



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes

September 19, 2019 Sudolnik Meeting Room, Lunenburg Public Library

Attending: Dick Mailloux, Maia Wentrup, Kate McCarron, Donna Saiia, Muir Haman – Director LPL, Bob Conroy, Lars Widstrand, Harry Kubetz.

The LPLBT meeting was called to order at 7:00 p.m. by Chairperson Harry Kubetz.

Public Comment

- There was no public comment.

Agenda Items

- **Approval of Minutes**
 - The minutes for June 20, 2019 were reviewed. Two small changes were suggested. Motion to approve minutes as amended was unanimously approved.
- **Director's Report**
 - FY19 budget is 98% expended. 2% will be returned to the general fund. Electricity and heating have been the largest expenses.
 - Library is one quarter through FY20 and is on target budget-wise.
 - Tech updates have been completed: Added three wireless access points.
 - State aid will be decided in January 2020. There are two decision rounds. The town is currently around 11k population and is gradually approaching the 15k population threshold which will affect future state aid.
 - Muir gave a staff update: Lydia Gravell is the new Adult Services Librarian, Cheryl Stillman is the new Library Assistant and page Harrison Taylor has left.
 - Muir provided an extensive update on the THES library visits.
 - Three teams per week will visit for one hour.
 - They will alternate between the craft room and library areas, mostly the children's room.
 - There will be no special changes to library procedures to accommodate them.
 - Library staff will not assist with decisions on what they can access.
 - They can check out books from the teen/YA room.
 - A long discussion followed on the new THES policies and the packet of information which will be provided to parents of students. (These are detailed in attached documents below)
- **Trust Fund Expenditure Guidance/Process/Progress**
 - Harry did some work on this over the summer.
 - The current rate of return is low and the consensus is to transfer the funds to Touchstone. Muir can currently access the Touchstone funds.
 - Harry met with town counsel. Some questions that have arisen: Should we appoint a treasurer? Should we direct the town to manage the funds? Based on the returns, should we use Touchstone?
 - Dick pointed out that these are not town funds and we should direct the town to put them where we want them. Myleen is looking for direction from the board and we should tell her to transfer the funds.
 - Dick made a motion to submit a request to transfer the funds from Bartholomew to Touchstone, pending a recommendation from town counsel. Motion seconded by Donna. Motion passed unanimously.
- **Trustee Goal Setting**
 - This agenda item was tabled for a future meeting.
- **Plan for Director Evaluation**
 - Already covered in a previous meeting.
- **Friends of LPL Update**
 - Book and bake sale will be held on Sat. Oct. 5th. Volunteers are needed on Friday for setup and Saturday afternoon for cleanup.

- Some plans are under discussion to utilize the catch basin next to the library for a rain garden and possible educational opportunities.
- Robin had a Friends table at a recent farmer's market in the center of town. Also attended by Harry with one of his bull dogs. This attracted significant interest in the friends and resulted in 10-15 applications, \$25 in donations and \$30 in book sales.
- **Board Comments**
 - Donna mentioned a recent 'Beatles band' concert in Townsend and suggested it might be nice for Lunenburg.
 - Harry: Jeanne Raboin pointed out that the library is not listed on the town website under boards and committees.
 - Dick: Mentioned a first amendment activist group that is filming in various libraries. There is no current prohibition on filming in the Lunenburg library. Is this an issue for town counsel?
 - Dick noted that the flag in the Sudolnik conference room needs to be replaced.
- **Adjourn**
 - Motion to adjourn by Dick, seconded by Lars. Meeting was adjourned at 8:48 PM
- **Attached Documents**
 - September 19 Agenda
 - September 2019 Director's Report
 - September 2019 YA Report
 - September 2019 Children's Area Report
 - THES Information Packet



Lunenburg Public Library

AGENDA

Lunenburg Public Library Board of Trustees
Thursday Sept 19, 2019 7:00 p.m.
Lunenburg Public Library
Sudolnik Conference Room

