



## **Lunenburg Public Library**

Trustees of Lunenburg Public Library, Meeting minutes June 20, 2024

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

The LPLBT meeting was called to order at 6:45 p.m. by Chairperson Harry Kubetz.

### **Public Comment**

- No public comment.

### **Agenda Items**

- **Board Reorganization**
  - Chair (Harry), Vice Chair (Dick), and Treasurer (Donna) will stay the same. The Secretary position will now be held by Laura.
- **Approval of Minutes**
  - A motion was made to accept the minutes of May 16, 2024 as amended. The motion passed unanimously by roll call vote.
- **Director's Report**
  - June is month 12 out of 12. We are approaching the end of the fiscal year and the budget is 83% expended. Muir has payroll and bills to approve, and will be transferring 20K from salaries to library materials. Other excess amounts will also go to supplies and materials. The budget will be fully spent by the end of June.
  - Hoopla, Comics Plus, and Morningstar Investments will all be offered as digital resources starting in the next fiscal year.
  - A concert by the Toe Jam Puppet Band happened this evening as a kickoff to the Summer Reading Program.
  - New pages have been hired and are being trained.
  - Kaitee worked with some teen volunteers to rearrange the layout of her sub-collections to make them more accessible.
  - Muir and Lydia have been working on transitioning to compliance with the town's new Revenue Turnover Policy. The library's revenue amounts are small compared to other departments, so they have been working with the Finance Department to ensure the impact is not onerous on library staff.
  - Muir participated in the annual meeting of the Massachusetts Library Aid Association to discuss the annual call for applications. This is the last year the 10K scholarships will be offered. The \$500 - \$1,000 grants for MLIS coursework or library staff professional development will still be offered.
  - Recent programs include concerts by Sons of Blarney and Abe Ovadio. A beekeeping program and a tie dye class were also well attended.
  - Kaitee started a Teen Advisory Board with about a half a dozen teens volunteering to help.
  - Video game night continues to be popular.
  - Muir is waiting for a design for the EV charger project, and anticipates he will receive it this summer.
  - Muir is waiting for an estimate for the HVAC portion of the teen room renovation estimate. It has been hard to get a response for this.
  - Repairs to the concrete walkways have been done near the staff entry. More should be done by the handicap parking space.
  - Tile repair and grout cleaning was done in the women's restroom on the 19th when the library was closed.
  - The hose faucet is being repaired on the Memorial Drive side of the building.
  - Sound system components have been sent to the manufacturer for repair.
  - Melanie has been working to keep the BEAM system updated. Software updates have been an ongoing issue with that device.
  - Muir is hoping to replace the adult public access Chromebooks with year-end money.

- **Green Communities Update**
- **ARPA Update**
- **Teen Room Usage Policy**
- **Library Invested Funds Update**
- **Library Sign Update**
  - The sign is scheduled to be installed this summer.
- **Outreach Plan Update**
- **Friends of LPL Update**
- **Board Comments**
  - No comments
- **Adjourn**
  - A motion to adjourn was made by Dick and seconded by Jana. Meeting was adjourned at 8:48.
- **Attached Documents**
  - June 20, 2024 Agenda
  - June 2024 Director's Report
  - June 2024 Youth Services Report
  - June 2024 Adult Services Report



## LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

### ■ FY24 Budget Report

|                              | <u>FY24 Budget</u> | <u>Budget Expended</u> | <u>% Expended</u> |
|------------------------------|--------------------|------------------------|-------------------|
| LIBRARY DIRECTOR SALARY      | \$ 85,590          | \$ 80,652              | 94%               |
| ASST LIBRARY DIRECTOR SALARY | \$ 60,486          | \$ 56,089              | 93%               |
| LIBRARY STAFF SALARIES       | \$ 218,674         | \$ 187,147             | 86%               |
| BLDG REPAIRS & MTC           | \$ -               |                        |                   |
| SEWERAGE DISPOSAL            | \$ 1,000           | \$ 683                 | 68%               |
| ELECTRICITY CHARGES          | \$ 22,500          | \$ 13,338              | 59%               |
| HEATING CHARGES/NATURAL GAS  | \$ 18,500          | \$ 12,949              | 70%               |
| WATER CHARGES                | \$ 1,000           | \$ 866                 | 87%               |
| NETWORK MAINTENANCE          | \$ 500             | \$ 219                 | 44%               |
| BOOK SERVICE                 | \$ 4,500           | \$ 3,294               | 73%               |
| PROGRAMS                     | \$ 11,000          | \$ 7,830               | 71%               |
| CONTRACTED SERVICES          | \$ 2,500           | \$ 67                  | 3%                |
| CWMARS NETWORK               | \$ 19,880          | \$ 19,880              | 100%              |
| POSTAGE                      | \$ 900             | \$ 289                 | 32%               |
| OFFICE SUPPLIES              | \$ 6,000           | \$ 5,652               | 94%               |
| CUSTODIAL SUPPLIES           | \$ 300             | \$ -                   | 0%                |
| LIBRARY MATERIAL             | \$ 85,500          | \$ 57,880              | 68%               |
| MILEAGE REIMBURSEMENT        | \$ 900             | \$ 83                  | 9%                |
|                              |                    |                        |                   |
| <b><u>TOTALS</u></b>         | <b>\$ 539,730</b>  | <b>\$ 446,918</b>      | <b>83%</b>        |

June is EOY = 100%

### ■ FY25 Budget Report

No updates.

### ■ Staff

Summer Reading is upon us! Preparations about to come to fruition. The staff have worked very hard to outdo past programs and design their own Summer Reading Program from the ground up. We've expanded outreach efforts and I anticipate these efforts to further drive up participation this summer. Tonight our kickoff program, an all ages concert with Toe Jam Puppet Band will be concluding around when our meeting commences.

I'll be working on ARIS and the Financial Report as the new fiscal year begins. We've been training our new pages, and they are adjusting to their new jobs. We had so many promising applicants, it was difficult to decide and there were some disappointed library lovers.

Kaitee has leveraged some teen volunteers (many from her Teen Advisory Board, more on that later) to re-arrange the layout of her sub-collections. Graphic novels and manga have moved away from



## **LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT**

her desk, in an effort to ease access to those popular groups of books. This way teens don't have to feel like they are invading her work space to browse those books.

The Children's Room has been so busy. It seems like most afternoons when I go in, there are around a dozen people at least. Lots of new faces, many families, including lots of dads!

I participated in the annual meeting of the Massachusetts Library Aid Association to discuss the annual call for applications. This year will be the last opportunity for the ~\$10,000 scholarship, though the grants for \$500-1,000 for MLIS coursework or library-wide staff professional development will still be available.

The Town Manager has resigned effective Aug 4, so we will be transitioning to an interim TM, and eventually to a new TM.

Lydia and I have been working on transitioning to compliance with the new Revenue Turnover Policy for the town. The library's revenue amounts are small compared to other departments, so we have been working with the Finance Dept to ensure the impact is not onerous on library staff. We are required now, though, to turnover revenues each week, and create receipts for each transaction performed.

### **■ Programs**

Concerts continue to draw significant crowds, a welcome shift from the cooler months. Sons of Blarney brought in 50+ last week, and 48 for Abe Ovadio's jazz guitar a couple weeks before that. 18 prospective beekeepers and more 50 people came to our tie die program. I anticipate Mike Familant's Bigfoot program Tuesday this week will be entertaining. Kaitee has successfully launched a Teen Advisory Board with about half a dozen teens volunteering to help. Her gardening and craft programs continue to offer excellent experiences, though attendance remains low. Video game night, however continues to be a very successful program with attendance.

As always the team in the Children's Room has put together an absolute blast of an event calendar. It amazes me how many offerings they have organized for our SRP participants. The Poo Museum, Rocket building, The Science of Magic, a Safari on the Serengeti and so many other entertaining and educational programs!

### **■ Building & Maintenance**

I am awaiting a design for the EV charger project, anticipated sometime this summer. As of Monday, we are waiting for the HVAC component of the teen room reno estimate, a small piece, but apparently has been hard to get anyone to assist.

