

# Director's Reports

## Library Trustee Meeting

Wednesday, October 9<sup>th</sup>, 2024 at 7:00 p.m.

At the Leverett Library

Attending: Rachel, Judith, Lisa, chair, Leslie, Friend's representative, Kathi Lafferty, of the 250<sup>th</sup> Anniversary Committee, Hannah, Library Director

**Approval of September 11<sup>th</sup> meeting minutes Trustee Business: Judith moved the motion to approve, Joan seconded, all approved.**

### 250<sup>th</sup> Committee - Time Capsule Request

Kathi described the time capsule project and asked if the library would participate by displaying the capsule for three weeks, finding a good location for its burial, possibly during the construction of the pocket park trail in the spring. The library would document its location and secure that information for 50 years, perhaps in the town vault. Hannah agreed to research how time capsules have been handled by other libraries. Discussion will be continued at the November board meeting.

Holiday something for Volunteers? Joan volunteered to arrange this, and Hannah will provide the number of staff and volunteers.

Beth Logan winter free concert? Beth Logan, a renowned jazz vocalist who drew a record audience at her Music on the Patio performance, has offered a free concert this winter. Date to be determined.

Kathi Lafferty offered two of the metal road signs marking this anniversary year as an auction item for a fundraiser to the Friends. Leslie will present the idea to the group.

FYI: Hannah reported that the Select Board Meeting with department heads was basically a check in to see if unanticipated repairs or staff additions were upcoming.

### Updates:

#### Grounds Project

- Berkshire Design Group - we have a signed contract. No Kick-off meeting scheduled yet.
- The engineering documents will be put out to bid in January or February.
- Conservation Commission 9/23/24 hearing

- They determined that our project would have minimal impact on the wetland, but that we need to have the boardwalk 6" above the high water line.
- The permit should be in hand soon.
- Con Com has a new agent and Hannah has received email responses.

### Grants

- Submitted CPC grant application. 10/23/24 Meeting to review with CPC.
- Trustees expressed support for this strong grant proposal and thanked Leslie for the letter of support from the Friends.
- A strong Trustee and Friends turnout for the March open hearing review will be helpful.
- Cultural Council (preparing) - for program funding for next year. They are due October 16
- The LCC sets aside 1/3 of their funding to support library programming.
- In response to her survey findings, Elena is planning programs that offer crafts.
  - Possible programs include Playful Mechanics with Jay Mankita, a bookbinding workshop, a quilling making workshop, a puppet show, and two historical crafting workshops.
  - A puppet show is planned for the kick-off of the summer reading program.

### Building

- new windows coming soon
- gutters and rain barrels installed and already in use. Another rain barrel will be installed in the front of the library.

### Other

## FRIENDS REPORT

Leslie said the museum passes are all up to date, and that two new ones are for The Mount, Edith Wharton's home, and The New Salem Art Museum, which is open Wednesday through Sunday, 10 to 5.

Their most recent gift to the library was repairs to the AV system for the Community Room.

The Friends are preparing for their annual holiday basket fundraiser. They need baskets. They will be selling their beautiful, new library bags at the Harvest Festival on Sunday, October 20, 1 to 4, at Leverett Elementary School.

Leslie reminded us of the Friends Annual Meeting on Saturday, October 26, 1 to 3 in the Community Room. The speaker will be Marla R. Miller, a UMASS historian who specializes in researching the lives of American women during the late 1700s.

Hannah said the focus of the next newsletter is appreciation for all the contributions the Friends make to the library.

## Director's Reports:

Financials: 24% through the year

Account	Appropriation	Amount remaining	%
General Expenses	\$33,894	\$23,887	30%
Wages	\$85,511	\$64,014	25%
Building	\$23,870	\$19,025	20%
State Aid	n/a	\$20,170	
Gift	n/a	\$89,331	
Revolving - Fines	n/a	\$629	
Revolving - Printing/Use	n/a	\$952	

## Circulation & Attendance:

	September 2023	September 2024
CWMARS - circs	2,619	2,503
Overdrive	606	732
Kanopy	123	115

Craftsy		
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Will stop reporting Craftsy as this is a pay per use service and currently minimally used.

	September 2023	September 2024
Library Attendance	905	794
Program attendance	195	217 + 62 other programs

**Staff & Volunteers:**

- Elena joined me to meet with the COA & discuss how we can complement each others programming.
- Sue communicates with CW Mars staff to catalog unusual items. Spine Label project continues.
- Jill is taking a Spanish language class through MLS. Congrats on the grant!
- Our volunteer shifts are currently full, however we continue to receive requests to volunteer and will follow up with those who apply. We are so thankful for our volunteers!

**Meetings & Programs:**

- We had our final Music on the Patio concert in early September. Thanks to those who came.
- Besides our ongoing programs Elena hosted one more playgroup before the CNC started again after their break.
- We also offered a drop-in LEGO bash and a Nature Walk with John Green. Since he was so late, Audubon has offered an extra program in the spring. We are working to schedule now.
- We gave out watercolor sets for kids and samples of lavender for a spice tasting.
- Non-library sponsored programs included: Embodied History by the Leverett Historic Commission, the Friends Meeting, Watson Family Presentation by the

Leverett Historical Society, and an informal gallery drop-in with Annaliese Bischoff.

Technology:

- Kids computer is next to be replaced. Looking for a touch screen computer for accessibility.

Other:

**Friends of the Leverett Library**

Old Business

Motion to adjourn was made by Lisa and seconded by Rachel, approved by all.

**Next Meeting: November 13<sup>th</sup> at 7:00 p.m.**