

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. **Call to order** at 6:04 p.m.

Minutes

- Minutes of July 10, 2019 were approved.

Director's Report (see attached)

- Hoopla and Kanopy programs have been well-received by patrons. More circulation expected once vacation season is over and cooler weather arrives.
- ARIS report is completed and has been submitted. Waiting for the Financial Director to supply financial numbers in order to complete the Financial Report.
- Strategic Plan 2021-2025 was distributed and discussed. A big thank you to Director Darcy Lepore and the Focus group (including Board members M. Costello and K. Prunier) for compiling the report. L. Puchalski made the motion, seconded by B. Gauvin to accept the Strategic Plan 2021-2025 as amended. Unanimously voted.

Treasurer's Report

- C. Shramko absent. No report.

Other

- L. Thomas reported the outdoor LAL sign has been completed and is waiting delivery. Parker Fence will measure the sign and install posts before summer ends.
- Board elections will be held in October.
- Director's contract will be reviewed before upcoming budget plans in the fall. It was decided to conduct a comparison salary study through MVLC.
- Groveland Day: Friends will be hosting a Book Sale in the meeting room, and two staff members will be manning an information table at the Pines.

Meeting was adjourned at 6:40 p.m. on a motion by C. Herman, seconded by M. Costello and unanimously voted.

Next meeting will be held on September 11, 2019 at 6:00 p.m. in the Library Meeting room.

Respectfully submitted,

Laurel Puchalski, Secretary

Langley-Adams Library
Director's Report
August 14, 2019

Statistics

Event Attendance Summary

Reporting Period: July 1, 2019 through July 31, 2019

Library Sponsored Events
Events with or without Recorded Attendance

Department	Events	Hours	Children	Teen	Adult	Total
Adult	11	21.50	9	2	134	145
Children	22	21.50	46	1	28	75
All Ages	5	8.00	12	0	6	18
Young Adult	1	1.00	0	3	0	3
Totals for Library Sponsored Events for Period	39	52.00	67	6	168	241

Our highest attended event in July 2019 was the outside concert for The Last Duo. There were 78 people in attendance, including all age groups.

The following chart is a report of our museum pass statistics for July.

Reporting Period: July 1, 2019 Through July 31, 2019

Number of Museums: 9

Museum	# of Uses	% of Total
Massachusetts State Parks	10	31.3%
Boston Museum of Science	7	21.9%
New England Aquarium	6	18.8%
Zoo New England	3	9.4%
Museum of Fine Arts	3	9.4%
CuriousCity Pop-Up Children's Museum	2	6.3%
Lowell Spinners Baseball	1	3.1%
USS Constitution Museum	0	0.0%
Peabody Essex Museum	0	0.0%
Total Uses During Period	32	100.0%

The Mass Parks Pass usage has increased a great deal throughout the summer, and the New England

Aquarium's summer passes have given us extra circulations.

In July, staff answered **409 reference questions** and the door counter read **3,094 people**. The reference questions increased from June and the door counter statistic was about the same in June.

We have had had **23 circulations on Hoopla** in June and July, and **17 circulations on Kanopy** in the same time period. These are fairly positive numbers, because they add a decent amount of circulations and don't deplete too much of the money we invested in Hoopla and Kanopy initially. Our Hoopla balance is \$939 and our Kanopy balance is \$973. Both services are still being actively advertised.

FY19 Stats

Reporting Period: July 1, 2018 Through June 30, 2019

Number of Museums: 9

Museum	# of Uses	% of Total
New England Aquarium	52	22.9%
Boston Museum of Science	42	18.5%
Massachusetts State Parks	41	18.1%
Zoo New England	30	13.2%
Museum of Fine Arts	25	11.0%
Peabody Essex Museum	23	10.1%
CuriousCity Pop-Up Children's Museum	7	3.1%
Lowell Spinners Baseball	6	2.6%
USS Constitution Museum	1	0.4%
Total Uses During Period	227	100.0%

These statistics were included in our circulation numbers for the ARIS.

