

## Yarmouth Town Library

### Library Board Meeting Minutes

October 2, 2012, West Yarmouth Library

**Members Present:** Harris Contos, Kay Delaney, Sally Guadagno, Bob Milne, Janet McDowell, Charyn Tietge, Director Shirley Barron, library staff member Toby Wilson

The meeting was called to order by chair Harris Contos at 10:28 am.

**Previous Minutes:** The minutes from August 16, 2012 were approved with minor corrections.

**Public:** Pam Berube and Stephanie Rich were present.

#### Library Director's Report:

- **Book Thief:** Arthur Souza will be arraigned on 9/26. The Barnstable County Court is keeping me and the directors of other affected libraries informed.
- **Yarmouth Food Pantry:** The food pantry plans to move from Lighthouse Plaza on Rte 28 to the old Fire Station on Lewis Rd. next to the West Yarmouth Library. The approximate opening is June 2013.
- **Flagpoles & Technology:** We will be installing an illuminated flagpole at both libraries and upgrading our WiFi and public access technology/applications with funds transferred from the Town.
- **Maternity leaves:** Two upcoming: one from Sept-Dec; another from late Dec- late April. The Town is providing us with the extra funds to hire substitute staff to cover their direct customer service hours.
- **Notifications:** Best way to know of library events: sign up at <http://yarmouth.ma.us/list.aspx>.
- **Events:** Mango at West Tues 9/18 at 2 pm, Book Teasers at West Thurs 9/20 at 4 pm, South Yarmouth Book Group, Thurs 9/13 at 10:15 am, Yoga w/ Families Sat 9/22 at 10 am, Groovin at the Lib Sat 9/15 at 10:30 am or Mon 9/24 at 11 am, Storyhours: Tuesdays & Thursday, Drop in Craft Sat 9/29 at 11 am, Mid-Cape Cultural Council grant info session – South, Mon. 9/24 1-3 pm, Sieman scholarship reception was held on 9/12 with Caroline Kipp as the recipient.

#### FY14 Budget

FY14 budget is due Oct. 15 with a directive to limit expenses to FY13 levels unless extraordinary circumstances have been encountered. In FY13 the Town for the first time used its free cash balance to replenish its reserves, and begin to fund certain programs which have been cut due to its dire fiscal circumstances. With the FY14 budget, we'll present a list of library deficiencies which exist due to recent budget constraints (see attachment below). The budget cuts in previous years have been so great that

the Yarmouth Town Library does not meet state standards, and needs to apply for a waiver each year. By MLS standards, we need to spend 15% on materials.

Budget schedule: October 5<sup>th</sup> to Accounting Office. October 15<sup>th</sup> to Town Administrator. December 17<sup>th</sup> from Town Administrator to Finance Committee and Selectmen. February 21<sup>st</sup> from Finance Committee to Selectmen.

The Board voted unanimously to submit the Library budget as prepared by Toby and Shirley.

**Board Member Items**

- None

The meeting was adjourned at 11:30 am. The next regular meeting will be Thursday October 18<sup>th</sup> at 7:00 pm at South Yarmouth Library.



Attachment:

**FY14 BUDGET**

**DIVISION: Library**

**DEPARTMENT: Community Services**

***LIBRARY MISSION STATEMENT***

*“Yarmouth Town Libraries will provide expert assistance in serving the needs of the community with up-to-date information resources broad enough to meet the needs of its residents. The public will have access to, and increased awareness of, current topics and titles in multiple formats.*

*Yarmouth Town Libraries will encourage a community of readers and learners of all ages by inspiring children to become life long learners and by facilitating continuous learning for adults.*

*Yarmouth Town Libraries will offer safe, accessible spaces to give citizens opportunities to meet for conversation, formal and informal gatherings, and programs.”*

***LIBRARY BOARD CHARGE***

*“To provide all residents of the Town of Yarmouth with modern, comprehensive, and readily accessible library and information services. These services are to be provided in an effective and publicly accountable manner.”*

We have limited operating expenses to FY13 levels with the following exceptions:

