



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

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

Thursday, December 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 DelGaudio

Policy – Paula Flaherty

Long Range Planning – Julie Iatron

Preservation – vacant

FY 24 Budget Discussion

Assistant Director Update

Strategic Plan Update

Director Evaluation – Continue Process

Executive Session, the purpose of which is to conduct strategy session in preparation for contract negotiations with Library Director

Artwork Hanging Placement

Artwork Reception

New Business

Identify Open Trustee Positions

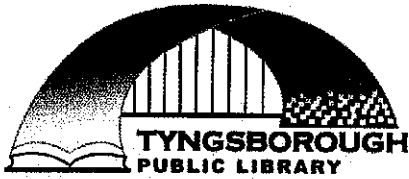
Warrant Article

Telescope Lending Policy

Scenarios for Intellectual Freedom Training: Question for Trustees

Trustees Time

Next Meeting – Tuesday, January 16, 2022, 6:45 PM



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

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

25 Bryant Lane  
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Marie

**Members Present:** Ann Marie Conant (AMC), Paula Flaherty (PF), Joseph F. DelGaudio (JFD), 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 November 15, 2022 BOLT meeting were reviewed. A motion was made by JFD and seconded by MLA to accept the minutes of the November 15, 2022 BOLT meeting. The motion passed 5-0-0.
- The minutes for the November 29, 2022 BOLT SOAR meeting were reviewed. A motion was made by JFD and seconded by MLA to accept the minutes of the November 29, 2022 BOLT SOAR meeting. The motion passed 5-0-0.

**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, 12/12/22, as well as the Town MUNIS dated 12/14/22.

**Circulation Report**

- A Circulation Report for November 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 has reviewed bills paid since the October 2022 BOLT meeting.

## 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

- **FY24 Budget Discussion:** The BOLT Chair and the Director met on December 13, 2022. A rough draft budget is being developed. The Town Administrator has requested a draft budget by Jan 9<sup>th</sup>.
- **Assistant Director Update:** Interviews have been scheduled for next week.
- **Strategic Plan Update:** The Staff SOAR meeting was held in November. The Trustee's SOAR meeting was held Nov 29. The Advisory Committee held the first of three SOAR meetings, held on line via Zoom, Dec 7. The next meetings are planned for Jan 18 6-7:30 p.m.; and Jun 14 6-7:30 p.m. A survey is planned in January which will be on line and on paper.
- **Director Evaluation:** The summary evaluation was reviewed and discussed by Trustees and the Director.

**Executive Session:** At 8:18 p.m. a motion was made by JFD and seconded by MLA to adjourn the BOLT meeting and to enter into **Executive Session**, the purpose of which was to a conduct strategy session in preparation for contract negotiations with the Library Director. A roll call vote was conducted: Ann Marie Conant, Yes; Paula Flaherty, Yes; Joseph F. DelGaudio, Yes; Mary L. Allgrove, Yes; Nataliya S. Poto, Yes.

At 8:35p.m. Ann Marie Conant, BOLT Chair, called the regular BOLT meeting to order.

**Members Present:** Ann Marie Conant (AMC), Paula Flaherty (PF), Joseph F. DelGaudio (JFD), Mary L. Allgrove (MLA), Nataliya S. Poto (NSP)

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

- A motion was made by JFD and seconded by MLA to propose an increase to the Director's salary by 6.5%, totaling \$5021.25. All present Trustees approved the motion. 5-0-0.

Nataliya S. Poto (NSP) left the meeting at this time (8:45 p.m.).

- **Artwork Hanging Placement:** Trustees discussed placement of the artwork. The artwork will be returning to the Library in January.
- **Artwork Reception:** Trustees discussed an Artwork Reception to be help February 13 from 4-7 with a snow date of February 15. Heading up tasks are: AMC, Food, punchbowl tablecloth; KMG, Card descriptions; PF, Invitations; MLA, Paper goods for 100, JAI, TBD; JFD, TBD.