- Public Comment
- Agenda Items
 - o Approval of Minutes
 - June 20, 2019
 - o Director's Report
 - FY 2019 Budget Final Analysis
 - FY 2020 Budget
 - Staff Updates
 - Programs
 - Technology
 - Building & Maintenance
 - Young Adult Area Report
 - THES Reading Program Update
 - Library Hierarchy Chart
 - o THES Policy Recommendations
 - o Trust Fund Process next steps
 - o Plan for Director Evaluation
 - o Friends of LPL Update
 - o Trustee Goal Setting
 - o Library Strategic Plan
 - o Board Comments
 - o Other
 - o Adjourn

- ~~stop~~ for Book Sale
Note: HS Kids need Community Service hours.

— we have already done

Book Sale 10/5 10/4 - 11 Am Setup Start

8:30-2 Book up after @ 2 PM on 5th

If attending meeting after 8 p.m., please go to Community Wing side door.

- Rain garden in Cemetery
basin next to lib.

- Take plot of land - Brooks House
+ lib.
for pollinator plot

- Town property: - yards with 10-15 fruit applications
- Selecta Beach \$25 Donations \$30 Book Sales
- Conservation Commission

Educational

app. for kids

1023 Massachusetts Avenue • Lunenburg, MA 01462 • (978) 582-4140
Agenda Lunenburg Public Library Board of Trustees May 23, 2019

- Robin Ann Filman + Harry
Bad table at farmer's market
Harry brought Bull dog to
attract people



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

Financials

	Final FY19 Budget	Budget Expended	% Expended
LIBRARY DIRECTOR SALARY	\$ 83,351	\$ 83,350	100%
ASST LIBRARY DIRECTOR SAL	\$ 35,977	\$ 35,976	100%
LIBRARY STAFF SALARIES	\$ 150,049	\$ 150,047	100%
TIRES Salaries	\$ 7,200	\$ 2,700	35%
BLDG REPAIRS & MTC	\$ 202	\$ 202	100%
SEWERAGE DISPOSAL	\$ 375	\$ 375	100%
ELECTRICITY CHARGES	\$ 18,005	\$ 17,235	95%
HEATING CHARGES/NATURAL	\$ 15,112	\$ 13,979	93%
WATER CHARGES	\$ 650	\$ 627	95%
NETWORK MAINTENANCE	\$ 240	\$ 235	100%
BOOK SERVICE	\$ -	\$ -	-
CONTRACTED SERVICES	\$ 1,475	\$ 1,475	100%
CWMARS NETWORK	\$ 12,847	\$ 12,784	100%
POSTAGE	\$ -	\$ -	-
OFFICE SUPPLIES	\$ 4,950	\$ 4,776	95%
CUSTODIAL SUPPLIES	\$ -	\$ -	-
LIBRARY MATERIAL	\$ 70,832	\$ 69,174	98%
MILEAGE REIMBURSEMENT	\$ 600	\$ 573	95%
TOTALS	\$ 412,362	\$ 403,509	98%

	FY20 Budget	Budget Expended	% Expended
LIBRARY DIRECTOR SALARY	\$ 72,547	\$ 16,031	22%
ASST LIBRARY DIRECTOR SA	\$ 49,154	\$ 8,314	17%
LIBRARY STAFF SALARIES	\$ 170,170	\$ 36,982	22%
BLDG REPAIRS & MTC	\$ 1,000	\$ -	0%
SEWERAGE DISPOSAL	\$ 600	\$ 115	19%
ELECTRICITY CHARGES	\$ 22,500	\$ 4,757	21%
HEATING CHARGES/NATURAL	\$ 12,000	\$ 1,479	12%
WATER CHARGES	\$ 650	\$ 130	20%
NETWORK MAINTENANCE	\$ 300	\$ 40	8%
BOOK SERVICE	\$ 3,700	\$ -	0%
CONTRACTED SERVICES	\$ 2,000	\$ -	0%
CWMARS NETWORK	\$ 11,000	\$ 11,000	100%
POSTAGE	\$ 300	\$ -	0%
OFFICE SUPPLIES	\$ 4,000	\$ 198	5%
CUSTODIAL SUPPLIES	\$ 200	\$ -	0%
LIBRARY MATERIAL	\$ 66,000	\$ 12,172	18%
MILEAGE REIMBURSEMENT	\$ 300	\$ -	0%
TOTALS	\$ 416,627	\$ 91,216	22%

