

25 Bryant Lane
Tyngsborough, MA 01879
(978) 649-7361
www.tynglib.org

Board of Library Trustees Meeting

Tyngsborough Public Library
Thursday, April 28, 2022 6:45 PM
Location: Library

AGENDA

Comments from the Public

Minutes Review

Correspondence

Director's Report

Financial Report

Review of Bills

Circulation Report

Executive Session

1. To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (per G.L. c. 30A, § 21,);
2. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (per G.L. c. 30A, § 21,).

Old Business

Review of Subcommittees:

Finance & Budget – Ann Conant
Personnel – Mary Allgrove
Legal – Joseph DelGaudio

Policy – Paula Flaherty
Long Range Planning – Julie Iatron
Preservation – vacant

Current Budget Update
Staffing Update
Artwork Assessment Update
Special Collections Room Update
Trustee Search
Quarterly Report
Meeting Format
Government Email Addresses for Trustees

New Business

Donations

(Friends donated \$945.24 for the purchases of children's lending material from their October 2021 book sale)

Strategic Plan: Next Steps

Town Meeting Preparation

Trustees Time

Next Meeting – Thursday, May 19, 2022, 6:45 PM

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Colin Loiselle at 978-743-5339 or email: cloiselle@tyngsboroughma.gov. While every attempt will be made to provide reasonable accommodations, request should be made with as much advance notice as possible. Please note some requests, specifically for communication access support, may require 2 weeks' notice beyond the control of the Town.

Board of Library Trustees (BOLT)
Meeting Minutes, Thursday March 31, 2022 6:45 PM

Conant, Chair
 Julie A. Iatron, Vice Chair
 Paula Flaherty, Secretary
 Joseph F. DelGaudio
 Mary L. Allgrove

25 Bryant Lane
 Tyngsborough, MA 01879
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Members Present: Ann Marie Conant (AMC), Joseph F. DelGaudio (JFD), Julie A. Iatron (JAI), Paula Flaherty (PF), and Mary L. Allgrove (MLA)

Also Present: Kathryn M. Growney, Library Director (KMG)

Ann Marie Conant, BOLT Chair, called the meeting to order at 6:45 p.m.

Comments from the Public

- No comments from the public were made at this meeting.

Minutes Review

- The minutes for the February 17, 2022 BOLT meeting were reviewed. A motion was made by JAI and seconded by MLA to accept the minutes of the February 17, 2022 BOLT meeting. The motion passed 5-0-0.
- The minutes for the March 03, 2022 BOLT meeting were reviewed. A motion was made by JAI and seconded by MLA to accept the minutes of the March 03, 2022 BOLT meeting. The motion passed 5-0-0.

Correspondence: Correspondence was received from Mr. and Mrs. Barbara and Paul Nowak and Rasheeda Hasan.

Director's Report

- The Trustees reviewed and discussed the Director's Report.
 - Landscaping: KMG will proceed with the garden spring clean-up.
 - Trustees agreed to the singular form of the Bryant Lane address.
 - KMG will check with town hall on building repairs in the Children's area.
- Trustees reviewed the *Dispatch from the Children's Room* and the *Children's Event Calendar*.

Financial Report

- The Trustees reviewed and discussed the Director's FY22 Financial Report, 03/30/22; The town MUNIS report was not reviewed at this meeting.

Review of Bills

- The Trustees reviewed and discussed all Library bills that have been paid since the February 2022 BOLT meeting.

Circulation Report

- A Circulation Report for February 2022 was reviewed and discussed at this meeting.

Old Business

- **Review of Subcommittees:**

Finance & Budget – Ann Marie Conant
 Personnel – Mary L. Allgrove
 Legal – Joseph F. DelGaudio

Policy – Paula Flaherty
 Long Range Planning – Julie A. Iatron
 Preservation – Vacant

