Present: Rita H. Smith - Chairman  
Diane Giuditta  
Mary Veillette  
Peter Vaccarelli  
John Moriarty  

Also Present: Jo-Ann LoRusso, Library Director  
Rachel Primus, Recording Clerk  

Absent: Meg Vance  

Rita Smith called the meeting to order with the Pledge of Allegiance at 4:30 P.M.  

Approval of December 12, 2023 Meeting Minutes  
VOTED: Unanimously on a motion by Mary Veillette and seconded by Diane Giuditta to APPROVE the December 12, 2023 meeting minutes.  

Trustee Reports  
• Treasurer’s Report  
Mary Veillette read the report into the record. There were no changes in the Brick Sales and room naming opportunities account during December 1, 2023 through December 31, 2023.  
Total brick sales to date = $55,435.00  
Total expenses to date = $30,235.45  
Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = $25,199.55.  

VOTED: Unanimously on a motion by John Moriarty and seconded by Diane Giuditta to APPROVE the Treasurer’s Report.  

• Secretary’s Report  
None  

• Director’s Report  
JoAnn Lorusso said she emailed everyone a copy of her report. There were no questions on the statistics for December. She reviewed the January calendar of events. JoAnn Lorusso said that the Naugatuck Valley Council of Governments has reached out to the younger residents regarding the importance of recycling. She felt it was important to work with outside agencies. Included in her report was the Annual Report which provided a snapshot of 2022-2023. This will be given to the town as required. It talks about grants, patrons, digital collection and trustees. JoAnn Lorusso said she will provide a copy to the Board of Finance when she presents her budget later this month. She also talked about the Palace Project which continues to support the State Library.
VOTED: Unanimously on a motion by Peter Vaccarelli and seconded by Mary Veillette to APPROVE the Director’s Report.

Old Business
None

New Business
- Discussion on Study Room Policy
Rita Smith explained at the last meeting a Middlebury resident had attended the meeting and expressed concerns regarding the study room policy. She had asked the Board to look at the policy. She said they can have a discussion if changes are necessary or if they would like to keep it as is. Diane Giuditta said the Region 15 policy was very interesting. Peter Vaccarelli, Mary Veillette and Diane Giuditta all agreed they would prefer to leave the policy as is. Diane Giuditta noted there are no surrounding town libraries that have closed doors available. She asked if there was a possibility to add more tables. Mary Veillette felt there were enough tables available. She doesn’t feel that business’s should be utilizing the study rooms. JoAnn Lorusso noted Region 15 offers the school for studying. Mar Veillette felt any changes would open up for abuse unfortunately.
VOTED: Unanimously on a motion by Peter Vaccarelli and seconded by Mary Veillette to LEAVE the study room policy as adopted on April 11, 2023 in place and if necessary come back at a later date to make changes.

Public Comment
None

Adjournment
VOTED: Unanimously on a motion by Mary Viellette and seconded by Diane Giuditta to ADJOURN to meeting at 4:45 PM.

These minutes are submitted subject to approval.
Respectfully submitted,
Rachel Primus
Recording Clerk

Attachments
Cc: Library Board of Trustees
    Library Director
    Town Clerk
TREASURER’S REPORT

TO:       Middlebury Public Library Board of Trustees
FROM:     Mary C. Veillette, Treasurer
DATE:     January 8, 2024

RE: Report for the period December 1, 2023 through December 31, 2023.

There were no changes in the Brick Sales and Room Naming Opportunities accounts during the period December 1, 2023 through December 31, 2023.

Total Brick Sales to date: $55,435.00
Total Expenses to date: $30,235.45

Balance in Fund 61 – Brick Sales and Room Naming Opportunities account: $25,199.55

Respectfully,

Mary C. Veillette, Treasurer
To: Middlebury Public Library Board of Trustees

From: Jo-Ann LoRusso, Library Director

RE: Director’s Report  

January 9, 2023

Statistics for December 2023  

(Calendar)

Calendar of January Events  

(Calendar)

Middlebury Public Library Patron Appreciation  

(Handout)

Annual Report Fiscal Year 23  

(Report)

The Palace Project

Under Conn. Gen. Stat. 11-31b all residents of CT who hold a valid library card issued by their home library may borrow any physical item from any library in the state. E-content does not apply. However, the Connecticut State Library patriciates in the Place Project which has more than 15,000 digital titles that are ready for access to all CT residents at no cost using the Palace app. Plus, patrons who hold a valid library card in their hometown may download electronic resources from their library using the Libby app.
### December 2023