- Annual payment
FY 19 - 10K 9 months
+ 4K from State Aid
1K State Aid

*FY20 3/12- 25% completed



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

- Staff

In case you missed it, Lydia Gravell is our new Adult Services Librarian, and she has been doing wonderful work. Yet another friendly face for our community to see at the library. Cassandra has moved on to other ventures, and Cheryl Stillman, a Lunenburg resident the staff knows quite well has been hired to be Library Assistant. She's been doing quite well so far!

Harrison Taylor will be leaving his page position in the next few weeks, as well. We are currently searching for his replacement. We have interviewed two candidates and may have selected one by Thursday evening.

I am meeting with each staff member about goals for the upcoming year, coaching them on selecting a range of achievable and "stretch" objectives and about making their goals quantifiable to assist with in-house, ongoing evaluation of services.

• Programs

Fantastic Summer Reading Program this year, with an increase over last year's stellar registration numbers! 316 children registered, 113 teens. Total: 429

By the numbers:

Children Registered: 316

Teens Registered: 133

Adults Registered: 0

Number of Children's Programs: 57

Number of Teen Programs: 12

Number of Adult Programs: 9

Total Children's Program Attendance: 1230

Total Teen Program Attendance: 255

Total Adult Program Attendance: 219

Lydia's kicked off program planning with a great slate for September. She has introduced a new ongoing series: Craft Night, with Mason Jar Luminaries being the first project. These will be offered twice each at two different time slots. We will also be introducing a puzzle table and an adult-focused board game night (families welcome), and Dave Small will be coming to give a presentation on moths on Sept 25.

Our partnership with FSU's ALFA program continues. We are hosting their "Salon" discussion course, and have signed on to host the same course in the Spring. The next topic (Sept 23) will be libraries with guests Greg Preverill-Conti and Adam Zand of the Library Land project! You're welcome to join to discussion. The turnout to the first session was excellent with more than 40 people attending.

We will continue to offer programming related to FSU's Community Read, as well. *Maus* is this year's book choice, and we have display up in front of the library's main hall. We will host a



LUNENBURG PUBLIC LIBRARY DIRECTOR'S REPORT

discussion facilitated by FSU students on October 29, and the Friends' book group has committed to participating.

oral story telling program in spring

The library hosted a babysitters connection program September 14 to connect certified teens who offer sitting services and parents who might need a few minutes of afterschool supervision and who have been utilizing the Extended Day program at the schools, but not paying fees for their participation. 13 sitters and 13 families attended.

[Nathan diPeri was a hit with a Children's and Teen's joint program on Cartooning and Character Design on Sept 14].

We will be targeting the 5th grade students with specially designed programs this year to complement their class visits, but also to capitalize on a group which is not part of our regularly seen demographic at the LPL. Library staff will also visit THES Sept 24 to train the school staff who will participate in this year's visit program. Visits are expected to begin in October.

• Technology

4 from 4 about area desktop version of canon book

The library has added several new pieces of technology to improve the patron experience. Eight new Chromeboxes have been installed, offering quicker browsing and greater anonymity when desired, decreasing some work load on Heather, our in-house tech person. These will enable students to quickly access the same profile they use at school when they come to the library to work.

Two new AWE early literacy stations were installed in the Children's room, thanks to the Friends' endowment gift this year. The stations look great and should be some of the most popular items in the Children's Room.

A new digital display sign (monitor) and a Huddlefly device has been installed at the front desk, offering a shifting, rotation set of slides on display to better communicate to patrons. Right now, we are focusing on communicating about upcoming programming.

- staff computers faster

CWMARS also connected us with an upgrade in network connection and we have switched over all public computers and printers to this faster, more reliable network. A few devices remain on our old Comcast connection to enable remote use.

