



25 Bryant Lane  
Tyngsborough, MA 01879  
(978) 649-7361  
[www.tynglib.org](http://www.tynglib.org)

**Board of Library Trustees Meeting**  
Tyngsborough Public Library

Tuesday, November 15, 2022 6:45 PM  
Location: Library

**AGENDA**

Comments from the Public

Minutes Review

Correspondence

Director's Report

Financial Report

Circulation Report

Review of Bills

Old Business

Review of Subcommittees:

Finance & Budget – Ann Conant

Personnel – Mary Allgrove

Legal – Joseph DeGaudio

Policy – Paula Flaherty

Long Range Planning – Julie Iatron

Preservation – vacant

Special Collections Room Update

Strategic Plan Update

Director Evaluation – Continue Process

Begin FY 24 Budget Discussion

Artwork Hanging Placement

Assistant Director

New Business

Early closing on November 23

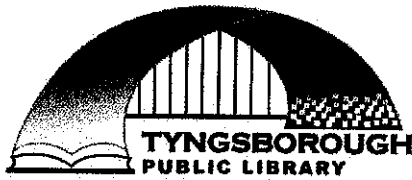
State Aid Funds

Artwork Reception

Quarterly Report

Trustees Time

Next Meeting – Tuesday, November 29, 2022, 6:45 PM



**Board of Library Trustees (BOLT)**  
**Meeting Minutes, Tuesday November 15, 2022 6:45 p.m.**

Ann Marie Conant, Chair  
Julie A. Iatron, Vice Chair  
Paula Flaherty, Secretary  
Joseph F. DelGaudio  
Mary L. Allgrove  
Nataliya S. Poto

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

**Members Present:** Ann Marie Conant (AMC), Julie A. Iatron (JAI), Paula Flaherty (PF), Mary L. Allgrove (MLA), Nataliya S. Poto (NSP)

**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 October 18, 2022 BOLT meeting were reviewed. A motion was made by MLA and seconded by NSP to accept the minutes of the October 18, 2022 BOLT meeting. The motion passed 5-0-0.
- The minutes for the November 9, 2022 BOLT Finance Subcommittee meeting were reviewed. AMC accepted the minutes of the November 9, 2022 BOLT Finance Subcommittee meeting.

**Correspondence**

- No correspondence was reviewed at this meeting.

**Director's Report**

- The Trustees reviewed the Director's Report for this month.
- Trustees reviewed the *Dispatch from the Children's Room*.

**Financial Report**

- The Trustees reviewed and discussed the Director's FY22 Financial Report, 11/06/22, as well as the Town MUNIS dated 11/12/22.

**Circulation Report**

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

## Review of Bills

- The Trustees agreed at the May 19, 2022 BOLT meeting that the review of bills will be delegated to a single Trustee. JFD will take this responsibility for the foreseeable future. JFD will review bills paid since the October 2022 BOLT meeting at a later date.

## Old Business

Finance & Budget – Ann Marie Conant

Personnel – Mary L. Allgrove

Legal – Joseph F. DelGaudio

Policy – Paula Flaherty

Long Range Planning – Julie A. Iatron

Preservation – Vacant

- **Review of Subcommittees:** The Finance subcommittee met on November 9, 2022. A rough draft budget is being developed.
- **Special Collections Room Update:** The room has been carpeted and painted.
- **Strategic Plan Update:** The Staff SOAR meeting is planned for tomorrow morning. The Trustee's SOAR meeting will be held Nov 29, 6:45-8:45 p.m.  
An Advisory Committee of 10-15 people, including 2 Trustees is being set up. JAI will be one of the 2, the second slot is open. Three SOAR meetings, to be held on line via Zoom, are scheduled for Dec 7 6-7:30 p.m.; Jan 18 6-7:30 p.m.; and Jun 14 6-7:30 p.m.
- **Assistant Director Job Description:** KMG is finalizing. KMG met with the Town Admin and HR. The position has been determined to be step 9, Clerical. The position will be posted for 1 week internally.
- **Artwork Hanging Placement:** Trustees discussed placement of the artwork.
- **Begin FY 24 Budget Discussion:** See above.
- **Director Evaluation – Continue Process,** Trustees and the Director discussed. Stakeholder Interviews were assigned. Trustees should meet with AMC to provide input. All should fill out the evaluation and provide to PF before the next meeting if possible. NSP will review the process and suggest improvements.