- **Current budget update:** A meeting with the Board of Selectmen is planned for April 11, 2022.
- **Annual Report (copy for all):** The Library Board of Trustees Annual Report was distributed.
- **Summer 2021 – Fridays (copy stats for all):** Statistics for 2021 were distributed.
- **Summer Schedule** The staff would prefer to be open on Saturdays.
- A motion was made by JAI and seconded by MLA to eliminate summer hours and maintain regular hours throughout the summer. The motion passed 5-0-0. AMC noted that should the COVID situation change the board will reconsider this vote.
- **Staffing Update – (Covering Sam’s Hours):** KMG is moving forward with an offer for the open Library Technician position. The recently open Circulation Assistant position will be posted.
- **Artwork assessment update:** The Trefflers report was received, distributed via email and is being reviewed by the Trustees. An insurance appraisal of 12 pieces was done 03/04/22 by Edward Stanley, the report is in progress and expected soon.
- **Special Collections Room update** Actions have been completed from the 02.17.22 BOLT meeting and were reviewed at the meeting. JFD will proceed with discard of the NYTimes microfilm and with the binding of the Annual Town Reports.
- **Trustee Search:** JFD/AMC are continuing the search.

New Business

- **Donations:** Two donations have been received and are noted in the Director’s Report. Trustees thank Mr. and Mrs. Barbara and Paul Nowak and Rasheeda Hasan for their continued, generous support of the Library.
- **Congressionally Directed Spending Requests:** An email (03/28/22, Matt Hanson, Town Administrator) in regard to FY2023 Congressionally Directed Spending Requests was distributed to the Trustees.
- **Tyngsborough Public Library Budget Presentation:** to the Board of Selectman on April 11th. Time will be communicated.
- **Quarterly Report:** KMG will prepare a rough draft for the April BOLT meeting.
- **Meeting format:** Trustees discussed the BOLT meeting format and ideas to reduce the time of the meeting. JAI gave an update from other Libraries.
- **Government email addresses for Trustees:** Trustees discussed email addresses. KMG will investigate further.
- A motion was made by JAI and seconded by MLA to allocate up to \$1500. of State Aid for an environmentally friendly tic spray treatment of the Library garden area. The motion passed 5-0-0.

Trustees Time:

Joe has been attending the Zoom events in collaboration with other libraries and in very happy with them. He also attended and enjoyed the Martin Gitlin, 100 Greatest Cartoon Characters of All Time. Julie thanks all for the efforts in the Special Collections and Artwork projects.

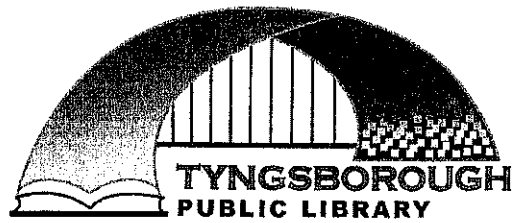
Ann thanks Kathy for her leadership over the last month.

At 8:52 p.m. a motion was made by JFD and seconded by JAI to adjourn the BOLT meeting. The motion passed 5-0-0. The meeting adjourned at 8:52 p.m.

Next meeting: The next BOLT meeting is planned for Thursday, April 28, 2022, 6:45 p.m.

Respectfully submitted, Paula Flaherty, Secretary

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**Board of Library Trustees (BOLT)
Special Meeting Minutes
Monday, April 11, 2022**

Ann Marie Conant, Chair
Julie A. Iatron, Vice Chair
Paula Flaherty, Secretary
Joseph F. DelGaudio
Mary L. Allgrove

25 Bryant Lane
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Members Present: Ann Marie Conant (AMC), Joseph F. DelGaudio (JFD) and Mary L. Allgrove (MLA)
Also Present: Kathryn Growney (KG), Library Director

Ann Marie Conant, BOLT Chair, called the meeting to order at 6:15 p.m.

The only agenda item to be discussed at this special meeting is to support the Library Director, KG, to hire Lauren Ordway for the open staff position. If approved, Lauren will start on April 26, 2022.

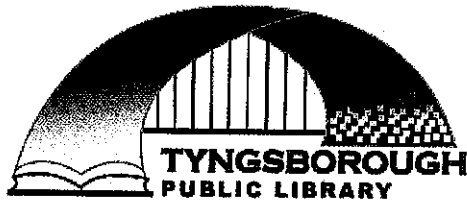
JFD made a motion to support KG to hire Lauren Ordway to fill the open staff position. The motion was seconded by MLA.

The vote was 3 approve, no nays or abstains. The motion passes 3-0-0

JFD made a motion to adjourn; MLA seconded the motion.

The Special Meeting was adjourned at 6:30.

Respectfully submitted, Joseph F. DelGaudio, Secretary ProTem



Library Director's Report

31 March 2022

Friends of the Library

- Plans are underway for the May 21 book sale. Donations are being sorted in the children's program room.

