletter completed and released.
- 1/20/14 – CLAMS upgrade to Sierra. New Millennium release.

Heat continues to be an issue at the library, mostly the energy efficiencies installed during the fall. Facilities Director Jonathan Nelson and his staff have been looking over the system and trying to see how best to get it running the way it should. The system was poorly installed. Jonathan is working with the equipment suppliers and bypassing the group that installed the system.

Preliminary FY 15 Budget has been handed in. It is essentially level funded for FY 15. The Town is looking at a budget deficit of over a million dollars. A meeting between the Selectmen, School Department and the Finance Committee is planned to see about how to fund the upcoming fiscal year.

DVD theft continues to be a problem. The library has gone back to the original system of putting the discs in notebooks behind the desk and empty cases out for the public. It's not the best system but, without a good security system, no other option is available. DVD sets with multiple discs are kept in security cases. Items on the hold shelf are also put in security cases.

Respectfully submitted,
 Patrick W. Marshall

Budget Report
 Jonathan Bourne Public Library
 FY 14 (Jan 17, 2014)

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Salaries - Dept Heads	5111	\$ 92,950.00	\$ 51,639.43	\$ 41,310.57	55.56%
Salaries - Supervisors	5112	\$176,450.00	\$ 98,033.92	\$ 78,416.08	55.56%
Salaries - Clerical/ Secretary	5113	\$121,782.00	\$ 69,377.21	\$ 52,404.79	56.97%
Salaries - Hourly Employees	5117	\$ 25,254.00	\$ 10,842.52	\$ 14,411.48	42.93%
Salaries - Longevity	5141	\$ 2,111.00	\$ 1,490.00	\$ 621.00	70.58%
Salaries - Differential Pay	5142	\$ 1,800.00	\$ 996.00	\$ 804.00	55.33%
TOTAL SALARY		\$420,347.00	\$ 232,379.08	\$ 187,967.92	55.28%
Electricity	5211	\$ 16,500.00	\$ 9,108.77	\$ 7,391.23	55.20%
Heating Fuel	5212	\$ 11,000.00	\$ 1,536.83	\$ 9,463.17	13.97%
Non Energy - Water	5230	\$ 300.00	\$ 166.75	\$ 133.25	55.58%

R &M Miscellaneous	5240	\$ 8,000.00	\$ 6,931.42	\$ 1,068.58	86.64%
R &M Office Equipment	5245	\$ 500.00	\$ 674.00	\$ (174.00)	134.80%
R &M Machine Repair Contract	5246	\$ 6,700.00	\$ 5,019.00	\$ 1,681.00	74.91%
Rentals - Misc Equipment	5275	\$ 250.00	\$ -	\$ 250.00	0.00%
Services - Data Processing	5305	\$ 45,000.00	\$ 33,522.78	\$ 11,477.22	74.50%
Professional Development	5307	\$ -		\$ -	#DIV/0!
Communications - Telephone	5340	\$ 900.00	\$ 551.91	\$ 348.09	61.32%
Postage	5341	\$ 750.00	\$ 460.65	\$ 289.35	61.42%
Printing	5342	\$ -	\$ -	\$ -	#DIV/0!
Advertising	5343	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies - General	5420	\$ 900.00	\$ 319.94	\$ 580.06	35.55%
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 381.42	\$ 318.58	54.49%
Bldg/equip supplies-operational	5430	\$ 4,000.00	\$ 3,402.40	\$ 597.60	85.06%
Bldg/equip supplies- other	5435	\$ 500.00	\$ 379.55	\$ 120.45	75.91%
Custodial Supplies - Cleaning	5450	\$ 2,000.00	\$ 1,049.94	\$ 950.06	52.50%
Other supplies - Books ***	5580	\$ 79,000.00	\$ 47,767.42	\$ 31,232.58	60.47%
Other supplies - Magazines	5581	\$ 7,250.00	\$ 7,158.02	\$ 91.98	98.73%
Other Supplies - Misc.	5595	\$ 300.00	\$ 306.71	\$ (6.71)	102.24%
Travel	5710	\$ 400.00	\$ -	\$ 400.00	0.00%
Dues	5730	\$ 250.00	\$ 335.00	\$ (85.00)	134.00%
TOTAL EXPENSES		\$185,200.00	\$ 119,072.51	\$ 66,127.49	64.29%