## New Business:

- **Identify Open Trustee Positions:** AMC and JFD. Papers can be requested the second week in January.
- **Warrant Article:** None.

- **Telescope Lending Policy:** The Director is making a change to the loan period for the Telescope. This is not a policy change.
- **Scenario for Intellectual Freedom Training: Question for Trustees:** Trustees discussed a scenario.

**Trustees Time:**

Mary wishes everyone a lovely holiday.

Joe asks that the Trustees consider increasing the number of workstations as he notices that they are frequently all being used.

Paula thanks all for participating in the year-end review and wishes all a Happy Holiday. Also she likes having all the materials before the meetings to be able to prepare.

**Next Meeting:**

- The next BOLT meeting is planned for Tuesday, January 17, 2022, 6:45 p.m.

At 9:40 p.m. a motion was made by JFD and seconded by MLA to adjourn the BOLT meeting. The motion passed 5-0-0. The meeting adjourned at 9:40 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 December 2022

## Programs

1. Please see the Youth Services Librarian's report for children's programming.
2. "Pie Basics Cooking Demonstration" with Liz Barbour on Wednesday, December 21 at 6:30 PM. Hybrid.
3. Book Club: December 28 at 6:30 PM will be discussing, *A Holiday Yarn* by Sally Goldenbaum.

## Programming Statistics

Nov 2022 Programs	Target Group	# Programs	Attendance
	General	4	44
	A		
	YA		
	Birth - 5 yrs	10	177
	6-11 yrs	4	96
	Total	18	317

## Budget

1. The Trustee Chair and the Library Director met on December 13 to continue discussing the FY24 Budget.

## Special Collections Project

**Treffler's** notified the library that the **artwork repair and restoration is near complete**. Trustee Paula Flaherty and the Library Director will visit Treffler's on December 20 to inspect the work. Installation will likely happen in January.

## MBLC

At the monthly Commissioners meeting on Thursday, December 1, the **MBLC formally adopted the 2022 revisions to 605 CMR 6.00, the regulations that govern the Massachusetts Public Library Construction Program**. This is the first substantial revision in over a decade and lays the foundation for the new construction grant round that will be announced in 2023. To read the full press release, follow this link: <https://mblc.state.ma.us/news/news-releases/2022/nr221201-1.php>

A fact sheet outlining the changes to the program is available for download in pdf; in the coming weeks, the construction area of the MBLC website will be updated with additional information.

## Policies

**Overdrive/Libby will start requiring patrons to enter their PIN as well as their barcode** beginning the first week of January. This will provide better security for patrons' accounts. The PIN will be the same one used to place books on hold in the catalog. This decision was made by the MVLC membership.

**MVLC policy sets patron records to come up for renewal every three years.** Historically, patrons' accounts would not expire as all collections and services were provided onsite and a patron would need to physically come in to use them. However, now the library has many online collections and services that can be accessed from anywhere with internet access. This means when people move away, they can still access these collections even though they are no longer residents which has an impact on our budget. By having patrons renew their accounts every three years, it helps to ensure an accurate accounting of usage. It also provides an opportunity for the library to update the contact information for patrons.

## Technology

The **new Toshiba contract** will include a new machine that **enables the public to print wirelessly**. The estimated delivery of the new machine is 2-3 months.

The printer located in the **staff** area was no longer operating correctly so a **new printer** has been installed.

The library will transition to its **new Calendar/Event system** the first week of **January**.

## Staff, Trustees & Volunteers

The Library Director completed the **Library Journal's 2022 U.S. Public Library Budgets & Funding Survey** Artwork

The Town has contracted with the **Collins Center to conduct a salary review** of town employees. This includes the library. The Library Director attended the kick-off meeting and is currently working to complete the initial survey for each library position.

The **Assistant Director position has been posted** internally.

The library **staff held their holiday party** on December 9.

## Strategic Planning

The **Library Trustees had a SOAR workshop** with consultant Barbara Alevras on November 29.

The first meeting of the **Strategic Planning Advisory Committee** was held on **December 7**.