• Building & Maintenance

A bumble bee nest, yellowjacket nest, and wasp nest have been located in various locations between the building and the parking lot. The yellowjacket and wasp nests have been sprayed and removed for patron safety. Kit has also worked on the lock housing for the conference room which had begun to loosen.

YOUNG ADULT SERVICES

September 2019

So far in September, 290 teens and tweens have visited and asked 4 reference question.

POWER HOUR WITH THE BOYS AND GIRLS CLUB:

Power Hour with the BGCL has resumed to great success. The teen center has changed how they report the stats so I will now receive those on a monthly basis. I will have the September stats included in my October report.

GAMING:

Video Game Night was held on September 9 with 8 attendees. The next video game night will be held on October 14.

Board Game Night will be moving to Mondays! The first session will be held Monday, September 23.

DUNGEONS & DRAGONS

Dungeon Master Justin Ferrante returned to the library on September 10 and September 12. The first class taught new players everything the need to know to feel comfortable attending their first of the Tuesday night D&D sessions. 7 teens attended this session. The second session was for experienced players looking to learn tips, tricks, how to DM, and how to spice up their current campaigns. 10 players attended this session.

Instead of being held once monthly, every Tuesday is now D&D night! With the continual nature of D&D once a month doesn't really work. In addition, the teens were showing up every week on their own and have asked if I can just make it official. According to them they stay on task more on official nights. So far in September, 24 teens have attended official D&D.

MAGIC THE GATHERING (MTG):

MTG night will resume on September 18.

BABYSITTING CONNECTION:

On Saturday, September 14 I held my first babysitting connection. This program is designed as a meet and greet for parents and their children to meet babysitters and find the best match. 13 teen and tween certified sitters met with 13 families. This program allowed us to compile an updated babysitting list as well. The families were very grateful for the program and I will repeat this program in conjunction with the 4H babysitting classes.

TWEEN CARTOONING WORKSHOP:

On Saturday, September 14, 20 participants learned about the wonderful world of cartooning and character design from local author/illustrator Nathan DiPerr. Debbie and I collaborated on this program as it was offered to ages 9-17. The tweens had a blast!

COLLEGE ESSAY PREP CLASS:

On Monday, September 23 Dr. Kate Chadbourne will help high school seniors with their college essays. From generating an idea to do's and don'ts, this program seeks to help participants overcome frustration and move forward with their college applications.

RAINBOW ROWELL BOOKSIGNING:

On Wednesday, September 25 I will be attending the book signing for Rainbow Rowell's new book *Wayward Son*. She is a very popular writer and I will be offering the signed copy of both *Wayward Son* and *Carry On* as part of the prizes for summer reading 2019.

YOUNG ADULT SERVICES

September 2019

2019 SUMMER READING WRAP UP:

133 tweens and teens registered for the 2019 summer reading program. This is an increase of 37 from last year. I held 12 programs where were attended by 255 teens and tweens. This was one more program than last year and attendance went up by 67. They read 1,677 hours! And while this is down from the phenomenal total of last year (4,163.5 hours) it is still a huge increase from 2017's total (447).

As usual, the cupcake programs filled to capacity. The interactive Star Wars movie kick off had the highest attendance at 40! The Pop Up Art School canvas painting class was filled to capacity (20) and the teens had a blast.

2020 SUMMER READING PREVIEW:

Because of the high attendance of the kick off, I will be doing another interactive movie as the kickoff event. I'm currently exploring a few different titles including: Frozen, Nightmare Before Christmas, Princess Bride, and The Wizard of Oz.

Pop Up Art School was a breeze to work with and I will have them back next year for a cosplay headpiece class -think Maleficent horns, animal ears, and D&D Tiefling horns. I will apply for a cultural council grant for this program.

Toys in Box 3D printing will also return and run their 3D printing workshop again. Due to a schedule mishap on their end that I was able to work with them for this year, this program will be free.

I have also arranged for DM Justin Ferrante do four mini D&D sessions, all one shot games so that players need only attend the ones they can make. Each session will be based around a fairytale, titles still TBD. He will show the teens how you can take an existing narrative and rework it to make it into a workable scenario. He will cover story structure and how to make sure a one shot campaign has a beginning, middle, and end. I will be applying for a story-telling mini grant for this program.