***includes 4,000 from Oct TM	TOTAL	\$605,547.00	\$ 351,451.59	\$ 254,095.41	58.04%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	3534	\$ 9,620.56	\$ 10,993.31	\$ 7,190.87	\$ 5,818.12
Library Gifts & Donations	4849	\$ 12,238.64	\$ 3,248.98	\$ 6,768.82	\$ 15,758.48
Lib Incentive & MIG Grant	3402	\$ 37,795.07	\$ 26,722.63	\$ 8,430.44	\$ 19,502.88
Job Seekers *** (FY 14)	3496	\$ 4,000.00	\$ 3,253.64	\$ -	\$ 746.36
Teens & Tweens **** (FY 12)	3463	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
Teens & Tweens **** (FY 13)		\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
****Goes by Federal FY(Oct-Sep)					

**Budget Request Worksheet
Jonathan Bourne Public Library**

		Calculator						613,353 mar	621,922 mar	
Account	Acct #	FY 08 Expen	Fy 09 Expen	FY 10 Expen	FY 11 Expen	FY 12 Expen	FY 13 Expen	FY 14 Aprr	FY 15 budg.	Expl
Salaries - Dept Heads	5111	\$ 69,723.00	\$ 74,555.00	\$ 79,680.00	\$ 80,975.00	\$ 82,506.00	\$ 87,816.00	\$ 92,950.00	\$ 98,440.00	
Salaries - Supervisors	5112	\$162,906.00	\$170,878.00	\$177,572.00	\$179,829.00	\$122,417.00	\$168,554.00	\$176,450.00	\$182,958.00	
Salaries - Clerical/ Secretary	5113	\$103,522.00	\$108,007.00	\$115,025.00	\$116,514.00	\$104,777.00	\$125,697.00	\$121,782.00	\$135,652.00	
Salaries - Hourly Employees	5117	\$ 18,976.00	\$ 18,917.00	\$ 19,431.00	\$ 19,880.00	\$ 34,094.00	\$ 20,270.00	\$ 25,254.00	\$ 22,956.00	
Salaries - Longevity	5141	\$ 1,201.00	\$ 1,201.00	\$ 1,251.00	\$ 1,651.00	\$ 1,535.00	\$ 1,661.00	\$ 2,111.00	\$ 1,684.00	
Salaries - Differential Pay	5142	\$ 1,616.00	\$ 1,556.00	\$ 1,672.00	\$ 1,648.00	\$ 1,304.00	\$ 1,812.00	\$ 1,800.00	\$ 1,800.00	
Total		\$357,944.00	\$375,114.00	\$394,631.00	\$400,497.00	\$346,633.00	\$405,810.00	\$420,347.00	\$443,490.00	
Electricity	5211	\$ 16,195.00	\$ 18,526.00	\$ 14,377.00	\$ 16,117.00	\$ 12,016.00	\$ 12,395.00	\$ 16,500.00	\$ 16,500.00	
Heating Fuel	5212	\$ 11,611.00	\$ 21,387.00	\$ 13,836.00	\$ 12,064.00	\$ 10,229.00	\$ 7,240.00	\$ 11,000.00	\$ 8,470.00	
Non Energy - Water	5230	\$ 244.00	\$ 241.00	\$ 276.00	\$ 246.00	\$ 243.00	\$ 256.00	\$ 300.00	\$ 300.00	
R & M Miscellaneous	5240	\$ 4,739.00	\$ 19,113.00	\$ 9,583.00	\$ 11,293.00	\$ 10,578.00	\$ 6,756.00	\$ 8,000.00	\$ 8,000.00	
R & M Office Equipment	5245	\$ -	\$ 586.00	\$ 104.00	\$ 1,295.00	\$ 473.00	\$ 60.00	\$ 500.00	\$ 500.00	
R & M Machine Repair Contract	5246	\$ 4,477.00	\$ 4,140.00	\$ 5,338.00	\$ 5,275.00	\$ 6,022.00	\$ 7,573.00	\$ 6,700.00	\$ 6,700.00	
Rentals - Misc Equipment	5275	\$ 396.00	\$ 262.00	\$ -	\$ -	\$ -	\$ 224.00	\$ 250.00	\$ 250.00	
Services - Data Processing	5305	\$ 36,742.00	\$ 38,725.00	\$ 40,649.00	\$ 39,132.00	\$ 35,253.00	\$ 37,356.00	\$ 45,000.00	\$ 45,000.00	
Professional Development	5307	\$ 140.00	\$ 125.00	\$ -	\$ -	\$ -	\$ 95.00	\$ -		
Communications - Telephone	5340	\$ 741.00	\$ 971.00	\$ 805.00	\$ 808.00	\$ 788.00	\$ 662.00	\$ 900.00	\$ 850.00	
Postage	5341	\$ 2,685.00	\$ 1,073.00	\$ 1,400.00	\$ 1,012.00	\$ 508.00	\$ 1,092.00	\$ 750.00	\$ 750.00	
Printing	5342	\$ 111.00	\$ 41.00	\$ -	\$ -	\$ -	\$ -	\$ -		
Advertising	5343	\$ 138.00	\$ 121.00	\$ 51.00	\$ -	\$ -	\$ -	\$ -		
Total		\$ 78,219.00	\$105,311.00	\$ 86,419.00	\$ 87,242.00	\$ 76,110.00	\$ 73,709.00	\$ 89,900.00	\$ 87,320.00	
Office Supplies - General	5420	\$ 975.00	\$ 425.00	\$ 1,203.00	\$ 449.00	\$ 502.00	\$ 589.00	\$ 900.00	\$ 900.00	
Office Supplies - Copy Machine	5421	\$ 700.00	\$ 479.00	\$ 435.00	\$ 605.00	\$ 396.00	\$ 381.00	\$ 700.00	\$ 500.00	
Bldg/equip supplies-operational	5430	\$ 3,284.00	\$ 2,519.00	\$ 2,674.00	\$ 3,434.00	\$ 3,274.00	\$ 4,531.00	\$ 4,000.00	\$ 4,500.00	
Bldg/equip supplies- other	5435	\$ 332.00	\$ 403.00	\$ 340.00	\$ 33.00	\$ 481.00	\$ 1,025.00	\$ 500.00	\$ 500.00	
Custodial Supplies - Cleaning	5450	\$ 1,646.00	\$ 2,132.00	\$ 1,475.00	\$ 1,231.00	\$ 1,453.00	\$ 1,621.00	\$ 2,000.00	\$ 2,000.00	
Other supplies - Books	5580	\$ 72,699.00	\$ 68,310.00	\$ 72,307.00	\$ 69,505.00	\$ 51,107.00	\$ 77,169.00	\$ 79,000.00	\$ 75,000.00	fy14 4000fc
Other supplies - Magazines	5581	\$ 8,338.00	\$ 3,670.00	\$ 8,472.00	\$ 7,193.00	\$ 7,707.00	\$ 6,301.00	\$ 7,250.00	\$ 7,500.00	
Other Supplies - Misc.	5595	\$ 868.00	\$ 279.00	\$ 113.00	\$ 353.00	\$ 127.00	\$ 490.00	\$ 300.00	\$ 400.00	
Total		\$ 88,842.00	\$ 78,217.00	\$ 87,019.00	\$ 82,803.00	\$ 65,047.00	\$ 92,107.00	\$ 94,650.00	\$ 91,300.00	
Travel	5710	\$ 820.00	\$ 839.00	\$ 403.00	\$ 324.00	\$ 625.00	\$ 136.00	\$ 400.00	\$ 250.00	
Dues	5730	\$ 280.00	\$ 455.00	\$ 215.00	\$ 170.00	\$ 225.00	\$ 330.00	\$ 250.00	\$ 250.00	
Total		\$ 1,100.00	\$ 1,294.00	\$ 618.00	\$ 494.00	\$ 850.00	\$ 466.00	\$ 650.00	\$ 500.00	MAR
BUDGET TOTAL		\$526,105.00	\$559,936.00	\$568,687.00	\$571,036.00	\$488,640.00	\$572,092.00	\$605,547.00	\$622,610.00	621,922
Expense Total		\$168,161.00	\$184,822.00	\$174,056.00	\$170,539.00	\$142,007.00	\$166,282.00	\$185,200.00	\$179,120.00	