## New Business:

- **Early Closing on November 23:** A motion was made by MLA and seconded by NSP to close the Library at 4 p.m. or at an earlier time if the Town Hall closes earlier, on November 23, 2022, the day before Thanksgiving. The motion passed 5-0-0.
- **State Aid Funds:** The first State Aid award has been made to the Tyngsborough Public Library.
- **Artwork Reception:** Trustees should consider what this reception should look like.
- **Quarterly Update:** Trustees and the Director reviewed the draft July-September 2022 Quarterly Update. The Director will be purchasing furniture for the Assistant Director's office using State Aid funds.

## Trustees Time:

Julie commented on the TPL Newsletter link to books and the Neighbor to Neighbor Library column. Derek is happy with the 3 week loan time on games.

Paula commented that Bill is excited about the library of things car code reader. Also, thank you to Nataliya for the sample goal setting template.

Nataliya discussed support for the Friends.

Ann attended the MTLA annual meeting, "FACING THE CHALLENGES TOGETHER". It was well attended. Dr Martin Garnar, Director of Libraries at Amherst College, Chair of the ALA Intellectual Freedom Committee and Editor of the 10th edition of the Intellectual Freedom Manual presented scenarios to compare to Library policies. Ann will bring these to future meetings. Lunch was with author Stephen McCauley who does all his writing in libraries

Ann also had a few newspaper articles to share which she will bring to future meetings.

## Next Meeting:

- A Trustee's SOAR meeting will be held Nov 29, 6:45-8:45 p.m.
- The next BOLT meeting is planned for Thursday, December 15, 2022, 6:45 p.m.

At 9:20 p.m. a motion was made by MLA and seconded by NSP to adjourn the BOLT meeting. The motion passed 5-0-0. The meeting adjourned at 9:20 p.m.

Respectfully submitted, Paula Flaherty, Secretary

*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.*

# Library Director's Report

15 November 2022

## Programs

1. Art in Bloom returns on April 10, 2023. This event is a partnership between Tyngsborough Public Library and the Tyngsborough Garden Club.
2. Save the date for the School Art Show Reception to be held on April 26 at 6 PM.
3. Please see the Youth Services Librarian's report for children's programming.

## Programming Statistics

Oct 2022 Programs	Target Group	# Programs	Attendance
	General	2	72
	A	3	51
	YA		
	Birth - 5 yrs	11	180
	6-11 yrs	12	237
	Total	26	468

Key A=Adult YA=Teen

## Budget

1. Tyngsborough Public Library saved \$26,284 on purchases made via the MHEC contract in FY2022.
2. The Trustee Chair and the Library Director met to begin discussing the FY24 Budget.

## Resources

1. Due to increasing costs, Ingram has instituted shipping fees and reduced discounts. When added to the increasing costs of books, it translates into less buying power for the library.

## Special Collections Project

1. Carpeting and painting of the Special Collections Room is complete. The room has also been rearranged to make the space more functional.

## MBLC

1. The Library's initial State Aid Award will be \$13,820.34.

## Staff, Trustees & Volunteers

1. The library staff will participate in a SOAR exercise on Wednesday, November 16.
2. The Assistant Director job has been submitted to Town Hall for review.
3. The Library Director is on the new MVLC Collection Development User Group
4. The Library Director attended Trans and Gender Diverse Inclusion in Libraries Workshop
5. The Library Director attended Massachusetts Library System Annual Meeting
6. The Library Director is on the MVLC ad hoc Committee for Custom Services

Respectfully Submitted by,

Kathryn Growney

**October dispatch from the Children's Room:**

**News:**

- Our IACS Intern, Pankti Bhagat, produced a video for our new YouTube Channel. Search Tyngsborough Public Library on YouTube to subscribe.
- Ms. Bhagat is producing videos for winning entrants in our Spooky Story Contest.
- Chance Lee began setting up the Assabet calendar and reservation module for launch in January 2023.
- We welcomed back a returning teen volunteer.
- The Children's Program Room reopened after that Fall Book Sale.
- Chance Lee attended a webinar about the new Pebble GO database provided by MBLC.
- Chance Lee met with Kathy and Thomas to coordinate social media marketing across multiple channels.

**Programming:**

- 16 on-site programs were held with 312 total participants
  - We held a costume parade with approximately 70 attendees (parents and children).
  - One storytime was held at the Sherburne Nature Center.
- Ellen Olson-Brown's Friendly Kids Yoga program rescheduled one makeup session for November. The final session was canceled due to a town-wide power outage.
- TPL Comic Club resumed for the 2022/23 school year.

