



25 Bryants Lane,
Tyngsborough, MA 01879
(978) 649-7361
www.tynglib.org

Board of Library Trustees Meeting
Tyngsborough Public Library
Thursday, March 31, 2022 6:45 PM
Location: Library

AGENDA

Comments from the Public

Minutes Review

Correspondence

Director's Report (MLTA membership renewed, Children's Services Report, Update from Thomas on online purchase request form, Summer Schedule/school closing date, March 3 dinner update, T-mobile bill payed from State Aid)

Financial Report

Review of Bills

Circulation Report

Old Business

Review of Subcommittees:

Finance & Budget – Ann Conant

Personnel – Mary Allgrove

Legal – Joseph DelGaudio

Policy – Paula Flaherty

Long Range Planning – Julie Iatron

Preservation – vacant

Current budget update

Annual Report (copy for all)

Summer 2021 – Fridays (copy stats for all)

Summer Schedule

Staffing Update – (Covering Sam's Hours)

Artwork assessment update

Special Collections Room update

Trustee Search

New Business

Donations

Congressionally Directed Spending Requests

Tyngsborough Public Library Budget Presentation to the Board of Selectman on April 11th

Quarterly Report

Meeting format

Government email addresses for Trustees

Trustees Time

Next Meeting – Thursday, April, 2022, 6:45 PM

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Colin Loiselle at 978-743-5339 or email: cloiselle@tyngsboroughma.gov. While every attempt will be made to provide reasonable accommodations, request should be made with as much advance notice as possible. Please note some requests, specifically for communication access support, may require 2 weeks notice beyond the control of the Town.

Board of Library Trustees (BOLT)
Meeting Minutes, Thursday March 31, 2022 6:45 PM

Conant, Chair
Julie A. Iatron, Vice Chair
Paula Flaherty, Secretary
Joseph F. DelGaudio
Mary L. Allgrove

25 Bryant Lane
Tyngsborough, MA 01879
www.tynglib.org
(978) 649-7361
FAX: (978) 649-2578

Members Present: Ann Marie Conant (AMC), Joseph F. DelGaudio (JFD), Julie A. Iatron (JAI), Paula Flaherty (PF), and Mary L. Allgrove (MLA)

Also Present: Kathryn M. Growney, Library Director (KMG)

Ann Marie Conant, BOLT Chair, called the meeting to order at 6:45 p.m.

Comments from the Public

- No comments from the public were made at this meeting.

Minutes Review

- The minutes for the February 17, 2022 BOLT meeting were reviewed. A motion was made by JAI and seconded by MLA to accept the minutes of the February 17, 2022 BOLT meeting. The motion passed 5-0-0.
- The minutes for the March 03, 2022 BOLT meeting were reviewed. A motion was made by JAI and seconded by MLA to accept the minutes of the March 03, 2022 BOLT meeting. The motion passed 5-0-0.

Correspondence: Correspondence was received from Mr. and Mrs. Barbara and Paul Nowak and Rasheeda Hasan.

Director's Report

- The Trustees reviewed and discussed the Director's Report.
 Landscaping: KMG will proceed with the garden spring clean-up.
 Trustees agreed to the singular form of the Bryant Lane address.
 KMG will check with town hall on building repairs in the Children's area.
- Trustees reviewed the *Dispatch from the Children's Room* and the *Children's Event Calendar*.

Financial Report

- The Trustees reviewed and discussed the Director's FY22 Financial Report, 03/30/22; The town MUNIS report was not reviewed at this meeting.

Review of Bills

- The Trustees reviewed and discussed all Library bills that have been paid since the February 2022 BOLT meeting.

Circulation Report

- A Circulation Report for February 2022 was reviewed and discussed at this meeting.

Old Business

- **Review of Subcommittees:**

Finance & Budget – Ann Marie Conant
 Personnel – Mary L. Allgrove
 Legal – Joseph F. DelGaudio

Policy – Paula Flaherty
 Long Range Planning – Julie A. Iatron
 Preservation – Vacant

- **Current budget update:** A meeting with the Board of Selectmen is planned for April 11, 2022.
- **Annual Report (copy for all):** The Library Board of Trustees Annual Report was distributed.
- **Summer 2021 – Fridays (copy stats for all):** Statistics for 2021 were distributed.
- **Summer Schedule** The staff would prefer to be open on Saturdays.
- A motion was made by JAI and seconded by MLA to eliminate summer hours and maintain regular hours throughout the summer. The motion passed 5-0-0. AMC noted that should the COVID situation change the board will reconsider this vote.
- **Staffing Update – (Covering Sam’s Hours):** KMG is moving forward with an offer for the open Library Technician position. The recently open Circulation Assistant position will be posted.
- **Artwork assessment update:** The Treflers report was received, distributed via email and is being reviewed by the Trustees. An insurance appraisal of 12 pieces was done 03/04/22 by Edward Stanley, the report is in progress and expected soon.
- **Special Collections Room update** Actions have been completed from the 02.17.22 BOLT meeting and were reviewed at the meeting. JFD will proceed with discard of the NYTimes microfilm and with the binding of the Annual Town Reports.
- **Trustee Search:** JFD/AMC are continuing the search.

