



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes September 15, 2022

Attending: Kate McCarron, Bob Conroy-remote, Harry Kubetz, Dick Mailloux, Donna Saia- remote, Muir Haman – Director LPL, Laura Bousso, Maia Wentrup

The LPLBT meeting was called to order at 6:48 p.m. by Chairperson Harry Kubetz.

Public Comment

- No public comment.

Agenda Items

- **Approval of Minutes**
 - Dick made a motion to accept the minutes of June 16, 2022 as presented, seconded by Kate. The motion passed unanimously by role call vote.
- **Director's Report**
 - The FY22 budget is 100% expended. The office supplies line is higher because some technology items were rolled into office supplies. We are ¼ through the new fiscal year and the FY23 budget is 21% expended. The office supplies line includes new laptop for new library assistant to be hired. The conference room has been upgraded.
 - State reports are going out.
 - Circulation has risen to about ¾ of pre-pandemic levels. This includes a significant increase in electronic circulation. Usage has continued to grow.
 - One of two new library assistants is on board. Julie Bozicas is the new assistant in the children's area. We now have a third library page. Muir is still looking for a second library assistant and has a few good candidates.
 - We had a very good turnout for the first Friday opening. Next Friday there will be a movie. Muir is hoping the Lions club will be able to come to serve food.
 - The CWMARS assessment came in as expected.
 - We had a good summer reading program. There was a little less participation than last year. 359 people and a total of 218k minutes. Lunenburg no longer qualifies for the free lunch program so that wasn't an option this summer. Muir will try to make alternative arrangements for the future.
 - HVAC has required some regular maintenance this summer. A leaky outside faucet has been replaced. Volunteer Bill Tyler has done a lot of landscaping work.
 - The conference room and community room blinds have been replaced as well as adding blinds to the rest of the children's room windows. Some of the salary surplus paid for the blinds.
 - The new Cricut machine can be utilized by the public for craft projects. There will be some introductory workshops.
 - The library of things now has podcasting kits. Francesco will be doing some introductory workshops for the podcasting kits.
 - Muir plans on replacing the two workstations at the front desk.
 - The town received \$3.5M from the Commonwealth of Massachusetts. The town manager is working with a consulting firm for eligible uses of the funds and will be accepting proposals. Proposals are due Sept. 30th. Maia suggested a zen/community garden adjacent to the library with a mental health focus.
 - Laura asked about the library of things. How do we know what's available? Muir said items are catalogued and there is a display next to the front desk.

- Laura asked about the stem grant for snap circuits. There is a LSTA grant of \$12,970 for stem learning and we will have a stem program for kids. There has been some discussion about using the stem kits to promote engagement with the Turkey Hill students.
- Kate asked about promoting the new Friday hours along with increasing student engagement with the library.
- **Trust Fund Update**
 - The bill did not get acted on during the normal session. However, the bill did get a final reading and is on the Governor's desk for signing.
 - The final bill enables the town treasurer to manage the library funds independently from other town funds. This was what was approved at town meeting. Harry talked to town manager, Heather, and noted that this was not what we originally intended. Michael-Ray is working with Heather to possibly instruct town treasurer, Myleen to act as the BOT directs, ie. we would direct her on our investments.
 - We should be able to create an account using the town tax id and the account should be tax free. The signed bill will be presented to Edward Jones to set up an account for the BOT.
 - Myleen asked for another study of the origin of the trust funds so she could responsibly manage them. All the documentation that is available has already been produced and made available to the town. There was a lot of back and forth via email over the summer.
 - Harry said that based on the current information the library should be able to use these funds as we want to.
 - Laura asked how can she get background information on this as a new member. She also asked about the mechanism for using funds from the Friends. Muir and Harry gave an overview of the procedures that are followed.
- **Library Sign Discussion**
 - There was some discussion on the placement, font, and lettering. Also whether it would be directly on the building or on a backing plaque.
 - Maia said the sign on the old Ritter building could be confusing. Having the building readily identifiable is more inclusive and welcoming.
 - Muir will reach out to Johnson Roberts, the original architects, for possible ideas.
- **By-Laws Review, Discussion, and vote**
 - Dick suggested we defer to next meeting.
- **Friends of LPL Update**
 - Rob Bowen came to talk about incorporation for the Friends. Can get some umbrella insurance policy.
 - They discussed a prospective database to track changes in membership. They would like to accept credit card payments for donations and membership fees.
 - There will be a book sale in November. They will have a Friends only pre-sale in Friday night.
 - The Friends are still looking for some new younger members.
- **Board Comments**
 - Dick asked Muir if he could update the BOT on his activities during the year so that information can be included in his annual review.
- **Adjourn**
 - Motion to adjourn by Dick. Seconded by Maia. Meeting was adjourned at 8:38 p.m.
- **Attached Documents**
 - September 15, 2022 Agenda
 - September 2022 Director's Report
 - August 2022 Youth Services Report
 - September 2022 Youth Services Report
 - Library sign pics from Johnson Roberts Associates



