



TOWN OF MIDDLEBURY

Library Board of Trustees

Meeting Minutes

Tuesday, January 9, 2024 – 4:30 P.M.

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 Viellelette 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 Viellelette 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

(chart)

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 participates 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

Collection Size	69,523
Monthly Circulation	2,784
Active Cards	2,677
New Residents	10

	Number of Programs	Number of Attendees
Adult Programs	7	30
General Programs	3	24
YA/Teen Programs	2	2
Children's Programs	15	128
Family Programs	10	66
Total Programs	37	250

MIDDLEBURY PUBLIC LIBRARY

PATRON APPRECIATION



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: Reveling 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:

Reveling in Childhood's Splendiferous Glories While Facing Disability and Loss



Middlebury Public Library

LOCAL AUTHOR

Book Reading and Signing

Margaret Moore

Author Margaret Moore will read a passage of her memoir, "Bold, Brave, and Breathless: Reveling in Childhood's Splendiferous Glories While Facing Disability and Loss."

Moore's memoir recounts her experience growing up with Cerebral Palsy.

December 5th, 2023
6:30pm
Larkin Room

PATRON APPRECIATION

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!*

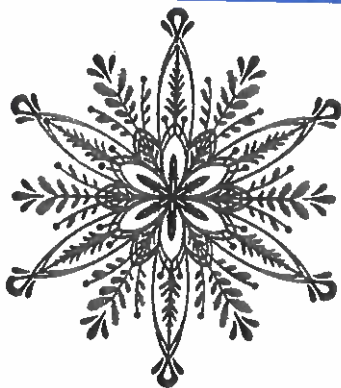
*Warm wishes,
The Middlebury
Public Library staff*



*Thank you, friends of our
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 greeting will
brighten their days during
the holidays and all
winter.*
Mary DeLaford

*Thank you for
remembering and
honoring their service.*



HAPPY HOLIDAYS

PATRON APPRECIATION

Thanks for all your help with
my powerpoint presentation.

Season's Greetings

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

Marianne



Dear Miss Jami,
Thank you so
much for the
Wonderful
classes.

Happiest Holidays!

Love,
Selene,
Athena &
Family

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. Marianne
Belle

Thank you for
being super awesome
and the stickers!

Love,
Selene,
Athena,
and Family

Dear Ms. Julia,

Happiest
holidays!

[Hide](#)[Add to Page](#)

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](#)



MIDDLEBURY PUBLIC LIBRARY

2022-2023 Annual Report

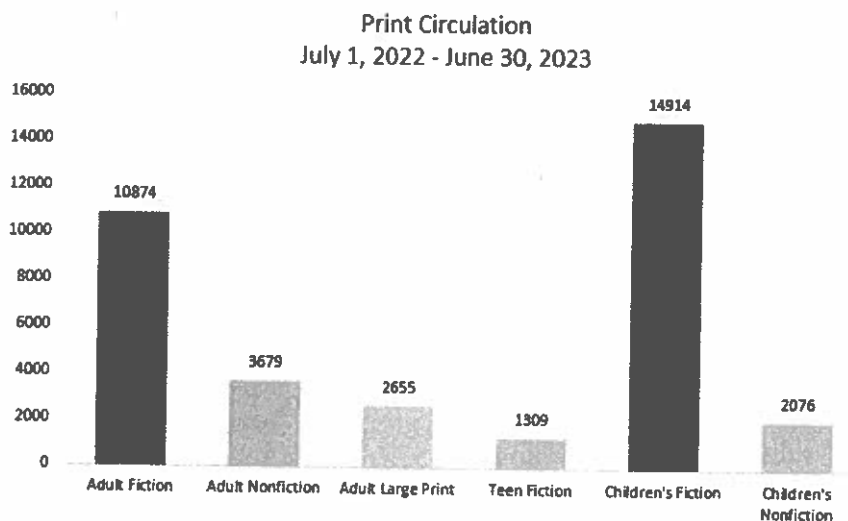
Written by Jo-Ann LoRusso, Library Director