New Business

- **Donations:** Two donations have been received and are noted in the Director’s Report. Trustees thank Mr. and Mrs. Barbara and Paul Nowak and Rasheeda Hasan for their continued, generous support of the Library.
- **Congressionally Directed Spending Requests:** An email (03/28/22, Matt Hanson, Town Administrator) in regard to FY2023 Congressionally Directed Spending Requests was distributed to the Trustees.
- **Tyngsborough Public Library Budget Presentation:** to the Board of Selectman on April 11th. Time will be communicated.
- **Quarterly Report:** KMG will prepare a rough draft for the April BOLT meeting.
- **Meeting format:** Trustees discussed the BOLT meeting format and ideas to reduce the time of the meeting. JAI gave an update from other Libraries.
- **Government email addresses for Trustees:** Trustees discussed email addresses. KMG will investigate further.
- A motion was made by JAI and seconded by MLA to allocate up to \$1500. of State Aid for an environmentally friendly tic spray treatment of the Library garden area. The motion passed 5-0-0.

Trustees Time:

Joe has been attending the Zoom events in collaboration with other libraries and in very happy with them. He also attended and enjoyed the Martin Gitlin, 100 Greatest Cartoon Characters of All Time. Julie thanks all for the efforts in the Special Collections and Artwork projects.

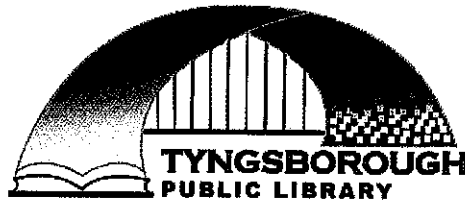
Ann thanks Kathy for her leadership over the last month.

At 8:52 p.m. a motion was made by JFD and seconded by JAI to adjourn the BOLT meeting. The motion passed 5-0-0. The meeting adjourned at 8:52 p.m.

Next meeting: The next BOLT meeting is planned for Thursday, April 28, 2022, 6:45 p.m.

Respectfully submitted, Paula Flaherty, Secretary

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Library Director's Report

31 March 2022

New York Times (NYT) Microfilm – The Tyngsborough Public Library currently provides online access to the NYT in full-text from 1985 to present. The NYT Historical database provides full-text access from 1951 – 2007 and would cost \$2100 annually for Tyngsborough Public Library to provide directly to patrons. However, as the Boston Public Library has a subscription to the NYT Historical collection, most TPL patrons will qualify to obtain an ecard to Boston Public Library which will provide them access.

Recommendation: discard the NYT microfilm located in the Special Collections Room and direct patrons to the online versions as described above.

Library Trustee Town Emails – According to the Assistant Town Manager, there is an annual cost of \$150 for each email account. To provide emails accounts for six Library Trustees would be a cost of \$900 that would be paid from the library's budget. **Would the Library Trustees like to move ahead with the creation of town emails?**

Canva Pro – TPL's subscription has been upgraded to the Pro version. This allows staff members to easily collaborate on our social media marketing and provides streamlined and scheduled posting to our social media channels.

Staffing Updates

Library Technician Sam Downing's last day is on 31 March 2022. Her job has been posted and we are in the process of interviewing candidates.

Circulation Assistant Lauren Devlin's last day is on 4 April 2022.

Library Staff Meeting – The staff met on March 9, 2022. **The Summer schedule** was discussed. If the library will be open an additional day in the summer, the staff would prefer Saturday over Friday for consistency.

Friends Book Sale – The dates of the upcoming book sales are May 21 and October 15, 2022.

Facilities

Town Hall replaced the lock to the Children's Room on March 29th. We are awaiting on enough copies of the keys for the staff. In the meantime, library staff may use their key fobs to enter via the Town Hall entrance.

The landscaping company, Natural Matters Landscaping, has reached out to us to see if we want spring cleanup and mulching done again this year.

The fire extinguishers in the library are due to be serviced. Town Hall will have this done.

Library Address – There is inconsistency in the address used by Town Hall and the Library. Bryants Lane (plural) and Bryant Lane (singular) are both used. I would like to be consistent within the library at least. According to the Post Office, the correct address is the singular form and I propose we update our records accordingly.

Future repairs needed to the building:

- the door in the Children’s room catches on the bottom sill;
- the outside pane of a window in the Children’s room is broken.

Donations

The Tyngsborough Public Library received a generous donation of \$1000 from Mr. & Mrs. Paul Nowak. A thank you letter has been drafted and will be sent once signatures from all the Trustees have been obtained.

A donation of \$50.00 was received from Rasheeda Hasan. A thank you letter has been drafted and will be sent once signatures from all the Trustees have been obtained.