- Optima Shipping (van delivery), line item 06105012 530046 Delivery increased by \$400 (fixed cost)
- Cleaning, line item 06105012 529002 Custodial increased by \$4,200 (additional days of cleaning at both libraries). In FY13 we transferred 3.5K from energy to custodial for additional cleaning services to begin in Nov. Coupled with that 3.5K, this extra 4.2K will cover additional cleaning services on an annual basis.
- CLAMS, line item 06105012 573000 Dues/Memberships increased by \$300 (fixed cost)
- Technology, line item 06105012 578028 Computer Furniture/Equipment increased by \$6,500 (replace and add PC/laptops, ebook devices, printers, peripherals, software applications, etc)
- Seasonal, line item 06105012 512000 increased by \$ 3,900 for part-time staff on Sundays (for past several years it's been funded at 1.4K, yet the actual expense is 5.3K)

In FY13 the West Yarmouth Library Association underwrote the cost of \$15,000 to keep the West Yarmouth open on Wednesdays. This is the second year they have done so, and we are most appreciative. However, that 15K is once again not included in this budget which means we cannot open the West Yarmouth Library on Wednesdays in FY14 without another donation. If the West Yarmouth Library Association is unable or unwilling to fund the costs to keep that library open on Wednesdays in FY14, then unfortunately we will have to close it. We're hoping to avoid this reduction in services.

The wage budget reflects staffing at two libraries: South Yarmouth and West Yarmouth libraries. We're open a total of 76 hours a week. We have made strides in consolidating staff hours between these two libraries, but paid leave must still be covered by those providing direct customer service. This is becoming an increasing problem – staff resources are already stretched to the limit when our community needs essential library services the most.

In FY13 Yarmouth Libraries had to apply for another waiver from the MA Board of Library Commissioners (MBLC) since we didn't meet their Municipal Appropriations Requirements (MAR). As a result, we received reduced State Aid. We're hopeful our request for another waiver will be approved.

We are also submitting, attached to the FY14 operating budget, a list of critical budget needs stemming from recent budget cuts. These deficiencies greatly hamper our ability to provide library service to our residents and visitors, and prevent us from fulfilling both the Library and Library Board's mission statements.

Our challenge for FY14 is to continue to provide a high level of customer service given current budgetary constraints. We will continue to do our best ...

**CRITICAL BUDGET NEEDS/ LIBRARY DEFICIENCIES DUE TO RECENT BUDGET CONSTRAINTS:  
176K**

1. **15K** to keep the West Yarmouth Library open on Wednesdays.
2. **137K** for staff deficiencies. Between our two libraries, we only have two professional librarians, the Library Director and the Children's Librarian. This is totally inadequate, and we cannot fulfill our mission statement with such staffing. Over the years we have lost at least four professional librarian positions and no longer have a professional librarian serving adults. We lack a Young Adult/Teen librarian as well as an Adult Services Librarian which are both essential services in public libraries. We provide reference coverage for only half of the hours that the libraries are open. We need to restore professional librarians: I recommend an Assistant Director/Adult Services Librarian and a Reference Librarian/Young Adult Librarian. If the West Yarmouth Library remains as is, we also need a part-time professional librarian to manage that branch. A branch library cannot properly operate without supervision. Estimated costs: 33K for a part-time branch librarian, 60K for an Asst Director/Adult Services Librarian, and 44K for a Reference/Young Adult Librarian. While we do have excellent and extraordinarily dedicated staff members, I firmly believe that we need professional librarians.
3. **4K** for additional building maintenance: our libraries are not maintained properly and need more care/maintenance.
4. **10K** for new library materials (books, DVDs, e-books, etc.) : The MA Board of Library Commissioners requires that we spend 15% of our budget on library materials. We presently do not budget 15% for materials since we use State Aid, donations and other methods to comply with this regulation. I suggest that we budget an additional **10K** in that line item to help comply with requirements.
5. **6.5K** for technology: our budget of 1.5K is totally inadequate to keep pace with ever changing technology needs. Our libraries' computers are heavily used year round. We need to replace aged staff/public PCs, printers, peripherals and applications/programs. An annual budget of 8K should be adequate.
6. **3.5K** for part-time personnel to cover for benefitted staff's vacation, sick, and personal time. We need to cover their direct customer service when they're out.