



TOWN OF MIDDLEBURY

Library Board of Trustees

Minutes

Tuesday, February 19, 2019 – 3:00 P.M.

The Meeting Room

30 Crest Road, Middlebury CT 06762

Present: Rita H. Smith, Chairman
William J. Stowell
Patricia C. Fahey
Peter C. Vaccarelli

Also Present: Brigitte M. Bessette, Recording Clerk

Absent: Robert C. Desmarais, Sr.
Ronald G. Clark, Sr.

Jo-Ann LoRusso – Library Director

Call to Order with Pledge of Allegiance

The meeting was called to order at 3:00 P.M. by Mrs. Smith with the Pledge of Allegiance.

Attendance – See above.

Approval of January 8, 2019 Meeting Minutes – Mr. Stowell MOTIONED to approve the Minutes of the January 8, 2019 Meeting as submitted, SECONDED by Mrs. Fahey, unanimous approval.

Trustee Reports

Treasurer's Report – Mr. Stowell submitted the Treasurer's Report to each Trustee Member. There was \$100.00 deposited in the Brick Sales and Room Naming Opportunities accounts during the period January 1, 2019 through January 31, 2019 from the sale of 1 small 4 x 8 brick. There was an expenditure of \$54.50 for the cost of the last brick order. Total Brick Sales to date = \$52,060.00, Total Expenses to date = \$29,449.45, Balance in Fund 61 (Brick Sales and Room Naming Opportunities account) = \$22,610.55.

Mrs. Fahey MOTIONED to approve the Treasurer's Report as submitted, SECONDED by Mr. Vaccarelli, unanimous approval.

Secretary's Report – None

Director's Report – Mrs. LoRusso confirmed that all Board Members received via email the attached Director's Report for review. January 2019 Statistics, Library Programs and Services and Upcoming Events (see attached) were discussed.

Giving Back to the Community – This is a new program geared towards “giving back” to various organizations. Themed events will be scheduled whereby supplies for crafts or trinkets are donated or supplied by the Library. Participants then craft or create something which in turn is donated rather than kept. “Paws for Cause” was the first event held on Thursday February 14, 2019 and was a wonderful success. Patrons donated one yard of fleece fabric and made blankets for the local dog shelter. Some parents used this event as an opportunity to teach their children how to give back. Due to the success and positive feedback, this program will continue to expand.

Armchair Kayak Expedition – scheduled for February 26, 2019 at 6:30PM hosted by town employee and Middlebury resident Kenneth Long.

Lego Programs (provided by the Thomaston Savings Bank Grant) continue with Lego Workshop for ages 8 -12 (focusing on STEM and teamwork) and Let's Go and Play for ages 3 – 8.

Mrs. LoRusso presented the Department 64 FY 2019-2020 Budget Proposal to the Board of Finance on January 23, 2019.

Annual Report (2017-2018) - There was a revision (see attached). Mrs. LoRusso was assured the revision/correction would be reflected in the final Annual Report.

Capital Plan Presentations hosted by First Selectman Edward B. St. John will take place on February 28, 2019 at 11 a.m and 7 p.m. A brief discussion took place regarding promoting and advertising for this presentation.

January's Friends Inc. Book Sale will take place on Saturday, February 23, 2019 from 10 a.m. to 12 p.m. lower level (basement). Mrs. LoRusso recently spoke with Karen Stowell, President of Friends of the Middlebury Public Library, Inc. Although Friends has become well established, they are in need of volunteers and seek new members. Monthly book sales are beneficial but have proven to be an enormous task to sort and organize books on a regular basis. It was agreed that joint monthly meetings to establish and discuss budgets, programming and ways to provide help would benefit both Friends and the Library. The first meeting will take place on March 11, 2019 at 1:30 pm in the Library. Anyone interested in volunteering or becoming a member is encouraged to attend.

Mrs. LoRusso provided for each member the March 2019 “Book Page” magazine featuring the latest best sellers. This magazine is used as a tool to order for the Library collection.

Mr. Stowell MOTIONED to approve the Director's Report, SECONDED by Mr. Vaccarelli, unanimous approval.