Swordsman Dan Burns will come and teach 20 teens how to fight in combat, using safe for combat foam swords. He will demonstrate and teach more Western European/Medieval style techniques that are found in high fantasy stories but is willing to flavor the class to the what styles the teens want to learn. I will apply for a cultural council grant for this program.

**Children's Area Report September
For the Months of June, July, August 2019**

Children's computer usage	105
Number of story times & activities offered	45
Number of registrants for Summer Reading Program	316
Number of children's special programs offered	4
Program Attendance (children & adults)	1230!
Use of Story Craft Room(includes all program usage)	24
Meals for Kids Summer Free Lunch Program	322

Summer Reading Program 2019 –Theme for this 6 week program, "Libraries are a Universe of Stories"

Program Highlights:

- "Button Week" We invited the kids to visit the Children's Room each day during the week of June 17-20 to make a button using our button maker. We featured a different button each day and by Wednesday we ran out of buttons and had to order a new supply! Very popular activity!
- "Make it Monday" Craft Program- popular activity, averaged 40-50 kids per program. Also gave families an opportunity to participate in the Summer Lunch Program. We had a very successful Kick-Off event where the kids got to decorate constellation cookies – 70 participants! Thanks to library patron Madeline Burak for donating several dozen cookies for this event.
- "Tuesday Afternoons at the Library"- This program was successful again this summer with even greater participation! 25-30 kids came in each Tuesday afternoon to participate in activities such as making homemade bubble soap and wands, 3 ingredient flat bread, crepes, marshmallow shooters and homemade chocolate playdough.
- "Wow, Wednesday!" These events are well attended and included a wide variety of fun events from Slime workshops to a Harry Potter Birthday Celebration!

SPECIAL EVENTS:

- "Rockets: There and Back Again!" was a very exciting program presented by the Museum of Science. 65 kids got to create their own rockets and then launch and land them in the Community Room. This program was possible due to a grant from the Mass Cultural Council.
- "Howl at the Moon with a Wild Thing Tune" a fun musical event with lots of audience participation. This program was funded by the Friends of the Library.
- "Pop-Up Art Program"- The kids got to create and assemble a toy that propels a rocket into the eye of the man-on-the-moon. They learned about pulleys and about the

filmmaker and movie that was the inspiration for this project. This program was funded by a grant from the Mas Cultural Council.

- "Water Day"- This annual event is always a good time. The kids had so much fun playing various water games and challenges and just getting each other wet from head to toe! Kids + water hose + sunny day=tons of fun and laughter!
- SRP Finale Event- Decorate Your Own Cupcake. This event always draws a large crowd. Cupcakes, frosting and tons of yummy, sugary toppings to decorate to your heart's content. What could be better!
- And, lastly, a word about the summer food program. We again provided an opportunity for over 320 meals to be served to kids here in our library over the 6 week period. Very successful, well-attended, easy to execute and well-managed by Sodexo.

UPCOMING EVENTS:

Theme for Story Times for 2019-20 "Our Town"

- **September 11th**- Preschool Story Time for kids ages 4+ and their siblings
- **September 16th** - Little Tykes Story Time begins for 2019-2020 school year. Weekly gathering for kids ages 0-3
- **September 17th**- LPL Kids Book Club. Monthly book club for kids in grade 3-5 based on book selections from the MCBA book list.
- **September 14th** - S.T.E.A.M. Saturday resumes
- **September 19th** - Lego Club

Respectfully submitted,
Debra Laffond, Children's Librarian



Lunenburg Public Library

Hello Parents,

We are looking forward to having your fifth grader visit the Lunenburg Public Library this school year! We are excited to partner with THES to help your child become a good library citizen, a critical thinker, enthusiastic reader, skillful researcher, and ethical user of information.

To ensure that your child can fully participate in these visits please check out the attached packet of information. We have included a card application, relevant library polices and information about opportunities for your child to participate in a variety of fun activities that occur here at our library.