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees
Thursday Sept 15, 2022 6:45 p.m.
Lunenburg Public Library
(in-person meeting)

- Public Comment
- Agenda Items
 - Approval of Minutes of May 19, 2022
 - Director's Report
 - FY 2022 Budget Update
 - FY 2023 Budget Update
 - Staff Update
 - Programs Update
 - Technology Update
 - Building & Maintenance Update
 - Arpa Funding Discussion
 - Trust Fund Update
 - Library Sign Discussion
 - By-Laws Review, Discussion, and Vote
 - Friends Update
 - Board Comments
 - Other
- Adjourn



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

▪ Financials

	<u>FY22 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>
LIBRARY DIRECTOR SALARY	\$ 76,175	\$ 78,434	103%
ASST LIBRARY DIRECTOR SALARY	\$ 49,847	\$ 51,641	104%
LIBRARY STAFF SALARIES	\$ 169,419	\$ 147,416	87%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 488	49%
ELECTRICITY CHARGES	\$ 22,500	\$ 20,608	92%
HEATING CHARGES/NATURAL GAS	\$ 17,000	\$ 14,759	87%
WATER CHARGES	\$ 800	\$ 671	84%
NETWORK MAINTENANCE	\$ 500	\$ 239	48%
BOOK SERVICE	\$ 4,500	\$ 3,337	74%
PROGRAMS	\$ 5,000	\$ 4,589	92%
CONTRACTED SERVICES	\$ 2,500	\$ 7,425	297%
CWMARS NETWORK	\$ 14,000	\$ 14,000	100%
POSTAGE	\$ 300	\$ 364	121%
OFFICE SUPPLIES	\$ 4,800	\$ 11,620	242%
CUSTODIAL SUPPLIES	\$ 300		0%
LIBRARY MATERIAL	\$ 70,000	\$ 84,535	121%
MILEAGE REIMBURSEMENT	\$ 900	\$ 272	30%
<u>TOTALS</u>	\$ 439,541	\$ 440,398	100%

	<u>FY23 Budget</u>	<u>Budget Expended</u>	<u>% Expended</u>
LIBRARY DIRECTOR SALARY	\$ 80,746	\$ 17,325	21%
ASST LIBRARY DIRECTOR SALARY	\$ 51,611	\$ 11,138	22%
LIBRARY STAFF SALARIES	\$ 211,119	\$ 38,128	18%
BLDG REPAIRS & MTC	\$ -		
SEWERAGE DISPOSAL	\$ 1,000	\$ 137	14%
ELECTRICITY CHARGES	\$ 22,500	\$ 4,990	22%
HEATING CHARGES/NATURAL GAS	\$ 18,500	\$ 653	4%
WATER CHARGES	\$ 800	\$ 138	17%
NETWORK MAINTENANCE	\$ 500	\$ 40	8%
BOOK SERVICE	\$ 4,500	\$ 3,294	73%
PROGRAMS	\$ 8,000	\$ 300	4%
CONTRACTED SERVICES	\$ 2,500	\$ -	0%
CWMARS NETWORK	\$ 19,880	\$ 17,380	87%
POSTAGE	\$ 300	\$ 364	121%
OFFICE SUPPLIES	\$ 4,800	\$ 3,953	82%
CUSTODIAL SUPPLIES	\$ 300	\$ 291	97%
LIBRARY MATERIAL	\$ 76,000	\$ 7,541	10%
MILEAGE REIMBURSEMENT	\$ 900	\$ -	0%
<u>TOTALS</u>	\$ 503,956	\$ 105,672	21%