Programming

February 2022 Programs	Target Group	# Programs	Attendance
Regular*	A		
	YA		
	CH	8	109
Special Events	A	6	19
	YA		
	CH	5	112
Total		19	240

Respectfully submitted by:

Kathryn Growney
Library Director

**Tyngsborough Public Library
Trustees Report for March 17, 2022**

February dispatch from the Children's Room:

News:

- Another new teen volunteer joined us in February. We currently have five regular volunteers.
- Boston Bruins PJ Drive count is at 15 pairs.
- March book displays include Spring and St. Patrick's Day. The second half of the month, we will display books for Easter, Passover, Holi, and Ramadan.

Programming:

- Susie Barros presented a storytime for Dental Hygiene Month
- Pokemon Trading Card Club met. Former volunteer Sam Richardson returned to help.
- PJ Storytime was held and helped collect PJs for the drive.
- Heather from Hands on Nature returned for Telling Stories with Animal Tracks.
- Upcoming programs for March include the following monthly programs: Saturday Stories and Stretches, Club Pokemon, LEGO Challenge Club, Among Us Game Night (for teens) and TPL Comic Club.
- We will have a Dr. Seuss themed take-home craft on March 2, which is an early release day and Dr. Seuss's birthday.

Outreach:

- Chance Lee met Amy Spence at Innovation Academy Charter School.
- Chance Lee continued monthly visits to Creative Minds Early Learning Center.

Collection:

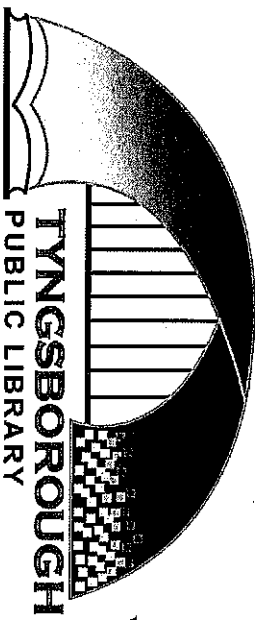
- We continued weeding low-circulating and outdated non-fiction books over 10 years old.
- We will begin weeding non-circulating media, including CDs, DVDs, and games.
- 55 items were purchased for the collection in February. We also received approximately a half dozen donated items that were added to the collection.

Professional Development:

- Chance Lee will continue attending the MVLC Hybrid Programming Ad-Hoc committee meeting.
- Chance Lee joined the iRead 2023 Task Force. He will help create and edit submissions for the 2023 Summer Reading guide. The theme will be *Find Your Voice*.

Respectfully submitted,
Chance Lee Joyner

Head of Youth Services
March 1, 2022



TYNGSBOROUGH
PUBLIC LIBRARY

Children's Event Calendar

visit www.tynglib.org for more info and to register for starred programs(*)







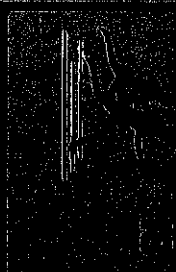


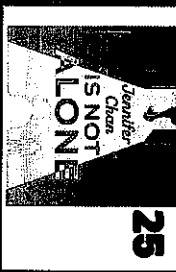

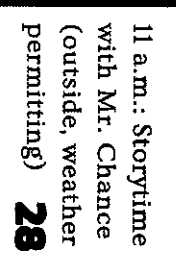

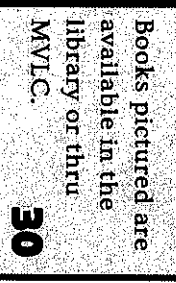
"Unless someone like you cares a whole awful lot, nothing is going to get better. It's not." - from The Lorax by Dr. Seuss

April 2022 Holidays

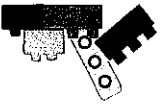
- 2: Ramadan Begins
- 15: Good Friday, Passover Begins
- 17: Easter Sunday
- 18: Patriots' Day (closed)

monday *tuesday* *wednesday* *thursday*

Friday *saturday*

<p>4:30 p.m. Club Pokemon* (3rd to 5th grade)</p>  <p>4</p>	<p>1:30 p.m.: Passover Storytime* (all ages)</p>  <p>6</p>	<p>NO STORYTIME</p>	<p>8 MY GARDEN A STORY SERIES</p>  <p>8</p>	<p>10 a.m.: Stories and Stretches* NEW TIME!</p>
<p>4 p.m.: TPL Comic Club* (3rd to 5th grade)</p>  <p>11</p>	<p>11 a.m.: Storytime with Mr. Chance</p>	<p>14</p> 	<p>11 a.m.: Wicked Good Henna* (5th grade and up)</p>	<p>16</p> 
<p>19</p> 	<p>4:30 p.m.: Among Us (5th grade and up)*</p>	<p>20</p> 	<p>11 a.m.: Storytime with Mr. Chance (outside, weather permitting)</p>	<p>27</p> 
<p>25</p> 	<p>26</p> 	<p>28</p> 	<p>29</p> 	<p>30</p> 

Each icon represents a different day of commemoration. Visit nationaltoday.com to learn more.