If your child does not currently have a card, please fill out the enclosed library card application. Return the completed application to your child's teacher ASAP so that we can prepare a card for his/her use. In the event you do not want your child to be issued their own card, and prefer that they use your card, visit the library in person to authorize other users on your account.

If your child already has a library card, please stop by or call the library (978-582-4140) at your earliest convenience to make sure that the card is in good standing and that all information we have on file is correct. Lost or damaged cards can be replaced for \$1.00.

Together we can help our upcoming generation of children become responsible library citizens and life-long readers!

Respectfully yours,

Muir Haman, Director

Child Safety Policy

We are a public library and open to all.

Parents and caregivers are responsible for the behavior of their children while in the library. Children under the age of 12 must be attended by a caregiver, within sight and attentive to the child. Siblings age 12 and older may act as caregivers to younger siblings.

was 2 hrs.

Children age 12 and older may be left unattended for a period of time, **not to exceed 4 hours**, to complete homework assignments or special projects. Children left unattended should know how to reach a parent or guardian. Children left unattended should know who is picking them up and when. Children left unattended at the library are free to leave the building. The staff cannot regulate when or with whom children leave the library.

Parents should be aware of the library closing time and program end-times so children are not waiting unreasonable lengths of time to be picked up. Please advise children to wait inside the building to avoid the hazards of the street and parking lot.

Staff members will not transport children from the library to any other location. Library staff has the right to address issues related to child safety as they arise. If a problem arises with children of any age, and we are unable to locate or contact the parent or guardian, the ^pPolice will be called.

main
Add language about unattended child after lib. closes.

Dede / Donna - Feb 2011

Dist:

Acceptable
Use +

Code of Conduct Policy

The Lunenburg Public Library is supported by the taxes of the people of Lunenburg and the Commonwealth of Massachusetts who expect our facility to be a clean, comfortable, and safe place for selecting materials, reading, researching, studying, writing and attending library or community sponsored programs and meetings.

The library staff strives to maintain a safe and friendly environment for all. To this end, the Library is responsible for establishing rules of conduct to protect the rights and safety of Library patrons, volunteers and staff and for preserving and protecting the Library's materials, equipment, facilities and grounds. Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff will intervene to stop prohibited activities and behaviors and seek police assistance if necessary. Failure to comply with the Library's established rules, regulations, and policies could result in removal from the premises by staff for a period of one day to indefinitely, or in arrest or prosecution. Violations could also result in the restriction or termination of Library privileges, including the use of Library computers and other equipment.

Please be aware all bags and other articles are subject to inspection by authorized personnel. The Library reserves the right to limit the size and number of items brought into the library.

The Children's Room is reserved for use by children, their parents or guardians. The Story/Craft Room can be used for other functions or programs. (See Meeting Room Use Policy)

The Teen Room, and the equipment therein, is reserved for use by teens and tweens in grades 6-12.

Anna - note flexible on age range? Note: Intended use

The following are examples of conduct not allowed on Library property:

- engaging in any activity in violation of Federal, State, local or other applicable law or Library policies
- carrying firearms or dangerous weapons of any type (except by law enforcement officers)
- using, possessing, selling, or being under the influence of alcohol or illegal drugs
- smoking, chewing, or using tobacco products or using e-cigarettes.
- threatening or harassing other patrons, volunteers or staff either verbally, physically or via email
- stealing, damaging, altering or inappropriate use of Library property
- trespassing in nonpublic areas, being in the Library without permission of an authorized Library employee before or after Library operating hours or camping
- fighting or challenging to fight, running, pushing, shoving or throwing things
- creating disruptive noises such as loud talking, screaming or banging on the computer keyboards
- using audible devices without headphones or with headphones set at a volume that disturbs others
- using cell phones, pagers and other communication devices in a manner that disturbs others; cell phone and pager audible ringers must be turned off
- littering
- entering the library barefooted, without a shirt, with offensive body odor or personal hygiene
- eating and/or drinking, except in designated areas or at authorized events
- sleeping within the library
- pan handling, soliciting or loitering