Program statistics in FY19:

Adult Programs – 141 – 1,590 in attendance

Young Adult Programs – 30 – 141 in attendance

Children's Programs – 232 – 1,257 in attendance

It is important to note that children, adults, and teens all attend each other's programs and those numbers all factor in to the total attendance above.

Reference Questions in FY19: 3,700

Total Door Counter for FY19: 33,047

Website Hits in FY19: 18,382

Circulation Total in FY19: 44,418

Warrants

20-01 \$20,656 (MVLC Dues)

20-03 $\$1,527.88 + \$316.43 + \$419.35 + \$492.64 + \$630.36 = \$3,386.66$

Total \$24,042.66

State Aid

The ARIS was sent to MBLC on Friday 8/2 (digitally) and Monday, 8/5 (paper). Uechi Ng of MBLC confirmed receipt of both on 8/9. The Financial Report opened on 8/8. It is nearly complete. I am just waiting on some numbers from the Finance Director.

Staffing

Cam Santos worked his last day this Monday before going off to college. The page position is posted and I am currently scheduling interviews.

Strategic Planning

The draft sent to you all was reviewed and approved by the focus group on 8/1/2019. From here the Strategic Plan needs to be approved by the Board of Trustees and submitted by October 1st, but my hope is to submit it before September.

Other

Packets for new patrons have been created. These packets include current calendars, information from MVLC, information about our digital services (Freegal, Hoopla, Kanopy, Libby/Overdrive), and information about the Friends. Whenever new patrons sign up for a library card they receive a packet.

I registered for a Library Directors' Bootcamp webinar series through ALA that takes place on Mondays between 9/16 and 9/30. At ALA in June, the webinar instructors presented their new book *The Public Library Director's Toolkit*, and explained that they will be doing this great series. I am also looking for similar programs for other staff to partake in.

Attachments: Variance report through July 2019

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 To Date		This Period To Date	This Period To Date	This Period To Date	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	-3,459.03	61,273.97	5.34	
Library Director-Salary	0.00	0.00	0.00		0.00	0.00	0.00	0.00	-3,459.03			
1001-610-51200-051-000-000	116,074.00	0.00	0.00		0.00	0.00	0.00	0.00	-6,110.42			
Library Staff Wages	0.00	0.00	0.00	116,074.00	0.00	0.00	0.00	0.00	-6,110.42	109,963.58	5.26	
1001-610-51210-051-000-000	9,357.00	0.00	0.00		0.00	0.00	0.00	0.00	-402.00			
Part Time Wages	0.00	0.00	0.00	9,357.00	0.00	0.00	0.00	0.00	-402.00	8,955.00	4.30	
1001-610-52000-052-000-000	48,696.00	0.00	0.00		0.00	0.00	0.00	0.00	-4,001.88			
Library Materials	0.00	0.00	0.00	48,696.00	0.00	0.00	0.00	0.00	-4,001.88	44,694.12	8.22	
1001-610-52120-052-000-000	1,045.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00			
Technology	0.00	0.00	0.00	1,045.00	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		0.00	0.00	0.00	0.00	0.00			
Programs	0.00	0.00	0.00	1,045.00	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		0.00	0.00	0.00	0.00	-18,530.00			
Dues	0.00	0.00	0.00	18,530.00	0.00	0.00	0.00	0.00	-18,530.00	0.00	100.00	
1001-610-52418-052-000-000	2,050.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00			
Training	0.00	0.00	0.00	2,050.00	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		0.00	0.00	0.00	0.00	-880.42			
Supplies	0.00	0.00	0.00	4,250.00	0.00	0.00	0.00	0.00	-880.42	3,369.58	20.72	
1001-610-57000-057-000-000	1,700.00	0.00	0.00		0.00	0.00	0.00	0.00	-600.00			
4/29/19 ATM Article 27: Replace Library Sign	0.00	0.00	0.00	1,700.00	0.00	0.00	0.00	0.00	-600.00	1,100.00	35.29	
10 Account(s) totaling:	267,480.00	0.00	0.00	267,480.00	0.00	0.00	0.00	0.00	-33,983.75	233,496.25	12.71	