

FITCHBURG PUBLIC LIBRARY
BOARD OF TRUSTEES

January 9, 2019

FITCHBURG PUBLIC LIBRARY
610 Main Street, Fitchburg, MA

Trustees present were: Chair Jim Walsh, Michael Phaneuf, Martha Clark, Mary Rice Hurley, Rob Favini, Joanne Huse, and Jackie Kremer. Also present was Director Sharon Bernard.

PUBLIC COMMENT

There was no public comment.

CALL TO ORDER

The meeting was called to order at 6:39 p.m.

APPROVAL OF THE MINUTES

A motion to accept the minutes from October and December 2018 was approved with corrections.

CHAIR'S REPORT

Chair Walsh said that he had a conference call on January 11, 2019, with the leaders of the Pre-campaign Advisory Group to set agenda for January 23 to explore options for the New Market Tax Credits and whether to create a charitable foundation or use an existing one.

LIBRARIAN'S REPORT

Director Bernard reported that the first State Aid payment has been received.

She mentioned that Amy West will be taking over as the new Literacy Volunteer Coordinator. She suggested creating a formal agreement between the library and Literacy Volunteers.

Director Bernard said that the library has a new intern, Sharon Rhoades, who will work 120 hours over the next four months.

She also mentioned that Tax Preparation by the AARP will begin in February. The income level for this free service is earnings below \$60,000. The volunteers will be available 2 days a week. Appointments may be made after January 21.

Central Massachusetts Library Advocates is a new group formed to be a "Voice for our communities." The website is <https://www.cmlagroup.org/> The goal is to fill gaps of the Massachusetts Library System and bring libraries together. It is a 501 (c) (3) charitable organization so all donations will be tax deductible. Trustees, staff, and residents are encouraged to join.

COMMITTEE REPORTS

Finance Committee—Mike Phaneuf distributed the figures for the trust fund, stating that the market is down but some funds are up. Jim Hohman suggested not to change anything at this time. As of today, January 9, the Wallace Funds were up. The monthly report is just a snapshot in time.

The Chris Christie donation was discussed. 10 % of 1/3 of Mr. Christie's estate was donated to the Fitchburg Public Library. The trustees received approximately \$36,500. The funds are in a money market account. A motion was made, seconded and approved to invest the principle for future use in an Unrestricted Trust Fund. Next month, the Harry Wiitala Fund will be discussed.

The FY2018 Assessment handout showing C/WMars and the value of their service was distributed.

Legislative Affairs—The Legislative Agenda of the Massachusetts Board of Library Commissioners (MBLC) focuses on Line #7000-9401, Massachusetts Public Library Construction Program (MPLCP). The MBLC is seeking a new \$250,000,000 bond authorization to support the successful MPLCP. The MPLCP is also requesting that the annual budget cap increase from \$20,000,000 to \$25,000,000 in order to move the projects through faster. Contact Representative Hay and Senator Tran to ask for their support.

The next Legislative Breakfast is January 18, 2019, at the Leominster Public Library.

Legislative Day in Boston is Tuesday, March 5, 2019. The library has applied for the showcase to present the author of the two books that were commissioned as part of the LSTA Customer Service in the Digital Age grant that we received from the MBLC with funds from the Federal Institute of Museum and Library Science program.

Policy Committee—There were no reports.

NEW BUSINESS

Cindy Morawski's retirement party is January 18, 2019, at the Fay Club.

OLD BUSINESS

Library Anniversary—Jim will e-mail the committee.

Director Bernard's evaluation will be given in March.

Trustee Jackie Kremer spoke of the concerns facing our public school libraries. How does this affect our library and what, if anything, we can do to help? There is only one professional school library in the district. The other libraries are run by volunteers or para-professionals. Students are not learning library skills in school.

ADJOURNMENT

The meeting adjourned at 7:28 p.m.

Respectfully submitted
By Mary Rice Hurley



Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

December 13, 2018

Jim Walsh, Trustee Chair
Fitchburg Public Library,
610 Main St.
Fitchburg, MA 01420

re: Fitchburg Public Library

On December 6, 2018, the Board of Library Commissioners certified the City of Fitchburg to participate in the FY2019 State Aid to Public Libraries Program. In doing so, the Board reviewed the library's FY2018 compliance with Minimum Standards for Free Public Library Service and the municipality's FY2019 compliance with the Municipal Appropriation Requirement.

Fitchburg has been certified based upon the accommodation policy approved by the Commissioners on October 6, 2016. Fitchburg's award is reduced by 12% due to partial compliance with the minimum standards.

For FY2019, there will be two State Aid to Public Libraries award payments. Each payment will represent approximately half of the total annual award, depending on budget conditions.

In the next few weeks, the State Treasurer's office will issue the first State Aid to Public Libraries award payment to the City of Fitchburg in the following amounts as an electronic transfer:

FY2019 Library Incentive Grant (LIG)	\$ 12,340.47
FY2019 Municipal Equalization Grant (MEG)	\$ 17,542.21
FY2019 Nonresident Circulation Offset (NRC)	\$ 932.45
Total	\$ 30,815.13

The second payment will be sent to the City of Fitchburg by the last quarter of FY2019.

Multiple payments are necessary due to the state's incremental allotment of State Aid to Public Library funds for distribution to cities and towns throughout the year.

State Aid to Public Libraries may not be used toward meeting the Municipal Appropriation Requirement, as stated in Chapter 154, Acts of 2018 of the Massachusetts Legislature. Annual state budget language also requires that "any payment made under this item shall be deposited with the treasurer of the city or town and held as a separate account and shall be expended by the public library of such city or town without appropriation" (Ch. 154, Acts of 2018).