Programs

Community Room Programs

- In person programs are growing. The room has gone wireless. For events where a wireless connection doesn't work, we set-up the library's projector.
- The Coloring Club will start meeting again at 6:30 PM on the first Wednesday of every month. May 4 will be the first meeting.

Special Collections

- The Writer's Group will return in May and will meet on the 2nd and 4th Mondays of the month. In addition, there will be a second Writers' Group focused on children's literature that will meet on the 1st and 3rd Wednesdays.
- One Test has been proctored in the past month.
- One meeting by The Department of Children and Families.
- Three individual researchers.

Children's Room

- In person programming for Children is going very well. See the Head of Youth Services Report for details.
- For the next month, the Children's Program Room will house book donations for the Friends sale. During this time, the children's programs will be held in the main library space, the Community Room or outside as weather permits.

Programs	Target Group	# Programs	Attendance
Regular*	A		
	YA		
	CH	8	109
Special Events	A	6	19
	YA		
	CH	5	112
Total			

Key A=Adult YA=Teen CH=Children
 *Weekly, biweekly and monthly regularly scheduled programs

Funding

- MBLC announced that the second State Aid check for Tyngsborough Public Library will be \$10,889.74.

Staffing

- The new Library Technician began on April 26.
- The part-time Circulation Assistant position has been posted.

Collections

- The audiobook collection has been moved into the regular shelving to make room for the library of things collection. Staff report that this has increase the circulation of the library of things.
- For the month of March, TPL circulated the most physical items since 2014 (month over month).
- Physical circulation in Q3 (Jan-Mar 2022) was up 16% over the same time period in 2019.

Technology

- A portion of the library network went down on April 5. Town Hall IT was able to get it back up. We are currently having some printing issues that are also being worked on.

Facilities

- Bain Pest Control has been contacted to treat the library's garden area for ticks again this year using the Essencia IC3 granules.

Respectfully submitted by,

Kathy Gowney, Library Director

**Tyngsborough Public Library
Trustees Report for April 21, 2022**

March dispatch from the Children's Room

News:

- Mr. Chance was featured in ALA's Gaming Librarian Spotlight for March.
- 30 PJs were collected for Boston Bruins PJ Drive.

Programming:

- Chance Lee met with Laura Wyld of the Nashua Humane Society about programming..
- Gail Fortes of Family Resource Network donated 100 paperback picture books to help jumpstart our 1000 Books before Kindergarten program. This program will officially launch June 1 at PJs and Puppets with Leigh Baltzer of Through Me to You Puppetry.
- New monthly programs began: Saturday Stories and Stretches; LEGO Challenge Club; TPL Comic Club
- Wednesday morning storytimes have concluded with Ms. Sam's departure.
- The Orange Stormgears visited to talk about Lego Robotics.
- For April, we will host a Passover Storytime, and Mario Kart 8 Tournament
- Programs funded by The Friends: Wicked Good Henna, Beginning Birding
- 80 Grab-n-Go craft kits were distributed.
- 15 on-site programs were held with 254 participants.

Outreach:

- Chance Lee met Tracy Angeramo, Principal at Notre Dame Academy (NDA).
- Chance Lee visited NDA's extended day program to speak to 50 kids ages K-8 about library services.
- Chance Lee continued monthly visits to Creative Minds Early Learning Center.
- 2 off-site programs were held with 70 participants.

Collection:

- Tyngsborough Elementary School claimed some of our weeded youth audiobooks.
- 63 youth items were purchased for the collection in March.
- An assortment of wooden toys in great condition was accepted by the children's room.

Summer 2022 (Read Off the Beaten Path):

- Kathy acquired a Beanstack license. Tracking for reading and challenges for Summer 2022 will be on paper and digital with Beanstack.
- Wildlife Encounters have been booked for summer reading kick-off in June.
- Bubbles McGee has been hired for the end of summer picnic in August.

Professional Development:

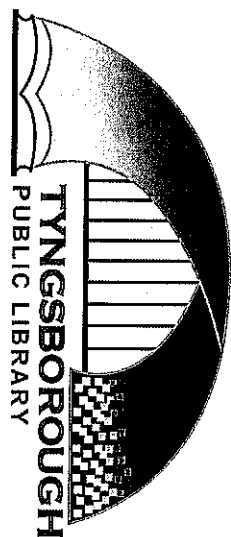
- Chance Lee attended the NERTCL (New England Roundtable of Teen and Children's Librarians) Zoom.

