

2019 JUN 17 PM 7:45

Meeting Minutes 05/08/19

TOWN CLERK
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Attendance: Jay Collins, Mary Lou Costello, Barbara Gauvin, Charles Herman, Laurel Puchalski, Christopher Shramko, Lee Thomas, Director Darcy Lepore
Kathleen Prunier and Jamie Koulouras absent

Meeting was not recorded.

Call to order at 6:04 p.m.

Guest speaker

- Representative from Bartholomew & Company spoke about our account.

Minutes

- Minutes of April 10, 2019 were unanimously approved on a motion made by B. Gauvin, seconded by M. Costello.

Director's Report (see attached)

- L. Puchalski made the motion, seconded by B. Gauvin to spend \$650 from State Aid to purchase the pass for the New England Aquarium. Unanimously voted.

Treasurer's Report

- No statement has been sent for this month.

Other

- Funds for the Library sign approved at Town Meeting will be available July 1. L. Thomas will check and get the required three bids to present to the Finance Director.

Meeting was adjourned at 7:24 p.m. on a motion by M. Costello, seconded by J. Collins and unanimously voted.

Next meeting will be held on May 12, 2019 at 6:00 p.m. in the Library Meeting room.

Respectfully submitted,
Laurel Puchalski, Secretary

**Langley-Adams Library
Director's Report
May 8, 2019**

TOWN OF GROVELAND

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Statistics

Event Attendance Summary

Reporting Period: April 1, 2019 through April 30, 2019

Library Sponsored Events
Events with or without Recorded Attendance

Department	Events	Hours	Children	Teen	Adult	Total
Adult	11	16.75	0	0	87	87
Children	16	9.75	37	0	25	62
All Ages	6	8.00	11	5	7	23
Young Adult	1	0.75	0	1	0	1
Totals for Library Sponsored Events for Period	34	35.25	48	6	119	173

The most well-attended adult program took place on April 22nd and it was "In the Shadow of Salem: The Andover Witch Hunt of 1692." There were **22 attendees**.

The most well-attended children's program was the Baby and Toddler Story Time on April 16th with **17 attendees**.

In April we had **337 reference questions**, which is on par with the FY20 average of 303 questions per month. The door counter read a total of **2,903**, our highest number so far this fiscal year.

The following is a report of our museum pass statistics for April:

Reporting Period: April 1, 2019 Through April 30, 2019

Number of Museums: 9

Museum	# of Uses	% of Total
New England Aquarium	9	39.1%
Boston Museum of Science	6	26.1%
Zoo New England	4	17.4%
Peabody Essex Museum	2	8.7%
CuriousCity Pop-Up Children's Museum	1	4.3%
Museum of Fine Arts	1	4.3%
USS Constitution Museum	0	0.0%
Massachusetts State Parks	0	0.0%
Lowell Spinners Baseball	0	0.0%
Total Uses During Period	23	100.0%

Please note that we haven't received the Lowell Spinners pass yet, the Parks pass is more popular in warm weather, and both the Constitution Museum and Parks passes are free!

Warrants

19-41 $\$692.40 + \$224.25 + \$5,047.98 = \$5,964.63$

19-43 $\$1,130.44 = \$1,130.44$

Total $\$7,095.07$

Technology

The projector is on its way! I contacted Shanahan Sound to confirm that they received the 60% downpayment for the projector. They have ordered it and it should be coming sometime this week.

Strategic Planning

Now that the survey period is over, I have started drafting an outline and goals based on the survey and results from the strategic planning meetings. We received 135 responses to the survey.

Friends

The Friends of the Groveland Library held their first book sale this past Saturday, May 4th. It was a four-hour sale, and they were very successful! The Friends plan to have more fundraisers and book sales over the summer.

Other

We received the renewal notice for the New England Aquarium pass. The renewal is \$650, which has been the same price for the past two years. The Aquarium pass has been used 36 times throughout Fiscal Year 2019 and 68 times since the beginning of 2018. It is the most used pass when looking at statistics starting in January 2018. Another benefit of the Aquarium pass is that starting next summer, their passes will be available year-round!

I plan to launch Hoopla and Kanopy at the same time. Kanopy is ready to go, but Hoopla is still in the middle of its on-boarding process.

I have signed up for an ARIS workshop for June 17th. This year, the MBLC will be using a new software for the ARIS and Financial Report.