Tyngsborough Public Library Budget as of 3/30/2022

Expense Acc't	Description	FY22 Budget	Exp/(Cred) YTD	Remaining \$	Remain. %	Exp %
001-610-5100-000	Library Director	\$73,895.00	42,767.89	31,127.11	42.1%	57.88%
001-610-5115-000	Salaries & Wages -- Clerical	211,660.00	146,396.53	65,263.47	30.8%	69.17%
	TOTAL SALARY	\$285,555.00	189,164.42	96,390.58	33.8%	66.24%
001-610-5230-000	Water	150	70.04	79.96	53.3%	46.69%
001-610-5245-000	Repairs & Maintenance -- Office Equip.	3,278	2,091.00	1,187.00	36.2%	63.79%
001-610-5255-000	Repairs & Maintenance -- Computer Equip.	1,250	1,457.60	-207.60	-16.6%	116.61%
001-610-5318-000	Library Consortium	31,116	30,909.76	206.24	0.7%	99.34%
001-610-5319-000	Preservation	500	500.00	0.00	0.0%	100.00%
001-610-5340-000	Telephone	1,500	0.00	1,500.00	100.0%	0.00%
001-610-5345-000	Postage	500	37.99	462.01	92.4%	7.60%
001-610-5420-000	Office Supplies	5,340	1,219.79	4,120.21	77.2%	22.84%
001-610-5595-000	Books & Materials	31,964	20,762.04	11,201.96	35.0%	64.95%
001-610-5596-000	A/V Materials	20,687	11,647.97	9,039.03	43.7%	56.31%
001-610-5710-000	Travel	350	0.00	350.00	100.0%	0.00%
001-610-5730-000	Periodicals	5,000	4,927.22	72.78	1.5%	98.54%
001-610-5730-000	Dues/Subscriptions/Memberships	150	150.00	0.00	0.0%	100.00%
001-610-5870-000	Replacement Equipment	3,300	1,643.76	1,656.24	50.2%	49.81%
	TOTAL OPERATIONS	\$105,085.00	75,417.17	29,667.83	28.2%	71.77%
	TOTAL MUNICIPAL	\$390,640.00	264,581.59	126,058.41	32.3%	67.73%
500-610-3280-651	Mary Bennet Fund	83,330.65	\$ -	83,330.65		
500-610-5700-652	Lucy Littlefield Fund	157,784.15	\$ -	157,784.15		
500-610-5400-653	Fred Blanchard Fund	70,691.34	\$ 8,386.24	62,305.10		
500-610-3280-654	Polly Bennett Fund	1,495.29	\$ -	1,495.29		
500-610-3280-655	Mary F. Bridges Fund	482.20	\$ -	482.20		
500-610-3280-656	Anna F. Elliot Fund	5,026.01	\$ -	5,026.01		
500-610-3280-657	Bessie Norris Fund	2,539.61	\$ -	2,539.61		
500-610-3280-658	Lucy A. Parks Fund	1,026.29	\$ -	1,026.29		
500-610-3280-659	Edgar Perham Fund	9,252.98	\$ -	9,252.98		
500-610-3280-660	Richmond Fund	5,087.65	\$ -	5,087.65		
500-610-3280-661	Maude Coburn Fund	1,549.06	\$ -	1,549.06		
500-610-5700-662	Ethel Keyes Fund	618.39	\$ 75.00	543.39		
	TOTAL TRUST FUND	\$338,883.62	8,461.24	330,422.38		
250-610-3520-611	Library State Aid	77,465.13	7,270.81	70,194.32		
280-610-3850-615	Replacement Donations Fund	1,917.01	(778.14)	2,695.15		
280-610-3850-616	Library Donations	31,111.32	(2,929.09)	34,040.41		
280-610-3580-617	TCC Library Grant	-	-	-		
	TOTAL MISC. INCOME	\$110,493.46	3,563.58	106,929.88		

61.5% of FY22 remaining

Special Accounts - FY22 Projected Spending

ANNUAL Projects			Exp/(Cred)	
Account	Project	Amount	YTD/PTD	Remaining \$
State Aid	Programs	6,500.00	3,300.77	3,199.23
State Aid	Books & Materials	14,800.00	-	14,800.00
Donations	Garden Maintenance	1,000.00	-	1,000.00
State Aid	Marketing	3,000.00	730.00	2,270.00
State Aid	Other - annual	4,995.00	4,995.00	0.00
Donations	Museum Passes	2,000.00	185.00	1,815.00
	Total	32,295.00	9,210.77	23,084.23
MULTI-YEAR Projects			Exp/(Cred)	
Account	Project	Amount	YTD/PTD	Remaining \$
State Aid	Special Collections Project PTD*	8,000.00	7,293.82	706.18
State Aid	Strategic Planning Consultant	4,900.00	1,700.00	3,200.00
	Total	8,000.00	7,293.82	706.18

** Project began FY21

* Project began FY17

PTD=Project to date

Special Accounts: February 17-March 31 Projects & Operational Expenses

Account	Expense	Amount \$
State Aid	Special Collections Project*	601.92
State Aid	Programs	910.14
Donations	Furnishings	
Fred Blanchard Trust	Furnishings	

Elyse Wolfe, Treflors
gram & teen program

February 2022

Total Circulation*

TPL 5,729
 Chg FY21-FY22 78.3%

* Items checked out/renewed out at TPL.