Old Business – None

New Business – Review of Library Policy Manual – Mrs. Smith gave to each member a copy of the current Library Policy Manual which was last revised on October 12, 2016. She is recommending that this board take the opportunity to review, amend, add to or correct any portion if necessary. She requested that all board members review the manual so that it can be discussed gradually at each monthly meeting. Mrs. Smith also noted that pages 1 through 7 were established by the American Library Association in 2004. Mrs. LoRusso will inquire about any updated versions / amendments to that section.

In response to Mr. Vaccarelli, a brief discussion took place regarding providing new card members with a condensed version of the manual once it has been completely updated and finalized.

Public Comment – None

Adjournment – Mr. Vaccarelli MOTIONED to adjourn the meeting at 3:23 P.M., SECONDED by Mr. Stowell, unanimous approval.

These minutes are submitted subject to approval.

Respectfully submitted,

Brigitte M. Bessette
Recording Clerk

Attachments

Cc: Library Board of Trustees
Library Director
Town Clerk
Web Master

To: *Middlebury Library Board of Trustees*

From: *Jo-Ann LoRusso, Director*

RE: Director's Report

February 19, 2019

Statistics for January 2019

(Chart)

Library Programs, Services, and Upcoming Events

(Calendar of Events)

- Paws for Cause: Thursday, February 14th at 6PM
- Armchair Kayak Expedition: Tuesday, February 26th at 6:30PM
- Let's Go Play: Lego programs for every age

Department 64's FY19-20 Budget Proposal Presentation

(FY19-20 Budget Proposal)

The library presented the FY19-20 budget proposal to the Board of Finance on January 23, 2019.

Middlebury Public Library FY17-18 Annual Report Revision

(MPL FY17-18 Annual Report)

A revision of the Middlebury Public Library's FY 2017-2018 Annual Report was submitted to the First Selectman's office on January 15, 2019. The corrections were submitted before the town's report was finalized.

Capital Plan Presentation



First Selectman Ed St. John invites you to envision the future of Middlebury on Thursday, February 28th at 11am and 7pm during his Capital Plan presentation. Refreshments served.

Friends of the Middlebury Public Library, Inc. Book Sale

Friends of the Middlebury Public Library, Inc. book sale is scheduled on Saturday, February 23, 2019 at 10am to 12pm in the lower level basement.

	JANUARY 2018	
Circulation	6353	
Programs	Number of Programs	Number of Attendees
Adult	18	77
Children	11	132
YA (12-18)	0	0
Technology	20	20
Outside Groups	4	116
Program Total	53	345
Study Room Usage	64 Times	105 Participants
Library Cards	3373 Active Cards	22 New Residents
Collection Size	71465	

February 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>If Region 15 schools are canceled, delayed, or have an early dismissal due to weather, ALL children's programming for the day at the Middlebury Public Library is CANCELLED.</p>					
4	5	6	7	8	9
Break 1:00-1:30 PM	Wiggles & Giggles 10:30 AM 1 to 2 years old Todd Talk: Mystery-Pol 1:00 PM Hudson's Preks Drumming 1:00 PM Ages 6-10 Pete the Cat: A Book About Me Book Discussion 6:00 PM	Toddler Time 10:30 AM 3 years old Brown Bag Book Discussion <i>A Gentleman in Moscow</i> 1:00 PM Ages 6-10 Pete the Cat: A Book About Me Book Discussion 6:00 PM	Preschool Power 10:30 AM 4-5 years old DIY Winter Book Scrub 2:00 PM	New Movie Showing 1:00 PM <i>MEG</i>	Family Movie 11:00 AM <i>Inspector Gadget 2</i>
11	12	13	14	15	16
Break 1:00-1:30 PM	CLOSED 	Toddler Time 10:30 AM 3 years old Winner Tree Finger Painting 4:00 PM Ages 6-10	Preschool Power 10:30 AM 4-5 years old Valentine's Day Movie <i>The Fox</i> 1:00 PM Paws for a Cause 6:00 PM All Ages	New Movie Showing 1:00 PM <i>Operation Finale</i>	Family Movie 11:00 AM <i>Homerun Bound: The Incredible Journey</i>
18	19	20	21	22	23
CLOSED 	Wiggles & Giggles 10:30 AM 1 to 2 years old Let's Go Play! Open Play 2:00 PM Ages 3-8 Mystery Book Discussion <i>Out Cold</i> 6:00 PM	Toddler Time 10:30 AM 3 years old	Preschool Power 10:30 AM 4-5 years old 1-ign Workshop 3:30 PM Ages 8-12	Constructive Build Story Time 11:30 AM Ages 3-5 New Movie Showing 1:00 PM <i>The Seagull</i>	Family Movie 11:00 AM <i>Ferdinand</i> Friends Inc. Book Sale 10:00am - 12:00pm
25	26	27	28		
Break 1:00-1:30 PM	Wiggles & Giggles 10:30 AM 1 to 2 years old Todd Talk: Mystery-Pol 1:00 PM Ages 6-10 Pete the Cat: A Book About Me Book Discussion 6:00 PM	Toddler Time 10:30 AM 3 years old	Preschool Power 10:30 AM 4-5 years old Capital Plan Presentation 11:00 AM Capital Plan Presentation 7:00 PM		

