

Massachusetts Library System  
Executive Board Meeting Minutes August 18, 2014

The meeting of the Massachusetts Library System (MLS) at the Marlborough office was called to order at approximately 1:37 p.m. by William Adamczyk, President.

**Present:** MLS Executive Board Members: William Adamczyk, Charlotte Canelli, Tim Gerolami (for part of the meeting by phone), Millie Gonzalez (by phone), Betty Johnson, Ellen Keane (by phone), Margot Malachowski, Patrick Marshall, Jacqueline Rafferty, Henry Toromoreno

Ex-officio: Greg Pronevitz, MLS Ex. Director; Cindy Roach, MBLC; Anna Fahey-Flynn, LFC (by phone)

Guests: Catherine Utt; Carolyn Noah; Frank Murphy, MBLC

Minutes from July meeting approved. Motion-Patrick; Second-Margot. Unanimous.

### **Nominating Committee Report**

Board member nominees for 3 year terms

School library: Sharon Lux-Library Director at Fay School in Southborough

Public library: Matthew Berube-Head of Information Services at Jones Library in Amherst

Patrick Marshall-Library Director at Jonathan Bourne Public Library in Bourne

Alternates- Clare Dombrowski-Head of Children's Services at Amesbury Public Library

Carolann Mac Master-Library Director at Auburn Free Public Library

### **Officers**

Tim Gerolami- Secretary 1 year

Betty Johnson- President Elect 3 years

Albert Saul- Treasurer 1 year

Motion to approve the slate of nominees including two alternates and the officer recommendations. Motion-Margot; Second-Henry. Motion passed with 1 member abstaining.

### **Meetings for 2015**

January 26, 2015

February 23, 2015

March 16, 2015

April 13, 2015

May 18, 2015

June 15, 2015

July 20, 2015

August 17, 2015

September 21, 2015

October 19, 2015

November 2 (Annual Meeting)

December 14, 2015 Orientation

### **Fy2015 Budget Revision 1**

State budget increase of \$156,476 requires MLS to revise their budget. Personnel costs are reduced due chiefly to reduced actual costs for benefits. Contractual costs are increased to recognize delivery cost increases and potential cost increases for Affordable Care Act compliance by our contractor.

A one-time contracted cost of \$25,000 to redesign and re-implement our website is added. \$60,000 per year supports surplus space in the Whately facility; hopefully a new offer is coming.

The investment in eContent is reduced. The databases are already paid in full for fy2015. These lines have been budgeted conservatively for two main reasons. First to get a discount for prepaying Gale (\$800,000/year) and second having a cushion of prepaid services ensures continuity of services should there be an economic down turn. \$250,000 is committed for the eBook first year costs.

Greg recommends that we use MHEC rebate funds to supplement MLS funds for eBook platform and content costs. We anticipate \$80,000 per year for this. In addition, in the first year we expect spending

for the eBook project to be as follows:

\$250,000. MLS

\$250,000 MBLC

\$435,000 Libraries' Contributions

\$935,000 Total year one anticipated direct costs

Once library contribution commitments reach \$250,000 Greg recommends that we launch the beta version. This creates a potential liability for MLS of \$185,000 (20% of project costs). This is an acceptable risk because we have reserve funds to cover it and a timely launch will enhance the projects' success potential. CLAMS and FLO have already pledged for the project and some pilot libraries have paid. Other networks are polling their members to see if they will agree to participate.

This budget contains two new, unapproved positions; Resource Sharing and Account Clerk and MassCat Assistant. These positions will be filled only if eContent services grow and library contributions support the growth. MBLC requires all positions to be in an approved budget; it takes a minimum of three months to approve a budget revision under normal circumstances. Final approval requires the approval of three Board officers.

