

Langley Adams Library  
Board of Trustees  
Meeting Minutes 12/12/19

TOWN OF GROVELAND  
2020 JAN 13 PM 6:36  
TOWN CLERK  
RECEIVED/POSTED

**Attendance:** Jay Collins, Barbara Gauvin, Charles Herman, Laurel Puchalski, Lee Thomas, and Director Darcy Lepore

Mary Lou Costello, Jamie Koulouras, Kathleen Prunier, and Christopher Shramko absent.

Meeting was not recorded.

**Call to order** at 6:05 p.m.

**Minutes**

- Minutes of 11/13/19 could not be approved as there was not a quorum of those present at said meeting.

**Director's Report (see attached)**

- B. Gauvin made the motion, seconded by L. Puchalski and unanimously voted to approve \$425 from State Aid to renew contract with Century Copier.
- Friends of the Library purchased the pass for CuriousCity.
- C. Herman made the motion, seconded by J. Collins to approve the FY21 Budget request. Unanimously approved.

**Treasurer's Report**

(No report given)

**Other**

- L. Puchalski reported on installation of solar lighting for new sign. Tall pine tree would interfere with solar functioning.
- L. Thomas reported that Parker Fence has received legal donation papers from Town.

**Meeting** was adjourned at 6:35 p.m. on a motion by B. Gauvin, seconded by C. Herman and unanimously voted.

**Next meeting** will be held on January 8, 2020 at 6:00 p.m. in the Library Meeting room.

Respectfully submitted,

Laurel Puchalski, Secretary



**Langley-Adams Library  
Director's Report  
December 12, 2019**

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**Statistics**

*Event Attendance Summary*

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

**Library Sponsored Events  
Events with or without Recorded Attendance**

Department	Events	Hours	Children	Teen	Adult	Total
Adult	12	18.00	0	0	72	72
Children	22	22.50	41	0	30	71
Young Adult	3	3.75	0	1	0	1
Totals for Library Sponsored Events for Period	37	44.25	41	1	102	144

**Events of Note in November:**

11/4: Peter Zheutlin: The Dog Went Over the Mountain (18 attendees)

11/18: Crime Stories with Paul Zambella (21 attendees)

November Reference Questions: 272

November Door Count: 2279

October & November Hoopla Count: 40

October & November Kanopy Count: 29

**Museum Pass Stats for November:**

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

Number of Museums: 9

Museum	# of Uses	% of Total
New England Aquarium	7	43.8%
Peabody Essex Museum	3	18.8%
CuriousCity Pop-Up Children's Museum	3	18.8%
Boston Museum of Science	2	12.5%
Museum of Fine Arts	1	6.3%
Zoo New England	0	0.0%
USS Constitution Museum	0	0.0%
Massachusetts State Parks	0	0.0%
Lowell Spinners Baseball	0	0.0%
Total Uses During Period	16	100.0%

\*Note: The Zoo New England and Lowell Spinners passes are not currently active. The Zoo passes will be active again when

they receive our payment and send us our passes.

### **Warrants**

20-19     $\$295.77 + \$93.29 + \$3,820.93 = \$4,209.99$

20-21     $\$827.81 + \$250 = \$1,077.81$

Total     $\$5,287.80$

### **Budget**

The budget draft is included in the documents for this report. The budget is presented in a different format than previous years because the data has been exported from a new software system that Town departments are using called ClearGov. Wage and salary increases are not currently included in the budget as the Finance Director indicated in this year's Budget Package.

### **Other**

I received the annual invoice for our contract with Century Copier Specialists. This contract covers any maintenance, new parts, and ink needed for the copy machine. For the past two years, because of the contract we have been able to call Century Copier Specialists whenever we need assistance with our copy machine. The contract has been a great asset. The renewal cost is \$425.

We will also be receiving an invoice from MVLC for Wowbrary in the coming weeks for \$375. As a reminder, this is a weekly newsletter and/or a website and/or a widget we can put on our website that lists all of the library's new materials each week.

The Friends agreed to purchase CuriousCity passes for \$50.

As per our Strategic Plan, I have started to work with Michael Dempsey on a new CPA request. The project includes hardware, software, and labor that are required for a large scanning project of our archival materials. Mr. Dempsey will be implementing this project and the project is to take place throughout Fiscal Year 2021.

Meghan received a two-year grant for an application called Beanstack. This will be used toward the summer reading program for patrons to track their reading for the next two years.