<table>
<thead>
<tr>
<th>Collection Size</th>
<th>69,523</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Circulation</td>
<td>2,784</td>
</tr>
<tr>
<td>Active Cards</td>
<td>2,677</td>
</tr>
<tr>
<td>New Residents</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Number of Programs</th>
<th>Number of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Programs</td>
<td>7</td>
<td>30</td>
</tr>
<tr>
<td>General Programs</td>
<td>3</td>
<td>24</td>
</tr>
<tr>
<td>YA/Teen Programs</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Children's Programs</td>
<td>15</td>
<td>128</td>
</tr>
<tr>
<td>Family Programs</td>
<td>10</td>
<td>66</td>
</tr>
<tr>
<td><strong>Total Programs</strong></td>
<td><strong>37</strong></td>
<td><strong>250</strong></td>
</tr>
</tbody>
</table>
Dear Jo-Ann and Melissa,

Thank you so much for everything you and the Middlebury Public Library did to arrange and make my reading and book signing such a wonderful event! It was so nice to have a place right in my hometown where I could greet friends and readers and showcase the details and techniques that went into writing *Bold, Brave, and Breathless: Revealing in Childhood's Splendiferous Glories While Facing Disability and Loss*, and my family and I are still marveling at the incredible crowd that gathered. I hope to celebrate more book releases at the library in the future, and I hope you have a wonderful holiday season!

Sincerely,

Meg

Margaret Anne Mary Moore, author of

*Bold, Brave, and Breathless:*

*Revealing in Childhood's Splendiferous Glories While Facing Disability and Loss*
COMMUNITY THAT CARES

Middlebury Public Library sent out 46 “Thank you for your service” cards and 46 “Happy holidays” cards to Veterans.

Wishing you a wonderful holiday season!

Warm wishes,
The Middlebury Public Library staff

Thank you, friends of the veterans, for the very special veteran's day cards. Your thoughtfulness brightened the day for many veterans who are unable to attend special events in their honor.

The holiday flag and snow covered tree cards with your sender's name brighten their season during the holidays and all year long.

Mary Allingham
Thank you for all your help with my PowerPoint presentation.

Season's Greetings

I now lecture around the country with a professional slide presentation.

Thank you for your support.

Season's Greetings

My slide show is now great.
I have been lecturing around the country with my professional looking Power Point. Thanks,

---

Dear Miss Jami,

Thank you so much for the wonderful classes.

Happiest Holidays!

Love,

Selene,
Athena &
Family

---

Dear Ms. Jolia,

Happiest holidays!

---

Thank you for being super awesome and the stickers!

Lee,
Selene,
Athena,
and Family

---
Naugatuck Valley Council of Governments is with NVCOG Reduce the Trash.
December 28, 2023 at 4:30 PM · 🌟

NVCOG was at the Middlebury Public Library for our Green Storytime event where we read an eco-friendly book 📚 and had residents participate in Recycling activities. Thank you to all who came to support education on how to reduce the trash! 😊

Special thanks to the Library Director, Jo-Ann LoRusso, for helping us put this event together.
#CommunityEngagement
The Middlebury Public Library's mission is to provide information, resources and services that educate, enlighten, entertain, and inspire our community to learn at every age. We continually strive to serve the community by offering a platform for learning in a rapidly changing world of technology.

Circulation

The Middlebury Public Library's collection size increased to 74,662 items and circulation of 39,163 physical materials over last fiscal year. Adult Fiction was the second largest category to circulate while Children's Fiction was most popular. See Print Circulation graph.
Another service to our patrons that the Library provides is borrowing items from other libraries. Individual patrons and local book clubs can request items. In 2022-203 fiscal year, patrons borrowed a total of 1,377 items from other libraries. Book discussion groups both Adult and Juvenile requested 438 items during this fiscal year proving their need in our community. See Interlibrary Loan graph.

Interlibrary Loans
July 1, 2022 - June 30, 2023

[Bar graph showing Statewide Borrowed, Within Library System Borrowed, and Book Discussion Borrowed]
Programming

The Middlebury Public Library hosted 373 programs that were attended by 3,704 people of all ages. Book discussions, story times, outdoor story walks, tailgate bingo, scavenger hunts, local artist exhibits, and free internet access on library grounds were offered to engage our community. See Total Programs by Age Group graph and Programs Attendance by Age Group graph for a detailed breakdown.
Children's programming consisted of Region 15 field trips throughout the year including First Library Card for First Graders and a Middlebury Elementary School (MES) Family Night at the Library. Summer themed reading challenges and programming were offered to all ages- birth to 100.