The Library Director and Consultant are drafting a **Community Survey** which will go live in **January**. A separate teen survey will be done later in the spring.

Respectfully Submitted by,

Kathryn Growney

**Tyngsborough Public Library  
Trustees Report for December 15, 2022**

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

**News:**

- Our IACS Intern, Pankti Bhagat, continued producing videos for TPL, including more Q&A videos and Spooky Story Contest readings. She will conclude her internship in January 2023.
- Our Assabet calendar and reservation module is ready for launch in January 2023.
- The Tyngsborough Teen Advisory Board (TyngTAB) has generated interest and will hold initial meetings in December.
- Chance Lee attended the iRead Summer Reading webinar to prepare for Summer Reading 2023. Theme is Find Your Voice. Chance Lee served on the task force for the Summer Reading program manual.

**Programming:**

- 12 on-site programs were held with over 177 participants
- Ms. Heather from Hands on Nature visited to teach us about Bird Beaks on Election Day.
- Ellen Olson-Brown's Friendly Kids Yoga met for its makeup session. The last class had been canceled due to the town-wide power outage.
- Jenn Gadbois presented Deep Play for Kids®. Jenn was brought to us by Community Teamwork (Family Resource Network)

**Outreach:**

- 1 off-site programs were held with 18 participants.
- In addition, Mr. Chance volunteered at the TES Book Fair for two classes, attended by approximately 50 students.

**Collection:**

- 121 items were purchased for the children's collection.
- 29 YA items were purchased for the collection.

Please see the calendar PDF for December's events. Join us for Noon Year's Eve on 12/31!

Respectfully submitted,  
Chance Lee Joyner, Head of Youth Services  
December 1, 2022

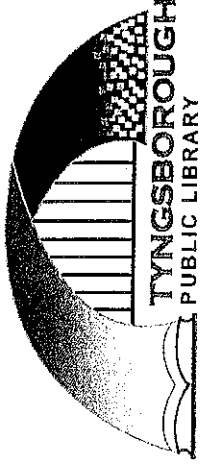


# Children's December Calendar

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

"Why am I such a misfit?"

- Hermy from Rudolph the Red-Nosed Reindeer



## December 2022 Holidays

18: Hanukkah Begins at Sundown

25: Christmas Day

26: Library Closed (Christmas Day Observed)

26: Kwanzaa Begins at Sundown

*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	<b>6</b>	11 a.m.: Family Resource Network playgroup <b>7</b>	11 a.m.: Storytime with Mr. Chance <b>1</b>	<b>2</b>	10 a.m.: <b>3</b> Pajama Jam with Bernadette Baird
<b>5</b>	<b>13</b>	11 a.m.: Family Resource Network playgroup <b>14</b>	11 a.m.: Storytime with Mr. Chance <b>8</b>	<b>9</b>	<b>10</b>
<b>12</b>	<b>20</b>	<b>21</b>	11 a.m.: Storytime with Mr. Chance <b>15</b>	<b>16</b>	11 a.m.: <b>17</b> LEGO Challenge Club
<b>19</b>	<b>27</b>	<b>28</b>	11 a.m.: Storytime with Mr. Chance <b>22</b>	<b>23</b>	<b>24</b>
<b>26</b>	<b>30</b>	<b>31</b>	<b>29</b>	<b>30</b>	11:00 a.m. <b>31</b> Noon Year's Eve Celebration*