Meeting
Room
Use
Policy
for
Acceptable
Use

*Anna: Softly + parent
guardians
expected in
children's
room*

Code of Conduct Policy

- gambling and group activities which are disruptive to the Library environment
- neglecting to provide proper supervision of children (*See Child Safety Policy*)
- bringing pets or animals, other than service animals into the Library, except as authorized by the Director, or those used during library events
- lying down or sleeping
- Using bicycles, skates, skateboards, scooters, or similar recreational equipment in the Library, parking areas, or sidewalks
- Leaving packages, backpacks, luggage, or any other personal items unattended. The Library is neither responsible nor liable for lost or misplaced items.

Privacy and Confidentiality Policy

The Lunenburg Public Library is dedicated to protecting the privacy and confidentiality of our patrons. Furthermore, the library subscribes to the Code of Ethics of the American Library Association. Section III of the Code of Ethics states: We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

Your Library Record:

As a CWMARS member library we are bound by the CWMARS Privacy Policy which reads in part: The intellectual pursuits of individuals using library or Internet resources are considered confidential information regardless of the age of the borrower. Such records shall not be made available to any individual or agency except ... as may be authorized under the authority of ... federal, state, or local law....

Under Massachusetts General Laws: "Part of the records of a public library which reveals the identity and intellectual pursuits of a person using such library shall not be a public record as defined by clause Twenty-sixth of section seven of chapter four" (Chapter 78, Section 7). This extends to circulation transactions, registration records, database search records, and reference interviews.

In accordance with the law, our staff cannot disclose information to a cardholder's family or friends. This applies to the release of information to the parents of minors when the minor has their own library card. Except in cases involving the USA Patriot Act, no records can be made available to any inquires, governmental or otherwise, unless a subpoena has been served by a court of competent jurisdiction and the library administration has consulted with legal counsel to determine if it is proper to release the requested information.

Our Website:

The Library website contains links to external websites not maintained by the Library. The Library is not responsible for patron privacy when visiting outside web sites. Please consult the privacy policies of those web sites should there be questions regarding their use.

Emails:

The Library conducts promotional campaigns to inform the community of our services. The Library at those times use patron email or postal address for the library's internal mailing lists.

The library reserves the right to change or modify the privacy policy at any time.

Harry: Searched 'Aust. user' be added to privacy policy
Lib. Staff access? Any conflict there?
↳ Can see ~~only~~ only current info.

Lunenburg Public Library Card Application

We are a member of the CWMARS library system. If you have a CWMARS card from another library you do not need another card to borrow our materials.

Your first library card is free. A valid ID is required to issue a card. Applications for children under 18 must be signed by a parent or legal guardian. Replacement cards cost \$1.00.

Choose One: ☐ Wallet Card ☐ Keychain Card

Please Print:

First Name _____ Middle Initial _____ Last Name _____

Preferred Name(s): _____ ☐ Juvenile (8th -11)
Date of Birth: _____ Age Group: ☐ Young Adult (12-17)
☐ Adult (18+)

Email: _____ Phone #: _____

Street Address: _____ Apt. #: _____

City: _____ State: _____ Postal Code: _____

PO Box: _____ City: _____ State: _____ Postal Code: _____

Hold Notices: ☐ Phone ☐ Email ☐ SMS (text)

Cell Phone Number (SMS notifications): _____ Cell Phone Carrier: _____

Due Date Receipts: ☐ Print ☐ Email ☐ None

Other Authorized Users:

Name _____ Name _____

CWMARS Privacy Policy: *The intellectual pursuits of individuals using library or Internet resources are considered confidential information regardless of the age of the borrower. Such records shall not be made available to any individual or agency except ... as may be authorized under the authority of ... federal, state, or local law....*

I agree to be responsible for materials borrowed with this card, including all fines incurred, and for any lost or damaged materials. The library cannot be responsible for any damage to borrower's equipment during use of the library's non-print materials, nor for any personal items left on our premises.

Signature of Applicant: _____

Guardian Name (if under 18): _____

Guardian signature: _____