Some repairs to our concrete walkways have been done near the staff entry, and more should be done near the handicap parking space. Tile in the women's restroom is scheduled for Wednesday of this week, when the library is closed. Our hose faucet is being repaired on the Memorial Dr. side of the building.

### **■ Technology**



### **LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT**

I continue to meet with Casey to have updates about our ongoing projects. This dynamic has been helpful in keeping progress continuing. We have sent away our sound system components to the manufacturer to repair them. Melanie has been putting in a lot of work on the BEAM system to keep that functioning. Software updates have been an ongoing issue with that device. I am hopeful that we will be able to replace the adult Public access chromeboxes with year-end money to alleviate our ongoing printing issues with those devices. Melanie has been working with Suzor to update DNS settings on our devices.

## JUNE 2024 Youth Services Area Trustee Report

### MAY STATS:

| ACTIVITY                                                   | NUMBER / PARTICIPANTS |       |
|------------------------------------------------------------|-----------------------|-------|
| BOOK IN A BAG KITS                                         | 1                     | 10    |
| POPCORN AND A BOOK KITS                                    | 1                     | 10    |
| LPL KIDS BOOK CLUB                                         | 1                     | 6/1   |
| A NEW CHAPTER BOOK CLUB FOR 'TWEENS AND TEENS              | 1                     | 2     |
| LITTLE LISTENERS STORY TIME                                | 2                     | 41/34 |
| MUSIC AND MOVEMENT CLASS WITH MONUMENT SQUARE MUSIC SCHOOL | 1                     | 35/21 |
| PRE-K STORY TIME                                           | 4                     | 50/23 |
| FOOD EXPLORERS COOKING PROGRAM                             | 1                     | 9/1   |
| DROP-IN CRAFT WITH MISS JOSLYN-JELLY FISH                  | 1                     | 12    |
| LEGOS AT THE LIBRARY                                       | 1                     | 6/2   |
| S T E M WITH ECOTARIUM- MISSION: EARTH AND SPACE           | 1                     | 13    |
| S T E M WITH ECOTARIUM- TURTLE TRAVELS                     | 1                     | 12    |
| MOTHER'S DAY PLANTING PROGRAM WITH ROBIN                   | 1                     | 61    |

|              |   |      |
|--------------|---|------|
| CRUISE NIGHT | 1 | 100+ |
|--------------|---|------|

## HIGHLIGHTS FOR MAY:

- **Mother's Day Planting with Robin-** The kids and families returned to repot the seedlings that they had planted a month ago. Thanks to support from Robin, we had a very successful sprouting using seed trays, a warming blanket and grow lights- all which can be used again for future plantings. The kids did a great job decorating their pots to make a wonderful, home-grown gift!
- **STEM PROGRAMS-** We hosted 2 S T E M programs with The Ecotarium this month and 1 program with Food Explorers. The kids learned how to make Three Cheese Pizza Bites and Fruit Cobbler using various cooking techniques. The Ecotarium presented 2 programs: Mission: Earth and Space where they got to "uncover the mysteries of the grandest science of them all through hands-on experiments and demonstrations! They also got to use a telescope to check out some nearby topography. The 2<sup>nd</sup> program, Turtle Travels, explored how turtles survive in different habitats and how their behavior changes when humans move in. They also got to meet a live turtle, handle real turtle biofacts, and gather information about turtle adaptations and life cycles.
- **Music and Movement class with Monument Music School-** We had our last class with this great series. The kids really enjoyed the music and movement activities that were provided each month- hopefully we can bring them back next year!
- **Weekly Story times for toddlers and preschoolers ended in May.** We had a great year! Many new crafts, stories and music activities were introduced and, hopefully, we started the kids off to a life-long love of reading and their library!
- **Cruise Night-** The Lunenburg P T O sponsored a Classic Car event which took place on a beautiful evening in May. Many different organizations in town took advantage of this great opportunity to entertain the kids, recruit new members and provide yummy snacks! We had a table, and a bubble machine, set up which drew a lot of attention! We registered 60+ kids for summer reading, introduced the Summer Reading Program for 2024 and had a chance to say hello to many of our library friends.