**Reserve funds on deposit:**

Non-budgeted funds on deposit:

Restricted Operating Funds: \$1,292,555

Other Earmarked Funds:

BiblioTemps: \$247,602

MassCat: \$178,296

eContent Grants (MHEC): \$23,593

Other MHEC rebates on deposit: \$12,132

Non-Earmarked Funds: \$410,692

eContent Prepayment on deposit with LYRASIS: \$586,042

**Fy2016 Budget Review**

“The major changes in this budget, which is based on level funding include additional personnel costs, some related to the new positions in fy2015 and to a new IT Assistant (unapproved). We plan to create this position to allow MLS's technical advisors to concentrate on training and advisory services to members and spend less time on day-to-day IT work in our offices. Our investment in eContent is reduced. Please note that databases are expected to be paid in full for fy2016. We have been budgeting these lines conservatively for two main reasons. First we get a discount for prepaying Gale (\$800,000/year) and second having a cushion of prepaid services ensures continuity of services should we experience an economic down turn. We also need to be prepared to share the platform costs for the eBook project with MBLC.

We have trimmed costs in other areas to allow a significant eContent budget amount. For example, we normally reserved about \$10,000 to allow the Massachusetts Center for the Book to co-host a number of events with MLS. The Center now has its own budget line and is planning a major fundraising effort and Greg feels it is appropriate for MLS to reduce our level of co-sponsorship.”

A question was asked about furnishing a new western office. Savings from reduced space costs will fund this.

**eBook Platform Planning and Budget**

Work is proceeding towards the launch of the beta phase of the project. MBLC is preparing publicity. A new website will be launched: [ebooksforeveryone.org](http://ebooksforeveryone.org) which will be a portal to the new Commonwealth eBook Collections/beta as well as Boston Public Library's eCard resources, and

networked OverDrive collections. The B&T model is still flawed; technology improvements will make a positive impact on discovery and download. MLS is to manage the beta version which is important for the future of statewide resource sharing.

Important open questions: Why are state funds being directed at two initiatives: BPL & Statewide? Boston's goals are not necessarily statewide; statistics are not available for local library use on state aid forms. Why are libraries being asked to contribute to the beta project? The business plan always called for member contributions. Jackie is chair of eBook Content Committee. Public library spending will be moving to more eContent purchases.

Frank Murphy stated that the Pilot project was a learning exercise and the Beta phase will put the infrastructure in place and work on improvements.

Greg recommends initiating the launch when library contribution commitments reach a satisfactory threshold (\$250,000 out of \$435,000) along with commitments from MBLC and MLS (\$250,000 each). The \$185,000 gap will be paid for with non-earmarked reserve funds.

Motion to move forward with the beta phase of the eBook Project when member contributions meet the \$250,000 level; MLS will cover remaining \$185,000. Motion-Patrick; Second-Margot. Unanimous.

### **Annual Satisfaction Survey and Patron Satisfaction Planning**

MLS has offered the same survey each year since 2011. Results have been flat with responses received from 600 libraries. Subcommittee of MLS staff is designing a new survey. Any ideas from Board? Let Greg know. Actual users of service or product should be surveyed. Targeted audience feedback will be more useful. Pop-up survey is possibility for end-user responses, i.e. Gale databases, B&T eBooks.

### **Reports**

Executive Director's Report-Greg Pronevitz- attached at end of minutes

CE and Advisory Report-Carolyn Noah- attached at end of minutes  
Fall CE is rolling out with focus on management topics.

Financial-Catherine Utt- attached at end of minutes

Resource Sharing Director-Steve Spohn- attached at end of minutes

MBLC -Cindy Roach

Construction bond bill signed by Governor. MBLC working on new website and new logo. Interviews finished for vacancy left when Dianne was made Director. Commonwealth Catalog is rolling out. SLIN (Small Libraries in Networks) focus groups scheduled with 35 non-networked libraries, members receiving SLIN, and those not receiving SLIN. Feedback will be considered to improve the grant. State aid to public libraries program will be reviewed with the objective to modernize, make easier to understand, and update requirements, e.g. hours, materials budget.

Library for the Commonwealth (LFC) - none

### **Other Business**

#### **MLS Executive Board Meetings-**

September 15, 2014 -Marlborough/Whately

October 20, 2014 - Marlborough

November 3, 2014 (Annual Mtg) - Holy Cross

December 15, 2014 (Orientation) - Marlborough

Motion to adjourn at 2:55 p.m. Motion-Patrick; Second-Margot.