The Middlebury Public Library FY 2017-2018 Annual Report REVISED 1/15/2019

Written by Jo-Ann LoRusso, MLS Library Director

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.

Our collection to date contains approximately 71,837 volumes. The Library circulated 81,751 items and offered 902 programs for all ages with 5,940 people in attendance. See FY 2017-2018 Annual Report Chart for details.

Free programs and services promoting literacy for all ages are offered daily. Programs offered include computer classes, lectures on health and wellness, story time for early learners, 3D printing workshops, and local art exhibits.

Our Connecticut History Room is dedicated to preserving the history of Middlebury and surrounding towns and is neatly cataloged for accessibility. A mural of Fenn's Pond by a local artist is proudly displayed.

Book discussions for every age, summer reading programs, story times for children, seasonal programs, a documentary series, STEM workshops, and extensive online databases through the state library's ResearchIt CT are just a few of the many offerings the Middlebury Public Library provides throughout the year. Programs, schedules, directions, and other information is available at www.middleburypubliclibrary.org.

Our building recently expanded and renovated in 2013 to meet today's needs of our community. A quiet reading area, five study rooms, a teen room, a cafe, a designated children's area, a maker space room, a conference room with a surround sound theater system, and a kitchenette were all a result from this renovation.

The Library offers free internet access with several computer stations for adults, teens, and children. Printing, scanning, and faxing services are available. Wi-Fi access is provided throughout the building at no charge.

The Library is open six days a week for a total of 45 hours, including two evenings and Saturday hours. Our staff consists of four full time and four part time employees.

Middlebury Public Library Staff

Full Time:

Jo-Ann LoRusso, MLS Library Director
Janice LeDuc, Assistant Director/Children's Librarian
Jennifer Minchella, MLS Adult Services Librarian
Jessie DeMayo, MLS Technology/Teen Services Librarian

Part Time:

Joan Arnold, MLS Librarian Assistant
Anne Stephens, Cataloger

Amy Pittman, MLS Librarian Assistant
Brittany Parkman, Children's Librarian Assistant

The 2017-2018 Library Board of Trustees consists of six members who act as an advisory board to the Library.

Library Board of Trustees

Rita H. Smith, Chairman
Peter Vaccarelli, Vice Chairman
William Stowell, Treasurer
Robert Desmarais, Secretary
Patricia Fahey, Trustee
Ronald Clark Sr. Trustee

The Friends of the Middlebury Public Library Inc. were incorporated on February 8, 2017. They support the Middlebury Public Library's mission through membership dues and fundraising activities. They sponsor programs, advocate for the library, and provide library volunteers. Museum passes, annual puppet shows, and monthly book sale events are community favorites sponsored by the Friends Inc.