Respectfully submitted,
Chance Lee Joyner

Head of Youth Services
April 4, 2022

Children's May Calendar

visit(www.tyngsb.org)for([more](#))info([and](#))to([register](#))for(starred)programs(*)
 "It is only with the heart that one can see rightly; what is essential is invisible to the eye." –The Little Prince by Antoine de Saint-Exupéry



monday	tuesday	wednesday	thursday	friday	saturday
<p>4:30 p.m. Club Pokemon* (3rd to 5th grade)</p> <p>2</p>	<p>3</p>	<p>4</p>	<p>11 a.m.: Storytime with Mr. Chance (outside, weather permitting)</p> <p>5</p>	<p>6</p>	<p>10 a.m.: Stories and Stretches*</p> <p>7</p>
<p>4 p.m.: TPL Comic Club* (3rd to 5th grade)</p> <p>9</p>	<p>10</p>	<p>11</p>	<p>11 a.m.: Storytime with Mr. Chance (outside, weather permitting)</p> <p>12</p>	<p>13 J U 13 FRI</p>	<p>11 a.m.: LEGO Challenge Club</p> <p>14</p>
<p>16</p>	<p>17</p>	<p>18 Sign up for 1000 Books before Kindergarten!</p>	<p>11 a.m.: Storytime with Mr. Chance (outside, weather permitting)</p> <p>19</p>	<p>20</p>	<p>9am-2pm Friends Book Sale!</p> <p>10 a.m.: Storytime presented by the Embrace You Project (outside)</p> <p>21</p>
<p>23</p>	<p>24</p>	<p>4:30 p.m.: Among Us (5th grade and up)*</p> <p>25</p>	<p>11 a.m.: Storytime with Mr. Chance (outside, weather permitting)</p> <p>26</p>	<p>27</p>	<p>28</p>
<p>30</p>	<p>31</p>	<p>June 1 6 p.m.: PJs and Puppets with Leigh Baltzer of Through Me to You Puppetry</p>			

May 2022 Holidays

- 8: Mother's Day
- 30: Memorial Day (closed)

Each icon represents a different day of commemoration. Visit nationaltoday.com to learn more.

Tyngsborough Public Library Budget as of 4/28/2022

Expense Acc't	Description	FY22 Budget	Exp/(Cred) YTD	Remaining \$	Remain. %	Exp %
001-610-5100-000	Library Director	\$73,895.00	48,515.01	25,379.99	34.3%	65.65%
001-610-5115-000	Salaries & Wages - Clerical	211,660.00	160,941.28	50,718.72	24.0%	76.04%
	TOTAL SALARY	\$285,555.00	209,456.29	76,098.71	26.6%	73.35%
001-610-5230-000	Water	150	95.78	54.22	36.1%	63.85%
001-610-5245-000	Repairs & Maintenance - Office Equip.	3,278	2,091.00	1,187.00	36.2%	63.79%
001-610-5255-000	Repairs & Maintenance - Computer Equip.	1,250	1,457.60	-207.60	-16.6%	116.61%
001-610-5318-000	Library Consortium	31,116	30,909.76	206.24	0.7%	99.34%
001-610-5319-000	Preservation	500	500.00	0.00	0.0%	100.00%
001-610-5340-000	Telephone	1,500	0.00	1,500.00	100.0%	0.00%
001-610-5345-000	Postage	500	81.30	418.70	83.7%	16.26%
001-610-5420-000	Office Supplies	5,340	1,885.55	3,454.45	64.7%	35.31%
001-610-5595-000	Books & Materials	31,964	20,762.04	11,201.96	35.0%	64.95%
001-610-5596-000	AV Materials	20,687	11,647.97	9,039.03	43.7%	56.31%
001-610-5710-000	Travel	350	0.00	350.00	100.0%	0.00%
001-610-5730-000	Periodicals	5,000	4,927.22	72.78	1.5%	98.54%
001-610-5730-000	Dues/Subscriptions/Memberships	150	150.00	0.00	0.0%	100.00%
001-610-5870-000	Replacement Equipment	3,300	1,643.76	1,656.24	50.2%	49.81%
	TOTAL OPERATIONS	\$105,085.00	76,151.98	28,933.02	27.5%	72.47%
	TOTAL MUNICIPAL	\$390,640.00	285,608.27	105,031.73	26.9%	73.11%
500-610-3280-651	Mary Bennet Fund	83,330.65	\$ -	83,330.65		
500-610-5700-652	Lucy Littlefield Fund	157,784.15	\$ -	157,784.15		
500-610-5400-653	Fred Blanchard Fund	70,691.34	\$ 8,386.24	62,305.10		
500-610-3280-654	Polly Bennett Fund	1,495.29	\$ -	1,495.29		
500-610-3280-655	Mary F. Bridges Fund	482.20	\$ -	482.20		
500-610-3280-656	Anna F. Elliot Fund	5,026.01	\$ -	5,026.01		
500-610-3280-657	Bessie Norris Fund	2,539.61	\$ -	2,539.61		
500-610-3280-658	Lucy A. Parks Fund	1,026.29	\$ -	1,026.29		
500-610-3280-659	Edgar Perham Fund	9,252.98	\$ -	9,252.98		
500-610-3280-660	Richmond Fund	5,087.65	\$ -	5,087.65		
500-610-3280-661	Maude Coburn Fund	1,549.06	\$ -	1,549.06		
500-610-5700-662	Ethel Keyes Fund	618.39	\$ 75.00	543.39		
	TOTAL TRUST FUND	\$338,883.62	8,461.24	330,422.38		
250-610-3520-611	Library State Aid	77,465.13	9,080.21	68,384.92		
280-610-3850-615	Replacement Donations Fund	1,917.01	(778.14)	2,695.15		
280-610-3850-616	Library Donations	31,111.32	(1,581.17)	32,692.49		
280-610-3580-617	TCC Library Grant	-	-	-		
	TOTAL MISC. INCOME	\$110,493.46	6,720.90	103,772.56		

