

The Holmes Public Library

470 Plymouth Street

Halifax, MA 02338

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To: Members of the Board of Selectmen and Finance Committee
CC: Charlie Seelig, Town Administrator
Sandra Nolan, Town Accountant
From: Debra DeJonker-Berry, Library Director for the Board of Library Trustees
Re: FY2011 Library Budget
Date: January 7, 2010

The enclosed FY2011 budget request for \$279,249 reflects the Town's 3% budget reduction guidelines and the elimination of Step Raises. This proposed budget and a projection of level-funded budgets through FY2013 will result in the Library **not** meeting the State's Municipal Appropriations Requirements for Certification, and ultimately, in FY2013, Decertification (see attached Municipal Appropriations Requirement worksheet). To avoid Decertification in FY2013¹, the Town Library appropriation must cumulatively increase by \$17,830 from \$279,249 in FY2011 to \$297,079 in FY2013. In addition, in terms of meeting the increasing demand for library services, the Library is already trying to incorporate a 32% decrease in State funding²

Library Staff, Trustees and Friends have developed a plan to mitigate the impact of no action on our part which could ultimately lead to Decertification in FY2013. Together, we are requesting that the Board of Selectmen, Finance Committee and Town Meeting support our proposed budget and work with the Library to implement the following plan to address the budget short-falls for the following three Fiscal Years.

Our plan will require several Town Meeting votes which will set up three new revolving accounts for FY2011 that will bring the Library Municipal Appropriations Requirement up to the level required for Certification (\$286,984 for FY2011.) These new Revolving Funds will introduce new fees and services to the Library, and because Town Meeting authorizes these funds, they are considered "appropriated" and thus count towards the Requirement.

The new Revolving Funds are described in the attachment and include the introduction of a new (duplicate) Rental book collection; introducing late fees on Audiovisual Materials; and offering a new color photocopier service at the Library. Library Staff project that together these three funds should collect the needed \$7,750 needed to fill in the Certification Gap for FY2011. Moreover, because any monies raised in these Revolving Funds exceeding the projected \$7,750

¹ According to Dianne Carty, at the Massachusetts Board of Library Commissioners, Halifax can apply for a Waiver in FY2011 and FY2012, but in order to be certified, the Town must **meet** the Municipal Appropriations Requirement For FY2013 which is \$297,079

² The Library received \$12680 in FY2009 in the Incentive Grant; we are anticipating \$8648 in FY2010. These funds are used primarily to supplement the Town appropriation for the SAILS library network fees

gap will only raise the Requirement for the following year, the Library will turn over any monies raised in excess of the amount needed to fill the FY 2011 Certification Gap to the General Fund.

The question “Why does Certification matter?” probably comes up every year. The traditional answer, of course, is to site the Bridgewater Library example: Bridgewater patrons are denied borrowing privileges at neighboring libraries, and, for these patrons living in today’s world of resource sharing, their library’s Decertification has substantially reduced their quality of life. In this age of “information haves” and “have-nots,” the need for access to library resources is greater than it has ever been before. Moreover, there is a historic trend of declining property values in communities with decertified libraries.

In Halifax’s case, loss of Certification means ineligibility to apply for key State grants. This year, the Library has submitted a Letter of Intent for a \$6,400 grant called “Next Chapter”: Vital Aging for Older Active Adults. The following year, the Library will apply for a \$7,500 grant on sustainability called “How Green is my Library”?

Finally, loss of Certification will impact the Library’s intent to apply for another Public Library Construction grant. In 1991 the Library was awarded a \$75,000 construction grant which funded 20% of the total construction cost. That construction project was designed to meet a 20-year need. In 2011, that 20-year planning horizon will be over. In fact, the library is showing signs that it is nearing the end of its useful life: The roof needs to be replaced, the HVAC systems are continually in need of repair, and many of the program spaces, in particular the Children’s Room, Meeting Room and Technology Centers are inadequate to meet 21st century needs.

The Library Trustees and Staff want the Town to be in a position to apply for the next grant opportunity. That grant round will fund at a minimum 60% of the total construction cost of up to \$1.2 million (63% if the facility meets LEED Certification). In order to bring the Library to the point where it qualifies to apply for this grant, Halifax must be certified; the proposed renovation must meet the 20-year need of the community as outlined in the Library’s Building program; the library must have completed a Long-Range Plan; the library facility needs must be mentioned in the Town’s Master Plan; and a Project Manager and Architect must be hired to prepare schematic and site plans.

While this may seem like a very long laundry list, it is do-able over the next few years. The Trustees are considering the question as to whether the Library’s Trust funds would serve as a “down payment” towards the funds needed for architectural services, combined with additional fundraising, grants and a Town appropriation. Working through a building plan will allow the Town to address the Library’s facility needs in a methodical and economical way.

The need for a new roof at the Library is real, however, and the Building Committee’s work with the Engineering firm of Thompson & Lichtner must be part of the overall plan. The Trustees are committed to working with the Building Committee to make sure that the Library remains safe and habitable while the construction planning is performed³.

