



## **MLA Executive Committee Agenda**

Friday, December 9, 2022

Virtual Meeting via Zoom

Join Zoom Meeting <https://us02web.zoom.us/j/82832523996>

Meeting ID: 828 3252 3996

1. Call to order
  - a. Vote to approve the minutes of the October 14, 2022 meeting
2. President's Report
3. Treasurer's Report (Bernadette)
4. Association Manager's Report (Kim, for Rebecca)
5. Conference Update (Conference Committee Co-Chairs)
6. Committee Reports
  - a. Legislative Committee: LLD update
7. Update
  - a. MBLC
  - b. MLS
  - c. NELA
  - d. MSLA
  - e. Others
8. New Business
9. Old Business
10. Adjournment

*\*Next meeting: Friday, February 10, 2023*



Massachusetts Library Association				
November 30, 2022				
<b>Starting Balance</b>				<b>\$43,302.74</b>
<b>Income:</b>	<b>Category</b>	<b>Notes</b>		
400.1	Conference Attendee Registration			
400.2	Conference Exhibitor Income			
400.3	Conference Meals			
400.4	Basket Raffle			
400.5	Conference Sponsor Income			
400.6	Conference Other Income	t shirt income Conf 2022	121.94	
410	Membership		6333.00	
410.1	NELA Joint Memberships		380.00	
420	Program Income	Workshops & Para	650.00	
400.6	Other Income	MA tax reimbursement	80.32	
430	Committee Fundraising			
440	Sponsorships/Donations/Other			
491	Transfer from Investments			
			<b>Total Income</b>	<b>\$7,565.26</b>
<b>Expenses:</b>				
600	Program Expenses	Jordan Miller	500.00	
610	Scholarship			
630	Travel			
650	Dues & Subscriptions			
660	Miscellaneous			
670	NELA Membership Expense		505.00	
700	Conference			
700.1	Meals			
700.11	Conference AV Expenses			
700.12	Conference Awards			
700.13	Other Conference Expenses			
700.2	Site Costs			
700.3	Speaker Fees			
700.4	Conference Travel			
700.5	Hotel Expenses			
700.6	Conference Printing & Copying			
700.7	Conference Supplies			
700.8	Conference Payroll	Conference Payroll	2060.43	
700.9	Conference Credit Card Fees			
750.1	Payroll	Manager Payroll	1218.00	
750.101	Payroll Tax	Both Employees	1038.01	
750.102	Payroll Workmen's Comp	Both Employees	15.99	
750.103	Payroll Vendor Fee	Both Employees	169.80	
750.11	Postage	Mailing State Forms	4.80	
750.12	Taxes & Filing Fees	State Filing Fees	85.00	
750.13	Office Supplies	Printed Checks	44.98	
750.2	Professional Services	Accounting Services/Tax Filing	4600.00	
750.3	Credit Card Merchant Fees	Membership CC Fees	315.27	
750.4	Website Hosting		27.00	
750.5	Insurance			
750.6	Telecommunications	Cell Phone	82.72	
750.7	Travel			
750.8	Printing & Copying			



750.9	Equipment & Software	Zoom & Plymouth Rocket	668.34	
			<b>Total Expenses</b>	<b>\$11,335.34</b>
<b>Balance as of</b>			<b>Balance</b>	<b>\$39,532.66</b>
			Bank Balance	<b>\$37,060.16</b>
		Conference and Comm MA checks not cleared	Difference	<b>-\$2,457.50</b>
<b>Respectfully Submitted By:</b>				
Sarah Breen & Bernadette Rivard				
<b>Fidelity Investments Accounts</b>	<b>6/30/2021</b>	<b>10/31/2021</b>	<b>6/30/2022</b>	<b>11/30/2022</b>
Cash Reserves	\$4,827.84	\$29,828.12	\$29,854.45	\$30,125.42
Investments	\$165,375.38	\$145,463.09	\$124,382.23	\$130,544.22
<b>Total Fidelity Accounts</b>	<b>\$170,203.22</b>	<b>** \$175,291.21</b>	<b>\$154,236.68</b>	<b>\$160,669.64</b>
		** moved 25K from Investments to Cash Reserves		
		recommended by Investment Comm, voted by Admin Board		
<b>Wild Apricot Receivables</b>				
<30 Days	\$1,205.00	\$2,140.00	\$1,493.00	\$1,985.00
30-60 Days	\$195.00	\$100.00	\$6,398.00	\$865.00
60-90 days	\$2,325.00	\$165.00	\$2,732.00	\$265.00
90 days +	\$1,135.00	\$510.00	\$120.00	\$665.00
<b>Total Receiveables</b>	<b>\$4,860.00</b>	<b>\$2,915.00</b>	<b>\$10,743.00</b>	<b>\$3,780.00</b>



America's Most Convenient Bank®

E

## STATEMENT OF ACCOUNT



### Go paperless.

Scan the QR code to opt in to paperless statements.

MASSACHUSETTS LIBRARY ASSOCIATION INC  
PO BOX 901  
BELLINGHAM MA 020190901

Page: 1 of 5  
Statement Period: Nov 01 2022-Nov 30 2022  
Cust Ref #: 8257082061-717-E-\*\*\*  
Primary Account #: 825-7082061

### TD Business Convenience Plus

MASSACHUSETTS LIBRARY ASSOCIATION INC

Account # 825-7082061

#### ACCOUNT SUMMARY

Beginning Balance	43,302.74	Average Collected Balance	37,192.78
Deposits	5,290.26	Interest Earned This Period	0.00
Electronic Deposits	2,275.00	Interest Paid Year-to-Date	0.00
		Annual Percentage Yield Earned	0.00%
Checks Paid	7,587.50	Days in Period	30
Electronic Payments	6,220.34		
Ending Balance	37,060.16		

	Total for this cycle	Total Year to Date
Grace Period OD/NSF Refund	\$0.00	\$0.00

#### DAILY ACCOUNT ACTIVITY

##### Deposits

POSTING DATE	DESCRIPTION	AMOUNT
11/01	DEPOSIT	3,148.00
11/29	DEPOSIT	2,142.26
Subtotal:		5,290.26

##### Electronic Deposits

POSTING DATE	DESCRIPTION	AMOUNT
11/01	CCD DEPOSIT, MERCH SVC BKCRD DEP 899000004042360	35.00
11/03	CCD DEPOSIT, MERCH SVC BKCRD DEP 899000004042360	295.00
11/09	CCD DEPOSIT, MERCH SVC BKCRD DEP 899000004042360	20.00
11/14	CCD DEPOSIT, MERCH SVC BKCRD DEP 899000004042360	120.00
11/15	CCD DEPOSIT, MERCH SVC BKCRD DEP 899000004042360	20.00
11/17	CCD DEPOSIT, MERCH SVC BKCRD DEP 899000004042360	20.00
11/21	CCD DEPOSIT, MERCH SVC BKCRD DEP 899000004042360	75.00
11/22	CCD DEPOSIT, MERCH SVC BKCRD DEP 899000004042360	145.00
11/22	CCD DEPOSIT, MERCH SVC BKCRD DEP 899000004042360	40.00
11/23	CCD DEPOSIT, MERCH SVC BKCRD DEP 899000004042360	145.00
11/28	CCD DEPOSIT, MERCH SVC BKCRD DEP 899000004042360	170.00
11/29	CCD DEPOSIT, MERCH SVC BKCRD DEP 899000004042360	1,020.00
11/30	CCD DEPOSIT, MERCH SVC BKCRD DEP 899000004042360	170.00
Subtotal:		2,275.00

Call 1-800-747-7000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://www.tdbank.com)

Bank Deposits FDIC Insured | TD Bank, N.A. | Equal Housing Lender

## How to Balance your Account

Page:

2 of 5

**Begin by adjusting your account register as follows:**

- Subtract any services charges shown on this statement.
- Subtract any automatic payments, transfers or other electronic withdrawals not previously recorded.
- Add any interest earned if you have an interest-bearing account.
- Add any automatic deposit or overdraft line of credit.
- Review all withdrawals shown on this statement and check them off in your account register.
- Follow instructions 2-5 to verify your ending account balance.

1. Your ending balance shown on this statement is:
2. List below the amount of deposits or credit transfers which do not appear on this statement. Total the deposits and enter on Line 2.
3. Subtotal by adding lines 1 and 2.
4. List below the total amount of withdrawals that do not appear on this statement. Total the withdrawals and enter on Line 4.
5. Subtract Line 4 from 3. This adjusted balance should equal your account balance.

1	Ending Balance		37,060.16
2	Total Deposits	+	
3	Sub Total		
4	Total Withdrawals	-	
5	Adjusted Balance		

2	DEPOSITS NOT ON STATEMENT	DOLLARS	CENTS
	Total Deposits		2

4	WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS

	WITHDRAWALS NOT ON STATEMENT	DOLLARS	CENTS
	Total Withdrawals		4

### FOR CONSUMER ACCOUNTS ONLY — IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

If you need information about an electronic fund transfer or if you believe there is an error on your bank statement or receipt relating to an electronic fund transfer, telephone the bank immediately at the phone number listed on the front of your statement or write to:

**TD Bank, N.A., Deposit Operations Dept, P.O. Box 1377, Lewiston, Maine 04243-1377**

We must hear from you no later than sixty (60) calendar days after we sent you the first statement upon which the error or problem first appeared. When contacting the Bank, please explain as clearly as you can why you believe there is an error or why more information is needed. Please include:

- Your name and account number.
- A description of the error or transaction you are unsure about.
- The dollar amount and date of the suspected error.

When making a verbal inquiry, the Bank may ask that you send us your complaint in writing within ten (10) business days after the first telephone call.

We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this, we will credit your account for the amount you think is in error, so that you have the use of the money during the time it takes to complete our investigation.

### INTEREST NOTICE

Total interest credited by the Bank to you this year will be reported by the Bank to the Internal Revenue Service and State tax authorities. The amount to be reported will be reported separately to you by the Bank.

### FOR CONSUMER LOAN ACCOUNTS ONLY — BILLING RIGHTS SUMMARY

In case of Errors or Questions About Your Bill:

If you think your bill is wrong, or if you need more information about a transaction on your bill, write us at P.O. Box 1377, Lewiston, Maine 04243-1377 as soon as possible. We must hear from you no later than sixty (60) days after we sent you the FIRST bill on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights. In your letter, give us the following information:

- Your name and account number.
- The dollar amount of the suspected error.
- Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

**FINANCE CHARGES:** Although the Bank uses the Daily Balance method to calculate the finance charge on your Moneyline/Overdraft Protection account (the term "ODP" or "OD" refers to Overdraft Protection), the Bank discloses the Average Daily Balance on the periodic statement as an easier method for you to calculate the finance charge. The finance charge begins to accrue on the date advances and other debits are posted to your account and will continue until the balance has been paid in full. To compute the finance charge, multiply the Average Daily Balance times the Days in Period times the Daily Periodic Rate (as listed in the Account Summary section on the front of the statement). The Average Daily Balance is calculated by adding the balance for each day of the billing cycle, then dividing the total balance by the number of Days in the Billing Cycle. The daily balance is the balance for the day after advances have been added and payments or credits have been subtracted plus or minus any other adjustments that might have occurred that day. There is no grace period during which no finance charge accrues. Finance charge adjustments are included in your total finance charge.



America's Most Convenient Bank®

STATEMENT OF ACCOUNT

MASSACHUSETTS LIBRARY ASSOCIATION INC

Page: 3 of 5  
Statement Period: Nov 01 2022-Nov 30 2022  
Cust Ref #: 8257082061-717-E-\*\*\*  
Primary Account #: 825-7082061

DAILY ACCOUNT ACTIVITY

Checks Paid		No. Checks: 4	*Indicates break in serial sequence or check processed electronically and listed under Electronic Payments		
DATE	SERIAL NO.	AMOUNT	DATE	SERIAL NO.	AMOUNT
11/02	199	300.00	11/07	201	4,600.00
11/08	200	2,187.50	11/10	202	500.00
Subtotal:					7,587.50

Electronic Payments

POSTING DATE	DESCRIPTION	AMOUNT
11/01	5CD DEBIT, MERCH SVC BKCRD DEP 899000004042360	30.00
11/02	5CD DEBIT, MERCH SVC BKCRD FEES 899000004042360	50.52
11/02	5CD DEBIT, AUTHNET GATEWAY BILLING 125814151	25.00
11/03	5CD DEBIT, PAYCHEX INC. PAYROLL hw8pKdpS99kFchH	1,639.57
11/03	ELECTRONIC PMT-WEB, 18004INTUIT CHECKS / F 5874423	44.98
11/04	5CD DEBIT, PAYCHEX TPS TAXES 99585500014913X	518.65
11/04	ACH DEBIT, SPRINT8006396111 ACHBILLPAY 707442347	82.72
11/04	5CD DEBIT, PAYCHEX EIB INVOICE X99592600021681	55.50
11/04	5CD DEBIT, PAYX-PIA-WC WC-PREMIUM 0000041781760	6.33
11/07	DEBIT CARD PAYMENT, AUT 110622 VISA DDA PUR ZOOM US 888 799 9666 WWW ZOOM US * CA 4085373002627843	143.34
11/08	5CD DEBIT, WORLDPAY CCDMTHCHGS 0H747J	209.75
11/15	ELECTRONIC PMT-WEB, MA ATTY GENERAL PAYMENT 0171742022	70.00
11/16	DEBIT CARD PURCHASE, AUT 111522 VISA DDA PUR USPS PO 2406120419 BELLINGHAM * MA 4085373002627843	4.80
11/17	DEBIT CARD PURCHASE, AUT 111622 VISA DDA PUR IN PLYMOUTH ROCKET INC 508 7464080 * MA 4085373002627843	525.00
11/18	5CD DEBIT, PAYCHEX INC. PAYROLL 99825500000688X	1,638.86
11/21	5CD DEBIT, PAYCHEX TPS TAXES 99826200001073X	519.36
11/21	5CD DEBIT, PAYX-PIA-WC WC-PREMIUM 0000041906906	9.66
11/22	5CD DEBIT, PAYCHEX EIB INVOICE X99839600002700	114.30
11/25	DEBIT CARD PURCHASE, AUT 112322 VISA DDA PUR IN NEW ENGLAND LIBRARY 413 3235925 * MA 4085373002627843	505.00
11/28	DEBIT CARD PURCHASE, AUT 112722 VISA DDA PUR WESTHOST 435 7553433 * UT 4085373002627843	27.00
Subtotal:		6,220.34

Call 1-800-747-7000 for 24-hour Bank-by-Phone services or connect to [www.tdbank.com](http://www.tdbank.com)

Bank Deposits FDIC Insured | TD Bank, N.A. | Equal Housing Lender





America's Most Convenient Bank®

#### STATEMENT OF ACCOUNT

MASSACHUSETTS LIBRARY ASSOCIATION INC

Page: 4 of 5  
Statement Period: Nov 01 2022-Nov 30 2022  
Cust Ref #: 8257082061-717-E-\*\*\*  
Primary Account #: 825-7082061

#### DAILY BALANCE SUMMARY

DATE	BALANCE	DATE	BALANCE
10/31	43,302.74	11/16	36,472.08
11/01	46,455.74	11/17	35,967.08
11/02	46,080.22	11/18	34,328.22
11/03	44,690.67	11/21	33,874.20
11/04	44,027.47	11/22	33,944.90
11/07	39,284.13	11/23	34,089.90
11/08	36,886.88	11/25	33,584.90
11/09	36,906.88	11/28	33,727.90
11/10	36,406.88	11/29	36,890.16
11/14	36,526.88	11/30	37,060.16
11/15	36,476.88		



America's Most Convenient Bank®

#### STATEMENT OF ACCOUNT

MASSACHUSETTS LIBRARY ASSOCIATION INC

Page: 5 of 5  
Statement Period: Nov 01 2022-Nov 30 2022  
Cust Ref #: 8257082061-717-E-\*\*\*  
Primary Account #: 825-7082061



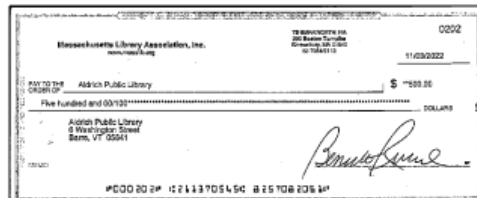
#199 11/02 \$300.00



#200 11/08 \$2,187.50



#201 11/07 \$4,600.00



#202 11/10 \$500.00



Massachusetts Library Association				
November 30, 2022				
Starting Balance				\$43,302.74
Income:	Category	Notes		
400.1	Conference Attendee Registration			
400.2	Conference Exhibitor Income			
400.3	Conference Meals			
400.4	Basket Raffle			
400.5	Conference Sponsor Income			
400.6	Conference Other Income	t shirt income Conf 2022	121.94	
410	Membership		6333.00	
410.1	NELA Joint Memberships		380.00	
420	Program Income	Workshops & Para	650.00	
400.6	Other Income	MA tax reimbursement	80.32	
430	Committee Fundraising			
440	Sponsorships/Donations/Other			
491	Transfer from Investments			
			Total Income	\$7,565.26
Expenses:				
600	Program Expenses	Jordan Miller	500.00	
610	Scholarship			
630	Travel			
650	Dues & Subscriptions			
660	Miscellaneous			
670	NELA Membership Expense		505.00	
700	Conference			
700.1	Meals			
700.11	Conference AV Expenses			
700.12	Conference Awards			
700.13	Other Conference Expenses			
700.2	Site Costs			
700.3	Speaker Fees			
700.4	Conference Travel			
700.5	Hotel Expenses			
700.6	Conference Printing & Copying			
700.7	Conference Supplies			
700.8	Conference Payroll	Conference Payroll	2060.43	
700.9	Conference Credit Card Fees			
750.1	Payroll	Manager Payroll	1218.00	
750.101	Payroll Tax	Both Employees	1038.01	
750.102	Payroll Workmen's Comp	Both Employees	15.99	
750.103	Payroll Vendor Fee	Both Employees	169.80	
750.11	Postage	Mailing State Forms	4.80	
750.12	Taxes & Filing Fees	State Filing Fees	85.00	
750.13	Office Supplies	Printed Checks	44.98	
750.2	Professional Services	Accounting Services/Tax Filing	4600.00	
750.3	Credit Card Merchant Fees	Membership CC Fees	315.27	
750.4	Website Hosting		27.00	
750.5	Insurance			
750.6	Telecommunications	Cell Phone	82.72	
750.7	Travel			
750.8	Printing & Copying			





750.9	Equipment & Software	Zoom & Plymouth Rocket	668.34	
			<b>Total Expenses</b>	<b>\$11,335.34</b>
<b>Balance as of</b>			<b>Balance</b>	<b>\$39,532.66</b>
			Bank Balance	<b>\$37,060.16</b>
		Conference and Comm MA checks not cleared	Difference	<b>-\$2,457.50</b>
<b>Respectfully Submitted By:</b>				
Sarah Breen & Bernadette Rivard				
<b>Fidelity Investments Accounts</b>	<b>6/30/2021</b>	<b>10/31/2021</b>	<b>6/30/2022</b>	<b>11/30/2022</b>
Cash Reserves	\$4,827.84	\$29,828.12	\$29,854.45	\$30,125.42
Investments	\$165,375.38	\$145,463.09	\$124,382.23	\$130,544.22
<b>Total Fidelity Accounts</b>	<b>\$170,203.22</b>	<b>** \$175,291.21</b>	<b>\$154,236.68</b>	<b>\$160,669.64</b>
		** moved 25K from Investments to Cash Reserves		
		recommended by Investment Comm, voted by Admin Board		
<b>Wild Apricot Receivables</b>				
<30 Days	\$1,205.00	\$2,140.00	\$1,493.00	\$1,985.00
30-60 Days	\$195.00	\$100.00	\$6,398.00	\$865.00
60-90 days	\$2,325.00	\$165.00	\$2,732.00	\$265.00
90 days +	\$1,135.00	\$510.00	\$120.00	\$665.00
<b>Total Receivables</b>	<b>\$4,860.00</b>	<b>\$2,915.00</b>	<b>\$10,743.00</b>	<b>\$3,780.00</b>



MLA FY24 Approved Budget		FY24 Combined Totals				
	Income	Approved Budget	FY23 Approved	Difference	FY22 Final	FY23 4 months
	<b>400 Conference Income</b>				(includes FY22 inc/exp paid in FY23)	
400.10	Attendee Registration	77000.00	63000.00	14000.00	82164	0
400.20	Exhibitors	27000.00	34000.00	-7000.00	21147	0
400.30	Meals	5500.00	265.00	5235.00	5574	0
400.40	Basket Raffle	1200.00	1200.00	0.00	2077.9	0
400.50	Sponsors	8000.00	10000.00	-2000.00	8536	0
400.60	Other Income	150.00	250.00	-100.00	0	0
	<b>400 Total Conference Income</b>	<b>118850.00</b>	<b>108715.00</b>	<b>10135.00</b>	<b>119498.90</b>	<b>0.00</b>
	<b>410 Membership Income</b>					
410	Membership	52,000	43575.00	8425.00	60771.5	10032
410.10	NELA Membership	4,000	1800.00	2200.00	6080	1305
	<b>410 Total Membership</b>	<b>56000.00</b>	<b>45375.00</b>	<b>10625.00</b>	<b>66851.50</b>	<b>11337.00</b>
	<b>Other Income</b>					
420.00	Program Income	175.00	150.00	25.00	0	40
430.00	Committee Fundraising	0.00	0.00	0.00	430	0
440.00	Committee Sponsorships/Donati	1500.00	1500.00	0.00	464.92	0
490.00	Other Income	900.00	950.00	-50.00	33.11	0
491.00	Transfer From Investments	0.00	9675.00	-9675.00	0	0
	<b>Total Other Income</b>	<b>2575.00</b>				
	<b>Total Income</b>	<b>177425.00</b>	<b>166365.00</b>	<b>11060.00</b>	<b>187278.43</b>	<b>11377.00</b>
	<b>Expenses</b>					
	<b>Other Expenses</b>					
600.00	Program Expenses	600.00	1125.00	-525.00	1100	0
610.00	Scholarships	925.00	800.00	125.00	0	0
620.00	Site Costs	1000.00	800.00	200.00	0	0
630.00	Travel	500.00	500.00	0.00	0	0
640.00	Meals	3000.00	2500.00	500.00	0	0
650.00	Dues & Subscriptions	0.00	0.00	0.00	0	0
660.00	Miscellaneous	50.00	50.00	0.00	0	134.6
670.00	NELA Membership Expense	4000.00	1800.00	2200.00	4980	1380
	<b>Total Other Expenses</b>	<b>10075.00</b>	<b>7575.00</b>	<b>2500.00</b>	<b>6080.00</b>	<b>1514.6</b>
	<b>700 Conference Expenses</b>					
700.00	Conference Venue Expenses		0.00	0.00	42245.06	0
700.10	Meals	55000.00	32000.00	23000.00	4330.00	0
700.11	AV Expenses	25000.00	18000.00	7000.00	11671.07	336
700.12	Awards	0.00	0.00	0.00	100.00	0
700.13	Other Expenses	5000.00	300.00	4700.00	4328.75	0
700.20	Site Costs	8000.00	4995.00	3005.00	0.00	13937.59
700.30	Speaker Fees	7200.00	7200.00	0.00	5400.00	0
700.33	Postage	0.00	0.00	0.00	0.00	0
700.40	Travel	2500.00	2500.00	0.00	3132.86	0
700.50	Hotel Expenses	5500.00	4050.00	1450.00	1958.64	0
700.60	Printing & Copying	4000.00	4000.00	0.00	5534.94	0
700.70	Supplies	3500.00	3500.00	0.00	4627.83	0
700.80	Contract Services	500.00	500.00	0.00	0.00	0
700.81	Conference Manager Salary	30000.00	28000.00	2000.00	24474.16	5979.85
700.90	Credit Card Merchant Fees	3600.00	3600.00	0.00	3376.41	0
	<b>700 Total Conference</b>	<b>149800.00</b>	<b>108645.00</b>	<b>41155.00</b>	<b>111179.72</b>	<b>20253.44</b>



<b>750 Office Expense</b>					
750.100 Payroll	20000.00	16000.00	4000.00	14984.43	6436.74
750.101 Payroll Tax	14000.00	12800.00	1200.00	13734.13	4800.85
750.102 Vendor Fee	2600.00	2600.00	0.00	2549.3	956
750.103 Worker's Comp	400.00	250.00	150.00	232.53	80.75
750.104 Tax Repayment	6000.00	0.00	6000.00	0	0
<b>750.10 Total Payroll</b>	<b>43000.00</b>	<b>31650.00</b>	<b>11350.00</b>	<b>31500.39</b>	<b>12274.34</b>
750.11 Postage	300.00	250.00	50.00	295.91	150.99
750.12 Taxes & Filing Fees	125.00	125.00	0.00	81.03	0
750.13 Office Supplies	100.00	100.00	0.00	11.15	11.66
750.20 Professional Services	4500.00	4500.00	0.00	4300	0
750.30 Credit Card Merchant Fees	3500.00	3500.00	0.00	3175.66	1189.13
750.40 Website Hosting	2150.00	2000.00	150.00	2149.99	27
750.50 Insurance	1100.00	1500.00	-400.00	1048	1048
750.60 Telecommunications	1050.00	1000.00	50.00	1005.83	330.95
750.70 Travel	1300.00	1300.00	0.00	0	0
750.80 Printing & Copying	50.00	50.00	0.00	48.27	0
750.90 Equipment & Software	3500.00	3500.00	0.00	3253.19	17657.43
<b>750 Total Office Expense</b>	<b>60675.00</b>	<b>49475.00</b>	<b>11200.00</b>	<b>46869.42</b>	<b>32689.50</b>
<b>Total Expenses</b>	<b>220550.00</b>				
Total Conference Income	118850.00	108715.00	10135.00	119498.90	0.00
Total Conference Expense	149800.00	108645.00	41155.00	111179.72	20253.44
Conference Profit/Loss	-30950.00	70.00	-31020.00	8319.18	-20253.44
Total Membership Income	56000.00				
Total Other Income	2575.00	57650.00	-55075.00	67779.53	11377.00
Total Other Expenses	70750.00	57050.00	13700.00	52949.42	34204.10
Total Other Profit/Loss	-68175.00	600.00	-68775.00	14830.11	-22827.10
Total Income	177425.00	166365.00	11060.00	187278.43	11377.00
Total Expenses	220550.00	165695.00	54855.00	164129.14	54457.54
Total Profit/Loss	-43125.00	670.00	-43795.00	23149.29	-43080.54
Membership/Office Offset	0	-5900	transfer from investments		
Jordan Miller	0	-500			
Legislative	0	-2800			
Para	0	25			
NELLS	0	-500			
	0	-3775	transfer from investments		
	0	-9675	Total Transfer From Investments		



## **MBLC Director's Report to MLA Executive Board December 2022**

I've been invited to serve on the **Broadband and Digital Equity Working Group** being organized by the Executive Office of Housing and Economic Development (EOHED) and the Massachusetts Broadband Institute (MBI) at the Massachusetts Technology Collaborative. EOHED and MBI are convening the working group to advise them throughout a process that will result in the development of plans that will establish the structure for deploying more than \$100 million in federal funding allocated to Massachusetts through the Bipartisan Infrastructure Law for digital equity and broadband infrastructure investments. This funding, along with broadband investments through the American Rescue Plan Act, provides an opportunity to address the digital divide and ensure an equitable and sustainable recovery from the COVID-19 pandemic. The Broadband and Digital Equity Working Group will be composed of approximately 35 members from across Massachusetts to offer specific topic area expertise and/or represent target populations as defined by federal funding guidelines and MBI's programs. They are initially seeking a one-year commitment to serve on the Working Group, which will meet every four to six weeks. The first meeting is expected to take place in January 2023.

On 11/15, Paul Kissman, Rob Favini, and I attended a Massachusetts Municipal Association-sponsored webinar titled "Broadband and Digital Equity Investments" featuring officials from the Executive Office of Administration & Finance, EOHED, and MBI. The webinar (slides: [https://www.mma.org/wp-content/uploads/2022/11/MMA-BIL-Broadband-webinar\\_MBI-Presentation\\_11.15.22.pdf](https://www.mma.org/wp-content/uploads/2022/11/MMA-BIL-Broadband-webinar_MBI-Presentation_11.15.22.pdf)) featured an overview of MBI's federal funding strategy around the Infrastructure Investment and Jobs Act/Bipartisan Infrastructure Law's Digital Equity Act and Broadband Equity, Access, and Deployment (BEAD) programs.

MBLC staff will continue to engage with MBI to ensure that libraries are part of the planning process for broadband and digital equity initiatives and that the needs of libraries and their patrons are included. We are in the planning stages of a statewide survey to help define the library digital equity landscape to support this work.

**Trustee Outreach:** Outreach to trustees continued with Maura Deedy delivering two virtual events this month. She held Virtual Trustee Orientations on 11/10 and 11/17, a Trustee Deep Dive that focused on Meeting Room Policies on 11/15, and a Trustee Deep Dive that focused on hiring a new director on 11/30.

December outreach activities will include a Trustee Deep Dive on trustee legal responsibilities on 12/6 (<https://mblc.libcal.com/event/9415288>) and a Friends Sharing with Friends Coffee Hour on 12/14 (<https://mblc.libcal.com/event/9414840>).

Maura was also part of a panel on 11/14 on book challenges in public and school libraries called "The Importance of Representation in Literacy: Highlighting the Value of Complex Subjects in Literature Selection". It was hosted by Tri-Town against Racism, an organization that seeks to

target systemic, institutional, and structural racism within the towns of Marion, Mattapoisett, and Rochester, MA. Maura provided information about first amendment rights, statutory obligations for collection development policies, and ways communities can support their libraries. It was an excellent opportunity to speak to the public about book challenges, and while it was a mostly friendly group to the subject, people reported they learned something new and had a deeper appreciation for the work that goes into developing a collection. Video:

[https://vimeo.com/771797273?fbclid=IwAR0spNl8xoE8XqW5Y3S2oJr0tDFVi5o3\\_w8n2laqgzMNWsFGFY\\_w57MIPk](https://vimeo.com/771797273?fbclid=IwAR0spNl8xoE8XqW5Y3S2oJr0tDFVi5o3_w8n2laqgzMNWsFGFY_w57MIPk)

**FY2024 LSTA Grant Round Update:** In preparation for the December 6, 2022, Letters of Intent deadline, LSTA Coordinator Lyndsay Forbes held an LSTA Grant Round Overview webinar on 11/15 for 31 attendees. The session provided an overview of the program and reviewed eligibility requirements as well as grant application tips. A recording of the session is available on the MBLC website: (<https://www.youtube.com/watch?v=ncdOx2e8hWc>).

Evan Knight has been selected to serve on the Advisory Committee for the **Collections Stewardship Succession Planning Initiative**, an IMLS-funded project being led by the Conservation Center for Art & Historic Artifacts (CCAHA) and LYRASIS. CCAHA and LYRASIS will gather data and develop professional resources to support succession planning for collections stewardship staff and volunteers from libraries, archives, museums, and historic sites, with a particular focus on smaller organizations and diversity, equity, and inclusion.

At our monthly board meeting on December 1, the Commissioners voted to approve revisions to the regulations governing the **Massachusetts Public Library Construction Program** (MPLCP): 605 CMR 6.00. 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 learn more about the changes, please see our press release: <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.

Library Building Specialists Lauren Stara and Andrea Bono-Bunker recently met with representatives from state library agencies in CT, MA, ME, NH, NJ, RI, NY, and VT to discuss a possible summit or series (modeled on the existing regional Teen Summit) on resilience in the face of climate change in libraries in our region.

They are starting to organize ideas via a Google doc and will be meeting again in January. They are considering a virtual “kickoff” event that will be a half-day with presentations on ways that libraries can improve resilience in their buildings and/or communities. The hope is that this will lead to a regular series of presentations given this is such a large topic.

**Staff News:** We are pleased to announce that we have hired June Thammasnong as our new Communications Specialist. June comes to us from the Thomas Crane Public Library in Quincy, where she has served as a librarian in both their Children’s and Adult Services departments and as a graphic design specialist. She has a bachelor’s degree from the University of California, Berkeley, and an MLS from Simmons University. In addition, she recently completed the 2022 NELLs Emerging Leaders Program from the New England Library Association. Her first day at the MBLC was December 1. Please join us in welcoming June!



## Intellectual Freedom/Social Responsibility Committee MLA Executive Board Report — December 2022

---

### Past Activities:

- MLA/MBLC/MLS joint presentations to MA library consortiums on how to get support/training/guidance for challenges to programs/displays/materials. This is the result of months-long communications between the three organizations on how best to support libraries as challenges and harassment reach unprecedented levels. We are making progress and building stronger infrastructure; benefitting MA public and school libraries- MLN, OCLN, NOBLE, SAILS, CW MARS, CLAMS
- Meeting with MLA IF/SRC, MBLC, MLS, and MSLA to check in on challenge support and training. This developing partnership strengthens each organization's work. We are very grateful for the work of Sarah Sogigian and [James Loneragan](#) in bringing us together.
- Meeting with MA Commission on LGBTQ Youth and Shelley Quazada and Rob Favini of MBLC to voice concern over the hate directed at LGBTQ content, programs, and people in libraries. We are discussed planning a symposium in the spring to help change the narrative, giving libraries tools and talking points when challenges and harassment come
- Meeting with Senator Lewis's Chief of Staff, Mary Rose Quinn and Maura Deedy of MBLC and MLA Legislative Committee Co-Chair Eileen Dyer November 16 to discuss the increase in challenges to curricula, programs, and collections as well as harassment of staff in schools and libraries across the Commonwealth. We are hopeful that a new administration will be supportive towards schools and libraries facing these topics, as Senator Lewis chairs the Joint Committee on Education - info sheet to prepare the Senator and staff included below
- Senator Lewis pre planning meetings with MSLA president, MLA Legislative Committee chairs and MBLC to firm up legislative priorities as they relate to challenges and harassment
- MSLA is forming an Intellectual Freedom subcommittee and will appoint a liaison to IF/SRC
- Meeting with PEN America, IF/SRC Conference Liaison Clayton Cheever, IF/SRC Committee Co-Chair Andrea Fiorillo on December 1st to discuss a 2023 conference keynote on challenges, extremism, and diversity in publishing as well as a breakout session on how library workers can protect themselves from online harassment
- September IF/SRC in person meeting- 2023 conference session planning
- Multiple press interviews on challenges including but not limited to: Boston Globe, Eagle Tribune, WGBH, BU School of Journalism





**Upcoming and Ongoing Work:**

- MLA Conference 2023 session preparation; reaching out to presenters, honing topics
- Meeting with MBLC Communications team Crisis Management expert to help develop training for challenges and harassment
- Meeting with aide to State Representative Lindsay Sabadosa on challenges and harassment
- Consulting on cases of challenges to programs and collections. One recent highlight was a challenge to ten or so titles (LGBTQ & race related topics) in Old Rochester Regional High School and Junior High libraries in Mattapoisett which resulted in the community and superintendent coming together to stand against censorship and bigotry and stand for the school librarians.
- IF/SRC has been contacted many times in the past few months requesting training on challenges. We have asked for help from MBLC and MLS to facilitate training which covers intellectual freedom principles, de-escalation skills, crisis/media communication, role playing, harassment, and addresses the needs of front line staff, trustees, and school boards.

Our next meeting is TBD

Respectfully submitted,

Susan Caulfield and Andrea Fiorillo Co-Chairs, IF/SRC



## Conference Committee Report - 12/9/2022

The conference committee's been busy finalizing the schedule and the space. We're moving along very well and are excited about all the great sessions we'll have.

We voted to increase the **exhibitor** fees to the following:

<b>Exhibitor</b>	<b>2022</b>	<b>2023</b>
8 x 10	\$991	<b>\$1001</b>
Tabletop	\$551	<b>\$561</b>

\*The last rate increase was in 2019 when it went from \$925/\$485 to \$991/\$555 (but was the first year we included a boxed lunch as part of registration); prior to that it was \$900/\$470 in 2015

We do need to get Board approval to increase the **attendee** fees. We are proposing the following:

<b>Registration</b>	<b>2022</b>	<b>2023</b>
Member – 1 day	\$175	\$185
Member – 2 days	\$235	\$245
Non-member – 1 day	\$235	\$245
Non-member – 2 days	\$320	\$330
Student, retiree, unemployed – 1 day	\$95	\$100
Student, retiree, unemployed – 2 days	\$125	\$120

\*The last rate increase was in 2019 when we included lunch as part of registration - went from \$140/\$190 for member/non-member as an example. Recommending only a \$5 increase for student/retiree/unemployed for 2023

Respectfully submitted by the Conference Committee:

Esme Green

Ellen Keene

Joanne Lamothe

Laurie Lessner,

Kristen Collins (Conference Director)



## **Library Information Technologies Section (LITS) Executive Committee Report — December 2022**

---

MLA's Library Information Technologies Section (LITS) has continued with its work to rebuild MLA's LITS Membership engagement. In response to the interest expressed by the wider MLA LITS Membership, LITS has been working to create an MLA list-serv under the control of MLA's Google Suite domain. LITS Member at Large Jeremy Goldstein, LITS Secretary Renee Pawlowski and LITS Member Michelle Spinney have teamed up and are taking the necessary steps to make this possible. We hope to move forward with this following the New Year.

Secondly, on Thursday, November 3, LITS Chair Andrea Puglisi offered an online harassment training for library workers as hostility towards library workers, educators and public service workers continues to grow. This presentation was open to the entire Massachusetts library community. This event saw 88 registrants and 45 participants.

- All resources and links shared through the presentation are available on the MLA/LFP [Digital Privacy & Technology LibGuide](#) hosted by MLS.
- [Digital Safety Training for Library Workers: Prevention strategies and removing personal data from internet directories](#) included an activity on the basics of threat modeling & harm reduction. [Notes from that activity](#) have been shared with all registrants.
- [Anti-Doxing tips handout](#) by LFP has been widely shared.

### **Summary of Activities:**

- October 27 from 2:00 to 3:00: LITS Meeting to discuss Conference and other internal matters. Meeting was open to LITS Members.
- November 3 from 11:00 to 12:30: *Digital Safety for Library Workers: Prevention strategies and removing personal data from online directories* was held. Presentation was open to MLA & to the entire MA Library Community.
- Andrea Puglisi, Jeremy Goldstein and Chris Kaufman have been attending MLA Conference Committee meetings.

### **Ongoing Activities:**

- LITS By-Law revision process is underway. LITS Leadership is seeking input from the entire LITS Membership in the New Year. There is a discussion growing around term limits.



- LITS Chair will reach out to LITS Membership in the New Year to schedule a meeting at the end of January / beginning of February.
- LITS is working with the Conference Committee on organizing sessions and proposals (*Thanks Chris Kaufman and Jeremy Goldstein, LITS Members at Large!*).

Respectfully submitted,

Andrea Puglisi, LITS Chair  
November 29, 2022



## **Personnel Issues and Education Committee (PIE) Report**

Executive Board, December 2022

PIE has been meeting monthly as we have been reassessing what the committee's mission and goals should be. Our last meeting was on November 8th. We will be taking December off. Our next meeting is January 10th, 2023 at 10am via Zoom.

At this point, we have collaboratively created the following action plan:

### **Action Plan**

**Mission:** The MLA Personnel Issues and Education Committee will establish themselves within the Massachusetts library community as a resource regarding continuing education for all staff on personnel topics.

**Action Plan:** The committee will work to remove barriers to entry into the field of librarianship and to continuing education. Barriers include: cost, degree requirements, lack of diversity, systemic racism, and lack of competitive salaries and benefits. This committee will maintain transparency and integrity around all topics.

1. Work to remove barriers to entry into the field
  - a. Work with MLIS programs
    - i. Introduce a scholarship program for MLIS students. (investigate MBLC funding; MLA funding)
  - b. Promote existing training and certification programs provided by MLS, MLA, and other organizations
  - c. Provide best practices for libraries on hiring, DEI, and related topics
  - d. Provide samples of interview questions, job descriptions, and job postings (exemplar of process from start to finish)
  - e. Provide social and financial resources for staff interested in progressing in their careers
  - f. Increase diversity within the field of librarianship by expanding outreach and recruitment efforts to underrepresented groups
    - i. Introduce a paid internship for high school students.
2. Support libraries in their retention of staff
  - a. Define a leader in any position
  - b. Advocate for re-evaluation of existing professional hierarchies
  - c. Promote the state salary study and recommended standards





- d. Provide professional support for underrepresented groups in the library field
- e. Provide inclusive opportunities for career advancement within the field of librarianship
- f. Connect staff with existing professional organizations for support and training

At this time, we are identifying members who are already in our committee to see what tasks they may want to work on.

We welcome anyone interested in helping and amplifying the work of PIE to join us and help out in an area in our plan that interests them.

Right now, we are actively seeking a co-chair, someone to represent us with PR and someone to be our Conference committee liaison. Please email us at [personnel@masslib.org](mailto:personnel@masslib.org) if you are interested.

While we are not quite ready to run programming or trainings, we do foresee some of that in the future. Get in while the getting is good!

Respectfully submitted,  
Noelle Boc, Chair



**Paralibrarian Section  
Executive Board Report  
For December, 2022**

At our last two meetings in September and October 2022, we discussed the following:

**MLA Conference:**

Our program will be called Dynamic Duos. We are looking for a third pair to complete our panel where degreed and non-degreed personnel share how they work together.

We will also host our Annual meeting and present our Awards and Certifications.

2024 will be the 20<sup>th</sup> anniversary of the Paralibrarian Section of MLA we are looking into ways to acknowledge in 2024.

**PARA Certifications**

One application was received in November for review.

Working with Anna Popp of MLS regarding training support for paralibrarians.

Investigating different software for mechanizing the PARA certification process.

**Social Media**

Desiree, has reached out to the MLA PR Section for posting paralibrarian PR.

A calendar for delivery of Social media was created

Respectfully submitted,

Anna McGrath, Chair Paralibrarian Section



## MLA Program Planners Section Report

Friday, December 9, 2022

1. Meena joined the website discussion committee to work on issues related to hosting a database on the new MLA website
2. Student Liaisons
  - a. We have 3 students from Simmons or URI who started with us in October! Darshana and Ruby have partnered them with mentors and two have signed on for Meena's learning program planning workshop in the Winter.
  - b. We've kept one more slot open for a BIPOC student
3. Library Programming Best Practices
  - a. Our Program Planners Warriors group has also been hard at work to create a slideshow of best practices that we will load onto the current site when it is complete.
  - b. At that time, we'll consider a best practices manual for teens and children's programming
4. Virtual Performer's Showcases
  - a. We are planning an adult showcase for Jan, a teen showcase for Feb, and (with the support of YSS) a children's one for March.
  - b. The adult showcase will feature historical re-enactment performers.
  - c. The teen showcase will probably be about DIY programs
  - d. Still working on a theme for the children's showcase, it may be about the summer reading theme "find your voice".
5. We are still considering a standalone conference for Oct 2023
6. Our next open meeting will be Tuesday, January 17 , 2023 at 3:00 PM.

Respectfully submitted:

Meena Jain

Chair