Tyngsborough Public Library Budget as of 12/12/2022

Expense Acc't	Description	FY23 Budget	Exp/(Cred) YTD	Remaining \$	Remain. %	Exp %
01610100 511020	Library Director	\$77,250.00	31,994.19	45,255.81	58.6%	41.42%
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>31,994.19</b>	<b>45,255.81</b>	<b>61.8%</b>	<b>38.19%</b>
01610200 523010	Water	150	42.90	107.10	71.4%	28.60%
01610200 524085	Repairs & Maintenance - Office Equip	2,803	2,114.01	688.99	24.6%	75.42%
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%	12.46%
01610200 542085	Repairs & Maintenance - Computer Equip	2,270	359.88	1,910.12	84.1%	15.85%
01610200 534020	Telephone	1,500	0.00	1,500.00	100.0%	0.00%
01610200 538040	Preservation	500	62.30	437.70	87.5%	12.46%
01610200 542010	Office Supplies	5,340	3,725.55	1,614.45	30.2%	69.77%
01610200 555015	Books & Materials	31,964	16,472.88	15,491.12	48.5%	51.54%
01610200 555020	AV Materials	21,537	5,659.85	15,877.15	73.7%	26.28%
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>64,687.95</b>	<b>44,654.05</b>	<b>40.9%</b>	<b>59.10%</b>
	<b>TOTAL MUNICIPAL</b>	<b>\$441,723.00</b>	<b>96,682.14</b>	<b>89,909.86</b>	<b>56.6%</b>	<b>43.36%</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	(4,553.40)	73,963.99	106.6%	
280-610-3850-615	Replacement Donations Fund	2,668.64	225.54	2,443.10	91.5%	
280-610-3850-616	Library Donations	33,336.54	10,532.77	22,803.77	68.4%	
280-610-3580-617	TCC Library Grant	-	-	-		
	<b>TOTAL MISC. INCOME</b>	<b>\$105,415.77</b>	<b>6,204.91</b>	<b>99,210.86</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	2,194.89	4,305.11
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>6,335.01</b>	<b>20,712.99</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>

# Town of Tynsborough



## FY23 YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>100 GENERAL FUND</b>							
<b>610 LIBRARY</b>							
<b>01610100 PAYROLL</b>							
01610100 511020	LIBRARY DIRECTOR		77,250.00	31,070.82	0.00	46,179.18	40.2%
01610100 511030	ASST LIBRARY DIRECTOR		24,000.00	0.00	0.00	24,000.00	.0%
01610100 511530	CLERICAL		231,131.00	94,594.38	0.00	136,536.62	40.9%
01610100 515010	LIB HOLIDAY PAY		0.00	2,309.01	0.00	-2,309.01	100.0%
01610100 515050	LONGEVITY		0.00	0.00	0.00	0.00	.0%
TOTAL PAYROLL			332,381.00	127,974.21	0.00	204,406.79	38.5%
<b>01610200 EXPENSES</b>							
01610200 523010	WATER		150.00	42.90	0.00	107.10	28.6%
01610200 524085	REPAIR / MAINT - OFC EQUIP		2,803.00	1,494.00	0.00	1,309.00	53.3%
01610200 530920	PROFESSIONAL & AUTOMATION		33,978.00	33,220.00	0.00	758.00	97.8%
01610200 534010	POSTAGE EXPENSE		500.00	112.28	0.00	387.72	22.5%
01610200 534020	TELEPHONE		1,500.00	860.77	0.00	639.23	57.4%
01610200 538040	PRESERVATION		500.00	0.00	0.00	500.00	.0%
01610200 542010	OFFICE SUPPLIES		5,340.00	5,887.66	0.00	-547.66	110.3%
01610200 542080	EQUIPMENT REPLACEMENT		3,300.00	0.00	0.00	3,300.00	.0%

