

1. Agenda

Documents:

[2023.02.17_LIBRARY_AGENDA.PDF](#)

2. Meeting Materials

Documents:

[LIB_BOT_02.17.23_SUPPLEMENTAL_DOCS_SPECIALFUNDS.PDF](#)

[LIB_BOT_02.17.23_SUPPELEMENTAL_DOCS_EXPENSE.PDF](#)

[LIB_BOT_02.17.23_SUPPLEMENTAL_DOCS_DIRECTORS.PDF](#)

Town of Southborough
Meeting of the Library Board of Trustees
Feb. 17, 2023, 11:00 A.M.
via Remote Participation

AGENDA

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted. Zoom link: <https://www.southboroughtown.com/remotemeetings>

- I. Review/Approve Minutes of Meeting: Jan.13, 2023; Jan. 28, 2023**
- II. Director's Report**
- III. Expense Report**
- IV. FY24 Budget (Ryan Donovan)**
- V. Library Façade Restoration Project (Ryan Donovan)**
- VI. Massachusetts Public Library Construction Program (Ryan Donovan)**
- VII. Town Meeting Handout and Presentation**
- VIII. Staff Appreciation – (Amy Yazdani)**
- IX. Public Comment**
- X. Any other business that shall properly come before the Board**
- XI. Adjournment**

Margarite Landry, Chair
Library Board of Trustees

Filter by: Segment 1: 2521, 2549, 2596, 2629, 2675, 8463, 8464
 Segment 2: 3

Group as: ****_**_*****

Parameters: Fiscal Year: 2023 Start Date: 07/01/2022 end: 01/31/2023

Ledger History - Detail with Payables - General Ledger

Tran. Type	Block/Batch	Posted	By	Tran. Name	JE Seq	Comment	Beginning	Debit	Credit	Ending	
Warrant	Voucher	Payee					X-Post Source Ledger				
							Payment Number				
Group 1: Segment 1: Fund											
Code: 2521 - STATE LIBRARY GRANT											
Account: 2521-3-000-35900											
				FB LIBRARY STATE GRANT		Summary:	0.00	2,991.96	80,523.94	-77,531.98	
Roll Over GL		07/01/2022	cmcauliff					0.00	70,072.27	-70,072.27	
Receivable	112022/FY23	11/30/2022	hlindsey				Rev	0.00	10,451.67	-80,523.94	
Payable	2/2	12/02/2022	hlindsey	7220014			Exp	2,991.96	0.00	-77,531.98	
74			DEMCO INC			Check	147900				
Total Group 1: Segment 1: Fund								2,991.96	80,523.94		
Code: 2521 - STATE LIBRARY GRANT											
Group 1: Segment 1: Fund											
Code: 2549 - LSTA GRANT											
Account: 2549-3-000-35900											
				FB LIBRARY SVCS & TECHNOLOGY GRAN		Summary:	0.00	1,884.00	10,000.00	-8,116.00	
Receivable	102022/FY23	10/31/2022	hlindsey				Rev	0.00	10,000.00	-10,000.00	
Payable	2/2	11/18/2022	hlindsey	INV678336			Exp	225.00	0.00	-9,775.00	
65			HINKELMAN EDWARD G			Check	147565				
Payable	2/2	11/18/2022	hlindsey	1286			Exp	334.00	0.00	-9,441.00	
65			LARKIN KIM			Check	147584				
Payable	2a/2a	11/23/2022	hlindsey	N/A			Exp	300.00	0.00	-9,141.00	
66			TISCORNIA LARRY			Check	147803				
Payable	2/2	12/30/2022	hlindsey	N/A			Exp	175.00	0.00	-8,966.00	
93			MCCULLOUGH COLIN			Check	148445				
Payable	2/2	01/27/2023	hlindsey	NuCook011123			Exp	500.00	0.00	-8,466.00	
104			KLEIN LAURA			Check	148815				
Payable	2/2	01/27/2023	hlindsey	N/A			Exp	350.00	0.00	-8,116.00	
104			ROBERGE AMANDA			Check	148834				
Total Group 1: Segment 1: Fund								1,884.00	10,000.00		
Code: 2549 - LSTA GRANT											
Group 1: Segment 1: Fund											
Code: 2596 - SCF LIBRARY GRANT											
Account: 2596-3-000-35900											
				FB SCF LIBRARY GRANT		Summary:	0.00	350.00	350.00	0.00	
Receivable	082022/FY23	08/31/2022	hlindsey				Rev	0.00	350.00	-350.00	
Payable	2/2	09/16/2022	hlindsey	1278			Exp	350.00	0.00	0.00	
24			LARKIN KIM			Check	146473				
Total Group 1: Segment 1: Fund								350.00	350.00		
Code: 2596 - SCF LIBRARY GRANT											
Group 1: Segment 1: Fund											
Code: 2629 - LIBRARY DONATION											
Account: 2629-3-000-35900											
				FB LIBRARY DONATION		Summary:	0.00	0.00	14,422.93	-14,422.93	
Roll Over GL		07/01/2022	cmcauliff					0.00	14,397.93	-14,397.93	
Receivable	072022/FY23	07/31/2022	hlindsey				Rev	0.00	25.00	-14,422.93	
Total Group 1: Segment 1: Fund								0.00	14,422.93		
Code: 2629 - LIBRARY DONATION											