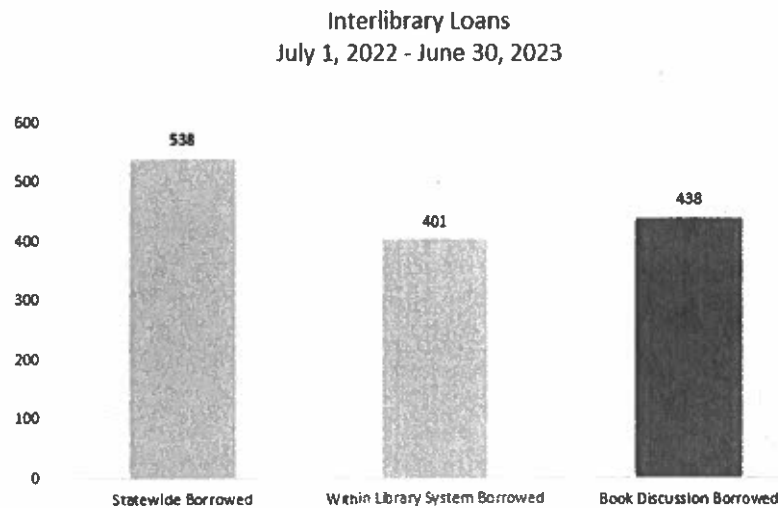
The Middlebury Public Library's mission is to provide information, resources and services that educate, enlighten, entertain, and inspire our community to learn at every age. We continually strive to serve the community by offering a platform for learning in a rapidly changing world of technology.

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.



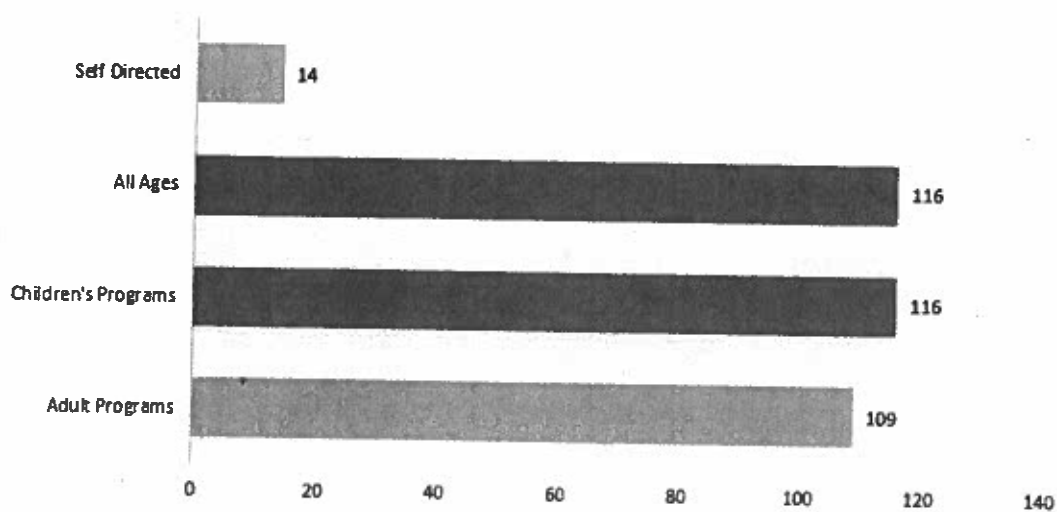
Another service to our patrons that the Library provides is borrowing items from other libraries. Individual patrons and local book clubs can request items. In 2022-2023 fiscal year, patrons borrowed a total of 1,377 items from other libraries. Book discussion groups both Adult and Juvenile requested 438 items during this fiscal year proving their need in our community. See Interlibrary Loan graph.



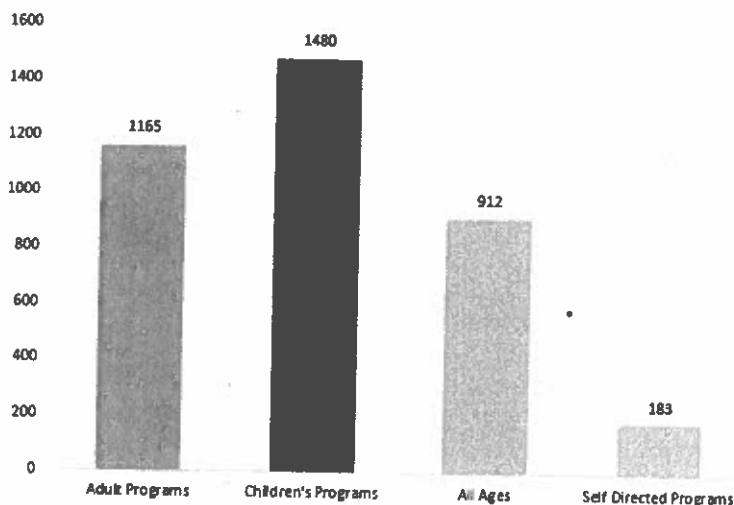
Programming

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.