**Outreach:**

- 6 off-site programs were held with 200 participants.
  - Mr. Chance visited TES for Spooky Storytime.

**Collection:**

- 65 items were purchased for the children's collection.
- 25 YA items were purchased for the collection.
- We began creation of a new "Early Chapter Book" section for books with reading level between Early Reader (abcE) and Juvenile/Middle Grade (J).

**Please see the attached calendar for upcoming events.**

Respectfully submitted,  
Chance Lee Joyner, Head of Youth Services  
November  
2, 2022

# Children's December Calendar

visit [www.tynglib.org](http://www.tynglib.org) for more info and to register for starred programs(\*)

"Why am I such a misfit?"

- Hermeiy from Rudolph the Red-Nosed Reindeer



## December 2022 Holidays

18: Hanukkah Begins at Sundown

25: Christmas Day

26: Library Closed (Christmas Day Observed)

*thursday*      *friday*      *saturday*

<i>monday</i>	<i>tuesday</i>	<i>wednesday</i>	<i>thursday</i>	<i>friday</i>	<i>saturday</i>
4 p.m.: Club Pokemon* (3rd to 5th grade) sponsored by Newbury Comics	6	11 a.m.: Family Resource Network playgroup	11 a.m.: Storytime with Mr. Chance	2	10 a.m.: Pajama Jam with Bernadette Baird
5	7	11 a.m.: Family Resource Network playgroup	8	9	10
12	13	11 a.m.: Family Resource Network playgroup	15	16	17
19	20	21	11 a.m.: Storytime with Mr. Chance	23	24
26	27	28	29	30	31





Town of Tyngsborough  
 2023 FISCAL YEAR BUDGET REPORT

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Town of Tyngsborough  
 FY23 YEAR-TO-DATE BUDGET REPORT

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FOR 2023 13

ORIGINAL APPROP	TRANS/ADJMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
100 GENERAL FUND						
610 LIBRARY						
01610100 PAYROLL						
01610100 511020	LIBRARY DIRECTOR	77,250.00	25,743.24	0.00	51,506.76	33.3%
01610100 511030	ASST LIBRARY DIRECTOR	24,000.00	0.00	0.00	24,000.00	.0%
01610100 511530	CLERICAL	231,131.00	77,807.50	0.00	153,323.50	33.7%
01610100 515010	LIB HOLIDAY PAY	0.00	1,345.38	0.00	-1,345.38	100.0%
01610100 515050	LONGEVITY	0.00	0.00	0.00	0.00	.0%
TOTAL PAYROLL		332,381.00	104,896.12	0.00	227,484.88	31.6%
01610200 EXPENSES						
01610200 523010	WATER	150.00				
01610200 524085	REPAIR / MAINT - OFC EQUIP	2,803.00	34.32	0.00	115.68	22.9%
01610200 530920	PROFESSIONAL & AUTOMATION	33,978.00	1,096.00	0.00	1,707.00	39.1%
01610200 534010	POSTAGE EXPENSE	500.00	33,220.00	0.00	758.00	97.8%
01610200 534020	TELEPHONE	1,500.00	94.04	0.00	405.96	18.8%
01610200 538040	PRESERVATION	500.00	662.97	0.00	837.03	44.2%
01610200 542010	OFFICE SUPPLIES	5,340.00	0.00	0.00	500.00	.0%
01610200 542080	EQUIPMENT REPLACEMENT	3,300.00	4,475.72	0.00	864.28	83.8%
TOTAL EXPENSES		33,300.00	0.00	0.00	3,300.00	.0%

*Town of Tyngsborough*  
 Tyngsborough  
 37 Pleasant Street, Tyngsboro, MA 01771-1744-2100

