

Changes To The State Aid Public Libraries Program

Hours				
Requirement	Current Policy	New Policy	How It Benefits You	When It Goes Into Effect
<p>+ Minimum Standards of Hours of Service for Public Libraries.</p>	<p>Compliance period is from Labor Day to Memorial Day.</p>	<p>Compliance period is defined as 38 consecutive weeks. The 38 weeks may span two fiscal years if compliance includes summer months.</p>	<p>It gives libraries the option to expand hours in the summer and reduce hours in the winter. Particularly beneficial to small libraries and libraries in tourist areas that are busier during certain times of the year.</p>	<p>Report on FY2019 State Aid application.</p>
<p>+ The complete new Minimum Standards of Hours of Service for Public Libraries policy is as follows:</p> <p>In keeping with the regulation that “library service should be available to the community a minimum number of hours per week,” (605 CMR 4.0) the minimum hours requirement will apply during each week of the compliance period. To meet the requirement, a public library must be open the required hours, days and evenings during each week of the compliance period. Evening hours are defined as hours a library is open from 5:00 P.M. and must include at least one hour past 5:00 P.M. each day that evening hours are scheduled (605 CMR 4.01).</p> <div> <div> <p>Compliance Period</p> <p>The compliance period will be defined as 38 consecutive weeks per year. The 38 weeks may span two fiscal years if compliance includes summer months.</p> </div> <div> <p>Massachusetts Legal Holidays</p> <p>Libraries may close on Massachusetts legal holidays and local municipal holidays, and not affect their compliance with the hours of service standards.</p> </div> </div>				
Materials				
<p>* Minimum Materials Expenditure Standard Calculation.</p>	<p>Library materials are defined as the cost of books, serials, audio materials, electronic, and other non-print materials that circulate to library patrons or are used by library patrons within the library. Included are costs for online content, money paid to networks for electronic content, and museum passes. Supplies used to prepare materials for circulation (e.g. barcodes, book pockets, etc.) and the monetary value of donated books cannot be included.</p>	<p>The new policy adds the following: Up to 10% of the materials expenditure requirement may be used to purchase hardware for direct patron use. This includes, but is not limited to, hard drives, laptops, peripherals (mouse, keyboard, etc.), adaptive technology, and scanners.</p>	<p>Many libraries purchase digital resources for their patrons, but do not have adequate in-library technology for patrons to access these resources. This change helps libraries update their technology.</p>	<p>Report on FY2019 Financial Report and State Aid Application.</p>
<p>* The complete new Minimum Materials Expenditure Standard Calculation is as follows:</p> <p>The minimum materials expenditure standard is computed for all municipalities using the amount appropriated by the municipality to the library for operations and the percentage requirement as stated in regulation. (MGL, c.78, s.19B; 605 CMR 4.01(5))</p> <p>Operating expenditures include:</p> <div> <div> <p>1. Personnel</p> <p>Salaries only.</p> </div> <div> <p>2. Library Materials</p> <p>The cost of books, serials, audio materials, electronic, and other non-print materials that circulate to library patrons or are used by library patrons within the library. Included are costs for online content, money paid to networks for electronic content, and museum passes. Supplies used to prepare materials for circulation (e.g. barcodes, book pockets, etc.) and the monetary value of donated books cannot be included.</p> <p>Up to 10% of the materials expenditure requirement may be used to purchase hardware for direct patron use. This includes but is not limited to hard drives, laptops, peripherals (mouse, keyboard, etc.), adaptive technology, and scanners.</p> </div> <div> <p>3. Other Operating Expenditures</p> <p>The current and recurrent costs necessary to support the provision of library services. These include expenditures made by the library that are not capital, personnel, or for library materials. Other operating expenditures include building maintenance, energy and utilities, network membership, supplies, repair or replacement of existing furnishings and equipment, and other miscellaneous expenditures.</p> </div> </div>				

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Revolving Funds				
Requirement	Current Policy		New Policy	
<ul style="list-style-type: none">• Municipal Revolving Funds will no longer count towards the Municipal Appropriation Requirement (MAR).• For towns that currently receive a Municipal Revolving Fund, the TAMI has been adjusted and the MAR has been recalculated.• It is expected that libraries currently receiving Municipal Revolving Funds will continue receiving them from the municipality and include them on the Financial Report.	<ul style="list-style-type: none">• Municipal Revolving Funds are an estimation of funds which for many libraries does not materialize in the actual amount received and artificially inflates the MAR.		<ul style="list-style-type: none">• The MBLC recalculated the MAR in March 2018 and affected libraries were notified.• The recalculated MAR will be used in the FY2019 Financial Report and State Aid application.	
MAR Waiver Plan				
<p>The following 5-year plan is designed to help municipalities and their libraries meet the Municipal Appropriation Requirement after being granted a waiver. It goes into effect FY2020.</p> <p>All libraries requesting waivers, regardless of the number of waivers received in prior years, will be considered “Year 1” filers.</p>				
Year 1	Year 2	Year 3	Year 4	Year 5
<ul style="list-style-type: none">• Standard MAR waiver application process for all MAR waiver applicants.• Disproportionate Cut: Municipalities that reduce the library budget disproportionately (5% or more) in relation to other municipal departments, must appear in person before the Board in January and must submit a financial plan to restore MAR funding as part of its waiver documentation.	<ul style="list-style-type: none">• Standard MAR waiver application.• The municipality must submit a financial plan written in conjunction with library trustees and director. The plan must be signed by the Library Director, Trustee Chairperson, and Senior Municipal Official.• At the discretion of the Board, the library and municipality may need to appear at the January Board Meeting if the plan does not meet minimum standards for library services. (605 CMR 4.00) This is true for all subsequent years.	<ul style="list-style-type: none">• Standard MAR waiver application.• The Municipality must submit an updated financial plan that includes details on the progress made towards meeting the MAR, completed and signed by Library Director, Trustee Chairperson, and Senior Municipal Official.	<ul style="list-style-type: none">• Standard MAR waiver application.• The Municipality must submit an updated financial plan that includes details on the progress made towards meeting the MAR, completed and signed by Library Director, Trustee Chairperson, and Senior Municipal Official.• The MBLC will provide a warning that there is only one year remaining in the five-year plan.	<ul style="list-style-type: none">• If the Municipality does not meet the MAR, it is invited to apply for a waiver and <i>is required</i> to appear before the Board.• The Municipality must provide an updated financial plan.• The Municipality and Library are required to provide documentary evidence of a preliminary budget for the upcoming budget cycle that meets the MAR or requests a one-year extension, citing evidence of ongoing fiscal hardship.
Questions?				
Contact				
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