Total Programs by Age Group
July 1, 2022 - June 30, 2023



Programs Attendance by Age Group
July 1, 2022 - June 30, 2023



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.



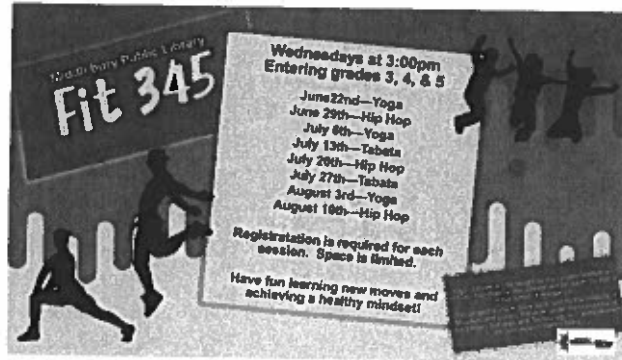
Adult programming consisted of 109 programs. The most popular were author talks, MPL monthly book discussions, and Friday movies.



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 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

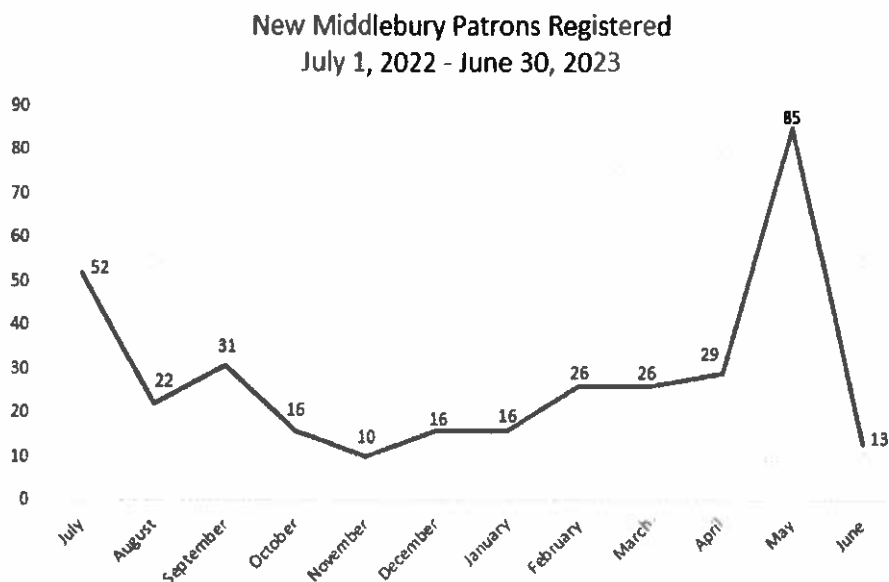
Fiber to Libraries Grant: Phase 1 awarded by the Connecticut State Library was designed to help libraries who already have an internet connection with the Connecticut Education Network (CEN). This award provided a network infrastructure assessment to help identify the performance of the existing CEN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



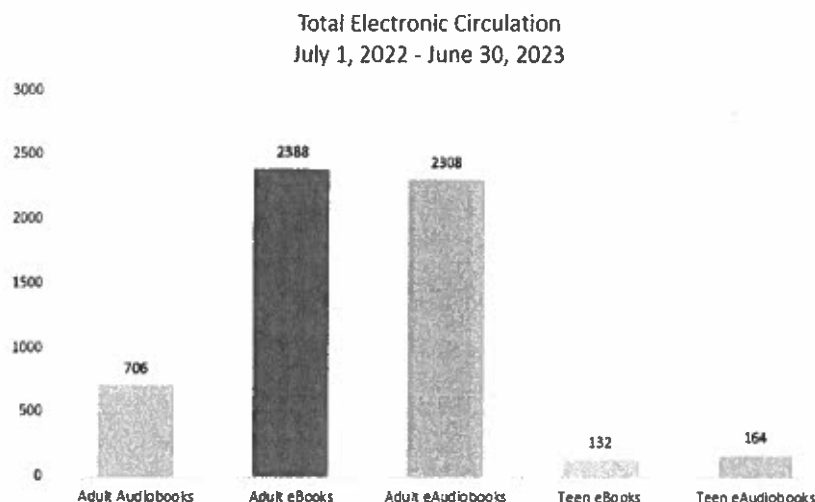
Patrons

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).