# Town of Tynnsborough



## FY23 YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
01610200 542085	2,270.00	RPR & MAINT - COMPUTER EQUIP	2,270.00	719.76	0.00	1,550.24	31.7%
01610200 555015	31,964.00	BOOKS & MATERIALS	31,964.00	19,901.75	0.00	12,062.25	62.3%
01610200 555020	21,537.00	A/V MATERIALS	21,537.00	5,659.85	0.00	15,877.15	26.3%
01610200 555025	5,000.00	PERIODICALS	5,000.00	3,571.23	0.00	1,428.77	71.4%
01610200 571010	350.00	TRAVEL EXPENSE	350.00	0.00	0.00	350.00	.0%
01610200 573010	150.00	DUES / SUBS / MEMBERSHIPS	150.00	0.00	0.00	150.00	.0%
TOTAL EXPENSES	109,342.00		109,342.00	71,470.20	0.00	37,871.80	65.4%
<b>01610400 SPECIAL ARTICLES</b>							
01610400 580000	0.00	LIB CAP - CARPET	0.00	7,701.88	0.00	-7,701.88	100.0%
TOTAL SPECIAL ARTICLES	0.00		0.00	7,701.88	0.00	-7,701.88	100.0%
<b>01610800 LIBRARY - ENCUMBRANCES</b>							
01610800 530920	0.00	ENC-LIB PROFESSIONAL & AUTOMAT	0.00	0.00	0.00	0.00	.0%
01610800 555020	0.00	ENC - LIB A/V MATERIALS	0.00	0.00	0.00	0.00	.0%
01610800 570000	0.00	OTHER CHARGES AND EXPENSES	0.00	0.00	0.00	0.00	.0%
TOTAL LIBRARY - ENCUMBRANCES	0.00		0.00	0.00	0.00	0.00	.0%
TOTAL LIBRARY	441,723.00		441,723.00	207,146.29	0.00	234,576.71	46.9%
TOTAL GENERAL FUND	441,723.00		441,723.00	207,146.29	0.00	234,576.71	46.9%
TOTAL EXPENSES	441,723.00		441,723.00	207,146.29	0.00	234,576.71	

# Town of Tyngsborough



## FY23 YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
441,723.00	GRAND TOTAL	0.00	441,723.00	207,146.29	0.00	234,576.71	46.9%

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

**November 2022**

<b>Symphony Circulation</b>	<b>TPL*</b>	<b>MVLC</b>
	5,275	366,599
Chg FY22-FY23	-1.2%	2.4%
* Items checked out/renewed out at TPL		

<b>OverDrive</b>	<b>TPL</b>	<b>MVLC Ave</b>
	975	61,245
Chg FY22-FY23	-4.6%	-10.8%

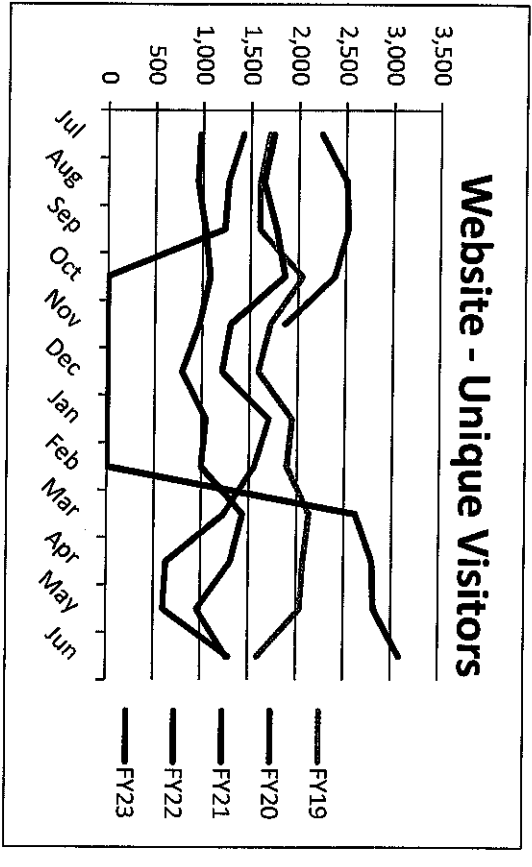
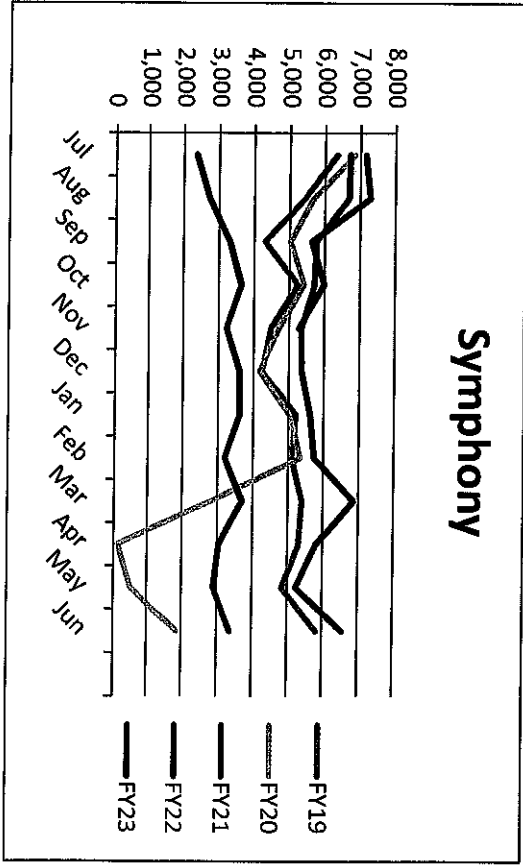
<b>hoopla</b>	<b>TPL</b>
	90
Chg FY22-FY23	290.0%