Respectfully submitted,  
Betty P. Johnson, Clerk

## **Executive Director's Report – August 2014**

### **Statewide eBook Platform**

- I am recommending initiating the launch when library contribution commitments reach a satisfactory threshold along with commitments from MBLC and MLS (see budget recommendations).
- Public relations efforts are shaping up nicely. A new website will be launched: ebooksforeveryone.org which will be a portal to the new Commonwealth eBook Collections/beta as well as Boston Public Library's eCard resources, and networked OverDrive collections.
- Important open questions: Why are state funds being directed at two initiatives: BPL & Statewide? Why are libraries being asked to contribute to the beta project?

**Facilities-**Whately-we have learned through informal channels that we should expect a proposal from a town or towns by our September meeting.

**MLS Annual Survey-**A staff task force is working to redesign the MLS annual survey and begin conducting end-user surveys of MLS services. We'd like to hear the Executive Board members' aspirations for effective information gathering. We will present our findings to you for your feedback prior to launch.

**Mass. Library Assn. (MLA) Advocacy Events-**I am chairing a planning team to put on a series of MLA Legislative Committee advocacy events aimed at building the know-how and reducing resistance to library advocacy both at the State House and at the local level.

**School Library Study Commission-**The Commission has been approved. We are in consultations with the Mass. School Library Assn. (MSLA) to determine who would best represent MLS on the Commission.

**Digital Commonwealth-**Planning an early April 2015 annual conference. I am working with a new DC task force with Anna Fahey-Flynn and others to look at operational models for the long-term including its relationship with BPL.

**Statewide Discovery System Committee-**We've had demos from the three top vendors. We're meeting in September to determine our next steps.

## **Resource Sharing Report-August 2014-Stephen Spohn**

**1. Mediated Interlibrary Loan-**With staffing and the transition complete, MLS has turned on full lending via the OCD and MLN symbols so that MLS is now an active participant in the world of resource sharing.

**2. Online Content-**Commonwealth eBook Collections-There has been much activity on this front, but my report this month will focus on the funding aspects of the program.

<b>Program Budget</b>	
Baker & Taylor	
Platform Fees	\$50,000
Minimum Content Commitments	\$300,000
Q1 Waiver of content fees	(\$75,000)
BiblioLabs	
Platform Fees	\$180,000
Creator Fees	\$80,000
Minimum Content Commitments	\$200,000
EBL	
Anticipated Content Commitment	\$200,000
<b>Total Expenditures for FY 2015</b>	<b>\$935,000</b>

<b>Program Funding</b>	
MBLC	
LSTA	\$150,000
9506	\$100,000
MLS	
Budgeted	250,000
Participating Libraries	
Total	\$435,000
<b>Total Funding for FY 2015</b>	<b>\$935,000</b>

<b>Participant Funding Status*</b>	
138 libraries	\$90,278
Gap	\$344,722

138 libraries have either signed agreements to participate or have indicated that they wish to participate via polls currently underway at SAILS and C/W MARS. Many other networks are in earlier stages to decision making, and MLS will also be approaching K12 schools soon in collaboration with MBLC.

**3. MassCat-**NCIP setup in order to join the Commonwealth Catalog appears to be coming to a close with final testing underway.

### **CE and Advisory Report-August 2014 (Reporting on July 2014)-Carolyn Noah**

July is typically a planning intense month. Nonetheless we made 14 site visits, primarily for MBI broadband cutovers or to introduce new librarians to MLS services... Our staff made 111 advisory contacts with members. Of those, about 40 are the advisory work of our ILL department, whose data are intermingled with advisory. Interesting features of this months' advisory work were MBI cutover help, space redesign and Internet safety enquiries.

It's also a quiet CE month. We ran four events for 29 people. One genre overview presented by collection development guru Joyce Saricks was highly successful. The additional three events were in support of the MBI broadband libraries and were lightly attended but highly valued.

The CE team is planning annual meeting now. It will focus on building organizational culture. As soon as we confirm a keynote, we'll share lots more information.

We're also working on the October 29 Small Library Forum-"Spark, Sustain, Share, Inspire". Jessamyn West is our keynote speaker.

BiblioTemps has 24 placements in the field and 11 new requests.

### **Financial Report-August 2014-Catherine Utt**

See reports for ending balances in July 2014.

On site work for the audit is complete. Drafts should be available for September board meeting.

**MHEC**-Workshops for fall CE that will include a trainer from the Inspector General's office and from MHEC are being scheduled. The IG trainer will discuss procurement in Massachusetts and applicable laws. MHEC will then discuss its role and provide training on its contracts.

