



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting Minutes December 12, 2024

Attending: Harry Kubetz, Dick Mailloux, Laura Boussom, Maia Wentrup (remote),
Jana-Lee Balish (left at 8:10), Muir Haman – Director LPL

The LPLBT meeting was called to order at 6:47 p.m. by Chairperson Harry Kubetz.

Public Comment

- None

Agenda Items

- **David Niose Interview**
 - David Niose attended this evening's meeting as a candidate for the open board position. The board interviewed him, and answered questions he had about how the board works. Harry made a motion to present him to the Select Board on January 7, 2025 as a candidate for the open position. Dick seconded and the motion passed unanimously.
- **Approval of Minutes of November 21, 2024**
 - Harry made a motion to accept the minutes of November 21, 2024, seconded by Dick. The motion passed unanimously.
- **Director's Report**
 - **FY2025 Budget Update**

The fiscal year calendar is 44% complete and the budget is 37% expended.
 - **Staff Update**

Muir submitted a Letter of Intent for the Library Services & Technology Act (LSTA) grants. The application will be a revised version of last year's civics hub application. Final application is due in April, and funding would be available 7/1/25.

Marabeth completed training and has been made "Records Manager" for our Evergreen catalog. This allows her to create original cataloging records for items not already in our database. We no longer need to send these items to CWMARS, a process that can take up to 6 weeks to complete.

Our first year hosting the Angel Tree was successful, and our food pantry dropbox has been busy too.

The library staff had their first holiday party in a number of years.

Muir is planning a training session at the library to help develop skills in performing in high stress situations and in dealing with unhoused populations.

Lydia and Muir continue to strategize staff development and cross-training.
 - **Programs Update**

The Holiday Artisan Fair was a success, with 32 vendors attending, a hot chocolate bar, pictures with Santa, and a holiday concert. Vendors commented that this fair was the most successful one they attended this season. Muir is hoping to make this an annual event.

The December 5th tree lighting in the center of town led to an excellent turnout for the library craft program, with nearly 70 attendees.

The Teen Advisory Board (TAB) made their take home kits on November 30th.

Many more programs are planned before the end of the year.
 - **Outreach**

The library is working with the Lunenburg Primary School to support their First Annual Book Swap. Librarians will attend the event, and will have a library card scavenger hunt for families to encourage visits to the library. Library card applications have been sent home to all students.

- **Technology Update**
Security camera upgrades have been penciled in for January, contingent upon the equipment arriving on time.
All the public access computers are fully licensed and working smoothly.
- **Building & Maintenance Update**
See ARPA update.
- **ARPA Update**
 - About \$12K of furniture has been approved for purchase with ARPA funds by the Select Board. The order will be placed before December 17th.
 - Flooring for the story/craft room will be purchased as part of the Teen Room reno. The flooring will support the BEAM projector system, so that we don't need a separate mat.
 - At their December meeting, the Friends wrote a note to the Select Board, stating their commitment to set aside funds for a 20% contingency for the Teen Room reno.
- **Library Invested Funds Update**
 - Invested funds are just over \$100K, down a little from November.
- **Director's Review Discussion & Approval**
 - Muir left the meeting while the board discussed and finalized his review. Dick made a motion to accept the evaluation as amended and Jana seconded. The motion passed unanimously. Salary was not decided at this point. The town is doing a salary review of all departments, so the board decided to wait until that was completed before setting Muir's salary under his new contract. The salary review should be done by mid-January.
 - Harry will meet with Muir tomorrow morning to go over his review, with salary to be updated later.
- **Friends Update**
 - The Friends discussed the 20% contingency for the Teen Room reno.
 - Plans for the hot chocolate bar were finalized.
 - The spring plant sale was discussed.
- **Board Comments**
 - Dick announced that he will not be running for another term in May.
- **Other**
 - None
- **Adjourn**
 - A motion to adjourn was made by Dick and seconded by Laura. Meeting was adjourned at 8:45 p.m.
- **Attached Documents**
 - December 2024 Director's Report
 - December 2024 Children's Services Trustee Report
 - December 2024 Young Adult Services Report
 - December 2024 Adult Services Department Report