Attachments: *Variance Report, Donations/State Aid Report*

Filter by: Segment 1: 1001
Segment 2: 610

Parameters: Fiscal Year: 2019 Start Date: 7/1/2018 end: 6/30/2019

Ledger History - Variance - Expenditure Ledger

Account Number	Budget Encumbered	Transfer:		Allocated	Journal Entry:		Receipt:		Payment:		Ending	% Var.
		This Period To Date	To Date		This Period To Date	To Date	This Period To Date	To Date	This Period To Date	To Date		
1001-610-51100-051-000-000	63,464.00	0.00	0.00	63,464.00	0.00	0.00	0.00	0.00	-52,098.89		11,365.11	82.09
Library Director-Salary	0.00	0.00	0.00		0.00	0.00	0.00	0.00	-52,098.89			
1001-610-51200-051-000-000	110,932.00	0.00	0.00		0.00	0.00	0.00	0.00	-89,958.82		20,973.18	81.09
Library Staff Wages	0.00	0.00	0.00	110,932.00	0.00	0.00	0.00	0.00	-89,958.82			
1001-610-51210-051-000-000	8,976.00	0.00	0.00		0.00	0.00	0.00	0.00	-6,793.71		2,182.29	75.69
Part Time Wages	0.00	0.00	0.00	8,976.00	0.00	0.00	0.00	0.00	-6,793.71			
1001-610-52000-052-000-000	46,829.00	0.00	0.00		0.00	0.00	0.00	0.00	-41,616.40		5,212.60	88.87
Library Materials	0.00	0.00	0.00	46,829.00	0.00	0.00	0.00	0.00	-41,616.40			
1001-610-52120-052-000-000	1,020.00	0.00	0.00		0.00	0.00	0.00	0.00	-1,019.97		0.03	100.00
Technology	0.00	0.00	0.00	1,020.00	0.00	0.00	0.00	0.00	-1,019.97			
1001-610-52300-052-000-000	1,020.00	0.00	0.00		0.00	0.00	0.00	0.00	-994.59		25.41	97.51
Programs	0.00	0.00	0.00	1,020.00	0.00	0.00	0.00	0.00	-994.59			
1001-610-52400-052-000-000	18,389.00	0.00	0.00		0.00	0.00	0.00	0.00	-18,389.00		0.00	100.00
Dues	0.00	0.00	0.00	18,389.00	0.00	0.00	0.00	0.00	-18,389.00			
1001-610-52418-052-000-000	1,500.00	0.00	0.00		0.00	0.00	0.00	0.00	-1,500.00		0.00	100.00
Training	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	-1,500.00			
1001-610-52702-052-000-000	4,162.00	0.00	0.00		0.00	0.00	0.00	0.00	-4,161.67		0.33	99.99
Supplies	0.00	0.00	0.00	4,162.00	0.00	0.00	0.00	0.00	-4,161.67			
9 Account(s) totaling:	256,292.00	0.00	0.00	256,292.00	0.00	0.00	0.00	0.00	-216,533.05		39,758.95	84.49

Filter by: Segment 1: 2402, 2703
Segment 3: 10400

Group as: 1111-.....,.....

