

Director's Reports

Library Trustee Meeting

Wednesday, June 11, 2025 at 7:00 p.m.
at the Leverett Library

Attendance: Lisa Werner, Rachel Flint, Judith Davidov, Joan Godsey, Georgie Schmid of the Friends, Hannah Paessel, Director.

Approval of May 14, 2025 minutes:

Judith made the motion to approve; Lisa seconded, and unanimous vote followed.

Trustee Business:

Election of Officers: Joan moved that we vote to retain our chair, Lisa Werner, and vice chair Chris Condit . Rachel seconded the motion and all voted in favor.

Proposed closed dates for FY26

Thursday, Nov. 27	Thanksgiving
Thursday, Dec. 25	Christmas Day
Thursday, Jan. 1	New Year's Day
Saturday, TBD	Town Meeting
Friday, June 19	Juneteenth

Lisa moved that the schedule of closures be accepted, Rachel seconded, and the vote was unanimous.

Music on the Patio Schedule

June 24th.....Lisa

July 1.....Joan

July 8.....Rachel

July 15.....Lisa

July 22.....Judith

July 29.....Joan

Aug, 5.....Seth

Aug 12.....Seth

Aug. 19.....Judith

Aug 26... Chris or Joan

Updates:

Green Communities Grant (to replace and improve insulation)

- Green Community Grant was approved for the school but will be resubmitted for the library's proposal.

Community Room Use

- COA may ask to use the Community Room for programs.

Grounds project

- Finalizing plans for bid package
- These plans will be forwarded for an ADA audit before being sent out for bid. Thanks to the Friends for making this step possible!
- Currently working on an RFQ for the stage/workshop building
- If all goes smoothly, it is possible the project could be largely completed by the end of the fall.
- Public Comment
- Hannah showed photos of benches with 3 styles chosen as suitable.
- Four musical instruments have been selected.
- Hannah said that some portion of the project could happen fairly soon.

EV Charging Station

- No updates. Jed recommends asking our questions directly when the company comes for a site visit.

Building

- Phil, our new custodian has started.
- Will Stratford will replace the windows on the north side this spring.
- There is about \$4,400 left in the Building account. Will is getting estimates for some larger projects:
 - painting (the exterior of the north wing, all the new windows, and some interior spaces).
 - Replacement of some or all of the carpet
 - Cleaning and repair of cork floor

Open Hours

- The new schedule will be in place in the fall.
- The staff continues to track patron use during evening hours.

IMLS and Federal Funding for Libraries:

- The most up to date information can be found on the MBLC website:
<https://mblc.state.ma.us/federal-funding/index.php>
- The MBLC and MLS are cancelling most shared databases. These include the Boston Globe archive, Britannica online, Gale, Heritage Quest, Test Prep, and Transparent Languages.
- Hannah listed the databases that will disappear as of July 1. but she said that these were not often used by our patrons.

FRIENDS REPORT

Georgie reported on funds raised from the sale of bags: \$1,340, and the jazz concert: \$1,199. Trustees expressed their appreciation of the Friends's support.

Their next project will be T shirts using the Roads of Leverett design that Peggy Sanders and Lindsay Palermo created thirty years ago. Georgie will be working out the details with Lindsay.

Museum passes: The Emily Dickinson Museum—2 tickets at $\frac{1}{2}$ price and all under age 17 are free.

The Friends have also agreed to support all the library programs next year.

Director's Reports:

Financials: 90% through the year

Account	Start Fiscal Year	Amount remaining	%
General Expenses	\$33,894	\$3,317	90%
Wages	\$85,511	\$9,560	89%
Building	\$23,870	\$5,778	76%
State Aid	n/a	\$26,273	
Gift	n/a	\$79,832	
Bequest Detail	\$91,124	\$78,080	
Revolving - Fines	n/a	\$729	
Revolving - Printing/Use	n/a	\$868	

Circulation Statistics

May 2024	Service	May 2025
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2,473	CWMARS	2,542
783	Libby	913
268	Kanopy	211

Attendance Statistics

May 2024	Attendance type	May 2025
903	General Library	951
341	Library Programs	328
23	Non-library programs	8

Staff & Volunteers:

- Jill is getting familiar with cataloging unusual items and catching up on those. She is working closely with the CW Mars cataloging team to get familiar with their processes and is continuing to update spine labels throughout the library. Her work is quiet and critical.
- Jill is quickly learning the job of cataloging, and Hannah used the example of *The Hands Across the Hills* book to illustrate how complex cataloging can be.
- Sarah is now creating our monthly electronic and program fliers. She has been adding programs (yes, Pride Storytime!) and reactivating our facebook page. Her recent display about Tanzania was especially well received.
- Peggy and Ralph continue to fill in throughout the week and their help is invaluable. Since there has been some turnover, it is wonderful that they have helped to create continuity for the patrons.
- I have just offered Peggy the Library Assistant position and will go to the Select Board meeting on June 17th to ask them to hire her.
- Suzanne Starling will return as a volunteer during the summer and we're looking forward to it!

Meetings & Programs:

- Last month: Bookbinding, tool care, and tech help. The LES 2nd grade also came to get their library cards and familiarize themselves with the library. Pleun Bouricius gave an author talk, and the CNC started their school readiness program which has been well attended.
- Coming up: Pride Storytime, Pumpernickel Puppets performs for our Summer Reading Kickoff event, and Music on the Patio begins on June 24th.
- The Friends of Leverett Pond have been handing out boat keys on Saturday mornings and will continue through September.

Technology:

- I'm preparing to replace the front desk computer so it doesn't become an emergency as it has aged out. It was purchased at the same time as the cataloging computer that failed this year.
- Will be acquiring an ipad for managing some new circulating technology (Yoto players), for use during reference sessions and for inventory projects.
- Continuing to learn about our ADA audio equipment.
- Looking into adding Hoopla and/or Biblio+ streaming services

Other:

Old Business

Next meeting of the Leverett Library Board will be held on September 10th and Judith will be notetaker.

Motion to adjourn was made by Rachel and seconded by Judith; a unanimous vote followed.

Respectfully,
Joan Godsey