Friends of the Middlebury Public Library Inc. 2017-2018 Board Members

Karen Stowell, President
Noreen Corsi, Treasurer
Ralph Barra, Member

Hours of Operation

Monday, Wednesday, Friday 10am to 5pm
Tuesday and Thursday 10 am to 8pm
*Saturday 10am to 2pm *Closed Memorial Day through Labor Day

FY2017-2018 Annual Report Chart

	Middlebury Public Library	
Circulation	81,751	
Programs	Number of Programs	Number of Attendees
Adult	272	2,222
Children	271	3,293

YA (12-18)	9	61
Other	350	364
Program Total	902	5940
Library Cards	3,380	
Collection Size	Active Cards	
	71,837	

Department 64: Library

January 22, 2019

***Fiscal Year 2019-2020 Budget Proposal: 3.5 % \$440,949**

Requesting increase

Please Note: Tenant's rent does not get applied to library building's heat expense or water usage. No history pertaining to heat usage is provided to determine increase request. We estimated \$300 per month. Electricity is metered. Electricity usage by tenant is reimbursed into the Library's Power and Control account.

- Heating and Power and Control increases require input from the town's finance department.
- Salary increases based on town wide raises of an estimated 2%. This number is subject to change based on town wide raises.

Budget FY18-19	\$425,632
Budget FY17-18	\$418,587
Budget FY16-17	\$438,383
Budget FY15-16	\$427,903
Budget FY14-15	\$420,674
Budget FY13-14	\$406,923

Budget Detail:

*01-61-01-6002 Full Time Salaries	\$217,134	
Increase based on town wide raises - effective 0.7% subject to change.		
*01-64-01-6003 Part Time Salaries	\$71,581	
Increase based on town wide raises - effective 2% subject to change.		
**01-64-02-6100 Power and Control	\$26,195	0%
Tenant space is metered for electricity. Water use is not included as well as heat use. Increase based on electricity rates to be determined by vendor that town determines.		
01-64-02-6102 Travel and Professional Development Expense	\$3,000	0%
No Change.		
01-64-02-6106 Dues and Trade Publication	\$3,000	0%
No Change.		
01-64-03-6401 Office Supplies/ Library program Supplies	\$4,068	0%
No Change.		

01-64-03-6413 Heating Oil \$18,790

23% guesstimate

This includes estimated tenant usage. (\$300 per month?)

Library presently uses an estimated 6,500 gallons per year of oil. Tenant's rent includes heat usage. No history is provided to determine increase request. Oil rate is \$ 2.62 per gallon opposed to \$2.26 per gallon last year.

01-64-03-6437 Library Equipment \$12,675

0%

No Change due to the Library was part of the Town's December 2018 copy machine replacement plan.

01-64-03-6601 Books \$53,000

100%

The past several budgets, books have been dramatically reduced. The cost of eBooks, large print, and traditional materials continues to increase. We presently borrow 130 books per month from other libraries relying on the Connecticut State Library's Deliverit service which was drastically reduced last year and out of operation for several weeks. The Deliverit service presently delivers two days per week with a two bin minimum. This service maybe reduced or eliminated based on State of Connecticut's upcoming budget.

Last fiscal year The Middlebury Public Library circulated 81,707 physical items and 1,744 electronic items. (\$1.70 per patron)

01-64-03-6602 Audio \$6,000

0%

The cost of audio books and its popularity among our patrons based on statistics continues to increase. ADA compliancy. We circulated 3,785 audio books last fiscal year. (.63 cents per patron)

01-64-03-6607 Visual \$4,000

10%

The cost of DVD's continues to increase. Documentaries are popular programming opportunities for our monthly calendar of events. ADA compliancy. We circulated 10,531 items last fiscal year. (\$2.63 per patron)

01-64-03-6603 Periodicals \$5,000

40-50%

Presently, we are reevaluating our periodical supplier. We are waiting on quotes from other vendors that supply similar materials. Quotes were not available at time of budget proposal.

01-64-03-6604 Auto Circulating System \$14,000

40-50%

Upgraded switches and firewall monitoring service fee.

01-64-03-6605 Technology \$2,506

0%

No Change in service to date. CEN's e-rate will continue to be paid from the Town's technology account.