FY 2013 Value of the Library

Input Your Quantity of Use	Library Services	Retail Value	Value of Services
53579	Adult Books Borrowed	\$17.00	\$910,843
4213	Young Adult Books Borrowed	\$12.00	\$50,556
32125	Children's Books Borrowed	\$17.00	\$546,125
2925	Magazines Borrowed	\$5.00	\$14,625
40600	Movies Borrowed	\$4.00	\$162,400
11535	Audio (BoCD, Tape, CD's)	\$9.95	\$114,773
8272	Downloadable e-books and Audio	\$15.00	\$124,080
1877	Downloadable Music	\$1.00	\$1,877
23051	Interlibrary Loan	\$25.00	\$576,275
777	Museum Passes	\$20.00	\$15,540
1346	Meeting Room Use (per hour)	\$25.00	\$33,650
1597	Adult Programs Attended	\$15.00	\$23,955
475	Young Adult Programs Attended	\$12.00	\$5,700
7554	Children's Programs Attended	\$7.00	\$52,878
5434	Database Searches	\$19.95	\$108,408
7592	Hours of Computer Use (e.g. internet, MS Word)	\$12.00	\$91,104
	Total Value		\$2,832,790

FY 2013 Library Budget \$598,226

Return on investment = 474%

For every dollar of the library budget,
\$4.74 was returned to the public in services and materials

Jonathan Bourne Public Library

“The Best Bargain in Town”



Did You Know????

