

Director's Reports

Library Trustee Meeting

Wednesday, April 9, 2025 at 7:00 p.m.

At the Leverett Library

In attendance: Hannah Paessel, Lisa Werner, Joan Godsey, Seth Seeger, Gerry McFarland, Judith Davidov, Chris Condit

Approval of March 12th Minutes

Approved - motion by Joan, second by Seth

Trustee Business:

Music on the Patio - Joan or Sarah? - recommend moving to Thursdays with schedule change.

MotP may need to be indoors more often, if the grounds are a construction site. The community room is always available. Sarah will be taking over MotP. May move to Thursdays if we extend the Thursday hours.

Updates:

Townwide Budget Hearing

- no questions for the library.
- Increased conversation about tightening budgets.

Library Positions

- Sarah Prager has accepted the position of Programming Librarian
 - Elena did a great job of documenting the position and left us in good shape. Sarah is a children's book author. Had excellent references and seems like a good fit for our community.
- Jill Palmer has accepted the position of Library Cataloger
 - The Trustees are very happy that she has accepted the position.

Status of open hours evaluation

- Survey results
 - Got great results from the community
- Recommend: Tues and Thursday 2-7 and Wednesday, Friday, and Saturday 10-3

- The Trustees support this recommendation. We like the more consistent hours.
- Motion to approve the recommended schedule with timing implemented at her discretion, made by Lisa. Seconded by Joan. Unanimously approved.
- Recommend waiting to make this change until the new staffing configuration has settled.

Grounds project

- Friends have agreed to pay for a written ADA audit of the final engineered plans which will include best practices for the stage/workshop.
 - Our thanks to the Friends!
 - Waiting for the final design documents and then Hannah will start the audit
- Berkshire Design Group
 - Next steps are finalizing the plan and preparing bid documents.
 - I will plan a meeting with the working group to get started on our part.
 - Project is at a little bit of a pause, as we wait for documents, funding, etc.

Grants

- Community Preservation Committee
 - Our grant application will come for a vote at Town Meeting on 5/3/25.
 - Fast Facts Handout
- We received the LifePath \$3,000 grant for a "Happy to Chat" bench.
 - We can also apply again next year for another. The Friends have thought of using it as a sponsorship fundraiser (for more benches)
- Future possible grant opportunities:
 - MOD FY26 - Due June 2025 if we need more funds after the CPC vote.

Building

- Custodian position is currently posted, please spread the word!
 - Has been hired. He will be working more evenings/weekends.

IMLS and Federal Funding for Libraries:

- March 31, 2025 All IMLS staff were placed on Administrative Leave
- The most up to date information can be found on the MBLC website: <https://mblc.state.ma.us/news/news-releases/2025/nr250403.php>
 - Useful site, will be kept up to date.

- What has already been affected?
 - Grants to towns such as Forbes, South Hadley, and Springfield
 - Not building grants
 - Training resources for Trustees, Friends, and Directors
- CW MARS - Federal funding support includes:
 - Libby platform fees
 - The app/service will stay - just fewer books purchased
 - Statewide Commonwealth Catalog (fully funded through FY25)
 - There are plans to shift funds and maintain these services but their scope could be reduced.

FRIENDS REPORT

Beth Logan Raffeld fundraising concert

- The ADA study was enthusiastically supported
- Concert made close to \$1,000. Raised a lot of community spirit. Good desserts!
- Still selling tote bags (about 67 have sold). A second batch is under way.
- The Trustees are grateful to the Friends!!
- Hannah is graduating in May - the Friends are organizing a graduation party. Saturday, May 17th, potluck, 5 - 7pm.

Director's Reports:

Financials: 74% through the year

Account	Start Fiscal Year	Amount remaining	%
General Expenses	\$33,894	\$11,751	69%
Wages	\$85,511	\$30,835	70%
Building	\$23,870	\$8,533	71%
State Aid	n/a	\$26,273	
Gift	n/a	\$79,513	
Bequest Detail	\$91,124	\$78,080	
Revolving - Fines	n/a	\$729	

Revolving - Printing/Use	n/a	\$848	
-----------------------------	-----	-------	--

Received 2nd State Aid payment of \$3,331.48 in early April

Circulation & Attendance:

	March 2024	March 2025
CWMARS - circs	2,664	2,773
Overdrive	784	836
Kanopy	126	271

	March 2024	March 2025
Library Attendance	1036	1102
Program attendance	317 + 26 nonlib programs	320 + 105 nonlib programs

Good new interest in Kanopy!

Staff & Volunteers:

- Aaron and Elena were great additions to our staff and we'll miss them!
- Jill has been covering many hours during this transition and has begun cataloging new materials as well. She continues to be a major asset to Leverett and this library!
- Peggy and Ralph, our substitutes have also been filling in and offering our community continuity during this transition. Thanks to all of them!
- I attended several trainings this month including:
 - LifePath training for grant recipients
 - When reports are due
 - CWMars data security training

- What CW Mars is doing for security. They have insurance against ransoms. Connections are secure between CW Mars and Libby/etc.
- Reviewed Best Practices for within libraries.
- MBLC - State Aid Data training
 - Learned about new resources for making library-related reports
- Open Meeting Law training
 - We are doing well with compliance

Meetings & Programs:

- Last month: Tree Pruning, Drawing with Color, Green Burial, LifePath, Stephen Dydo, and a springtime storytime.
- Coming up: MEFA presentation, Juggler Meadow String Band, and 2 Birding by ear programs. Also Tech help for the Assistive Audio equipment for listeners.
- Mary Schreiber's beautiful exhibit comes down at the end of the month. Jackie Pueschel is next.

Technology:

- One of the public computers needs to be restored with a backup. Hopefully soon!
- We will be offering our third hybrid program this week MEFA's ABLE accounts.

Other:

Friends of the Leverett Library

Old Business

Joan makes the motion to adjourn. Seth seconded. Unanimously approved.

Next Meeting: May 14th at 7:00 p.m.

Rachel is note taker!