61.5% of FY22 remaining

Special Accounts - FY22 Projected Spending

ANNUAL Projects		Amount	Exp/(Cred) YTD/PTD	Remaining \$
Account	Project			
State Aid	Programs	6,500.00	3,356.67	3,143.33
State Aid	Books & Materials	14,300.00	-	14,300.00
Donations	Garden Maintenance	1,000.00	-	1,000.00
State Aid	Marketing	3,000.00	730.00	2,270.00
State Aid	Other - annual	4,995.00	4,995.00	0.00
Donations	Museum Passes	2,000.00	660.00	1,340.00
	Total	31,795.00	9,741.67	22,053.33
MULTI-YEAR Projects		Amount	Exp/(Cred) YTD/PTD	Remaining \$
Account	Project			
State Aid	Special Collections Project PTD*	8,000.00	7,458.82	541.18
State Aid	Strategic Planning Consultant	4,900.00	1,700.00	3,200.00
	Total	8,000.00	7,458.82	541.18

** Project began FY21

* Project began FY17

PTD=Project to date

Special Accounts: March 31-April 28 Projects & Operational Expenses

Account	Expense	Amount \$
State Aid	Special Collections Project*	1,152.50
State Aid	Programs	35.91
Donations	Furnishings	
Fred Blanchard Trust	Furnishings	

Appraisal, Elyse Wolf
Child program

Town of Tyngsborough
 2022-2023

03/31/2022 16:19
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Town of Tyngsborough
 YEAR-TO-DATE BUDGET REPORT