OverDrive

TPL MVL Ave. 1,069
 Chg FY21-FY22 -1.2%
 MVL Ave. 1,569
 -0.1%

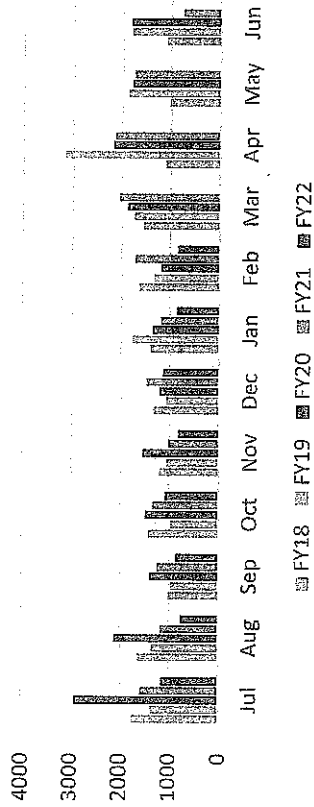
Patron Count

Visits 2,470
 Total 2,470
 No. patrons 1 patron in Feb 2021
 Chg FY21-FY22 1 patron in Feb 2021

Museum passes

101
 Chg FY21-FY22 1122.0% (9 circs in Feb 2021)

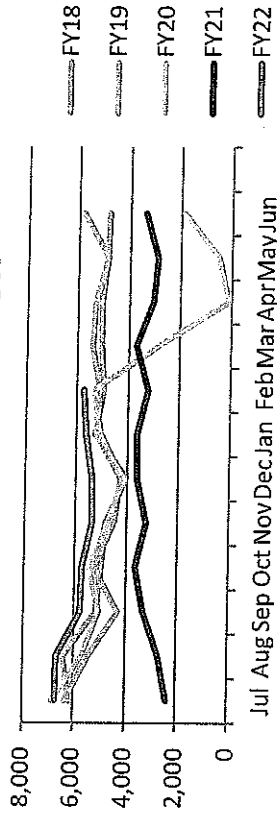
Freegal Songs Downloaded/Streamed



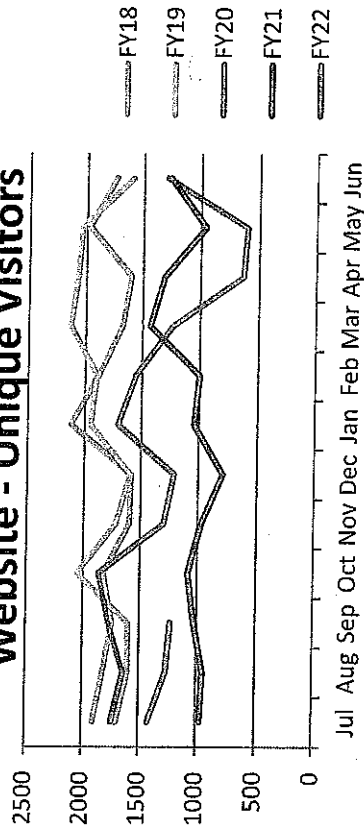
Freegal

Total Songs D&S 852
 Chg FY21-FY22 -31.2%

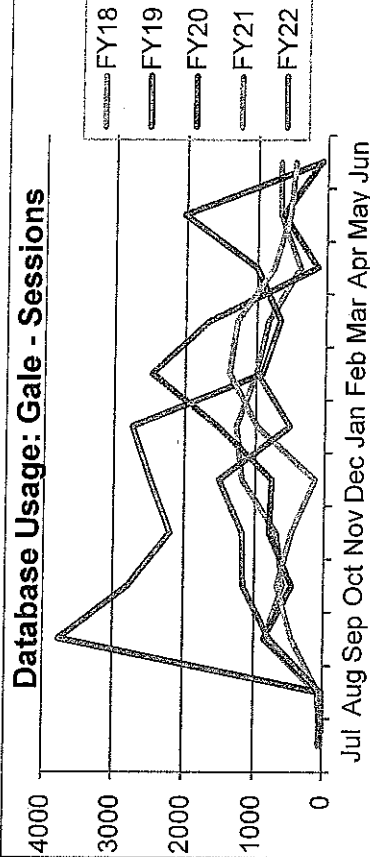
Total Circulation



Website - Unique Visitors



Database Usage: Gale - Sessions



FY19> Powersearch



The 2021 Annual Town Report Board of Library Trustees

Ann Marie Conant, Chair
Paula Flaherty, Secretary

Julie Iatron, Vice-Chair
Joseph DelGaudio
Mary Allgrove

Dear fellow Tyngsborough Residents,

The FY21 year felt like a roller coaster ride here at the Library. The continuing pandemic and resulting safety recommendations brought much fluctuation to the day-to-day operation of the Library and services available to our patrons. During the course of the year the Library building itself was closed, opened briefly, closed again, and then reopened just as June came to a close. The staff nonetheless continued to work fulltime and patrons with Internet access could utilize online research databases, music, e-books, and magazines. Eventually, curbside pickup and virtual programming became the norm. The Board of Trustees met via Zoom, then in person, and then reverted back to Zoom as they worked with Library Director Sue Arthur to stay on top of the ever-evolving situation. Flexibility became the byword in every aspect of Library life.

Throughout this challenging time the dependable constant was the Library's dedicated staff. They persevered through all the Covid-related service permutations and staffing shortages. The latter was in part caused by a hiring freeze which left the Library without a Youth Services Librarian for ten months. Other contributing factors included extended staff illnesses and Covid quarantining protocols. These issues made it increasingly difficult to maintain our service hours to our patrons, much to everyone's frustration, and thus our hours of operation changed frequently. However, even when the building was closed to the public the staff continually brainstormed ways to provide library services to patrons. Miss Sam rose to the occasion, taking over virtual story times, creating and distributing Take and Make craft kits to our younger patrons, and ensuring that letters to Santa found their way to the Jolly Old Elf. Other staff members took advantage of the Children's Room closure to re-organize its collection and to create Grab and Go book sets for parents to check out for their families. Former staff member, Naomi Needle, returned briefly to help fill in for long-term illness absences. The Trustees are most grateful to all the staff for their efforts during this trying time.

The Library Board was hard at work during all this time as well. Board member Paula Flaherty, assisted by fellow Trustee Joe DelGaudio, led the effort to review and rewrite Tyngsboro Public Library's Policy Manual. The manual, the code by which the Library operates, had been amended over the years but needed a comprehensive reassessment. The committee met monthly and completion is anticipated early in FY22. Library Director Sue Arthur and the rest of the Library Board thank these two board members for undertaking such time-consuming but necessary work. While the building closure continued the Trustees held long discussions about Library services to the town. While understanding the need to adhere to Covid protocols for the safety of both our patrons and staff, the continued staffing shortages and reduced service hours were of much concern to the Board. The Board agonized over how best to maximize library access to patrons once the building could safely reopen, and in the spring the Trustees decided to reinstitute Friday half-day hours for the upcoming summer on a trial basis.