³ <http://mblc.state.ma.us/grants/construction/program/605cmr6.pdf> . The Library will have access to Board of Library Commissioners’ funding in a case when an emergency situation is created when an existing library is rendered permanently unusable

Municipal Appropriations Requirement Worksheet

I. MUNICIPAL APPROPRIATIONS REQUIREMENT		FY2010	YEAR I	FY2011	YEAR II	FY2012	YEAR III	FY2013
A. Year 1	FY2007	\$260,260	FY2008	\$268,851	FY2009	\$281,766	FY2010	\$289,336
B. Year 2	FY2008	\$268,851	FY2009	\$281,766	FY2010	\$289,336	FY2011	\$286,984
C. Year 3 MAR	FY2009 MAR	\$265,867	FY2010 MAR	\$277,050	FY2011 MAR	\$286,984	FY2012 MAR	\$293,179
D. Year 3 TAMI	FY2009 TAMI	\$281,766	FY2010 TAMI	\$289,336	FY2011 TAMI	\$286,984	FY2012 TAMI	\$293,179
E. HIGHER LINE C OR LINE D		\$281,766		\$289,336		\$286,984		\$293,179
F. ADD LINES A, B & E		\$810,877		\$839,953		\$858,086		\$869,499
G. DIVIDE BY 3		\$270,292		\$279,984		\$286,029		\$289,833
H. MULTIPLY G BY 1.025 TO G	FY2010 MAR	\$277,050	FY2011 MAR	\$286,984	FY2012 MAR	\$293,179	FY2013 MAR	\$297,079
I. PROJECTED TAMI	FY2010 PROJECTED TAMI	\$289,336	FY2011 PROJECTED TAMI	\$286,984	FY2012 PROJECTED TAMI	\$293,179	FY2012 PROJECTED TAMI	\$297,079
Town Meeting		\$287,886						
3% reduction				\$279,249				
Needed for Certificatin				\$286,984		\$293,179		\$297,079
Certification Gap				\$7,735		\$13,930		\$17,830

II. PROPOSAL TO MEET MUNICIPAL APPROPRIATIONS REQUIREMENT: Town Meeting Adopts Three Revolving Funds for New Services & Fees		
YEAR I		
Revolving Fund	FY2011 Certification Gap--Projected	Description of Service
Supplies (expand existing revolving fund)	\$3,000	New color printer, copier, fax from Zerox. Offer color copies and prints at fifty cents per page. Move the printer so it is more prominently displayed. Fees pay for supplies. These funds can be applied towards the State Requirement.
Rental Collection	\$4,000	The Friends of the Library will fund a new collection of Rental bestseller books (duplicates waiting list titles the Library already owns). The income (\$2.00 per week per book) will be kept in this fund for the purchase of new titles for this collection. The Friends of the Library will sponsor rentals by Senior Citizens. These purchases also count towards the materials Requirement.
Late Fees	\$750	Institute new fee for AudioVisual materials returned late--\$1.00 per item per day up to a maximum of \$5.00 per item
TOTAL	\$7,750	

TOWN MEETING ARTICLES
REVOLVING FUNDS

REQUESTED BY
THE BOARD OF LIBRARY TRUSTEES

COLOR PHOTOCOPY & FAX SERVICE

To see if the Town will vote to authorize the Board of Library Trustees to set up a revolving account in accordance with MGL Chapter 44, Section 53 E ½. Said account shall be for the costs associated with the expansion of the Library's printing service to include color photocopies, prints and faxes. The Library Trustees revolving fund is to be credited with all revenue from this service and to be expended by the Board of Library Trustees without further appropriation, not to exceed \$5,000 for the ensuing fiscal year, or to take any other action relative thereto.

DUPLICATE RENTAL COLLECTION

To see if the Town will vote to authorize the Board of Library Trustees to set up a revolving account in accordance with MGL Chapter 44, Section 53 E ½. Said account shall be for the costs associated with the creation and ongoing provision of a new Rental bestseller collection. The Library Trustees revolving fund is to be credited with all revenue from this service and to be expended by the Board of Library Trustees without further appropriation, not to exceed \$5,000 for the ensuing fiscal year, or to take any other action relative thereto.

LATE FEES ON MATERIALS

To see if the Town will vote to authorize the Board of Library Trustees to set up a revolving account in accordance with MGL Chapter 44, Section 53 E ½. Said account shall be set up from revenues received from overdue Audio Visual and other materials and expended for the costs associated with the expansion of the Audio-Visual collections. The Library Trustees revolving fund is to be credited with all revenue from these fees and to be expended by the Board of Library Trustees without further appropriation, not to exceed \$5,000 for the ensuing fiscal year, or to take any other action relative thereto.

