

# Director's Reports

## Library Trustee Meeting

Wednesday, December 10, 2025 at 7:00 p.m.  
at the Leverett Library

**Attending:** Chris Condit, chairing the meeting, Rachel Flint, Judith Davidov, Seth Seeger, Joan Godsey, Hannah Paessel, Library Director, and Marilyn London-Ewing, representing the Friends.

### Approval of November 12 meeting minutes

Seth made a motion to accept the minutes of Nov. 12<sup>th</sup> meeting. Joan seconded and vote was unanimous.

### Trustee Business:

#### FY27 budget

- Finance Committee guidance
  - Prepare budget with max 2.5% increase
  - AND a budget supporting level service
  - Due January 9
  - COLA will be determined by Personnel Committee, Select Board, and Finance Committee.

#### See vote below

- Personnel Committee proposal
  - +5 Library Assistant hours
  - matching % increase to Materials line at 20% of total appropriation

#### Request for \$3,485 for year

Hannah shared the graphic she's prepared for the Personnel Committee and asked for suggestions; a few minor edits were offered and Trustees praised her skill at creating graphics.

- Proposed FY27 budget request
  - 1. Level request
  - 2. With Personnel Committee proposal approved

Hannah will submit 2 budgets: one with level service, the second with the proposed Personnel Committee request and a materials increase. Approx. 2.5 % increase.

Seth moved to approve the budgets; Joan seconded the motion and it passed unanimously.

### Park Contingency

- \$3,500 contingency from LifePath grant and donations.
- This will be used for the changes to the stage base.
- Do you want to designate a certain amount from State Aid for this purpose?

\$3,500 contingency from LifePath grant and donations is ear marked for the changes to the stage base. Trustees discussed possible use of State Aid account as well.

### Updates:

#### Grounds project

- They poured the ramp and stairs today. This is last work until spring.
- Preliminary structure design in hand. Sending out for estimates.
- Omasta will install electrical conduits for stage electricity
- Pending issues: benches, reduction in material for stage, change order for footing and slab design, heater for ramp.

Communication challenges with construction company. Jeff and Will have been helpful in this regard.

Concrete for the ramp was poured in very cold weather; a propane heater was brought in to cure the concrete without prior approval.

#### Supply chain issues

- Baker and Taylor is closing their business
- Those customers are moving to Ingram
- Ingram is backed up.
- Amazon now offers library pricing

Supply chain issues caused by Baker and Taylor's closing. Libraries have turned to Ingram, but orders are slow. Hannah's still waiting for an October 31 order to be filled. Amazon is now offering library pricing, and a few books have been purchased there.

#### Pickleball grant application

- Their reply to the Trustees declining to write a letter of support:

Thank you for your letter regarding the Library Trustees decision.

We are aware that there are concerns regarding noise from pickleball courts and will take those concerns very seriously as we move forward. We still think that this project has merit and that it will be beneficial for the Leverett community. We hope to find a solution that works for everyone.

## Staff and Volunteer Appreciation

- Thank you!!

## FRIENDS REPORT

Marilyn showed the poster used for the Annual Meeting at which John Bollard spoke. She mentioned the holiday basket bids which now total close to \$1,000. Trustees expressed appreciation for the wonderful fundraising that the Friends do and how critical their generosity is to the library.

Marilyn asked how the John Van Steenberg bequest will be recognized at the park; Hannah said the Trustees discussed naming the boardwalk in his honor.

## Director's Reports:

Financials: 36% through the year.

Account	Start Fiscal Year	Amount remaining	%
General Expenses	\$34,469	\$21,882	37%
Wages	\$88,331	\$50,978	42%
Building	\$24,466	\$20,043	18%
State Aid	n/a	\$29,166	
Gift	n/a	\$73,661	
Bequest Detail	\$91,124	\$69,990	
Revolving - Fines	n/a	\$741	
Revolving - Printing/Use	n/a	\$645	

## Circulation Statistics

November 2024	Service	November 2025
1,813	CWMARS	2,045
954	Libby	808
137	Kanopy	209

## Attendance Statistics

November 2024	Attendance type	November 2025
850	General Library	921
331	Library Programs	355
12	Non-library programs	51

### Staff & Volunteers:

- Sarah will be out for a few weeks. She's done a great job preparing us for her planned leave.
- Everyone sends their thanks for your gifts, particularly the handwritten letters.

### Meetings & Programs:

- The Story Walks are finished for the winter. They'll be back in the spring.
- Notable: Kids Open Mic was a wonderful success! Thanks to Geno and Sarah.
- Sarah Fiske provided a heart health program that was well attended.
- Next exhibit: Dave Pueschel photographs for January and February.
- Nonlibrary events include: Nancy Emond's watercolor class and exhibit reception

### Building:

- Gutter has been modified to work with new ramp.

### Technology:

- Yoto cards are finally ready for checkout.

### Other:

IMLS grants have been restored

### Old Business

Seth made the motion to adjourn, and Joan seconded it; all agreed.

**Next Meeting: January 14 at 7:00 p.m.**

Respectfully submitted,

Joan Godsey