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 kgrowney

Town of Tyngsborough  
 FY23 YEAR-TO-DATE BUDGET REPORT

P 2  
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FOR 2023 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01610200 542085	RPR & MAINT - COMPUTER EQUIP	2,270.00	359.88	0.00	1,910.12	15.9%
01610200 555015	BOOKS & MATERIALS	31,964.00	16,932.09	0.00	15,031.91	53.0%
01610200 555020	A/V MATERIALS	21,537.00	4,872.30	0.00	16,664.70	22.6%
01610200 555025	PERIODICALS	5,000.00	3,571.23	0.00	1,428.77	71.4%
01610200 571010	TRAVEL EXPENSE	350.00	0.00	0.00	350.00	.0%
01610200 573010	DUES / SUBS / MEMBERSHIPS	150.00	0.00	0.00	150.00	.0%
TOTAL EXPENSES		109,342.00	65,318.55	0.00	44,023.45	59.7%
01610400 SPECIAL ARTICLES						
01610400 580000	LIB CAP - CARPET	0.00	2,997.88	0.00	-2,997.88	100.0%
TOTAL SPECIAL ARTICLES		0.00	2,997.88	0.00	-2,997.88	100.0%
01610800 LIBRARY - ENCUMBRANCES						
01610800 530920	ENC-LIB PROFESSIONAL & AUTOMAT	0.00	0.00	0.00	0.00	.0%
01610800 555020	ENC - LIB A/V MATERIALS	0.00	0.00	0.00	0.00	.0%
01610800 570000	OTHER CHARGES AND EXPENSES	0.00	0.00	0.00	0.00	.0%
TOTAL LIBRARY - ENCUMBRANCES		0.00	0.00	0.00	0.00	.0%
TOTAL LIBRARY		441,723.00	173,212.55	0.00	268,510.45	39.2%
TOTAL GENERAL FUND		441,723.00	173,212.55	0.00	268,510.45	39.2%
TOTAL EXPENSES		441,723.00	173,212.55	0.00	268,510.45	



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TOWN of Tyngsborough  
FY23 YEAR-TO-DATE BUDGET REPORT

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FOR 2023 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
441,723.00	0.00	441,723.00	173,212.55	0.00	268,510.45	39.2%
GRAND TOTAL						

\*\* END OF REPORT - Generated by Kathryn Growney \*\*

Tyngsborough Public Library Budget as of 11/12/2022

Expense Acc't	Description	FY23 Budget	Exp/(Cred) YTD	Remaining \$	Remain. %	Exp %
01610100 511020	Library Director	\$77,250.00	26,074.67	51,175.33	66.2%	33.75%
01610100 511030	Salary - Asst. Lib. Director	\$24,000.00				
01610100 511530	Salaries & Wages - Clerical Lib. Sub. Hours - within Clerical above	\$231,131.00	0.00	0.00	0.0%	100.00%
	<b>TOTAL SALARY</b>	<b>\$332,381.00</b>	<b>26,074.67</b>	<b>51,175.33</b>	<b>68.8%</b>	<b>31.24%</b>
01610200 523010	Water	150	42.90	107.10	71.4%	28.60%
01610200 524085	Repairs & Maintenance - Office Equip	2,803	2,274.89	528.11	18.8%	81.16%
01610200 530920	Professional & Automated Services	33,978	33,220.00	758.00	2.2%	97.77%
01610200 534010	Postage	500	62.30	437.70	87.5%	12.48%
01610200 542085	Repairs & Maintenance - Computer Equip	2,270	0.00	2,270.00	100.0%	0.00%
01610200 534020	Telephone	1,500	0.00	1,500.00	100.0%	0.00%
01610200 538040	Preservation	500	62.30	437.70	87.5%	12.48%
01610200 542010	Office Supplies	5,340	3,302.95	2,037.05	38.1%	61.85%
01610200 555015	Books & Materials	31,964	13,503.22	18,460.78	57.8%	42.25%
01610200 555020	AV Materials	21,537	4,872.30	16,664.70	77.4%	22.62%
01610200 542080	Replacement Equipment	3,300	0.00	3,300.00	100.0%	0.00%
01610200 555025	Periodicals	5,000	2,968.28	2,031.72	40.6%	59.37%
01610200 571010	Travel	350	0.00	350.00	100.0%	0.00%
01610200 573010	Dues/Subscriptions/Memberships	150	0.00	150.00	100.0%	0.00%
	<b>TOTAL OPERATIONS</b>	<b>\$109,342.00</b>	<b>60,309.14</b>	<b>49,032.86</b>	<b>44.9%</b>	<b>55.10%</b>
	<b>TOTAL MUNICIPAL</b>	<b>\$441,723.00</b>	<b>86,383.81</b>	<b>100,208.19</b>	<b>62.9%</b>	<b>37.15%</b>
500-610-3280-651	Mary Bennet Fund	83,612.75	\$ -	83,612.75		
500-610-5700-652	Lucy Littlefield Fund	158,300.82	\$ -	158,300.82		
500-610-5400-653	Fred Blanchard Fund	59,200.53	\$ -	59,200.53		
500-610-3280-654	Polly Bennett Fund	1,501.03	\$ -	1,501.03		
500-610-3280-655	Mary F. Bridges Fund	484.06	\$ -	484.06		
500-610-3280-656	Anna F. Elliot Fund	5,045.83	\$ -	5,045.83		
500-610-3280-657	Bessie Norris Fund	2,550.81	\$ -	2,550.81		
500-610-3280-658	Lucy A. Parks Fund	1,030.09	\$ -	1,030.09		
500-610-3280-659	Edgar Perham Fund	9,285.70	\$ -	9,285.70		
500-610-3280-660	Richmond Fund	5,107.10	\$ -	5,107.10		
500-610-3280-661	Maude Coburn Fund	1,554.00	\$ -	1,554.00		
500-610-5700-662	Ethel Keyes Fund	545.61	\$ -	545.61		
	<b>TOTAL TRUST FUND</b>	<b>\$328,218.33</b>	<b>0.00</b>	<b>328,218.33</b>		
250-610-3520-611	Library State Aid	69,410.59	8,887.20	60,523.39	87.2%	
280-610-3850-615	Replacement Donations Fund	2,868.64	237.54	2,431.10	91.1%	
280-610-3850-616	Library Donations	33,336.54	9,676.49	23,660.05	71.0%	
280-610-3560-617	TCC Library Grant	-	-	-		
	<b>TOTAL MISC. INCOME</b>	<b>\$105,415.77</b>	<b>18,801.23</b>	<b>86,614.54</b>		