September is the third month of the fiscal year = ~25% complete



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

▪ Staff

Annual reports to the state are due to be completed by the end of the month. Circulation numbers rose this past year to 75% of our pre-pandemic numbers, with our electronic circulation (ebooks and eaudiobooks) continuing to increase in usage. Those electronic numbers are up 80% over FY19 usage.

We have a new library assistant, Julie Bozicas, who will specialize in helping in our Children's Area, and a third library page, Quinn Lane, who will work Fridays. Recent hires, Anna Stillman and Francesco Buccella are both acclimating well and have been very good fits. We are still looking for a second new library assistant. Two individuals were offered the position, but did not accept.

The library opened for the first time on Friday on September 9th, and we had excellent turn out. At least as many teens as a normal weekday afternoon, and a steady stream of adults and a few families. A very successful first Friday! We are hoping the Lions Club will help us on Sept 23 by serving food as a means to celebrate a "grand" Friday opening.

▪ Programs

Summer Reading was successful this year. Numbers were solid.

Summer Reading Program			
	Registrants	Reading Minutes	Incentives
Adults	28	62,801	151 badges
Teens	54	90,028	284 badges
Children (paper)	190	1,450	486 badges
Children (Beanstack)	87	64,022	1034 badges, 95 activities
Total	359	218,301	1955 badges

▪ Building & Maintenance

The HVAC system has been a focus over the summer months, with regular maintenance needs. We've changed the settings to accommodate open hours on Friday, too.

One of the exterior faucets was replaced to help with watering the Children's Garden. Bill Tyler has been hard at work volunteering to keep the shrubs pruned and the grounds look great thanks to him.

WE replaced the blinds in the community and conference rooms, and added blinds to the rest of the Children's Room windows this summer. Finally, one of our windows on the patio did get broken during routine landscaping through no one's fault.

▪ Technology

With Francesco on board, we have been working on a number of new technology resources. A Cricut machine is ready to set up in the story/craft room, new podcasting kits will be a part of the library of things, and our conference room now offers the capability for hybrid meetings and has a display for powerpoints or videos.

AUGUST 2022 Youth Services Area Trustee Report

JULY STATS:

ACTIVITY	NUMBER	PARTICIPANTS
Obstacle Course Event	1	50 (32 Child/18 Adult)
Nature Journals	1	59 (43 CHILD/16 ADULT)
"Eyes on Owls"	1	139! (94 CHILD/45 ADULT)
D I Y Lanterns	1	56 (40 CHILD/16ADULT)
Boy Scout Camp Demo	1	31 (22 CHILD/9 ADULT)
D I Y Hiking Sticks	1	36 (24 CHILD/12 ADULT)
Story Time with Hank & Officer McNamara	1	46 (28 CHILD/18 ADULT)
Hike at Peabody Conservation Center	1	15 (10 CHILD/5 ADULT)
SRP Registrations- In person participant	190	1450 hours read, 486 badges earned
SRP Registrations -Beanstack	87	64,022 minutes read; 1,034 badges earned; 95 completed activities

Welcome to Julie Bozicas, she is a wonderful addition to our staff here at the library! I really appreciate the creative ideas, friendly, up beat interactions with patrons- especially the kids- and her passion for library services. I know she will greatly enhance what we have to offer. Having the Children's Area staffed for most of the hours we are open is going to be such a benefit to our patrons as well! Thanks so much for supporting this new addition to our library!