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

■ FY25 Budget Update

	<u>FY25 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>	<u>Calendar Completion</u>
LIBRARY DIRECTOR SALARY	\$ 90,726	\$ 36,499	40%	44%
ASST LIBRARY DIRECTOR SAL	\$ 64,023	\$ 25,225	39%	
LIBRARY STAFF SALARIES	\$ 242,984	\$ 99,800	41%	
BLDG REPAIRS & MTC	\$ -	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 317	32%	
ELECTRICITY CHARGES	\$ 22,500	\$ 4,587	20%	
HEATING CHARGES/NATURAL GAS	\$ 18,500	\$ 1,422	8%	
WATER CHARGES	\$ 1,000	\$ 577	58%	
NETWORK MAINTENANCE	\$ 500	\$ 100	20%	
BOOK SERVICE	\$ 4,500	\$ 4,476	99%	
PROGRAMS	\$ 15,000	\$ 2,702	18%	
CONTRACTED SERVICES	\$ 2,500	\$ 659	26%	
CWMARS NETWORK	\$ 22,630	\$ 22,630	100%	
POSTAGE	\$ 900	\$ 67	7%	
OFFICE SUPPLIES	\$ 7,000	\$ 2,591	37%	
CUSTODIAL SUPPLIES	\$ 300	\$ 237	79%	
LIBRARY MATERIAL	\$ 94,000	\$ 18,676	20%	
MILEAGE REIMBURSEMENT	\$ 4,000	\$ -	0%	
<u>TOTALS</u>	\$ 592,063	\$ 220,563	37%	

■ Staff Update

We submitted our Letter of Intent for LSTA grants this year. We plan to apply for a civics hub grant, with a revised and distilled version of last year's grant.

Building on her long experience with cataloging and technical services, we will be making Marabeth a "Records Manager" for our Evergreen catalog. This status will allow her to create original cataloging records for items not already in our network.

Our Angel Tree was very successful this year. Several dozen children will receive gifts because of the connections made at the library. Our Food Pantry dropbox has been busy, too. Many donations to the pantry were made by vendors at the Artisan Fair, too.

Most of the staff and their partners gather for our first holiday party in a number of years. It was a festive night and nice to see our professional and dedicated staff in a more relaxed environment. I am planning to bring a staff-wide training session to the library in the next month or so to refresh and support developing our performance in high stress situations and when dealing with unhoused populations.

Lydia and I continue to strategize staff development and cross-training.

■ Programs

The Holiday Artisan Fair was a smashing success. The library transformed into what seemed like an entirely different, but no less magical, space with about 30 vendors, Hot Chocolate sales, and



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

pictures with Santa. Then, later that day, more than 60 people attended the Holiday concert. I hope this turns into a new winter tradition for us!

December 5th's tree lighting led to excellent turn out to our library craft program with nearly 70 attendees. The TAB group made their takehome kits together on November 30. It has been a busy and festive season!

Coming up: Wednesday of this week will be our next sessions of Sewing 101 for kids and our second to last meeting for the Adult D&D campaign. Gingerbread houses for families on the 14th. And the holiday Puzzle Race on the 17th! Sandwiching the two days we will be closed for Christmas, we have a Holiday Music Bingo event on Monday the 23rd, and a Lunch and a Movie event on the 26th! Jason Graham will be bringing back the popular music clinic starting January 4th.

■ Outreach

We plan to work together with the Lunenburg Primary School to support their First Annual Book Swap. Although we will not end up hosting the event, librarians will be in attendance, and we will have a library card scavenger hunt for families to encourage visits to the library. The schools have sent home library card applications and will return those completed forms to us, so that we can have cards ready to pick for those students between Dec 23 and Jan 10. When they pick that card up, we will have a scavenger hunt to earn a special sticker for their library card.

■ Building & Maintenance

About \$12,000 of furniture has been approved for **purchase** with ARPA funds by the Select Board. Those orders will be in before December 17th. Chris and I have also tracked down flooring for the Story/Craft Room as part of the renovation. This flooring will support the BEAM projector system, so that we don't need a separate mat, while also replacing the tired tiles in that space.

■ Technology

I have penciled in the security camera upgrades for January. The work is contingent on the devices and equipment arriving on time. All of our public access computers are fully licensed and have been working smoothly.