P 52
 glytdbud

FOR 2022 13

ACCOUNTS FOR:
 100 GENERAL FUND

610 LIBRARY	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01610100 LIBRARY - P/S							
01610100 511020 LIBRARY DIRECTO	73,895	0	73,895	42,536.29	.00	31,358.71	57.6%
01610100 511530 ADMIN SECRETARY	211,660	8,894	220,554	142,725.50	.00	77,828.34	64.7%
01610100 515050 LONGEVITY	0	0	0	61.56	.00	-61.56	100.0%*
TOTAL LIBRARY - P/S	285,555	8,894	294,449	185,323.35	.00	109,125.49	62.9%
01610200 LIBRARY EXPENSES							
01610200 523010 WATER	150	0	150	89.99	.00	60.01	60.0%
01610200 524085 LIB - REPAIR /	3,278	0	3,278	2,091.00	.00	1,187.00	63.8%
01610200 530920 LIB - PROFESSIO	31,116	0	31,116	30,909.76	.00	206.24	99.3%
01610200 534010 POSTAGE	500	0	500	149.78	.00	350.22	30.0%
01610200 534020 LIB - TELEPHONE	1,500	0	1,500	950.76	.00	549.24	63.4%
01610200 538040 LIB - PRESERVAT	500	0	500	500.00	.00	.00	100.0%
01610200 542010 OFFICE SUPPLIES	5,340	0	5,340	1,610.64	.00	3,729.36	30.2%
01610200 542080 LIB - EQUIPMENT	3,300	0	3,300	1,643.76	.00	1,656.24	49.8%
01610200 542085 LIB - RPR & MAL	1,250	0	1,250	1,039.65	.00	210.35	83.2%
01610200 555015 BOOKS & SUBSCRI	31,964	0	31,964	20,762.04	.00	11,201.96	65.0%
01610200 555020 LIB - A/V MATER	20,687	0	20,687	13,043.88	.00	7,643.12	63.1%
01610200 555025 LIB - PERIODICA	5,000	0	5,000	4,927.22	.00	72.78	98.5%
01610200 571010 TRAVEL - MILEAG	350	0	350	150.00	.00	350.00	100.0%
01610200 573010 DUES AND MEMBER	150	0	150	150.00	.00	.00	100.0%
TOTAL LIBRARY EXPENSES	105,085	0	105,085	77,868.48	.00	27,216.52	74.1%
01610400 LIB CAP - CARPET							
01610400 580000 LIB CAP - CARPE	0	0	0	39,478.00	.00	-39,478.00	100.0%*
TOTAL LIB CAP - CARPET	0	0	0	39,478.00	.00	-39,478.00	100.0%
TOTAL LIBRARY	390,640	8,894	399,534	302,669.83	.00	96,864.01	75.8%

March 2022

Total Circulation*

TPL 6,868

Chg FY21-FY22 85.3%

* Items checked out/renewed out at TPL.

OverDrive

TPL MVLCAve.

1,100 1,681

Chg FY21-FY22 4.6% -0.1%

Patron Count

Visits

No. patrons 2,952

Total

2,952

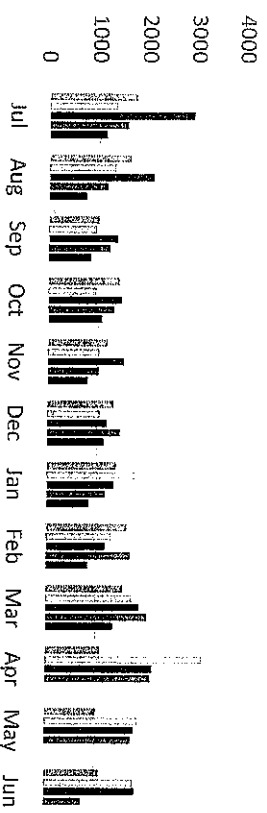
Chg FY21-FY22 Building closed to the public Mar 2021

Museum passes

101

Chg FY21-FY22 1122.0% (9 circls in Feb 2021)