Group as: ****_*_*_*_****

Parameters: Fiscal Year: 2023 Start Date: 07/01/2022 end: 01/31/2023

Ledger History - Detail with Payables - General Ledger

Tran. Type	Block/Batch	Posted	By	Tran. Name	JE Seq	Comment	Beginning X-Post Source Ledger	Debit	Credit	Ending	
Warrant	Voucher	Payee				Payment Type	Payment Number				
Group 1: Segment 1: Fund				Code: 8464 - MARY FAY LIBRARY TRUST FUND							
Account: 8464-3-000-35900				FB RESERVED T MARY E. FAY LI		Summary:		0.00	1,053.36	14,510.34	-13,456.98
Roll Over GL		07/01/2022	cmcauliff					0.00	13,319.61	-13,319.61	
Receivable	092022/FY23	09/30/2022	hlindsey			Rev		1,053.36	0.00	-12,266.25	
Receivable	122022/FY23	12/31/2022	hlindsey			Rev		0.00	1,190.73	-13,456.98	
Total Group 1: Segment 1: Fund				Code: 8464 - MARY FAY LIBRARY TRUST FUND				1,053.36	14,510.34		
5 Account(s) totaling:							0.00	6,279.32	119,807.21	-113,527.89	

8 FY Month

SOUTHBOROUGH LIBRARY FY2023 EXPENSE REPORT

February 17, 2023

ACCOUNT NUMBER	DESCRIPTION	FY2023 APPROVED BUDGET	YTD FY2023				CURRENT BALANCE
			ACTUAL	MTM BDGT	MTM VAR	MTM VAR %	
0100-5-610-000-51100	Salaries (includes Longevity)	\$445,043	\$262,839.90	\$296,695	-\$33,855	-11.4%	\$182,203.10
0100-5-610-000-55100	Educational Supplies	\$82,076	\$49,148.83	\$54,717	-\$5,569	-10.2%	\$32,927.17
0100-5-610-000-57300	Dues	\$28,449	\$25,301.49	\$18,966	\$6,335	33.4%	\$3,147.51
0100-5-610-000-54220	Other Office Supplies	\$4,158	\$2,990.75	\$2,772	\$219	7.9%	\$1,167.25
0100-5-610-000-52540	Computer Equip, Maint	\$0	\$0.00	\$0	\$0	0.0%	\$0.00
0100-5-610-000-53500	Programming	\$5,000	\$2,200.00	\$3,333	-\$1,133	-34.0%	\$2,800.00
0100-5-610-000-52300	Water-Domestic	\$0	\$0.00	\$0	\$0	0.0%	\$0.00
0100-5-610-000-53070	Professional Development	\$1,075	\$550.00	\$717	-\$167	-23.3%	\$525.00
0100-5-610-000-57100	In-state Travel	\$450	\$141.75	\$300	-\$158	-52.8%	\$308.25
0100-5-610-000-55830	Subscriptions, Print & Electronic	\$21,437	\$21,326.94	\$14,291	\$7,036	49.2%	\$110.06
Total		\$587,688	\$364,499.66	\$391,792	-\$27,292		\$223,188.34

Director's Report
Feb. 17, 2023

Budget

- FY23 spending continues. Quarterly supplemental account report is attached.
- Based on the reclassification for the Library Supervisor positions, the new FY24 budget needed to be revised. Please note there are slight increases in the Dues line based on revised annual subscription information, and the Educational Supplies to fund new built-in audiobooks (called 'Vox Books') for children. The resulting budget is a 6.25% increase.

Facilities / DPW / IT

- On Friday, January 20, water was discovered in the hallway outside the Eaton Room in the Friends' 'Everyday Book Sale' area. The water was reported to the Facilities Dept. It was cleaned up on Monday, January 23. No carpet tiles needed to be replaced. There is not an obvious point of entry; it's likely that it is ground water.
- The downstairs parking lot door was reported as not working the evening of Thursday, February 9. Problems continued into the next day. The Facilities Dept. responded and had a technician come out to assess the problem. The door is not closing due to a mechanical failure. A part has been ordered by the vendor. The emergency exists have been opened temporarily so the public can access the library.

Programs & Outreach

- Lanting Truong will hold a community conversation at the library with tips & tricks to prevent fraud prevention on Thursday, April 23 at 7:00 PM. You are invited to attend.
- On Wednesday, February 8, the library staff participated in a training with firefighter Christian Dano on operating the library's AED unit in addition a quick, 10-minute CPR course. 9 staff members, both full and part-time, participated. We will likely schedule a follow up aimed at staff that didn't get a chance to attend the initial training.
- The Southborough Gardeners will hold 'Books in Bloom' starting on Thursday, April 13th. There will be an open reception that evening. Arrangements will be on display through Friday and Saturday. I am meeting with representatives from the Gardeners this week.
- The February 9th Blood Drive was very successful; the mobile unit was fully booked for appointments in advance. They were able to accommodate several walk-ins. The next mobile blood drive is scheduled for Thursday, April 27th from 12:00 PM to 6:30 PM.
- The SOLF coyotes program is planned for Thursday, April 27th at 7:00 PM.

General / Grants / MISC

- The SCAC is honoring grant recipients on Tuesday, February 21 at 6:00 PM at the Southborough Community House. I will be attending the ceremony; Library Trustees are welcome and encouraged to attend with me if they are available.
- In researching library solicitation policies, I have learned that most libraries do not have them. Many post signs on the front door that simply say "No Solicitations." I would recommend we post signage to that effect throughout the building.

