

Attendance: Jay Collins, Mary Lou Costello, Barbara Gauvin, Charles Herman, Kathleen

Prunier, Laurel Puchalski, Lee Thomas, Director Darcy Lepore

Christopher Shramko and Jamie Koulouras absent

Meeting was not recorded. One member of the public present.(Jan Dempsey)

Call to order at 6:05 p.m.

Minutes

- Minutes of June 12, 2019 were approved by majority vote as amended on a motion made by B. Gauvin, seconded by C. Herman. J. Collins and M. Costello abstained, having been absent from meeting.

Director's Report (see attached)

- K. Prunier made the motion, seconded by C. Herman to spend \$475 from State Aid to purchase the yearly pass for Peabody Essex Museum. Unanimously approved.
- Community focus group for the Strategic plan will be meeting soon. K. Prunier and M. Costello are Trustee representatives on the Focus group. D. Lepore has been working on updating the plan.

Treasurer's Report

- C. Shramko absent. Report from Bartholomew Financial had been sent for perusal prior to meeting. Portfolio doing well.

Other

- L. Thomas presented the proposals from Port Signs for the outdoor LAL sign. The sign will be laminate, not wood, which was considerably more expensive. There were two options provided: Option 1 priced at \$1,129.53 and Option 2 at \$889.82. Posts are not included in this price. L. Puchalski made the motion, seconded by B. Gauvin to have the Town purchase the Option 1 sign, as it was more similar to the other Town Complex signs. Motion carried unanimously.
- L. Thomas presented the proposals from Parker Fence for sign posts: for 4'X4' steel galvanized posts in cement footings, and removal of existing posts: \$1,800.00 Parker Fence has generously offered to donate the cost in appreciation of the Library!

Meeting was adjourned at 6:35 p.m. on a motion by J. Collins, seconded by K. Prunier and unanimously voted.

Next meeting will be held on August 14, 2019 at 6:00 p.m. in the Library Meeting room.

Respectfully submitted,

Laurel Puchalski, Secretary

Langley-Adams Library

Director's Report

July 10, 2019

2019 AUG 26 PM 5:52

TOWN CLERK
RECEIVED/POSTEDStatistics*Event Attendance Summary*

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

Library Sponsored Events
Events with or without Recorded Attendance

Department	Events	Hours	Children	Teen	Adult	Total
Adult	13	20.75	1	1	196	198
Children	17	13.00	29	0	16	45
All Ages	5	6.75	38	0	22	60
Outside Groups	1	1.50	0	0	0	0
Totals for Library Sponsored Events for Period	36	42.00	68	1	234	303

*

*In this case "Outside Groups" refers to the Friends of the Library meeting on June 29th. Six were actually in attendance.

The highest attended program in June was the return of Michael McGowan. He presented at Nichols Village this time in conjunction with the Library. There were 74 attendees.

The summer reading kick-off with Sciencetellers took place on June 27th with 27 attendees. The group was not large but all of the kids were enthusiastic about the interactive program. The Friends of the Library did a mini book sale/snack and bake sale, which worked well. We have also been getting steady sign-ups, recording of minutes, and attendance for the various programs taking place during the summer so far.

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

Number of Museums: 9

Museum	# of Uses	% of Total
New England Aquarium	10	32.3%
Massachusetts State Parks	6	19.4%
Zoo New England	5	16.1%
Boston Museum of Science	5	16.1%
CuriousCity Pop-Up Children's Museum	3	9.7%
Lowell Spinners Baseball	1	3.2%
Peabody Essex Museum	1	3.2%
USS Constitution Museum	0	0.0%
Museum of Fine Arts	0	0.0%
Total Uses During Period	31	100.0%

The museum passes were steadily used throughout June. The Aquarium was our most popular pass in June, and the State Parks pass usage picked up last month as well. CuriousCity is continuing through August 17th, so we will continue to count those through the summer.

Warrants

19-49 \$4,715.22

19-51 \$0

19-53 $\$125 + \$943.54 + \$598.18 = \$1,666.72$

Total \$6,381.94

Strategic Planning

I have been writing the strategic plan this past month! I would like Trustee input on the vision statement (including the wording and format) and a vote if that is necessary before the August meeting. What I have tentatively written is below:

Langley-Adams Library strives to be one of the best small libraries in Eastern Massachusetts. Through our efforts, community members will think of us first for their discovery of physical and virtual materials. At Langley-Adams Library patrons will receive personal and professional service that caters to their needs and interests. The Library will always provide a variety of programs to the community, making Langley-Adams Library a community center that brings people together.

Other

The Friends of the Library will be holding a book sale on Groveland Day similar to what they did in the spring. It will take place 10-2 that day, and it will be held at the Library.

We got our renewal for the Peabody Essex Museum for the year. The renewal is \$475. In FY19, the PEM pass was used 23 times. The PEM passes were 10.1% of the total use of museum passes in FY19.