Holmes Public Library
FY2011 Budget

Line Item	Payroll	Original	
812	Wages	\$ 135,287.62	
811	Director Salary	\$ 53,095.00	
813	Expense Budget	\$ 90,897.00	
	Materials	\$ 56,000.00	
	Adult Materials	\$ 25,683.00	
	YA Print	\$ 3,000.00	
	J Print	\$ 7,900.00	
	J Non-Print	\$ 1,500.00	
	Periodicals	\$ 5,000.00	
	Museum passes	\$ 2,500.00	
	Video/DVD	\$ 2,400.00	
	Books-on-tape	\$ 6,500.00	
	Music CD's	\$ 1,517.00	
	TOTAL MATERIALS	\$ 56,000.00	
	Operating Expenses	\$ 34,897.00	
	Supplies	\$ 3,600.00	
	Phone	\$ 2,000.00	
	Electric	\$ 18,000.00	
	Postage	\$ 260.00	
	Equipment	\$ 725.00	
	Mileage	\$ 200.00	
	Dues	\$ 350.00	
	Service Maintenance	\$ 400.00	
	Network Fees	\$ 9,362.00	
	TOTAL EXPENSES	\$ 34,897.00	
	Total Operating Expenses	\$ 90,897.00	

FY2010 TOTAL	\$287,886.00
FY2011 TOTAL	\$ 279,279.62
 3% Reduction Target	 \$ 279,249.42

Library Budget Wages FY 2011

Line Item	Last Name	Grade	Step	Rate	Hrs	Hr/wk	Days	Calculated Pay
812								
	Coady	6	5	18.7	7.0	35	281	\$ 34,164.90
	Gallant	6	6	19.25	7.0	35	281	\$ 35,169.75
							Longevity	\$ 150.00
	Ruel	6	2	16.57	6.0	30	281	\$ 25,948.62
	Scott	6	1	15.89	3.8	19	281	\$ 14,930.24
	Tull	6	2	16.57	3.8	18	281	\$ 15,569.17
	Walker	4	2	14.97	2.0	10	281	\$ 7,814.34
							Total	\$ 133,747.03
							2 staff meetings	\$ 203.12
							1% minimum staffing	\$ 1,337.47
							Grand Total-wages	\$ 135,287.62

Library Budget Director Salary FY 2011

Line Item	Last Name	Grade	Step	Rate	hr/wk	Days	Calculated Pay
611	DeJonker-Berry	10	2				\$ 53,095.00

FY2011 BUDGET PERSONNEL LINE ITEM DETAIL

Line 612 Wages	<p>Reduction of \$2,362.40. The Library was very fortunate to hire a retired Reference Librarian with a Masters in Library Science and more than 20 years experience working at one of the Regional Public Libraries. This individual informed the interview team during the hiring process that she would not be able to work the full 25 hours that the job description required in calendar year 2010. The interview team realized that the Town's economic state was very difficult and felt that this trade of education and experience for reduced hours would be to both the Town's and Library's advantage. The reduction in hours amounts to 19 hours per week from the job description's 25 hours per week. In addition, because this position is a benefitted position, there is a substantial savings to the Town because the benefits are being paid through the retirement system. The Library Trustees request that the position retains sick, personal and vacation time, and, in the event that the position becomes vacant, that hours, health care and retirement benefits be restored to the position as soon as is economically feasible.</p>
Line 611 Director Salary	<p>Reduction of \$6,513--This summer, the Library Trustees signed an employment contract with a new Library Director who also has more than 20 years experience in public libraries, is a grant writer and fundraiser, has library construction experience, and holds a Masters in Library Science. Upon negotiation, again, there was acknowledgement that the Town (as most communities in New England) would be facing financial hardship, and to hold out for the salary that was budgeted would impact the entire Library budget when cuts were required. The present Library Director has taken a \$7,000 pay cut in order to come to Halifax.</p>
Staff Reorganization	<p>Following through on the Library's Long-Range plan, the Library Trustees expect to increase grantwriting, fundraising and programming over the next few years. In order to free the Library Director for these tasks, the Trustees are planning to present a Staff Reorganization plan to the Wage & Personnel Committee. There will be no immediate budget impact associated with this change.</p>

FY2011 BUDGET
EXPENSE LINE ITEM DETAIL

613 Expense Budget

Supplies	Increased by \$1000—This line item has been cut in previous years. While the library is utilizing several cooperative purchasing agreements for supplies, there are several expensive supplies the library will need to purchase next year. The FY2010 supply line will not be adequate.
Equipment	Increased by \$725--Because of State Budget cuts, the NetLender program, a subsidy to the SAILS Library Network, that funded repairs to our public and staff computers, has been eliminated. This request will fund needed replacement parts for our 16 computers and associated peripherals.
Mileage	Increased to \$200—This line item had been previously eliminated. As Staff reach out to grant funders and require training in order to participate in technology initiatives, a small mileage budget is essential for travel.
Network Fees	Increased by \$4,032—This increase is needed to supplement the 32% reduction in State Aid. These funds had been used to fund the deficit in the SAILS Network Fees assessment. SAILS reduced its fees by 7.65% in FY2010 and will be level-funded in FY2011. The Network fees are the bread and butter of library services, and this increase is essential. (The SAILS annual assessment is \$15,482.)