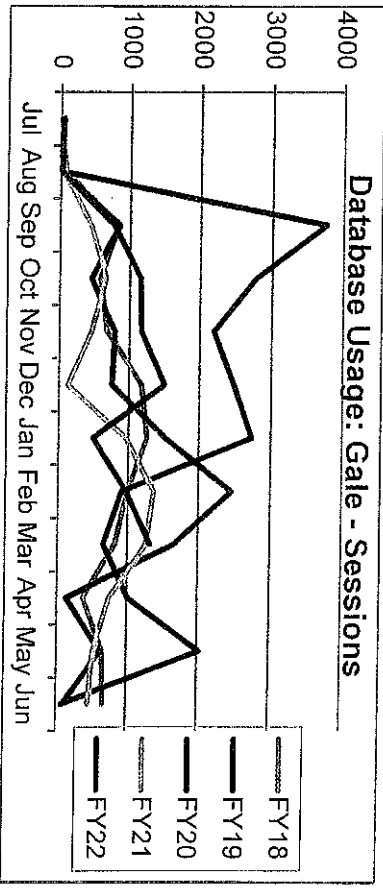
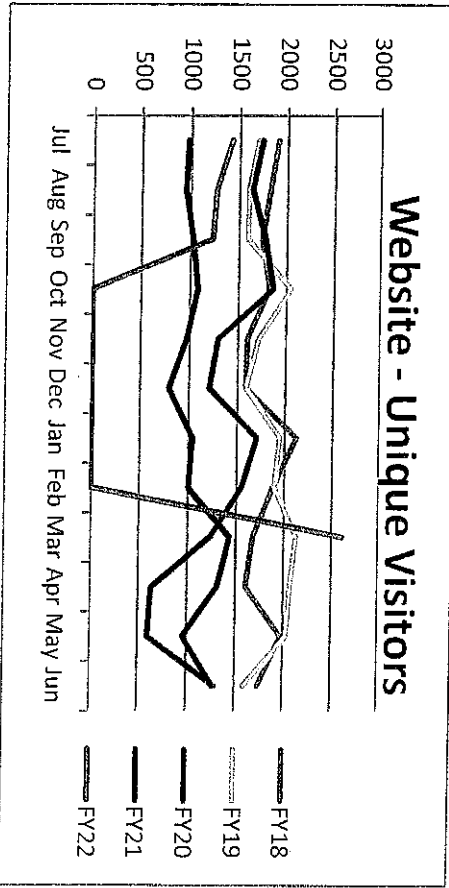
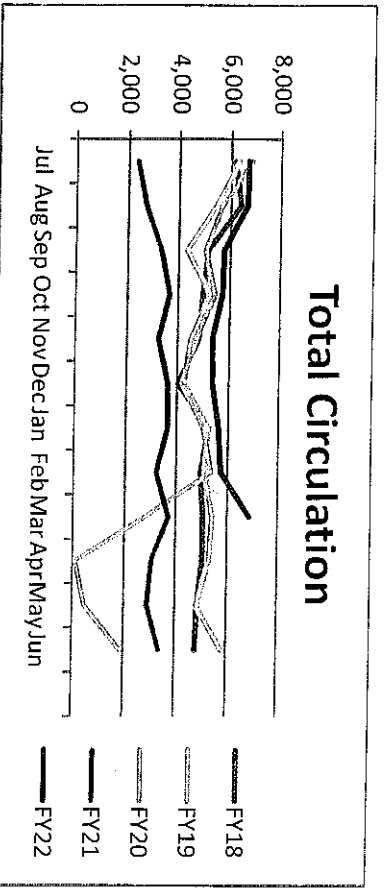
Freegal Songs Downloaded/Streamed

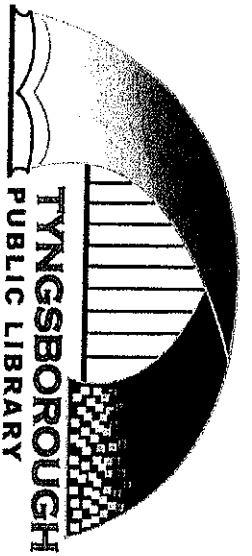


Freegal

Total Songs D&S 1,344

Chg FY21-FY22 -34.0%





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 www.tynglib.org

Director and Board of Library Trustees

Kathryn Growney, Director
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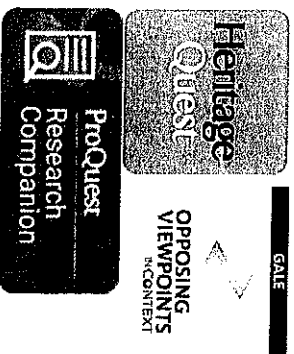
Quarterly Update January-March 2022

Quarter Highlights

- Hired new Library Director
- BOS Chair attended Feb BOLT Meeting
- FY23 Budget prepared
- Increased Summer hours to include Saturdays
- Service Awards to 2 THS Seniors
- Five New Databases
- Library Technician (full-time) resigned
- Circulation Assistant (part-time) resigned
- Facilities: exterior lock replaced
- Special Collections Assessment
- Trustee Annual Report
- Mask requirement lifted

Metrics

- FY22 Circulation:
 - Increased 16% over 2019
 - Increased 73% over 2021
 - Physical and Electronic Circulation FY22 to date: 77,071
- FY22 Acquisitions 3,094 items added
- "TPL databases are the lifeblood" for THS Writing Research course – THS Teacher.
- New Electronic Resources:



Goals

- Library Technician Hire
- Circulation Assistant Hire
- Trustee recruitment
- Evaluate staffing shortages
- Address restoration of Assistant Director position
- Plan Summer Reading Program
- Special Collections Appraisal
- Strategic Plan