Attachments:

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				
1001-610-51100-051-000-000	63,464.00	0.00	0.00	63,464.00	0.00	0.00	0.00	-63,464.00	0.00	100.00
Library Director Salary	0.00	0.00	0.00		0.00	0.00	0.00	-63,464.00		
1001-610-51200-051-000-000	110,932.00	0.00	0.00		0.00	0.00	0.00	-109,540.81		
Library Staff Wages	0.00	0.00	0.00	110,932.00	0.00	0.00	0.00	-109,540.81	1,391.19	98.75
1001-610-51210-051-000-000	8,976.00	0.00	0.00		0.00	0.00	0.00	-8,510.37		
Part Time Wages	0.00	0.00	0.00	8,976.00	0.00	0.00	0.00	-8,510.37	465.63	94.81
1001-610-52000-052-000-000	46,829.00	0.00	0.00		0.00	0.00	0.00	-46,828.97		
Library Materials	0.00	0.00	0.00	46,829.00	0.00	0.00	0.00	-46,828.97	0.03	100.00
1001-610-52120-052-000-000	1,020.00	0.00	0.00		0.00	0.00	0.00	-1,019.97		
Technology	0.00	0.00	0.00	1,020.00	0.00	0.00	0.00	-1,019.97	0.03	100.00
1001-610-52300-052-000-000	1,020.00	0.00	0.00		0.00	0.00	0.00	-994.59		
Programs	0.00	0.00	0.00	1,020.00	0.00	0.00	0.00	-994.59	25.41	97.51
1001-610-52400-052-000-000	18,389.00	0.00	0.00		0.00	0.00	0.00	-18,389.00		
Dues	0.00	0.00	0.00	18,389.00	0.00	0.00	0.00	-18,389.00	0.00	100.00
1001-610-52418-052-000-000	1,500.00	0.00	0.00		0.00	0.00	0.00	-1,500.00		
Training	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	-1,500.00	0.00	100.00
1001-610-52702-052-000-000	4,162.00	0.00	0.00		0.00	0.00	0.00	-4,161.67		
Supplies	0.00	0.00	0.00	4,162.00	0.00	0.00	0.00	-4,161.67	0.33	99.99
9 Account(s) totaling:	256,292.00	0.00	0.00	256,292.00	0.00	0.00	0.00	-254,409.38	1,882.62	99.27
	0.00							-254,409.38		

Filter by: Segment 1: 1001
Segment 2: 610

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 6/30/2020

Ledger History - Variance - Expenditure Ledger

Account Number	Encumbered	Transfer:		Allocated	Journal Entry:		Receipt:		Payment:		Ending	% Var.
		Budget	This Period		This Period	To Date	This Period	To Date	This Period	To Date		
1001-610-51100-051-000-000	64,733.00	0.00	0.00	64,733.00	0.00	0.00	0.00	0.00	-988.29	-988.29	63,744.71	1.53
Library Director-Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-988.29	-988.29	63,744.71	1.53
1001-610-51200-051-000-000	116,074.00	0.00	0.00	116,074.00	0.00	0.00	0.00	0.00	-1,745.14	-1,745.14	114,328.86	1.50
Library Staff Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,745.14	-1,745.14	114,328.86	1.50
1001-610-51210-051-000-000	9,357.00	0.00	0.00	9,357.00	0.00	0.00	0.00	0.00	-138.00	-138.00	9,219.00	1.47
Part Time Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-138.00	-138.00	9,219.00	1.47
1001-610-52000-052-000-000	48,696.00	0.00	0.00	48,696.00	0.00	0.00	0.00	0.00	-2,126.00	-2,126.00	46,570.00	4.37
Library Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-2,126.00	-2,126.00	46,570.00	4.37
1001-610-52120-052-000-000	1,045.00	0.00	0.00	1,045.00	0.00	0.00	0.00	0.00	0.00	0.00	1,045.00	0.00
Technology	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,045.00	0.00
1001-610-52300-052-000-000	1,045.00	0.00	0.00	1,045.00	0.00	0.00	0.00	0.00	0.00	0.00	1,045.00	0.00
Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,045.00	0.00
1001-610-52400-052-000-000	18,530.00	0.00	0.00	18,530.00	0.00	0.00	0.00	0.00	-18,530.00	-18,530.00	0.00	100.00
Dues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-18,530.00	-18,530.00	0.00	100.00
1001-610-52418-052-000-000	2,050.00	0.00	0.00	2,050.00	0.00	0.00	0.00	0.00	0.00	0.00	2,050.00	0.00
Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,050.00	0.00
1001-610-52702-052-000-000	4,250.00	0.00	0.00	4,250.00	0.00	0.00	0.00	0.00	0.00	0.00	4,250.00	0.00
Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,250.00	0.00
1001-610-57000-057-000-000	1,700.00	0.00	0.00	1,700.00	0.00	0.00	0.00	0.00	0.00	0.00	1,700.00	0.00
4/29/19 ATM Article 27: Replace Library Sign	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,700.00	0.00
10 Account(s) totaling:	267,480.00	0.00	0.00	267,480.00	0.00	0.00	0.00	0.00	-23,527.43	-23,527.43	243,952.57	8.80