<b>Combined Circulation</b>	(Symphony, OverDrive, Hoopla, Freegal, Museum Passes)
	7,201

<b>Museum passes</b>	<b>Visits</b>
	30
Chg FY22-FY23	25.00%

<b>Freegal</b>	<b>Songs</b>
Downloaded & Streamed	831
Chg FY22-FY23	3.10%

<b>Patron Count</b>	<b>Visits</b>
No. patrons	2,182
Chg FY22-FY23	27.2%



*Town of Tyngsborough*  
**Department Budget Request-"FORM A"**  
**FY2024 Budget**

as of 14 Dec 2022

Account Number/Department		2019	2020	\$ 2,021	\$ 2,022	2023	2024			
		Expended	Expended			Appropriated	Requested	\$ Change	% Change	
<b>Department 610 - Library</b>										
01610100	511020	LIB SALARY - LIB DIRECTOR	\$ 66,866	\$ 69,480	\$ 70,874	\$ 64,499	\$ 77,250	\$ 78,795	\$ 1,545	2%
01610100	511030	ASST LIB				\$ 24,000	\$ 52,000	\$ 28,000	117%	
01610100	511530	CLERICAL	\$196,980	\$198,061	\$172,853	\$204,344	\$ 231,131	\$220,561	\$ (10,570)	-5%
01610100	515050	LIB LONGEVITY	\$ -	\$ 1,575	\$ 1,601	\$ 62	\$ -	\$ 5,300	\$ 5,300	#DIV/0!
			<b>\$263,846</b>	<b>\$269,116</b>	<b>\$245,328</b>	<b>\$268,905</b>	<b>\$ 332,381</b>	<b>\$356,656</b>	<b>\$ 24,275</b>	<b>7%</b>
01610200	523010	LIB WATER	\$ 89	\$ 64	\$ 83	\$ 137	\$ 150	\$ 150	\$ -	0%
01610200	524085	LIB REPAIR / MAINT - OFC	\$ 2,474	\$ 2,213	\$ 2,489	\$ 2,883	\$ 2,803	\$ 3,053	\$ 250	9%
01610200	542085	LIB RPR & MAINT - COMPUTER	\$ 522	\$ 657	\$ 239	\$ 1,487	\$ 2,270	\$ 2,480	\$ 210	9%
01610200	530920	LIB PROFESSIONAL &	\$ 27,276	\$ 30,458	\$ 30,840	\$ 32,945	\$ 33,978	\$ 35,948	\$ 1,970	6%
01610200	538040	LIB - PRESERVATION	\$ 474	\$ 522	\$ 361	\$ 500	\$ 500	\$ 500	\$ -	0%
01610200	534020	LIB TELEPHONE	\$ 463	\$ 533	\$ 853	\$ 1,597	\$ 1,500	\$ 1,500	\$ -	0%
01610200	534010	LIB POSTAGE EXPENSE	\$ 220	\$ 190	\$ 31	\$ 235	\$ 500	\$ 500	\$ -	0%
01610200	542010	LIB OFFICE SUPPLIES	\$ 5,809	\$ 4,490	\$ 3,213	\$ 3,449	\$ 5,340	\$ 5,340	\$ -	0%
01610200	555015	LIB BOOKS & MATERIALS	\$ 32,194	\$ 28,806	\$ 37,829	\$ 34,067	\$ 31,964	\$ 33,243	\$ 1,279	4%
01610200	555020	LIB A/V MATERIALS	\$ 20,939	\$ 16,512	\$ 15,990	\$ 20,842	\$ 21,537	\$ 22,399	\$ 862	4%
01610200	555025	LIB PERIODICALS	\$ 4,947	\$ 4,726	\$ 4,270	\$ 4,927	\$ 5,000	\$ 5,200	\$ 200	4%
01610200	571010	LIB TRAVEL EXPENSE	\$ 281	\$ 316	\$ -	\$ -	\$ 350	\$ 350	\$ -	0%
01610200	573010	LIB DUES / SUBS / MBRSHPS	\$ 145	\$ 148	\$ 148	\$ 150	\$ 150	\$ 150	\$ -	0%
01610200	542080	LIB EQUIPMENT REPLACEMENT	\$ 3,953	\$ 2,983	\$ 2,611	\$ 1,644	\$ 3,300	\$ 3,000	\$ (300)	-9%
			<b>\$ 99,786</b>	<b>\$ 92,618</b>	<b>\$ 98,958</b>	<b>\$104,863</b>	<b>\$ 109,342</b>	<b>\$ 113,813</b>	<b>\$ 4,471</b>	<b>4%</b>
<b>Totals Dept 610 - Library</b>			<b>\$363,633</b>	<b>\$361,735</b>	<b>\$344,286</b>	<b>\$373,768</b>	<b>\$ 441,723</b>	<b>\$470,469</b>	<b>\$ 28,746</b>	<b>7%</b>