Sincerely,

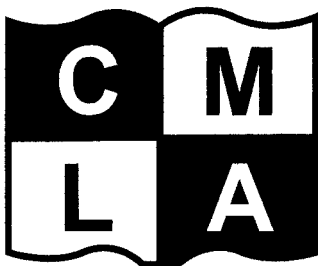
James M. Lonergan
Director

Enclosures: Ch. 154, Acts of 2018, FY2019 State Aid to Public Libraries Fact Sheet
cc: Fitchburg Public Library, Fitchburg, Treasurer, the City of Fitchburg

Massachusetts Board of Library Commissioners
98 N. Washington St., Suite 401, Boston, MA 02114
P:800-952-7403(in-state only)
P:617-725-1860
F:617-725-0140

mass.gov/libraries
(consumer portal)

mass.gov/mblc
(agency site)



Central Massachusetts Library Advocates

A voice for our communities

Your financial support translates into better programs and services at *your* Public Library!

CMLA Membership Form

Mail to: CMLA, c/o C/W MARS, Inc., 67 Millbrook St., Suite 201, Worcester, MA 01601

Please make checks payable to: CMLA

Name _____

Address _____

City/Zip _____

Telephone _____ email _____

Annual Membership (October to September)

_____ Library Champion \$150

_____ Business or Institution \$100

_____ Friends/Library Group \$50

_____ Family/Household \$50

_____ Individual \$25

_____ Student/Senior/Retiree \$10

_____ Open Enclosed is the Amount \$ _____

_____ **Check here if you are interested in joining a committee!**

Circle one: PR, Legislative Breakfast, Membership, Programming

Annual Member Meetings are held in the fall. Members are welcome at all Board Meetings.

A schedule is posted on the website - cmlagroup.org

Thank You for your support!

Your donation is tax deductible! We are a 501(c)(3) organization.

Fitchburg Public Library
Investment Performance
12/31/17-12/31/18

Investment Objectives **The investments comprising the Fitchburg Public Library shall be managed prudently with a primary emphasis on growth oriented securities that yield a reasonable rate of return.**

Alice & Rodney Wallace Funds **Stocks-68% Bonds-29% Money Market-3%**

Market Value 12/31/17	Market Value 12/31/18	Percent Change	Estimated Annual Income	Annual %Income
\$1,080,293	\$1,022,124	- 5.38%	\$28,892	2.83%

Other Funds **Stocks-13% Bonds-63% Money Market-24%**

Market Value 12/31/17	Market Value 12/31/18	Percent Change	Estimated Annual Income	Annual %Income
\$ 706,953	\$ 725,692	+ 2.65%	\$21,600	2.98%
TOTAL				
\$1,787,246	\$1,747,816	- 2.21%	\$50,492	2.89%

	12/31/2017	12/31/2018	Income Balance as of 12/31/2018
Restricted	\$330,985.04	\$327,890.29	\$ 41,559.23
Unrestricted	\$375,967.60	\$397,801.75	\$ 44,528.77
Total	\$706,952.64	\$725,692.04	\$ 86,088.00

FY2018 Assessment

Fitchburg

	Count	Usage Based Value	Replacement Value
Network Line	1	\$ 2,566.00	\$ 2,566.00
Support Tickets/Training & Visits	55/4	\$ 1,475.00	\$ 5,000.00
ILS (annual costs)	1	\$ 9,931.00	\$ 12,000.00
Cataloging Services	6,347	\$ 44,429.00	\$ 44,429.00
Original Cataloging	7	\$ 245.00	\$ 245.00
Titles Borrowed	19,300	\$ 231,600.00	\$ 231,600.00
Ebooks Borrowed	10,189	\$ 168,119.00	\$ 142,500.00
Online Resources	1	\$ 638.00	\$ 3,000.00
Total Value		\$ 459,003.00	\$ 441,340.00
subtract Assessment		\$ 35,051.00	\$ 35,051.00
Value of Membership		\$ 423,952.00	\$ 406,289.00

MBLC Grants

Library Direct Costs	\$ 39,558.00	cost to library without state grants
Infrastructure Grant	\$ 490.00	MBLC 7000-9506 Funded Grants (These grants are not given out on a per library basis. This calculation is based on the activity in each area)
Resource Sharing	\$ 2,178.00	
Small Libraries in Network (SLIN)	\$ -	
Telecommunications	\$ 1,839.00	
Actual Assessment	\$ 35,051.00	what the library paid
MBLC Grants Total Offset	\$ 4,507.00	offset to the library due to state grants

Item	Definition
Network Line	Exact Cost of C/W MARS Network Connection
Support Tickets/Training & Visits	Estimated based on \$25/support call \$450/training session or visit
ILS	Estimate of minimum cost of ILS. Cost estimates are conservative.
Cataloging Services	Estimate of your additional costs for staffing to download and load OCLC records as well as maintain bibliographic records.
Original Cataloging	Estimate of costs for original cataloging at central site for your library. (\$35/Record)
Titles Borrowed	Estimated cost if library purchased 50% unique title received from another C/W MARS library (using FY2014). The average cost was determined by the average value of borrowed titles in the catalog which is \$24.00.
Ebooks Borrowed	Usage value is based on purchasing 50% of titles used at \$33 per title. Replacement value based on 30% of C/W MARS total Cost.
Online Resources	Estimated cost for subscription to online resources which currently include ContentCafe for cover images and Novelist