Parameters: Fiscal Year: 2019 Start Date: 7/1/2018 end: 6/30/2019

Ledger History - Detail - General Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
Group 1: Segment 1: Fund Code: 2402 - OSR: Library Donations Fund						
Account: 2402-000-10400-000-000-000	CASH	Summary:	0.00	7,998.45	3,145.40	4,853.05
Tran. Type: Roll Over GL Bala	Block/Batch:	Posted: 07/01/2018		6,138.94	0.00	6,138.94
		By: epetillo	X-Post Source Ledger	6,138.94	0.00	6,138.94
Warrant: 19-03BW	Block/Batch: 07/26/2018/Bills 2	Posted: 07/26/2018		0.00	400.00	5,738.94
Tran. Type: Payable	Organization Pass	By: epetillo	X-Post Source Ledger	0.00	400.00	5,738.94
	Block/Batch: 07/2018	Zoo New England	Exp	0.00	400.00	5,738.94
Tran. Type: Receivable		Posted: 07/31/2018		116.49	0.00	5,855.43
		By: epetillo	X-Post Source Ledger	116.49	0.00	5,855.43
Tran. Type: Receivable	Block/Batch: 08/2018	Posted: 08/31/2018		655.25	0.00	6,510.68
		By: epetillo	X-Post Source Ledger	655.25	0.00	6,510.68
Warrant: 19-09BW	Block/Batch: Bills/09/06/2018	Posted: 09/06/2018		0.00	475.00	6,035.68
Tran. Type: Payable	Library Pass	By: epetillo	X-Post Source Ledger	0.00	475.00	6,035.68
	Block/Batch: 10/04/2018/Bills	Peabody Essex Museum	Exp	0.00	475.00	6,035.68
Tran. Type: Payable		Posted: 10/04/2018		0.00	950.00	5,085.68
		By: epetillo	X-Post Source Ledger	0.00	950.00	5,085.68
Warrant: 19-13BW	1 Voyager Ticket Package	Zoo New England	Exp	0.00	250.00	5,785.68
Tran. Type: Payable	Library Passbook Program Renewal	Museum of Science Boston	Exp	0.00	700.00	5,085.68
	Block/Batch: 10/18/2018/Bills	Posted: 10/18/2018		0.00	528.00	4,557.68
Tran. Type: Payable		By: epetillo	X-Post Source Ledger	0.00	528.00	4,557.68
	Reimbursement	Leonard L. Thomas	Exp	0.00	528.00	4,557.68
Tran. Type: Receivable	Block/Batch: 10/2018	Posted: 10/31/2018		116.49	0.00	4,674.17
		By: epetillo	X-Post Source Ledger	116.49	0.00	4,674.17
Warrant: 19-25BW	Block/Batch: 12/27/2018/Bills	Posted: 12/27/2018		0.00	100.00	4,574.17
Tran. Type: Payable	Childrens Craft	By: epetillo	X-Post Source Ledger	0.00	100.00	4,574.17
	Block/Batch: 12/2018	Christine H. Hardiman	Exp	0.00	100.00	4,574.17
Tran. Type: Receivable		Posted: 12/31/2018		405.69	0.00	4,979.86
		By: epetillo	X-Post Source Ledger	405.69	0.00	4,979.86
Tran. Type: Receivable	Block/Batch: 01/2019	Posted: 01/31/2019		345.59	0.00	5,325.45
		By: epetillo	X-Post Source Ledger	345.59	0.00	5,325.45

Group as: 1111-....-.....-.....

Parameters: Fiscal Year: 2019 Start Date: 7/1/2018 end: 6/30/2019

Ledger History - Detail - General Ledger

Tran. Name	Comment	Code: 2703 - GRNT: Library State Aid	Payee	Summary:	Beginning	Debit	Credit	Ending
Group 1: Segment 1: Fund								
Account: 2703-000-10400-000-000-000	CASH				0.00	10,620.81	7,137.23	3,483.58
Tran. Type: Roll Over GL Bala	Block/Batch:		Posted: 07/01/2018	By: epetrllo	X-Post Source Ledger	6,400.38	0.00	6,400.38
Warrant: 19-03BW	Block/Batch: 07/26/2018/Bills 2		Posted: 07/26/2018	By: epetrllo	X-Post Source Ledger	0.00	0.00	6,400.38
Tran. Type: Payable								
Reimbursement	Summer Reading Supplies		Posted: 08/23/2018	Meghan McCabe	X-Post Source Ledger	0.00	391.59	6,008.79
Warrant: 19-07BW	Block/Batch: 08/23/18/Bills		Posted: 08/23/2018	By: epetrllo	X-Post Source Ledger	0.00	304.11	5,704.68
Tran. Type: Payable								
Reimb 8/10/18	reimb			Meghan McCabe	X-Post Source Ledger	0.00	45.14	5,963.65
Reimbursment	Summer Reading Movie			Meghan McCabe	X-Post Source Ledger	0.00	8.97	5,954.68
8/15/18	harmonica workshop			Mike Rogers	X-Post Source Ledger	0.00	250.00	5,704.68
Warrant: 19-11BW	Block/Batch: Bills/09/20/2018		Posted: 09/20/2018	By: epetrllo	X-Post Source Ledger	0.00	273.99	5,430.69
Tran. Type: Payable								
Reimbursement	Craft supplies			Susan F. Nakanishi	X-Post Source Ledger	0.00	23.99	5,680.69
180906	Author Visit			Paul Dolton	X-Post Source Ledger	0.00	250.00	5,430.69
Warrant: 19-15BW	Block/Batch: 10/18/2018/Bills		Posted: 10/18/2018	By: epetrllo	X-Post Source Ledger	0.00	600.00	4,830.69
Tran. Type: Payable								
1180503146	Author Talk & Book Signing 11/8/18			Bruce Robert Coffin	X-Post Source Ledger	0.00	75.00	5,355.69
Program Fee	Hidden Gems & Hikes Through History Program			Alison O Leary	X-Post Source Ledger	0.00	75.00	5,280.69
Bond 72082366	Chrs D. Shramko Surety Bond 10/10/18-10/10/19			Norwood Insurance Agency	X-Post Source Ledger	0.00	450.00	4,830.69
Warrant: 19-19BW	Block/Batch: 11/15/2018/Bills		Posted: 11/15/2018	By: epetrllo	X-Post Source Ledger	0.00	300.00	4,530.69
Tran. Type: Payable								
0005	Fall Teen Yoga			Deborah Condon	X-Post Source Ledger	0.00	300.00	4,530.69
Tran. Type: Receivable	Block/Batch: 11/2018		Posted: 11/30/2018	By: epetrllo	X-Post Source Ledger	4,220.43	0.00	8,751.12
Warrant: 19-23BW	Block/Batch: 12/13/2018/Bills		Posted: 12/13/2018	By: epetrllo	X-Post Source Ledger	0.00	235.00	8,516.12
Tran. Type: Payable								
Performance Invol	Was susannah N. Martin a Witch? Performance			Christine Remus	X-Post Source Ledger	0.00	35.00	8,716.12
Member 1524256	Flex Pass Membership Renewal			Museum of Fine Arts Boston	X-Post Source Ledger	0.00	200.00	8,516.12
Warrant: 19-25BW	Block/Batch: 12/27/2018/Bills		Posted: 12/27/2018	By: epetrllo	X-Post Source Ledger	0.00	3,164.00	5,352.12
Tran. Type: Payable								
141606	Maintenance Agreement			Century Copier Specialists I	X-Post Source Ledger	0.00	425.00	8,091.12
5608	Annual Licenses			LibraryInsight Inc.	X-Post Source Ledger	0.00	2,739.00	5,352.12
Warrant: 19-29BW	Block/Batch: 01/24/2019/Bills		Posted: 01/24/2019		X-Post Source Ledger	0.00	125.00	5,227.12