DECEMBER 2024 Children's Services Trustee Report

NOVEMBER STATS:

ACTIVITY	NUMBER / PARTICIPANTS	
LITTLE LISTENERS STORYTIME	2	48/41
PRESCHOOL STORY TIME	3	53/29
MAGIC TREE HOUSE BOOK CLUB KITS	1	9
KIDS COMIC CLUB KITS	1	15
LEGOS AT THE LIBRARY	1	12/6
HOMESCHOOLERS MEET-UP	1	13/9
HOMESCHOOLERS CRAFT	1	22
DROP-IN CRAFT WITH MISS JOSLYN	1	41

HIGHLIGHTS FOR NOVEMBER:

Homeschoolers Meet-Up and Craft Hour:

Both of these events were well attended and much appreciated by kids and families of our local homeschooling groups. The meet-up was held in the Wallace Room- we had tables set up for board games and coloring. We had Lego out for their use as well. The kids had a great time hanging out with each other in our warm, inviting library space. The grown-ups were so appreciative that we had set this up for them! They explained how important this type of social activity, and meeting space, was to them as a group, especially with the upcoming colder weather. The craft activity was to have the kids make homemade cranberry sauce. They measured ingredients by following a recipe, peeled apples, and stirred and measured out the final product. The sauce was delicious, and the kids had a great time doing this together.

Lego Night:



We had a great turn-out for this event in November! 18 people met in the Story/craft room to build with our Legos. Many opted to do the monthly challenge- Build a Lego Maze- with amazing results!

Drop-In Craft:

Over 40 people met in the Story/Craft Room for our November Drop-In Craft and made adorable wood slice turkeys to celebrate Thanksgiving!



UPCOMING EVENTS FOR DECEMBER:

- December 1st- Magic Tree House Book Club and Kids Comic Club Kits available
- December 2-16th- Little Listeners Storytime for 0-3's
- December 4-18th - Preschool Story Time for 4's & 5's
- December 5th - LPL Kids Book Club
- December 5th - In-Betweeners Book Club
- December 5th -Family Craft Night
- December 10th – Sewing 101- 2 sessions
- December 14th- Family Gingerbread House Building
- December 16th – Drop-In Craft with Miss Joslyn
- December 18th- Homeschoolers Craft Hour
- December 19th- Polar Express Story Time Event
- December 23rd- Family Story Time
- December 26th- Lunch and a Movie
- December 31st Lego Challenge Day at the Library

Debbie Laffond, Children's Services Librarian

Joslyn Davis, Library Assistant, Children's Area

EXPENSES FOR CHILDRENS AREA FY 2025:

CHILDRENS PROGRAMS AS OF 12/10/2024				
BUDGET LINE	TOTAL	% SPENT	% ENCUMBERED	\$ REMAINING
TOWN	\$3,000	21%	30%	49%
TOWN STEM	\$3,000	0%	75%	25%
FRIENDS - PROGRAM	\$500	49%	0%	51%
FRIENDS - SUPPLIES	\$1,000	49%	0%	51%
GRAND TOTAL	\$7,500	18%	42%	40%

Data for Town Children's Programs as of 12/10/2024 (From FY25 All Dept. Sheet)			
Children Town		\$3,000.00	<-- Total for the Town
16-Jul	SRP supplies- duct tap	\$ 40.72	<---- Add the costs of programs that have already happened, then divide it by the total. Multiply the decimal value by 100 to get the percentage.
25-Oct	Craft Supplies	\$ 25.18	
4-Nov	Graphic Novel Worksh	\$ 400.00	
17-Oct	Cookie Decorating- do	\$ -	
14-Dec	Gingerbread Houses	\$ 170.00	
8-Mar	Sensory Story Time- 20	\$ 244.00	
8-Feb	Sensory Story Time- 20	\$ 244.00	
17-Feb	Kids Video Game Nigh	\$ 410.00	<-- Add the costs of programs we committed to but haven't paid yet and use the same formula to get the percent of encumbered funds.
Expended		\$ 1,533.90	Add the % SPENT and % ENCUMBERED, subtract from 100 to get % REMAINING
Remaining		\$ 1,466.10	
Data for Town STEM Childrens Programs as of 12/10/2024 (From FY25 All Dept. Sheet)			
Children's STEM		\$3,000.00	<-- Total for the Town STEM
23-Jan	Mission: Earth and Spa	\$ 350.00	<---- Add the costs of programs that have already happened, then divide it by the total. Multiply the decimal value by 100 to get the percentage.
31-Jul	WhaleMobile	\$ 575.00	
19-Feb	MobileQuest Battle Bo	\$ 325.00	
1-Feb	Chris 1 (\$250?)	\$ 250.00	
15-Mar	Chris 2	\$ 250.00	
29-Mar	Chris 3	\$ 250.00	
12-Apr	Chris 4	\$ 250.00	
			<-- Add the costs of programs we committed to but haven't paid yet and use the same formula to get the percent of encumbered funds.
Expended		\$ 2,250.00	Add the % SPENT and % ENCUMBERED, subtract from 100 to get % REMAINING
Remaining		\$ 750.00	