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

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

Ledger History - MidLevel - General Ledger

Warrant	Block/Batch	Posted	Tran. Type	By	Beginning	Debit	Credit	Ending
Account: 2402-000-10400-000-000-000		CASH			Summary: 0.00	8,372.54	3,941.25	4,431.29
19-03BW	07/26/2018/Bills 2	07/26/2018	Roll Over GL Bala	epetrillo		6,138.94	0.00	6,138.94
	07/2018	07/31/2018	Payable	epetrillo		0.00	400.00	5,738.94
	08/2018	08/31/2018	Receivable	epetrillo		116.49	0.00	5,855.43
19-09BW	Bills/09/06/2018	09/06/2018	Receivable	epetrillo		655.25	0.00	6,510.68
19-13BW	10/04/2018/Bills	10/04/2018	Payable	epetrillo		0.00	475.00	6,035.68
19-15BW	10/18/2018/Bills	10/18/2018	Payable	epetrillo		0.00	950.00	5,085.68
	10/2018	10/31/2018	Receivable	epetrillo		0.00	528.00	4,557.68
19-25BW	12/27/2018/Bills	12/27/2018	Payable	epetrillo		116.49	0.00	4,674.17
	12/2018	12/31/2018	Receivable	epetrillo		0.00	100.00	4,574.17
	01/2019	01/31/2019	Receivable	epetrillo		405.69	0.00	4,979.86
	03/2019	03/31/2019	Receivable	epetrillo		345.59	0.00	5,325.45
19-41BW	04/18/2019/Bills	04/18/2019	Payable	epetrillo		220.00	0.00	5,545.45
	04/2019	04/30/2019	Receivable	epetrillo		0.00	692.40	4,853.05
19-51BW	06/27/2019/Bills	06/27/2019	Payable	epetrillo		374.09	0.00	5,227.14
19-53BW	06/30/2019/Bills	06/30/2019	Payable	epetrillo		0.00	197.67	5,029.47
Account: 2703-000-10400-000-000-000		CASH			Summary: 0.00	14,972.36	10,850.55	4,121.81
19-03BW	07/26/2018/Bills 2	07/26/2018	Roll Over GL Bala	epetrillo		6,400.38	0.00	6,400.38
19-07BW	08/23/18/Bills	08/23/2018	Payable	epetrillo		0.00	391.59	6,008.79
19-11BW	Bills/09/20/2018	09/20/2018	Payable	epetrillo		0.00	304.11	5,704.68
19-15BW	10/18/2018/Bills	10/18/2018	Payable	epetrillo		0.00	273.99	5,430.69
19-19BW	11/15/2018/Bills	11/15/2018	Payable	epetrillo		0.00	600.00	4,830.69
	11/2018	11/30/2018	Receivable	epetrillo		0.00	300.00	4,530.69
19-23BW	12/13/2018/Bills	12/13/2018	Payable	epetrillo		4,220.43	0.00	8,751.12
19-25BW	12/27/2018/Bills	12/27/2018	Payable	epetrillo		0.00	235.00	8,516.12
19-29BW	01/24/2019/Bills	01/24/2019	Payable	epetrillo		0.00	3,164.00	5,352.12
19-35BW	03/07/2019/Bills	03/07/2019	Payable	epetrillo		0.00	125.00	5,227.12
19-37BW	03/21/2019/Bills	03/21/2019	Payable	epetrillo		0.00	1,215.00	4,012.12
19-41BW	04/18/2019/Bills	04/18/2019	Payable	epetrillo		0.00	230.00	3,782.12
	04/2019	04/30/2019	Receivable	epetrillo		0.00	163.09	3,619.03
19-43BW	05/02/2019/Bills	05/02/2019	Payable	epetrillo		4,351.55	0.00	7,970.58
19-45BW	05/16/2019/Bills	05/16/2019	Payable	epetrillo		0.00	135.45	7,835.13
19-47BW	05/30/2019/Bills	05/30/2019	Payable	epetrillo		0.00	179.79	7,655.34
						0.00	745.00	6,910.34

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

Ledger History - MidLevel - General Ledger

Account:	Warrant	Block/Batch	Posted	Tran. Type	By	Summary:	Beginning	Debit	Credit	Ending
2703-000-10400-000-000-000			CASH				0.00	14,972.36	10,850.55	4,121.81
19-51BW		06/27/2019/Bills	06/27/2019	Payable	epetritlo			0.00	1,719.99	5,190.35
19-53BW		06/30/2019/Bills	06/30/2019	Payable	epetritlo			0.00	1,068.54	4,121.81
2 Account(s) totaling:							0.00	23,344.90	14,791.80	8,553.10