61.5% of FY22 remaining

Special Accounts - FY23 Projected Spending

ANNUAL Projects		Amount	Exp/(Cred) YTD/PTD	Remaining \$
Account	Project			
State Aid	Programs	6,500.00	1,944.89	4,555.11
State Aid	Books & Materials	8,048.00	1,681.99	6,366.01
Donations	Garden Maintenance	1,000.00	-	1,000.00
State Aid	Marketing	3,300.00	250.00	3,050.00
State Aid	Other - annual	6,200.00	1,978.13	4,221.87
Donations	Museum Passes	2,000.00	230.00	1,770.00
	<b>Total</b>	<b>27,048.00</b>	<b>6,085.01</b>	<b>20,962.99</b>
MULTI-YEAR Projects		Amount	Exp/(Cred) YTD/PTD	Remaining \$
Account	Project			
State Aid	Special Collections Project PTD*	9,000.00	7,916.32	1,083.68
State Aid	Strategic Planning Consultant	5,040.00	1,260.00	3,780.00
	<b>Total</b>	<b>14,040.00</b>	<b>9,176.32</b>	<b>4,863.68</b>

\*\* Project began FY21

\* Project began FY17

PTD=Project to date

Special Accounts: October 19 - November 12 Projects & Operational Expenses

Account	Expense	Amount \$
State Aid	Special Collections Project*	
State Aid	Other	
State Aid	Programs	429.06
State Aid	Marketing	
Donations	Special Collections Project*	
Fred Blanchard Trust	Furnishings	

Child Prog

**October 2022**

<b>Symphony Circulation</b>	<b>TPL*</b>	<b>MVLC</b>
	5,976	383,245
Chg FY22-FY23	4.6%	5.6%

\* Items checked out/renewed out at TPL

<b>OverDrive</b>	<b>TPL</b>	<b>MVLC Ave</b>
	1,049	1,712
Chg FY22-FY23	3.8%	10.9%