The Library's outlook improved in the spring, first with the hiring of Robert Carter, Head of Youth Services Librarian. Mr. Robert quickly delighted many of our young patrons with his many story-time talents, including playing instruments, singing, puppeteering, and storytelling via Zoom. When the snow melted he created a story walk by adorning the library windows facing the garden area with book pages.

In April we said goodbye to staffer Rhonda Buck whose family relocated to New Hampshire. We hope she is now happily pursuing her artistic talent. Thomas Tagliaventa was hired to fill that opening in June, just in time to witness the extensive refreshing of the Library interior as the long-delayed wall-painting project began just as the Fiscal Year was coming to a close. After months of curbside pickups, the Library building reopened to the public on June 28th.

In yet another change Sue Arthur, our Library Director for 12 years, gave the Trustees her letter of resignation in late May, with her intent to stay through the summer. The Board accepted her resignation with much regret, but were thankful that she gave the Board such good lead time. Board member Julie Iatron graciously volunteered to lead the search committee.

As always, the Board gives their appreciation to the Friends of the Library and all of the Library's faithful volunteers. We are especially grateful to our patrons for their patience during this year's difficult and confusing times.

FY22 promises to provide exciting changes for the Library with the completion of the interior refurbishment, a new Director, and hopefully a return to more normal operations.

On behalf of the Board of Trustees
Ann Marie Conant, Chair

The 2021 Annual Town
Report
www.tyngsboroughma.gov



The 2021 Annual Town Report
Library

Tyngsborough Public Library Activity Report for FY 2021

The library was closed to the public for in person visits for the majority of FY21 due to the Covid Pandemic and offered Curbside service to our patrons in its place. Due to this fact, our service numbers were decreased when compared to previous years. This time was used to paint and replace the carpet in the library, and to weed and shift the collection to keep it more current and efficient for our patrons, and also to eliminate any lost or missing items from the catalog.

FY21 Circulations for Each Material

Books	30,007
Audiobooks	1,394
Videos	10,416
Music CDs	1,862
Magazines	1,323

Number of Items Added to the Collection

Children	1169
Young Adult	216
Adult	2600
TOTAL	3,985

FY21 Total Circulating Materials

Circulating materials	49,823
Electronic collections	35,294

FY21 Programming (mostly virtual)

124 Programs - 1020 attendees

**LIBRARY DIRECTOR'S REPORT
SEPTEMBER 2021**

Service Update

- TPL remains open for services. Patrons have been required to wear masks in the Library since August 2nd. The only exemption from the requirement is for children under 5 years old.
- The open hours pilot project began the week of June 21 with only curbside pickup services offered on Friday, June 25th (no statistics available).