**Attachments:** Budget Documents (Excel Workbook, Cover Sheet, Extra Cover Sheet for items greater than 2%),

**Langley-Adams Library**  
**185 Main Street**  
**Groveland, MA 01834**

**To:** Denise M. Dembkoski, Finance Director  
**Cc:** William Dunn, Chair, Board of Selectmen  
James Scanlon, Chair, Finance Board

**From:** Board of Library Trustees  
Darcy Lepore, Library Director

**Date:** December 27, 2019

**RE:** Fiscal Year 2021 Budget Request – Separate Cover Letter

In the Fiscal Year 2021 Budget Request for Langley-Adams Library, a few of the line items are budgeted for higher than 2%. There are a few reasons for these numbers.

1. The Materials line item requires an increase of 3.7%. According to Massachusetts General Law (M.G.L., c.78, s.19A), a library must spend 19% of the previous year's total allocated budget to qualify for State Aid and certification. The number requested is the required number according to Massachusetts General Law.
2. The Library requests a 4% increase in our Training budget line. Library staff continue to attend various trainings throughout the state and the country, such as the New England Library Association Conference and the American Library Association Annual Meeting. Sending staff to these training events directly benefits the community, because staff always return with new ideas of materials, programs, and technology to provide to patrons.

Thank you for your consideration.



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**From:** Board of Library Trustees  
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**Date:** December 27, 2019

**RE:** Fiscal Year 2021 Budget Request

**Budget Cover Letter**

Langley-Adams Library continuously provides dedicated, free service to the citizens of Groveland every year. We strongly believe in community development, one of the Town of Groveland's biggest goals. The Library provides materials, programs for all ages, technology, and a space for our patrons when they need it. Our materials and programs are diverse. They are entertaining, but they are also educational. What we provide to the public enhances our patrons' sense of community. Our Fiscal Year 2021 budget request reflects these facts. With the increases noted in our budget request, we will be able to continue to provide services that not only enrich the minds of our patrons, but also bring our community together.

**Significant Changes or New Initiatives**

In Fiscal Year 2020, Langley-Adams Library started to provide more digital resources to the citizens of Groveland. We invested in both Hoopla and Kanopy, which provide movies, ebooks, digital audiobooks, and more. This investment is part two goals: 1) to reach a wider population of patrons that may not always come to the library physically, and 2) to provide modern resources to the citizens of the Town.

### **Mission Statement**

The Langley Adams Library's mission is to provide a wide range of information and materials, using traditional and innovative methods, for all ages, to promote, encourage, and support the diverse needs within the community. The Library also provides a friendly space for the community that will encourage curiosity, free inquiry, and lifelong learning. The Library Staff and Trustees are dedicated to providing the best service to all patrons.

### **Goals for Fiscal Year 2021**

- 1) To continue to provide updated technology and digital resources to our patrons and citizens of the Town of Groveland.
- 2) To have digitized of our archival materials by the end of Fiscal Year 2021. The community will have in depth access to our archival collection via a catalog or database.
- 3) To continue to send staff to trainings and conferences so that they can bring back ideas for new products, materials, technology, and programs. The ideas that staff bring back directly benefit the goal of community development because they translate to services that the Library provides to the community.

### **Operating Detail Checklist**

- ✓ Budget cover letter
- ✓ Mission Statement
- ✓ Goals for FY20
- ✓ Personnel headcount (Noted in the "Description" section on ClearGov)



Department Requested	Account Description	ACCOUNT ID	FY2020	FY21 Value	FY21 Percent
Library					
Salaries					
	Library Director-Salary	1001-610-51100-051	\$ 64,733.00	\$ 64,733.00	0
	Library Staff Wages	1001-610-51200-051	\$ 116,074.00	\$ 116,074.00	0
	Part Time Wages	1001-610-51210-051	\$ 9,357.00	\$ 9,357.00	0
	Total Salaries:		\$ 190,164.00	\$ 190,164.00	0
Expenses					
	Library Materials	1001-610-52000-052	\$ 48,696.00	\$ 50,499.00	3.7
	Technology	1001-610-52120-052	\$ 1,045.00	\$ 1,065.90	2
	Programs	1001-610-52300-052	\$ 1,045.00	\$ 1,065.90	2
	Dues	1001-610-52400-052	\$ 18,530.00	\$ 18,900.60	2
	Training	1001-610-52418-052	\$ 2,050.00	\$ 2,132.00	4
	Supplies	1001-610-52702-052	\$ 4,250.00	\$ 4,335.00	2
	Total Expenses:		\$ 75,616.00	\$ 77,998.40	3.15
	Total Library:		\$ 265,780.00	\$ 268,162.40	0.9