Data for Friends' Childrens Programs as of 12/10/2024 (From FY25 All Dept. Sheet)		
Children Programs	\$ 500.00	<-- Total for the Friends
28-Sep Sensory Story Time w/ Pa	\$244.00	<---- Add the costs of programs that have already happened, then divide it by the total. Multiply the decimal value by 100 to get the percentage. <-- Add the costs of programs we committed to but haven't paid yet and use the same formula to get the percent of encumbered funds.
Expended	\$ 244.00	Add the % SPENT and % ENCUMBERED, subtract from 100 to get % REMAINING
Remaining	\$ 256.00	

Data for Friends Supplies Childrens Programs as of 12/10/2024 (From FY25 All Dept. Sheet)		
Children Supplies	\$1,000.00	<-- Total for the Friends Supplies
16-Jul SRP SUPPLIES	\$79.46	<---- Add the costs of programs that have already happened, then divide it by the total. Multiply the decimal value by 100 to get the percentage. <-- Add the costs of programs we committed to but haven't paid yet and use the same formula to get the percent of encumbered funds.
15-Nov The Great Exchange Dec :	\$ 42.00	
3-Dec Food Expenses Jul-Dec	\$ 180.05	
3-Dec Ch. Area Supplies Jul-Dec	\$ 187.19	
Expended	\$ 488.70	Add the % SPENT and % ENCUMBERED, subtract from 100 to get % REMAINING
Remaining	\$ 511.30	

L	M	N	O
Data for <u>Friends' Childrens Programs</u> as of 12/10/2024 (From FY25 All Dept. Sheet)			
Children Programs		\$ 500.00	<-- Total for the Friends
28-Sep Sensory Story Time w/ Pa		\$244.00	<---- Add the costs of programs that have already happened, then divide it by the total. Multiply the decimal value by 100 to get the percentage.
			<-- Add the costs of programs we committed to but haven't paid yet and use the same forumla to get the percent of encumbered funds.
Expended		\$ 244.00	Add the % SPENT and % ENCUMBERED, subtract from 100 to
Remaining		\$ 256.00	get % REMAINING
Data for <u>Friends Supplies Childrens Programs</u> as of 12/10/2024 (From FY25 All Dept. Sheet)			
Children Supplies		\$1,000.00	<-- Total for the Friends Supplies
16-Jul SRP SUPPLIES		\$79.46	<---- Add the costs of programs that have already happened, then divide it by the total. Multiply the decimal value by 100 to get the percentage.
15-Nov The Great Exchange Dec !		\$ 42.00	
3-Dec Food Expenses Jul-Dec		\$ 180.05	
3-Dec Ch. Area Supplies Jul-Dec		\$ 187.19	

Kaitlyn Himmelberger

Young Adult Services

December 2024

Summary

- Programs
 - o Past programs:
 - Take and Make kits, 4 participants
 - In-betweeners book club, 3 participants
 - o Upcoming holiday teen programs:
 - Homeschool craft corner, Christmas Cards (Dec 16)
 - Teen Craft Club, Gingerbread Houses (Dec 18th)
 - Take & Craft Kits (Dec 17th & 31st)

Other news/updates

- Teen Advisory Board Updates

Next TAB meeting: Dec 10th.