SRP Activity Highlights JULY 2022:

- **Obstacle Course Event-** One of the badges that the kids could earn this summer was for completing an obstacle course. Thanks to the enthusiastic participation and preparation of the Goulding family, we had such a fun time as the kids collected marbles with their toes, did a garden watering relay, did a long jump event, and threw "javelins"!
- **"Eyes on Owls"** - thanks to a grant from the Lunenburg Cultural Council, we were able to bring Mark and Marcia Wilson to our library with 6 live owls and 2 other birds of prey. It was amazing! We had a huge crowd who were enthralled with the presentation and walked away with lots of knowledge about owls.
- **Scout Camp Site Demo-** Not a huge turnout for this one but the presenters, a group of local scouts, put on a really informative demonstration of how to set up a campsite, put together your tent and build a campfire.

JULY SCAVENGER HUNT- Owls from Hogwarts have escaped and taken up perch throughout the Children's Area!

UPCOMING EVENTS FOR AUGUST:

- **August 1st "Oobleck"**
- **August 3rd- "Hands On Science with Komic Kelly"**
- **4 in-house observation challenges**
- **Make & Take bubble wand craft**

Respectfully submitted,

Debbie Laffond, Children's Services Librarian

September 2022 Youth Services Area Trustee Report

AUGUST STATS:

ACTIVITY	NUMBER	PARTICIPANTS
Investigate Oobleck	1	58 (40 CHILD/18 ADULT)
SRP Finale Event- Kosmic Kelly	1	78 (56 CHILD/22 ADULT)
SRP Registrations- In person participant	190	1450 hours read, 486 badges earned
SRP Registrations -Beanstack	87	64,022 minutes read; 1,034 badges earned; 95 completed activities
Observation Contest	4	~100 children in the 4 events

SRP Activity Highlights AUGUST 2022:

- **Make It Monday Event, Monday, Aug 1ST-** We met outside on the side lawn to make OOBLECK! It was a very hot, sunny day (weren't they all this summer!) and we had a huge crowd of kids and families excitedly making a batch of Oobleck and then testing out its properties- and just having fun! Families decided that the library was a great place to learn and experience the amazing properties and sheer messiness of Oobleck!
- **SRP Finale Event, August 3rd-** We ended our fantastic summer reading program with a favorite scientist- Komic Kelly and her Spectacular Science Program! She was amazing and the children and adults were so excited to see all the exciting science-based things that Kelly demonstrated! After the program, we enjoyed a cool treat to celebrate the end of our fun-filled summer reading program.
- We have scheduled our first 2 **STEM** programs for the fall. Both programs are being done by New England Botanical Garden staff- "Plant Slime" for 6-8 yr olds who will learn about the sticky, slimy adaptations of plants and mix up their own slime recipe. and "Wishing for Wings" for the story hour children who will learn about the lifecycle of a butterfly through songs, stories, and activities.
- Julie's Observation Challenges events were very popular. The kids had to "guesstimate" the number of objects in the jar- they counted Legoes, marbles, goldfish crackers, and buttons. The child who came closest to the actual number won a small prize. Cleaver, engaging idea that was well executed- thanks, Julie!

UPCOMING EVENTS FOR SEPTEMBER:

- **September 12-26th- “Little Listeners Storytime” for infants-preschoolers**
- **September 14- 28th- “ Pre-K Storytime” for 4-5 yr olds**
- **September 1st- Book in a Bag Kits-**
- **September 1st- Popcorn and a Book Kits-**
- **September 13th - LPL Kids Book Club**
- **September 15th - meeting with Ms McClean re: 5th grade visits**
- **September 22nd- Drop-In Craft “Let’s Make A ...”**
- **September 26th- Lego Club**
- **September 28th- “Plant Slime” Program with Tower Hill**

Respectfully submitted,

Debbie Laffond, Children’s Services Librarian