That the FY 14 Budget of \$600,547 is equal to \$29.23 per resident of Bourne? This equals roughly the cost of two hard cover books per year. This is roughly one (1) % of the total FY 14 town budget.

That in FY 13, Bourne circulated 156,206 items? This is up from FY 12 and includes a large increase in e-content. Numbers for FY 14 show that circulation is still rising.

That in FY 13, Bourne residents borrowed 23,055 items from libraries across Massachusetts? Many of these are items not owned by our library or are so popular we cannot get enough copies to meet demand. Bourne is a net borrower which means we borrow more than we send to other libraries. In FY 13, Bourne lent 19,921 items to other libraries.

That in FY 13, the children's department (a staff of 1.5 people) served 7,554 people in 438 various programs such as story hours, performances and other special events?

That, 102,867 walked into the library in FY 13? Average is 8,752 people a month. On average, 408 people per day used the library over the past year? The top three months of usage were July (with an average per day usage of 497 people), August (463) and June (455). The lowest month was December (356).

That, on average, 146 people used the computers at the library each week during FY 13? Computer usage included but was not limited to, surfing the Web, applying for jobs, writing reports, and paying bills. This was done with 9 public computers. Anecdotal evidence shows a large increase in Wi-Fi usage.

That the library is open 50 hours a week (the minimum State Requirement for certification) including 3 evenings and Saturdays? That it has 11,826 registered users (those with library cards) and has a collection of 80,030 items and 135 newspaper and serial subscriptions?

THERE'S NO LIMIT WHERE THE LIBRARY CAN TAKE YOU

Jonathan Bourne Public Library At a Glance FY 14

1. The mission of the Jonathan Bourne Public Library is, **“The JBPL Stimulates people’s imaginations, supports parents who want their children to become readers and provides access to the online world for everyone.”** The JBPL provides an equal and level playing field for the entire Bourne community through the provision of information, cultural activities and educational programs and support.
2. When people talk of regionalizing services, the JBPL has been doing it for quite some time now. As a member of CLAMS, your library card is accepted at 36 public and academic libraries on the Cape with holdings of nearly 2 million items. **Because the JBPL meets the minimum standards for library service and is certified by the Commonwealth, residents are able to borrow materials from any public library in Massachusetts.** CLAMS has been in operation for over 25 years providing library services to the entire Cape Cod region.
3. Because the **JBPL is a certified** public library, **roughly \$17,000 in State Aid will be received FY 14.** In the past, this money has been used to pay for our self check out terminals, new public server, building repairs and many other items which the town has been unable to fund. Certification has also allowed the library to receive funding from two LSTA Grants – Serving Teens and Tweens (\$15,00) and Serving Job Seekers (7,500) over the past 2 years.
4. The JBPL currently provides residents with **FREE access to roughly 70 online magazine and newspaper databases.** These databases ARE NOT available through Google or any other Internet search engine. The library itself has subscriptions to its own databases including Ancestry, Legal Forms and an Antique and Collectibles price guide. The library also provides downloadable e-books, audio books, music and access to online courses. Services such as a MANGO (language learning database) and Universal Class (Real online classes) are also provided.

5. **The library made use of 72 volunteers, in FY 13, providing 1,778 hours of service.** The work they provided saved the Town a minimum of \$28,626 in salaries. (Based on \$16.10 per/hour at unit A step 1 grade 1). Work included shelving library materials, assisting with reports, processing materials and so much more. There are also many volunteers who do not count their hours and as a result, this number is lower than it actually is.
6. **Our Self Check-out Terminals have been doing roughly 52% of the checkouts** during the past year. This has freed up limited staff time resources to help customers with more involved library needs.

Your CLAMS card is your passport to the world.

Your CLAMS card is accepted at all 36 libraries comprising the CLAMS Network.

These libraries include:



Aquinnah, Barnstable, Bourne, Brewster, Cape Cod Community College, Centerville, Chatham, Chilmark, Cotuit, East Dennis, Dennis Memorial, Dennis Public, South Dennis, West Dennis, Eastham, Edgartown, Falmouth, Harwich, Hyannis, Marstons Mills, Mashpee, Nantucket, Oak Bluffs, Orleans, Osterville, Provincetown, Truro, Vineyard Haven, Wellfleet, West Barnstable, Woods Hole, West Falmouth, West Tisbury, South Yarmouth, West Yarmouth, Yarmouth Port.

But Wait, There's More!!!

By making sure the Jonathan Bourne Public Library meets the minimal state requirements of certification, as set by the Massachusetts Board of Library Commissioners, **BOURNE RESIDENTS ARE ABLE TO GET A LIBRARY CARD AT ANY CERTIFIED PUBLIC LIBRARY IN MASSACHUSETTS** giving them access to millions of items and electronic resources and content.