Group as: 1111-....-....-....-....

Parameters: Fiscal Year: 2019 Start Date: 7/1/2018 end: 6/30/2019

Ledger History - Detail - General Ledger

Account: 2703-000-10400-000-000	Tran. Name	Comment	CASH	Payee	Summary:	Beginning	Debit	Credit	Ending
Tran. Type: Payable	Presentation	Academy Awards		By: epefrilio		X-Post Source Ledger			
Warrant: 19-35BW		Block/Batch: 03/07/2019/Bills		Francis B. Mendosa		Exp	0.00	125.00	5,227.12
Tran. Type: Payable				Posted: 03/07/2019			0.00	1,215.00	4,012.12
				By: epefrilio		X-Post Source Ledger			
Performance Fee		The Last Duo Performance 7/29/19		Daniel V. Stros		Exp	0.00	400.00	4,027.12
8970		Service 6/27/19 - Aliens		Sciencelars		Exp	0.00	365.00	4,462.12
Speaking & Signin		5/20/19 Event		Ann L. Phillipi		Exp	0.00	100.00	4,362.12
Performance		Crime Lab Case Files		Paul J. Zambella		Exp	0.00	150.00	4,212.12
Library Passes		2019 Library Pass Program		Lowell Spinners		Exp	0.00	150.00	4,062.12
Speaking Appera		Bringing Local History to Mystery		Edith Maxwell		Exp	0.00	50.00	4,012.12
Warrant: 19-37BW		Block/Batch: 03/21/2019/Bills		Posted: 03/21/2019			0.00	230.00	3,782.12
Tran. Type: Payable				By: epefrilio		X-Post Source Ledger			
Reimbursement		Book Expo Registration		Susan F. Nakanishi		Exp	0.00	75.00	3,937.12
Reimbursement		NELA & Book Expo		Meghan McCabe		Exp	0.00	155.00	3,782.12
Warrant: 19-41BW		Block/Batch: 04/18/2019/Bills		Posted: 04/18/2019			0.00	163.09	3,619.03
Tran. Type: Payable				By: epefrilio		X-Post Source Ledger			
142664-0021		Website		pair Networks Inc.		Exp	0.00	163.09	3,619.03
Warrant: 19-43BW		Block/Batch: 05/02/2019/Bills		Posted: 05/02/2019			0.00	135.45	3,483.58
Tran. Type: Payable				By: epefrilio		X-Post Source Ledger			
Reimbursement		Business Cards and Mileage to Rutland		Meghan McCabe		Exp	0.00	84.45	3,534.58
40119		Web Development		Cheryl K. Perkins and Assoc		Exp	0.00	51.00	3,483.58
Total Group 1: Segment 1: Fund							10,620.81	7,137.23	
Code: 2703 - GRNT. Library State Aid									

Group as: 1111-...-...-...-...

Parameters: Fiscal Year: 2019 Start Date: 7/1/2018 end: 6/30/2019

Ledger History - Detail - General Ledger

Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
		2 Account(s) totaling:	0.00	18,619.26	10,282.63	8,336.63