Created TAB shirts and sweaters for TAB members.
- Collection Development
 - o Finished the 10% collection weed ahead of the renovation. I am not ordering anything new until the renovation is done. (unless it is a book replacement or highly anticipated release)

Budget FY25

FY25 Friends Program Budget

Tween Programs		\$ 1,000.00
9/6	Henna	\$ 350.00
10/17	Movie snacks	\$ 25.36
<i>Expended</i>		\$ 375.36
<i>Remaining</i>		\$ 624.64
Tween Supplies		\$ 250.00
	sewing supplies	\$ 72.80
	sewing supplies	\$49.76
<i>Expended</i>		\$ 122.56
<i>Remaining</i>		\$ 127.44

FY25 Friends Program Budget

Teen Programs		\$ 2,000.00
11/15	Graphic Novel Workshop	\$ 450.00
11/7	Virtual Cooking Gift Cards	\$ 50.00
8/15	Sushi making	\$ 19.42
<i>Expended</i>		\$ 519.42
<i>Remaining</i>		\$ 1,480.58
Teen Supplies		\$ 500.00
7/16	Drop In craft trail mix	\$ 89.92
11/23	TAB Shirts	\$ 89.90
<i>Expended</i>		\$ 179.82
<i>Remaining</i>		\$ 320.18
Teen Refreshments		\$ 250.00
7/22	TAB meeting	\$ 36.20
23-Nov	TAB Lunch	\$ 24.00
<i>Expended</i>		\$ 60.20
<i>Remaining</i>		\$ 189.80

FY25 Town Program Budget		
Teen		\$ 2,200.00
5.5 months	Video game nights- first friday	\$ 2,200.00
Expended		\$ 2,200.00
Remaining		\$ -
Tween		\$ 1,800.00
2.5 Months	Video game nights- first friday	\$ 1,080.00
	Web Development	\$ 510.00
Expended		\$ 1,590.00
Remaining		\$ 210.00

Trustee Report
Adult Services Department
December 2024

A few outstanding programs we hosted this November include:

- On Thursday November 7th we ran a successful Sewing 101: Sewing Machines Demystified workshop for 8 attendees. Each person brought their own machine and learned about how to use it. Because of the interest in this program, we will be hosting a monthly open sewing program for novice sewers to gain confidence in a community setting. These will start in January 2025.
- Our fall puzzle swap was another success on Saturday November 9th. We had close to 600 puzzles and 45 people visit the library for new to them puzzles.
- Leominster native Ronny LeBlanc returned for a paranormal hotspots program on Tuesday November 12th to a smaller than normal crowd of 12 people, but they were engaged in the material and made some good connections.
- Editing and writing experts led a memoir writing workshop on Saturday November 16th where 5 people spent two hours learning about the best ways to start writing down their stories.
- The November installment of the monthly music series was held on Wednesday November 20th with a visit from Misty Blues frontwoman Gina Coleman and a keyboard accompanist. We had 26 people join us for the performance which was of a stellar caliber.
- We ended the month with our afterhours Craft & Chill program, run with Kaitee, where we taught 9 people how to make veggie sushi rolls on Friday November 22nd

Looking ahead, here are the December events at the library:

- We are restarting the Saturday morning music clinics on December 7th with Lunenburg music teacher Jason Graham. These will meet once a month through May.
- The winter artisan showcase and December concert will both be taking place on Sunday December 8th throughout the library. We will have over 30 vendors selling their crafts inside from 9 am to 1 pm, Santa will be taking pictures from 9 am to noon, and Chris and Katie Laford will entertain us with a Celtic Christmas concert from 2 – 3:15 pm. It should be a busy day at the library!
- A special holiday puzzle race will be taking place on December 17th from 6 – 7 pm.
- Craft and Chill for December will be cookie decorating and recipe sharing on December 20th after the library closes at 6 pm.
- I will be running an all-ages holiday music bingo program the day before Christmas Eve in the afternoon. It should be a fun break from holiday craziness for families.
- On December 30th we will have an introductory “Sew Simple” meeting for anyone interested in learning to sew to meet, discuss potential projects, materials that may be needed, and other details for our monthly meetings going forward.

Respectfully submitted,
Lydia Paolilli