## UPCOMING EVENTS FOR JUNE:

- **June 3rd – SRP 2024 information sharing at T H E S**
- **June 4<sup>th</sup> - SRP 2024 information sharing at Lunenburg Primary School**
- **June 10-22<sup>nd</sup>- SRP Pre-Registration weeks**
- **June 20<sup>th</sup>- Kick-off Event for SRP 2024 with Toe Jam Puppet Band**
- **June 21<sup>st</sup>- Larping Event**
- **June 24<sup>th</sup>- SRP begins with "Kids Cook Cultural Cooking Class"**
- **June 25<sup>th</sup>- "Lego Bucket Challenge" Tuesday**
- **June 26<sup>th</sup> - "Crafty Kids Club" begins**
- **June 27<sup>th</sup> "Terrific Thursday" Mad Science Program**

Respectfully submitted,

Debbie Laffond, Children's Services Librarian

Joslyn Davis, Library Assistant

**SRP 2024!**



**Golden Ticket book bundle prizes**

**Our 16 Book Bag Prizes!**





Trustee Report  
Adult Services Department  
June 2024

Summer Reading 2024 will be kicking off on Sunday, June 23<sup>rd</sup> on Beanstack! We have several gift cards from local businesses that were either donated or purchased at face value as our prize giveaways this year. These include Cherry Hill ice cream, Lanni Orchards, Roots Natural Foods, The Bull Run, and Dick's Market Garden. Our goal is to get some better engagement in the program before it ends on August 3<sup>rd</sup>, but hopefully it will be a fun summer activity for adults to join and win some great gift cards!

A few outstanding programs we hosted in late May and June include:

- Jazz guitarist Abe Ovadia performed at the library on Friday May 24<sup>th</sup> as part of the monthly music series. Due to the heat and discomfort in the community room, we moved the performance to the main hall of the building. This was our first attempt at hosting a concert in this space in the library, and I think it was a great success! We had 48 people join us for the program.
- Leominster Credit Union gave a presentation on mortgage basics on Wednesday May 29<sup>th</sup> at 7:00 pm. We had 3 attendees, but the information was fantastic, and the presenters were very knowledgeable on every aspect of the financial process for homeownership.
- At the request of a patron, we started a biweekly "Adult Community Chat & Color" on Thursday mornings in June. The first session was on June 6<sup>th</sup> at 10:30 am in the conference room. We only had the patron who requested the program attend, but we have some creative ideas on how to grow membership over time.
- Beekeeper John Hedly visited on Tuesday June 11<sup>th</sup> to give an in-depth talk on beekeeping for beginners. 18 prospective beekeepers joined us for his informative presentation that evening.
- Debbie and I ran a family tie-dye event on Thursday June 13<sup>th</sup> with two sessions between 5 and 7 pm. There were over 50 people in attendance, ranging from seniors to toddlers, making a variety of tie-dyed shirts with every color under the rainbow.
- An Irish music concert took place on Friday June 14<sup>th</sup> with "Sons of Blarney", fronted by the Lurias. Originally scheduled as an outdoor event, we moved indoors to the main hall again for another successful performance. We had 54 people join us for this concert.

Looking ahead, here are the upcoming June and July events at the library:

- Mike Familant, a bigfoot hunter and expeditionist, is coming on Tuesday June 18<sup>th</sup> in the evening to talk about the evidence he's found across the United States.
- As part of summer reading, we booked Joy Marzolf to talk about "On Safari in Tanzania: Wildlife of Serengeti and Ngorongoro Crater" on Monday June 24<sup>th</sup>
- Blue Cross Blue Shield will give a presentation about Medicare on Wednesday June 26<sup>th</sup>
- Summer Reading Mystery Travel Kit registration deadline is June 30<sup>th</sup>
- The Community Supported Meditation: Silent Sessions will start biweekly on Tuesday July 2<sup>nd</sup>
- There will be a summer puzzle race for teams of four people on Tuesday July 9<sup>th</sup>
- A new book club will be starting on Wednesday July 10<sup>th</sup> at 6:30 pm for readers looking for happy, uplifting, or inspiring stories

Respectfully submitted,  
Lydia Gravell