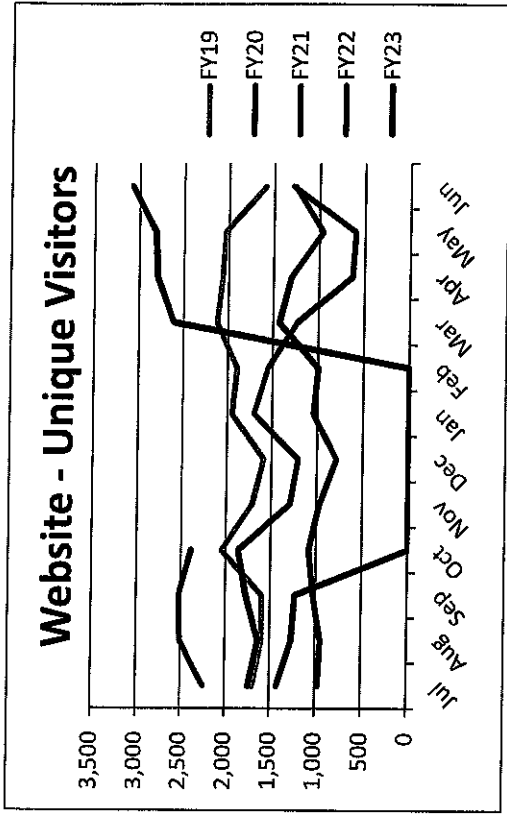
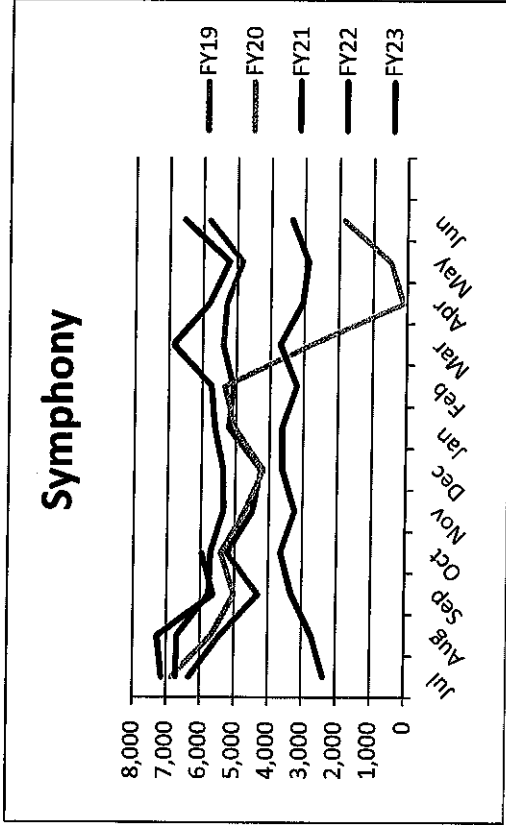
<b>hoopla</b>	<b>TPL</b>
	57
Chg FY22-FY23	184.0%

**Combined Circulation** (Symphony, OverDrive, Hoopla, Freegal)  
8,286

<b>Museum passes</b>	<b>Visits</b>
	39
Chg FY22-FY23	8.30%

<b>Freegal</b>	<b>Songs</b>
	1,204
Downloaded & Streamed	
Chg FY22-FY23	11.90%

<b>Patron Count</b>	<b>Visits</b>
	4,168
No. patrons	
Chg FY22-FY23	39.4%



**Kathryn Gowney**  
**Selected Accomplishments of FY22**  
As of November 12, 2022

As the new director, I initially focused on learning about Tyngsborough Public Library including staffing, policies, procedures, facilities and collections.

Hired new Library Technician.

Hired new Circulation Assistant.

Worked with the Board and Trefler's to have artwork repaired/restored.

Increased library hours to include Saturdays from 9 AM – 2 PM year-round.

Began publishing Library Newsletter.

Trained staff to assist in billing.

Held successful joint program for summer reading with the First Lady of the Commonwealth and Bruins mascot.

Handled difficult employee situation.

Hired strategic planning library consultant.

Began strategic planning process.

Had special collections room painted and carpeted.

**Priority Assessment**

I regularly attend the Friends of the Library Meetings. The Friends provide funding for services that we would not otherwise be able to provide. They are currently struggling with a critical shortage of active members and board members. Additionally, they are losing their storage space that was used for housing book donations for the book sale. The amount of space they have to use at the books sale also continues to decrease resulting in a loss of profits from the sale.

Programs are a key service provided by public libraries, however, the lack of a library program room negatively impacts our efforts. The space available in the currently shared meeting room continues to decline.

The public is not currently able to print wirelessly from their own devices. This is a high demand item that we are working with IT to find a solution.

The public workstations are used, but the number we currently have appears to be more than necessary. With the shortage of space available to the library, usage should continue to be monitored with an eye to adjusting services accordingly.

Meeting space, quiet space and program space is inadequate. To hold programs, we often take over the "quieter" areas of the library leaving patrons looking for quiet areas without a space.

The teen space is beautiful but underutilized. The teens I have observed sit elsewhere unless using the computer.

The teen computer does not print. I am working with IT on a solution.

The current staffing level does not permit both entrances to always be staffed. The two entrances often provide confusion for patrons.