Patron Count* on Fridays - Summer 2021

Friday	Total	Notes
2-Jul	111	very rainy, families lingered in Children's Room
9-Jul		missing data
16-Jul	75	
23-Jul	54	
30-Jul	75	
6-Aug	97	
13-Aug	58	
20-Aug	104	
27-Aug	58	
3-Sep	46	

* Includes staff entering and exiting

Programs

- Sandy is continuing to add new programs to the fall calendar, including *Understanding Your Aura*, *Mandala Mini-Pumpkins* and several photography programs offered by Nick DePasquale. Martin Gitlin's program on the cartoon characters will be rescheduled due to lack of interest. Programs will be held virtually, with the exception of *Gardening is Murder*, which is a collaboration with the Tyngsboro Garden Club. Sue and Sandy discussed scaling back programming due to the delegation of new duties to prepare for Sue's impending departure.
- TPL continues to collaborate with other MVLC libraries to offer author visits.

Youth Services

In August, 2 special programs

- Henry the Juggler - 11 attendees
- End of Summer Reading Picnic - 59 attendees
- "Let's Go on a Bug Hunt" with Hands-On Nature was postponed to September 20 due to extreme heat warnings.

Summer Reading Program - READsquared enrollment:

- Pre-K 2021 Tails & Tales Ages 0 - 4 06/16/2021 - 08/31/2021 **18**
- Children's 2021 Tails & Tales Ages 5 - 12 06/16/2021 - 08/31/2021 **61**

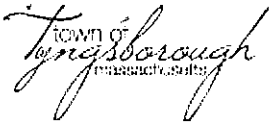
Manual reading logs: **12** (ages 0-12)

Programs

August 2021 Programs	Target Group	# Programs	Attendance
Regular*	A		
	YA		
	CH	13	44
Special Events	A	1	11
	YA		
	CH	2	59
Total	0	16	114

Key A=Adult YA=Teen CH=Children

*Weekly, biweekly and monthly regularly scheduled programs



Kathryn Growney <kgrowney@tynglib.org>

Fwd: **[EXT**]** FY2023 Congressionally Directed Spending Requests**

2 messages

Matt Hanson <mhanson@tyngsboroughma.gov>
To: Department Heads <depthheads@tyngsboroughma.gov>

Mon, Mar 28, 2022 at 12:03 PM

Hello Department Heads,

Senator Warren's Office is accepting requests for FY23 Congressionally Direct Spending (earmark) requests. Submissions are due April 15th. Please review the guidelines at the link below and let me know if you have a project that you think may be eligible for funding. Please note, brick and mortar construction projects are unlikely to be funded but infrastructure projects or other projects that are likely to have an impact on a large number of residents in Tyngsborough or the region may be viewed favorably.

https://appropriations.house.gov/sites/democrats.appropriations.house.gov/files/Guidance%20on%20Community%20Project%20Funding_2023.pdf

Regards,
Matt

Matthew J. Hanson
Town Administrator

Town Hall, 25 Bryants Lane
Tyngsborough, MA 01879
(V) 978-649-2300 x109
(F) 978-649-2320

Please Note New Town Hall Hours (trial through April 30, 2022)

Mon	Tues	Wed	Thur	Fri
8:30 AM	8:30 AM	8:30 AM	8:30 AM	Closed
4:30 PM	4:30 PM	7:00 PM	4:00 PM	

----- Forwarded message -----

From: **Freedman, Caroline (Warren)** <Caroline_Freedman@warren.senate.gov>
Date: Fri, Mar 25, 2022 at 5:36 PM
Subject: **[**EXT**]** FY2023 Congressionally Directed Spending Requests
To: Freedman, Caroline (Warren) <Caroline_Freedman@warren.senate.gov>

Good Afternoon,

I am writing to notify you that Senator Warren will soon begin accepting requests for Congressionally Directed Spending (CDS) for the FY2023 Senate Appropriations process. CDS requests are designed to identify high-impact projects in Massachusetts that can reach completion with assistance from the federal government. For-profit entities are not eligible to receive Congressionally Directed Spending, and any CDS request that Senator Warren submits to the Appropriations Committee must comply with Senate Rule XLIV.

We invite your municipality to submit an FY2023 CDS request to our office. Please note that the Senate Appropriations Committee currently is developing specific guidance for Congressionally Directed Spending for FY2023. When this guidance and eligibility criteria are available, we will post them on Senator Warren's website and launch our online application portal.

