

Library Trustees Meeting

November 8, 2023

Present: Hannah Paessel, Director; Chris Condit, Judith Davidov, Rachel Flint, Joan Godsey, Seth Seeger, Lisa Sullivan-Werner, Kathy Weller (Friends of the Leverett Library)

Approval of October 11th meeting minutes: Seth motioned to approve, Rachel seconded.

Trustee Business:

Budget Priorities FY24: Addition of a part-time Programming Librarian (See attachment for benefits, costs, comparison with other local libraries.)

- Despite increased staff to work at the circulation desk, the duties of the library director extend beyond the 25 hours per week of the position. This is particularly due to the time it takes to properly plan, advertise, deliver, and evaluate the large number of programs that the community needs and expects.
- The addition of a programming librarian would allow these programs to have the attention they deserve and for the library director to refocus on other duties, including writing and supporting grants."
- As Leverett residents describe the library, we are "the town's living room." Some 35 to 100 people visit the library per day in a 5-hour span. Hannah gives each one of them as much time as she can, but she needs more time to work, and library patrons need more attention.
- What Hannah cannot at presently do: entertain requests for community room use after hours; attend the meetings of the Friends of the Library and necessary staff meetings; attend to patrons' technical needs.

Holiday gifts for staff and volunteers: Joan will purchase gifts, she and Georgie will wrap them, and we (the trustees) will split the cost.

Updates:

Building:

- In process: scheduling an energy audit of all town buildings
- Building repair, a master carpenter in Leverett recommends gutters (to avoid rotting of two window sashes) and some siding. New gutters would go where building corners meet.

Grounds:

- Spoke w/ Matt re: outdoor expansion. He doesn't see any particular problems with repurposing the wildflower gardens and will come to planning meetings.
- Paving scheduled for spring 2024
- Preliminary Conway student presentation on Friday 11/17. Joan will attend.
- Patron has offered to donate a bench (w/ name on it) for the patio. More information is needed. In general, we think that this gift should be coordinated with the Friends' plan for outdoor expansion.

Follow-up: MA Legislative Bills to support libraries: Hannah has made available the links to the hearings; she especially pointed out provisions that would make electronic resources less expensive, and that the Freedom to Read bill would require libraries to adopt it in order to receive state aid.

Director's Reports:

Financials: 32% through the year

Account Balances

Account	Appropriation	Amount remaining	%
General Expenses	\$29,142	\$17,451	40%
Wages	\$65,770	\$43,073	35%
Building	\$23,870	\$21,470	10%
State Aid	n/a	\$14,953.55	
Gift	n/a	\$94,534	
Revolving - Fines	n/a	\$525.18	
Revolving - Printing/other	n/a	\$904.09	

Circulation & Attendance:

	October 2022	October 2023
CWMARS	2,482	2,612
Overdrive	703	705
Kanopy	40	135
Craftsy	0	2

	September 2022	September 2023
Attendance	807	870
Programming	123 / 12 (non-lib)	163 / 57 (non-lib)

Staff & Volunteers:

- Sue, Jill and Hannah are systemizing the spine label system for the library.
- Volunteers are fulfilling critical roles including shelving, spice tasting programs, cleaning scratched discs, and teaching classes.

Meetings & Programs:

- Grants
 - Final Cultural Council Grants submitted: Lotus Flower Craft by the Korean Spirit and Culture Promotion Project, Crafting Wild Soda workshop, Yo Yo Guy for the Summer Reading Program kick-off, Copper Bookmark Workshop, and Sourdough Workshop. Also wrote letters of support for a drumming workshop by the Wendell Warriors and a pollinator lecture by John Root.
- 250th Cake is here!
- Browse, Borrow, Board w/ BPL and PVTA - coming soon.

Technology: Many projects on the horizon, no timeline.

New public computer (still!)
public scanner
set-up way for public to fax
web-site

Friends of the Leverett Library: Kathy Weller reported that the Friends have reached 39% of their fundraising goal.

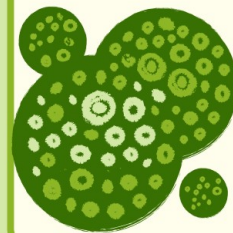
Seth motioned to adjourn, Joan seconded.

Next Meeting: December 13th at 7:00 p.m.

PART-TIME PROGRAMMING LIBRARIAN

FY23 SNAPSHOT

51.5 hours of staff time (1.3 FTE)
2 staff for each shift
open 20 hours week
194 avg. # of visitors/week
238 Community Room Uses
517 volunteer hours



PRE-2021

56.5 hours of staff time (1.4 FTE)
1 staff for each shift
open 20 hours week
Estimate ??
?? Community Room Uses ??
?? volunteer hours ??

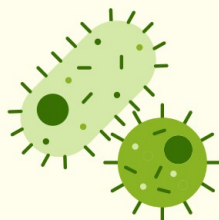
The library was understaffed for the # of visitors & programs.
Even full-time Directors were stretched to fulfill programming functions according to a 16 year employee.

WHY PROGRAMS?

The library's unique community gathering space
Programs and services bring people into the library & strengthen our community

Library Long Range Plan 2020-2025
This position would support 4/5 Priorities

Aging in Place Survey - 2022 uses
The AARP's 8 domains of livability as a metric
The survey shows gaps in 7/8 for Leverett residents.
the library can support 6/8



WHO WOULD BENEFIT?

Everyone! But especially underserved residents like:

714 Seniors age 60+
338 Youths age 0-19
287-314 BIPOC (Black, Indigenous, People of Color) residents

Help us support lifelong learning, civic engagement and community connections.