Adult programming consisted of 109 programs. The most popular were author talks, MPL monthly book discussions, and Friday movies.
Grants

$2,000 FIT 345 Summer Enrichment Grant

The Middlebury Public Library received $2,000 for FIT 345 Summer Enrichment Grant for children grades 3, 4, and 5. The Library offered an 8-week series of outdoor exercise classes at the Library with certified fitness instructors from Active and Anchored, Naugatuck, CT and the Greater Waterbury YMCA, Waterbury, CT, to help children improve their mental wellness. Our goal was for children to learn new ways to relieve stress and improve their mental wellbeing. Distribution of self-care kits to participants was included in the grant along with adding supplemental materials to our mental wellness collection.

$6,839 Fiber to Libraries Grant: Phase 1

Fiber to Libraries Grant: Phase 1 awarded by the Connecticut State Library was designed to help libraries who already have an internet connection with the Connecticut Education Network (CEN). This award provided a network infrastructure assessment to help identify the performance of the existing CEN internet connection at the Library. The network assessment was completed by Novus Insight on September 20, 2022.

Overall the Library's network is meeting the needs of the Middlebury community. The main recommendation was to upgrade to Cat-6, replace the current Comcast wireless modem and Wi-Fi with a centralized managed solution, consolidate the switches into a new FS switch, and add additional equipment for future technology growth. The estimated cost is $49,668.30. The Middlebury Public Library has applied for the Fiber to Library Grant: Phase 2 to address these recommendations. The Connecticut State Library Board will announce Phase 2 grant awards in the next fiscal cycle (July 2023).
**Patrons**

We welcomed 342 new residents to the Library. May 2023 had the highest number of new library cards at 85. This increase was a result of the Middlebury Elementary School (MES) field trip called First Library Card for First Graders reading initiative. See New Middlebury Patrons Registered graph.

**Digital Collection**

The Middlebury Public Library’s digital collection continues to gain in popularity with adult and teen patrons. Popular titles are becoming readily available in both eBook and eAudio formats with Adult titles being the most downloaded. See Total Electronic Circulation graph.
Operating Budget

The Middlebury Public Library’s annual operating budget was $458,071. This appropriation of funds was solely for the operating expenses of the Library.

Library Staff

The current staff consists of a team of seven dedicated professionals who demonstrate a futuristic mindset.

Jo-Ann C. LoRusso, MLS
Library Director

Melissa Lefebvre, MLS
Adult Services Coordinator

Julia Conant, BA
Digital Marketing and Technology Coordinator

Jami Richardson, MS
Part time Children’s Librarian Assistant

Giselle Boyadjian, MLS
Part time Circulation Librarian Assistant

Noreen Quinn, BS
Part time Children’s Librarian Assistant

Mary Culhane, MS
Substitute Librarian Assistant
Library Hours

Monday, Wednesday, Thursday, and Friday 10am- 5pm; Tuesday 10am- 8pm, and Saturday 10am- 2pm. We are open 6 days per week with the exception of Summer Hours (closed on Saturday).

A current Calendar of Events can be found online at www.middleburypubliclibrary.org.

Library Board of Trustees

The Middlebury Public Library Board of Trustees consist of six elected officials to identify and adopt written policies to govern the operations of the Library as are prescribed in the Town Charter and the Connecticut General Statutes.

Rita H. Smith, Chairman
Peter C. Vaccarelli, Vice Chairman
Mary Veillette, Treasurer
Diane Giuditta, Secretary
Meg Vance, member
John Moriarty, member

The Board of Trustees oversees the ongoing fundraising through brick sales and room naming opportunities for library improvements. Its current fundraising efforts consist of the Middlebury Public Library's Legacy Brick Campaign. It allows our patrons to be a part of the Library's history by purchasing a commemorative brick to be placed in our walkway.
Featured Article

The September 2022 issue of the Middlebury Neighbors magazine featured the Library’s past, present, and future vision.

First Selectman Ed B. St John and Library Director Jo-Ann LoRusso
Photo by Uniquely Yours Photography
Fiscal Year 2023 Snapshot

Middlebury Public Library

Fiscal Year 23
07-01-2022 Through 06-30-2023

Collection
Size
74,662

39,163 in Circulation

READ

3,704 people attended
373 programs

LEARN

We welcomed 342 new residents

CONNECT

Over 12,400 patrons visited the library

EXPLORE

Patrons borrowed 1,377 items from other libraries

In house computer used over 2,000 times

Over 5,000 books were downloaded