The new LibGuide is under final review. It includes an updated pricing list that mirrors the net pricing list previously offered via the purchasing coop.

**Delivery**-Delivery magnets and calendars to begin branding of delivery will be made by the end of August.

**Bibliotemps**-See financial data at end of report.

Massachusetts Library System Fiscal Year 2015			End Balance July 2014	
Line Item Budget				
	Budget	Actual	Percentage	Comments
<b>I. PERSONNEL COSTS</b>				
A. Salaries and Wages	1,548,399.00	166,030.98	10.72%	
B. Applicable Benefits	482,851.00	30,859.86	6.39%	
<b>SUBTOTAL</b>	<b>2,031,250.00</b>	<b>196,890.84</b>	<b>9.69%</b>	
<b>II. OPERATING EXPENSES</b>				
A. Books and Other Library Materials				
1. Online Content - Reference	822,349.00	821.33	0.10%	
2. Online Content - eBook	250,000.00	19,578.14	7.83%	
3. Professional Collection	5,000.00	0.00	0.00%	
B. Equipment				
1. Computer Hardware and Software	65,000.00	3,156.88	4.86%	
2. Office Equipment and Furnishings	20,000.00	0.00	0.00%	
3. Vehicles	0.00	0.00		
C. Office Expenses				
1. Supplies	30,000.00	791.32	2.64%	
2. Postage	7,000.00	98.00	1.40%	
3. Telephone	15,000.00	3,026.73	20.18%	
4. Printing	5,000.00	0.00	0.00%	
5. Travel				
a) In-state	55,000.00	4,086.69	7.43%	
b) Out-of-state	35,000.00	9,259.99	26.46%	
6. Equipment Maintenance and Repair	4,500.00	0.00	0.00%	
7. Space Rental/Electricity	215,000.00	16,014.94	7.45%	
8. Audit	25,000.00	0.00	0.00%	
9. Other	128,000.00	8,502.42	6.64%	
D. Regional Vehicle Expenses	0.00	0.00		
E. Contractual Services (Excludes Online Content)	3,568,500.00	14,099.52	0.40%	
<b>SUBTOTAL</b>	<b>5,250,349.00</b>	<b>79,435.96</b>	<b>1.51%</b>	
<b>TOTAL</b>	<b>7,281,599.00</b>	<b>276,326.80</b>	<b>3.79%</b>	
<b>III. SUB-CONTRACTED SERVICES</b>				
<b>TOTAL</b>	<b>100,000.00</b>	<b>0.00</b>	<b>0.00%</b>	
<b>TOTAL</b>	<b>7,381,599.00</b>	<b>276,326.80</b>	<b>3.74%</b>	

<b>Bibliotemps Fiscal Year 2015</b>			
<b>Line Item Budget</b>			
	Jul-14	YTD	Comments
<b>I. REVENUE</b>			
A. Bibliotemps Revenue	100,077.22	100,077.22	
B. Bibliotemps Costs	79,426.02	79,426.02	
<b>NET INCOME SUBTOTAL</b>	20,651.20	20,651.20	
<b>I. PERSONNEL COSTS</b>			
A. Salaries and Wages	3,988.11	3,988.11	
B. Applicable Benefits	381.93	381.93	
<b>SUBTOTAL</b>	4,370.04	4,370.04	
<b>II. OPERATING EXPENSES</b>			
A. Equipment			
1. Computer Hardware and Software	1,125.00	1,125.00	
2. Office Equipment and Furnishings	0.00	0.00	
A. Equipment Subtotal	1,125.00	1,125.00	
C. Office Expenses			
1. Supplies	0.00	0.00	
2. Postage	0.00	0.00	
3. Telephone	0.00	0.00	
4. Printing	0.00	0.00	
5. Travel			
a) In-state	91.22	91.22	
b) Out-of-state	0.00	0.00	
6. Equipment Maintenance and Repair	0.00	0.00	
7. Other	0.00	0.00	
A. Office Expenses Subtotal	91.22	91.22	
<b>SUBTOTAL</b>	5,586.26	5,586.26	
<b>INCOME AFTER EXPENSES</b>	15,064.94	15,064.94	