Table of Loan Periods and Limits									
FORMAT	Loan Periods	How Many?	Fines?	Fine Amount	Renewable?	# Renewals	Holdable? Y or N	Holdable Local residents only? Y or N	Local Pickup only? Y or N
Books	3 Weeks	Unlimited	No		Yes	2	Y	N	N
Audiobooks	3 Weeks	Unlimited	No		Yes	1	Y	N	N
Nook e-reader	3 Weeks	1	Yes	\$2/day, \$10 max	No	0	Y	N	Y
Playaways	3 Weeks	Unlimited	No		Yes	1	Y	N	N
Launchpads	1 Week	1	No		No				
Music CDs	3 Weeks	25	No		Yes	1	Y	N	N
New DVDs	1 Week	10	Yes	\$1/day, \$5 max	No	0	Y	N	N
Movies, TV series DVDs and Non-Fiction DVDs	1 Week	10	No		Yes	1	Y	N	N
Binge Boxes	1 Week	1	No		No	0	Y	N	N
Video Games	3 Weeks	5	Yes	\$2/day, \$10 max	No	0	Y	N	Y
Magazines	1 Week	Unlimited	No		Yes				
Museum, event & venue passes*	*	1 per day	Yes		No	NA	Y	N	Y
Ebooks & other Downloadable/Streaming Content	*								
Book Club Kits	6 Weeks	1	No		No	0	Y	N	N

For telescope, wifi hotspots, Roku streaming devices, and other nontraditional items, see the *Library of Things* list

\* Varies by vendor, museum or organization – see specific service for access



# Policy Scenario for Discussion

15 December 2022

A woman comes to a board meeting and complains about an R rated movie that her 16-year-old daughter checked out. She wants to know why the policy allows children to check out all movies. How should ratings be used to regulate access to movies and other library resources?

Review library policies: <https://www.tynglib.org/about/policies/>

ALA Challenge Support Toolkit: <https://www.ala.org/tools/challengesupport>

ALA Library Bill of Rights: <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations>

Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights:

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors>