



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes September 21, 2023

Attending: Bob Conroy, Harry Kubetz, Dick Mailloux, Donna Saiia,
Muir Haman – Director LPL, Laura Boussom, Maia Wentrup, Jana-Lee Balish

The LPLBT meeting was called to order at 6:53 p.m. by Chairperson Harry Kubetz.

Public Comment

- Donna, who is also a member of the Cultural Council, mentioned Cultural Council funding for an artists-in-residence program at the high school. Can we tie this in with the library some way using funding from the ARPA grant?

Agenda Items

- **Approval of Minutes**
 - Dick made a motion to accept the minutes of May 18, 2023 as amended, seconded by Laura. The motion passed unanimously.
- **Director's Report**
 - We are three months into FY24 and the budget is on schedule. Utilities budget has been about the same. We will spend more from the town budget on supplies. There has been a big increase for materials.
 - Some budget line items for FY23 have not been fully expended, about \$12k. Money not spent goes back into the general fund. Karen (finance director) has retired and has not closed out some amounts yet and this month's report does not include money paid after June 30th which will be about \$5k.
 - The FY23 financial report to the state has been completed. The LSTA grant has been very successful in reaching many people and we will have funding for more.
 - Ebooks are continuing to grow in usage.
 - The selectboard has decided to fund three of our ARPA requests including \$120k for the teen room renovation. Muir will meet with an architect to get started.
 - Programming staff have been meeting regularly to share ideas and have met four times since 7/1/23.
 - Muir and Lydia have been working on getting more art exhibits. In March there will be a poster exhibit.
 - Muir is working with THES's new principal to try to restart the 5th grade library visits this year.
 - 30 Professional Development ebooks have been acquired for staff training and there is funding available for staff to attend online learning sessions.
 - The summer reading program was very successful again this year. The participation is back to pre-pandemic levels.
 - We are still waiting for union negotiations to complete for the Assistant Director and expanded Digital Services positions.
 - The community room has been painted. A trail sign for the pollinator garden has been installed. Muir has reached out to Dave Blatt regarding the HVAC system and will get on one of his meeting agendas.
 - Phone static has been a recurring issue and Verizon has made several repairs. The IT Dept. has been contacted regarding some issues such as thin client upgrades.
 - Updates to the BEAM system were completed over the summer. Freegal has been popular. There are a number of new online periodicals now available.
- **Library Invested Funds Update**
 - No update. The funds have been stable.
- **Library Sign Update**
 - Muir will meet with Wass-Arthur next week. They should be bringing mock-ups of the letters for the sign.
- **Proctor Memorial Garden and Pocket Pollinator Update**

- Harry asked about funding for the maintenance of the gardens. We need to have a long-term sustainable plan for maintenance.
- To start, the Friends have allocated some money. Harry said he would like to have a plan in place before next season.
- Jean Proctor has been busy but the ARPA funding should cover the needs of the Memorial Garden – pumps, granite and any needed finishing touches.
- **Director's Evaluation Plan/Timing**
 - The evaluation should be done by December. Harry will send out individual forms, to be completed by November.
- **Friends of LPL Update**
 - No meeting last month.
 - Annual meeting was held in July They granted \$10k for the sign.
 - The last book sale netted around \$1900.
- **Board Comments**
 - Dick wanted to point out that Lydia's monthly report was excellent and she is doing a great job.
 - Dick attended the first town Master Plan committee meeting. It will be a complicated process and the resulting document should be a complicated one. He will keep us updated.
- **Adjourn**
 - Motion to adjourn by Dick. Seconded by Laura. Meeting was adjourned at 8:50 p.m.
- **Attached Documents**
 - September 21, 2023 Agenda
 - September 2023 Director's Report
 - September 2023 Teen Services Report
 - September 2023 Adult Services Report
 - September 2023 Youth Services Report



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees

Thursday September 21, 2023 6:45 p.m.

Lunenburg Public Library

(in-person meeting)

- Public Comment
- Agenda Items
 - Approval of Minutes of June 15, 2023
 - Director's Report
 - FY 2023 Budget Update
 - FY 2024 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Library Invested Funds Update
 - Library Sign Update
 - ARPA Update
 - Director's Evaluation Plan/Timing
 - Friends Update
 - Board Comments
 - Other
- Adjourn



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

■ FY23 Budget Update

	<u>FY23 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>
LIBRARY DIRECTOR SALARY	\$ 80,746	\$ 80,746	100%
ASST LIBRARY DIRECTOR SALARY	\$ 52,511	\$ 52,493	100%
LIBRARY STAFF SALARIES	\$ 182,390	\$ 180,548	99%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 547	55%
ELECTRICITY CHARGES	\$ 22,380	\$ 22,118	99%
HEATING CHARGES/NATURAL GAS	\$ 16,700	\$ 13,176	79%
WATER CHARGES	\$ 800	\$ 684	86%
NETWORK MAINTENANCE	\$ 250	\$ 239	96%
BOOK SERVICE	\$ 3,294	\$ 3,294	100%
PROGRAMS	\$ 8,631	\$ 8,630	100%
CONTRACTED SERVICES	\$ 4,200	\$ 4,160	99%
CWMARS NETWORK	\$ 18,069	\$ 18,069	100%
POSTAGE	\$ 401	\$ 400	100%
OFFICE SUPPLIES	\$ 12,525	\$ 11,803	94%
CUSTODIAL SUPPLIES	\$ 300	\$ 99	33%
LIBRARY MATERIAL	\$ 96,268	\$ 80,196	83%
MILEAGE REIMBURSEMENT	\$ 491	\$ 491	100%
MEMBERSHIP	\$ 1,000	\$ 1,000	100%
<u>TOTALS</u>	\$ 501,956	\$ 478,692	95%

■ FY24 Budget Update

	<u>FY24 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>
LIBRARY DIRECTOR SALARY	\$ 85,590	\$ 18,106	21%
ASST LIBRARY DIRECTOR SALARY	\$ 60,486	\$ 11,193	19%
LIBRARY STAFF SALARIES	\$ 218,674	\$ 36,816	17%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 273	27%
ELECTRICITY CHARGES	\$ 22,500	\$ 1,912	8%
HEATING CHARGES/NATURAL GAS	\$ 18,500	\$ 678	4%
WATER CHARGES	\$ 1,000	\$ 258	26%
NETWORK MAINTENANCE	\$ 500	\$ 40	8%
BOOK SERVICE	\$ 4,500	\$ 3,294	73%
PROGRAMS	\$ 11,000	\$ 285	3%
CONTRACTED SERVICES	\$ 2,500	\$ 400	16%
CWMARS NETWORK	\$ 19,880	\$ 19,880	100%
POSTAGE	\$ 900	\$ 198	22%
OFFICE SUPPLIES	\$ 6,000	\$ 1,252	21%
CUSTODIAL SUPPLIES	\$ 300	\$ 291	97%
LIBRARY MATERIAL	\$ 85,500	\$ 23,944	28%
MILEAGE REIMBURSEMENT	\$ 900	\$ 491	55%
<u>TOTALS</u>	\$ 539,730	\$ 119,311	22%

September is 3 out of 12 (25%)



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

The Selectboard decided to fund three of our ARPA requests: repairs and maintenance of the building envelope (\$60,000), Proctor Memorial Garden project (\$10,000), and a renovation of the Teen Room (\$120,000).

▪ Staff

Programming staff have been meeting regularly to share ideas and plan more cohesively. Susan, Lydia, Debbie, Joslyn, and I meet about once a month to talk through things, including the upcoming outreach efforts this month, LCC plans, SRP themes for next year, and many other things. One of the many ideas to come out of this effort is an outreach series for National Library Card Month this month. We've set up a booth at the Farmer's Market and signed people up for new cards. We will have one more of these at this Sunday's Market, and then a session at Arrive Lunenburg and one at Tri-Town Landing and Bakers Creek Apartments.

Lydia and I have been working on getting art exhibits back in the works. We will have a Small Works Exhibit November to January and the Vickery team will exhibit in October.

We will be wrapping up our Financial Report to the state for the library's FY23 year this month, and concluding our LSTA grant next month. The LSTA grant has been so successful and reached many people, though the effects will continue for a long time with the circulating kits that we are getting set up. I met with the MLAA committee on August 28th to help them select scholarship recipients and this was very enriching.

I am working with THES's new principal to try to talk her into continuing the 5th grade visits this year. I have also been working with Dr. Burnham and LMHS to find a time that works for them and the library to host Craig and Fred (maybe November?).

We applied for \$10,000 from the BEMIS Community Grant Fund to help continue to STEM learning and other workshop craft programs, but did not receive any award from them.

We added about 30 Professional Development ebooks for staff training at the end of FY23, and have funding available for staff to attend online Library Journal educational sessions. There are many useful courses being offered this fall. I've registered for Managing Difficult Conversations With Colleagues, Library De-Escalation, and Project Management for Librarians.

▪ Programs

Our Summer Reading Program was very successful again this year: 24 adult readers reading 70,133 minutes; 28 teen readers reading 71,633 minutes; and 287 children reading 201,963 minutes.

Other SRP highlights: SRP Finale brought in 59 people, Snack Package Science 60, Tin Can Bird Feeders 57, Foil Leaf Nature Craft 43, Recycled Robots 30, Diggin Dinosaurs with the Discovery Museum 25. Our two Monthly Music Series concerts during the summer had relatively low turn out with 23 and 20 attendees. Our attendance over the summer has been inconsistent for adults and teens.

Coming up we have three more sessions of outreach for National Library Card Month, with staff visiting the Farmer's Market, TriTown and Bakers Creek Apartments, and Arrive Lunenburg



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

apartment complex. Our last few STEM grant programs will be happening with Food Explorers (9/12) and Mad Science (9/16)! Central Mass UFOs sightings sounds fun on 9/20! Writing Family Stories with local author Harry Haldt on 9/22 and North County Land Trust will partner with us for another hiking program on 9/24.

▪ Building & Maintenance

How do you like the new Community Room color? Our trail sign for the Pocket Pollinator garden has been installed and communicating garden details since August.

▪ Technology

Phone static has been an issue throughout the summer, and Verizon has made several repairs. VOIP upgrades for the town can't come soon enough. Updates to the BEAM system were completed over the summer as well, and this resources continues to be very popular and useful to patrons.

Freegal has been popular. Consumer Reports online is now available. Newspapers.com will be helping genealogists. And the additions of National Geographics Kids, Udemy, and Miss Humblebee's Academy have been very effective so far.

September 2023 Teen Services Trustee Report

Overview:

Activity	Number	Engagements
(Not So) Young Adult Book Club (8/20)	3 registered	5 participated
Drop-In Craft: Wish Bracelets (9/6)	N/A	18 participated
A New Chapter Book Club (9/13)	3 registered	4 participated
Teen Instagram: 448 followers	12 posts (past 30 days)	

In Detail (as of 9/15/2023):

- **Teen Room Genre Project**

The YA fiction genre project is progressing, each title has been assigned a genre. Susan and Marabeth (with Brionna's help) are currently putting genre stickers on each book. Once all books have been stickered, the next stage to this project will be to move books into genre categories on the shelves. Signage will be made and posted above each section to help patrons identify what types of books they'll be able to find in each genre. As sections are set up, we'll also be changing the shelving location from YA Fiction to YA [Genre].

- **Summer Reading**

Overall the summer reading program for teens was a success! We offered a wide variety of programs from henna, to crafts (both in person with a metalstamping artist and as take home kits), to Battlebots, we had something for everyone and saw some new tween and teen faces at programs. The reading challenge had fewer participants than last year, but still had strong attendance for this age group.

- **Upcoming Programs**

October is going to be a busy month with 12 programs happening for tweens and teens. Random Reads will start up again and run through May. The Hallow-Read challenge will take place on Beanstack for teens that want to log their reading for the month. We're partnering with Hannaford's again to run another 4-week series of our virtual cooking program, this time focusing on cozy Fall recipes. One Up Games is back as well to run the after-hours video game night program. We'll also be offering a multi-generational craft program for tweens and teens and their grownups.

Respectfully submitted,

Susan Elbag, Teen Librarian

Trustee Report
Adult Services Department
September 2023

We are had a fabulous summer here at the library and I'm looking forward to what the fall season brings!

Our adult summer reading challenge ran from June 25th through August 5th on Beanstack. We had 24 participants who read a total of 70,133 minutes during that time frame.

My two top programming highlights from the summer include the summer puzzle swap on August 19th, and the music concert with folk duo Hungrytown on the 23rd. We had 59 people attend the summer puzzle swap, and they chose 267 new-to-them puzzles from the selection of 418 puzzles that were donated. There were several familiar faces and a few new ones too! Overall the feedback was positive and I anticipate another strong turnout for the next puzzle swap taking place in October. The concert with Hungrytown was also a decent draw for the summertime. Both Rebecca and Ken were lovely people to work with who performed above and beyond expectations. They serenaded a crowd of 23 on a lovely summer evening for us. I would consider hosting them here again another time.

This fall we are really expanding our program offerings and doing more than ever before! This is a quick list of some September and October events we are hosting or participating in:

- The adult craft lab has returned with two sessions on the first week of each month. This will run through June 2024
- There is a month long Bingo card challenge for readers this September. Cards can be picked up at the front desk and returned for a prize by September 30th
- There are weekly Zoom networking meetings on Wednesdays, alternating morning and evening sessions, for job seekers over 50. There hasn't been much participation yet, but it runs through December and I remain hopeful!
- We have two local author talks booked: Harry P. Haldt III will talk about writing his father's life story on September 22nd and comedian/grief counselor Kelley Lynn Niemi will talk about her journey as a young widow on October 24th
- Ronny LeBlanc is returning to talk about the paranormal, specifically on UFOs in the central Massachusetts area, on September 20th
- The next monthly music series concerts will be with jazz pianist Stephen Page on September 27th and the Paul Luria led Roaring 2020's Jazz combo quartet on October 20th
- We have partnered with North County Land Trust to host a hiking safety lecture and hike on the Peabody Conservation Area on September 24th as part of the Community Read program for 2023-2024. The title selected was *White Mountain State* written by FSU alum Keith Gentill about his adventures climbing the New Hampshire 48 4,000 foot mountains
- For the month of October there will be a Beanstack "Hallow-Read" challenge for adults. Participants can complete challenge objectives to earn badges and raffle tickets that can be entered into prize drawings

- We have also partnered with the Lunenburg Adult Activity Center for a spice club program which will meet the first Monday night of every month, starting on October 2nd. Our first spice to cook with and discuss is cardamom
- There will be the annual flu clinic here with Nashoba Boards of Health on October 4th
- A six-week weight strengthening exercise class series with Niki Holtzman will begin on Wednesday afternoons starting October 11th and go through November 18th
- The Cozy Tea Cart in Brookline, NH will present a Zoom lecture on the basics of tea on October 11th. They are sending tea samples for the first 20 people who register
- There are two Halloween themed programs happening late October for adults: there will be a lecture on the legends and lore that inspired the monsters in the hit TV show *Stranger Things* on October 18th and a gothic ghost tale "seance" program with actress Rita Parisi on October 25th
- Rounding out the month will be the fall puzzle swap on October 28th

We are also seeing a huge jump in participation for our Tuesday morning book club. At the September meeting we had a full conference room of attendees and interest only seems to be growing! This is a very positive sign after the summer dip in attendance and I look forward to seeing how it continues to do through the fall and winter months.

The evening book club is not growing as much in comparison, but I am optimistic it will gain traction now that summer is over and we have some more popular titles selected for our upcoming meetings.

Our library is doing a lot of exciting, interesting, and diverse types of events this fall with the hope that will be something for everyone!

Respectfully submitted,
Lydia Gravell

September 2023 Youth Services Area Trustee Report

AUGUST STATS:

ACTIVITY	NUMBER	PARTICIPANTS
Foot Painting Craft	1	16 (10 Child/6 Adult)
Safe Animal Handling with Bay Path Humane Society	1	20 (12 child/8 Adult)
"Our Cosmic Canvas" Astrophotography Talk and Exhibit	1	18
SRP Finale Event- "Toe Jam Puppet Band"	1	52(30 child/22/adult)
Sound Workshop with Discovery Museum	1	19 (17 child/2 adult)
Digging for Dinosaurs! with Discovery Museum	1	33 (25 child/8 adult)
Pour Painting with Jessy	1	18 (13 child/5 adult)
SLIME Making with Tessa	1	16 (12 child/4 adult)
SRP Reading Registrations In-House Participants	1	201 Registered Estimate of Hours Read: 1,000 Hours
SRP Participants via Beanstack	1	86 Registered/ 56 active readers 915 Hours Read!

AUGUST Highlights:

- With our LSTA grant, we were able to offer several programs with the Aldrich Astronomical Society. In August, they installed a beautiful display of some of their

- astrophotography pictures in the Wallace Room. They also gave a talk about the society and explained how the photos were taken. Several of the club members were in attendance and shared their astronomy experiences. Very cool!
- To wrap up our Summer Reading Program, we hosted the Toe Jam Puppet Band for an evening concert on the patio. While we didn't have a huge turnout, those in attendance- both kids and adults- had a ball! Hilarious music, antics and lots of audience participation! We have decided to bring this performance back to the library for a return engagement as our SRP 2024 Kick-Off Event!
- Local art teacher Jessy Hartounian came by in August to teach the kids how to do Pour Painting. Pour painting is an art form that uses an acrylic paint mixture that is fluid, which you pour over a canvas using various paint pouring techniques. Jessy is a wonderful teacher, and the kids went home with beautiful artwork which they will be proud to display!
- Eight-year-old Tessa Kasowitz came to the library to spend an evening making slime with a very lucky group of 12 kids! She was amazing- well organized, very good at explaining the process and teaching the kids techniques to make great slime!

UPCOMING EVENTS FOR SEPTEMBER:

- September 5th - Book in a Bag & Popcorn and a Book Kits return for pick up
- September 12th- Super Snacks Cooking Program
- September 13th- LPL Kids Book Club first meeting
- September 16th- Spy Academy with Mad Science
- September 18th- Preschool Storytime begins- "Song Time Fun with Ukulele J"
- September 20th- Pre-K Story Time begins- "Fall Gardening with Robin"
- September 21st- Crime Lab! With Mad Science
- September 28th- Super Snacks Cooking Program with Food Explorers

Respectfully submitted,

Debbie Laffond, Children's Services Librarian