3/29/22, 10:52 AM

Tyngsboroughma.gov Mail - Fwd: [**EXT**] FY2023 Congressionally Directed Spending Requests

over the next couple of weeks to take into consideration what betterment amount would be affordable for the residents, what amount the Enterprise Fund could afford to match for the 20%, and as a result amount to request for funding. I will follow up with you as we get closer to April 15, to see what priority # you would like us to use for our submission. Thank you!!

Kathy

[Quoted text hidden]

--

Please Note New Town Hall Hours (August-April trial)

[Quoted text hidden]

Committee on Appropriations

Guidelines for the FY2023 Community Project Funding Member Request Process

What is required for requesting Community Project Funding?

- **Limit of 15 Community Project Funding requests.** Given the limited scope for which the Committee will consider Community Project Funding requests, Members may submit up to 15 requests (up from 10 requests last year), excluding programmatic and language requests, across all Subcommittees. Further, the request must be submitted to the Member database in order for it to be considered as a valid. Members will be required to prioritize their community project requests when they are submitted to the Member database. Similar to last year the prioritization of CPF requests is separate from programmatic and language requests.

- **Community Support.** Community engagement and support is crucial in determining which projects are worthy of Federal funding. Only projects with demonstrated community support will be considered. This recommendation builds on past Committee reforms, and Members will be required to present to the Committee evidence of community support that were compelling factors in their decision to submit the request. Examples of these include, but are not limited to:
 - Letters of support from elected community leaders (e.g. mayors or other officials);
 - Press articles highlighting the need for the requested Community Project Funding;
 - Support from newspaper editorial boards;
 - Projects listed on State intended use plans, community development plans, or other publicly available planning documents; or
 - Resolutions passed by city councils or boards.

These are intended to be examples of the type of information that you may consider presenting to the Committee in conjunction with your project. It is not an exhaustive list. Please direct questions to the relevant Subcommittee.

Importantly, should Member #1 wish to sign onto a letter of Community Support that Member #2 intends to submit as part of a formal request, then the Appropriations Committee recommends that Member #1 also include with the Community Support letter a financial disclosure statement to ensure the highest ethical standards in the process.

- **Financial Disclosure Statement.** The Committee continues the requirement that Members certify that neither they nor their immediate family has a financial interest in the requested project. The Committee will not consider a requested project without this

the project.

Members will be asked to provide a link to the webpage containing this information when they enter the request into the Members' Request database system. The Committee will use that link in its "one-stop" online database.

- **Online Table of Requests.** The Committee's website will also include a link to a consolidated table of accessible data, so that the public can directly view all Community Project Requests submitted to the Committee. This table will show the same information that is required to be posted on the Member's website, and it is an effort to display all of the requests in one place in a more accessible format for the public. The consolidated table will be available following the 15-day period for Committee staff to review requests to ensure they are properly identified as Community Project Funding requests.

What criteria will be used to evaluate Community Project Funding requests?

Specific instructions will be provided in Dear Colleagues and enclosures from each of the Subcommittee Chairs, including which accounts are eligible for such requests and the information Members must include for Subcommittees to properly evaluate such requests. It is important that Member offices read the Subcommittee-specific guidance to understand the requirements for that Subcommittee before making a submission to the database. More generally, Subcommittees will consider requests with the following in mind:

- **Ban on For-Profit recipients.** The Committee is imposing a ban on directing Community Project Funding to for-profit entities.
- **Matching requirements.** Several Federal programs eligible for Community Project Funding requests require a State or local match for projects either by statute or according to longstanding policy. The Committee will not waive these matching requirements for Community Project Funding requests, so it is important that Member offices discuss with their State and local officials the ability for localities to meet matching requirements prior to requesting a project. Note: This does not mean that matching funds must be in-hand prior to requesting a project, but that local officials must have a plan to meet such requirements in order for such a project to be viable.
- **One-year funding.** Each project request must be for fiscal year 2023 funds only and cannot include a request for multiyear funding. However, the performance period for a project funded with amounts provided in fiscal year 2023 will depend on the appropriations account from which it is funded, and may be longer than one year.
- **State, local or Tribal governmental entities as grantees.** Members are encouraged to

affiliated parties that have an interest in the project.

- **“One-stop” webpage for the public.** The Appropriations Committee will maintain a website with links to all House Members’ appropriations project requests to help the public easily view them.
- **Transparency / Early Public Disclosure.** Per House rules, each bill’s Committee report will include a list identifying each community project that has been funded in the bill along with the name of the Member requesting it. Each Subcommittee will make such lists public at the time of their Subcommittee markup.

What is the definition of “Earmark?”

- The Appropriations Committee uses the definition of “earmark” found in House rule XXI.

A “Congressional earmark” is defined as “a provision or report language included primarily at the request of a Member, Delegate, Resident Commissioner, or Senator providing, authorizing or recommending a specific amount of discretionary budget authority, credit authority, or other spending authority for a contract, loan, loan guarantee, grant, loan authority, or other expenditure with or to an entity, or targeted to a specific State, locality or Congressional district, other than through a statutory or administrative formula driven or competitive award process.” (Clause 9 of House rule XXI)