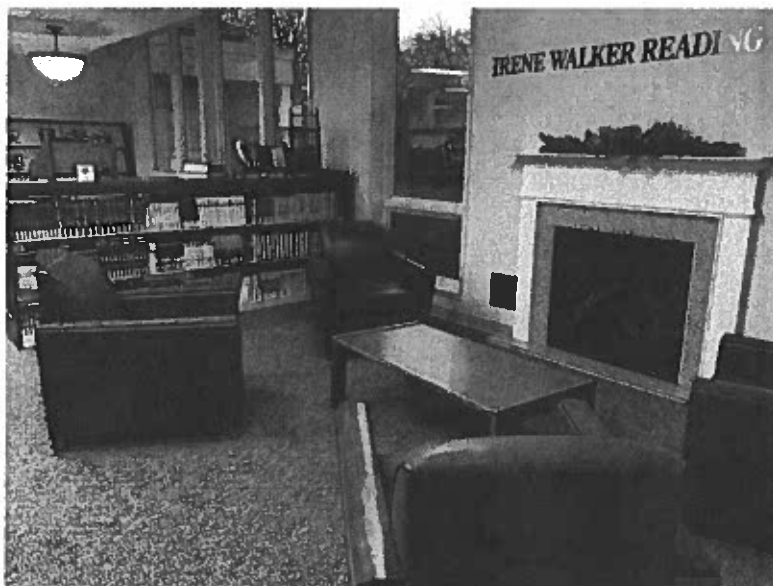
A current Calendar of Events can be found online at www.middleburypubliclibrary.org.

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.

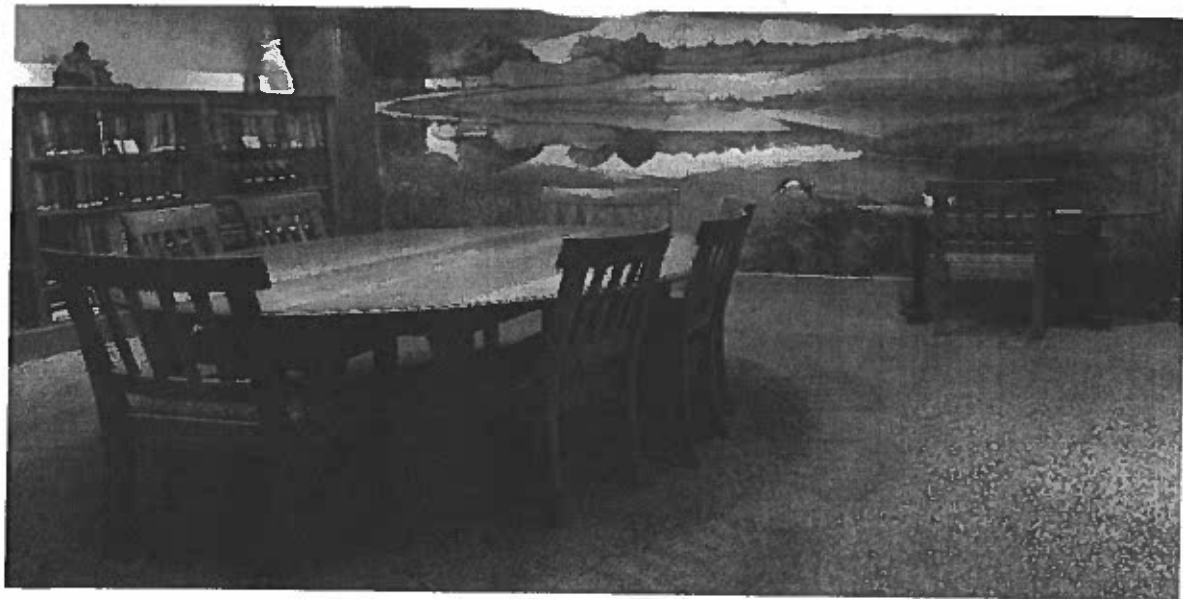


Featured Article

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

