

Agenda for Ivoryton Library Regular Board Meeting January 28, 2025, 7:00PM

Executive Director: Elizabeth Alvord

Board Members Name (Term)

Leslie Barlow (6/21-6/25)	Michael Lennon (6/23-6/25)	Melissa Ozols (6/22-6/26)
Deb Brown (6/22-6/26)	Sharon Lewis (6/21 - 6/25)	James Spallone (6/19 - 6/25)
Diane Day (6/24- 6/26)	Kathy Marois (6/22-6/26)	Carol Sullivan (6/19 - 6/25)
Louisa Ketron (6/20 - 6/26)	John Matthiessen (6/20 - 6/26)	Claire Tiernan (6/24-6/26)

Executive Board (Term)

President – Sharon Lewis (6/22-6/25)	Secretary- John Matthiessen (6/24-6/25)
Vice President – James Spallone (6/22-6/25)	Treasurer- Carol Sullivan (6/19-6/25)

1. Call the general meeting to order
2. Consent Agenda
 - a) Approval of Nov Minutes
 - b) Approval of Jan Treasurer’s Report
 - c) Approval of Jan Director’s Report
3. 2024 Accomplishments Toward Goals- Sharon and Elizabeth
4. 2025/26 Budget and Funding Sources- Carol and Sharon
5. Committee Reports- status, membership, recommendations, decisions needed
 - 1) Building and Grounds Committee- Carol Sullivan
 - a) Cornerstone repair
 - 2) Fundraising Committee- Louisa Ketron, John Matthiessen
 - a) Capital Campaign for Community Room – Elizabeth
 - b) Quilt fundraiser- Louisa
 - c) Brick fundraiser- needs a leader
 - d) Escape room- Sharon and Elizabeth
 - 3) Membership Committee- Leslie Barlow- no discussion
 - 4) Nominating Committee- Leslie Barlow
 - a) Treasurer position and open seat at end of June
6. Board Education: None for this meeting
7. New Business- joint meeting with Essex Library Board
8. Adjourn
Next meeting: February 25th 2025, 7pm

Minutes for Ivoryton Library Regular Board Meeting November 25, 2024, 7:00PM

Present:

Executive Director: Elizabeth Alvord

Board Members: Leslie Barlow, Michael Lennon, Melissa Ozols, Deb Brown, Sharon Lewis, James Spallone, Carol Sullivan, John Matthiessen, Claire Tiernan

Absent: Diane Day, Kathy Marois, Louisa Ketron

1. Call the general meeting to order - 7:01
2. Consent Agenda
 - Approval of Oct Minutes
 - Approval of Nov Treasurer's Report
 - Approval of Nov Director's ReportAll unanimously approved with no corrections.
3. Executive Director Search Process-
 - progress update- We have received 9 applications. 5 applicants have been asked to schedule phone interviews in the next 2 weeks. The remaining 4 applicants did not have the desired experience.
 - Finance Committee salary input- The Finance Committee reviewed available funds and is supportive of a ~\$10K increase in salary range (or benefits) for applicants if necessary.
4. Committee Reports- status, membership, recommendations, decisions needed
 - 1) Building and Grounds Committee- Carol Sullivan
 - Discussion of spring deep cleaning of the library, which will be scheduled.
 - a) Community room- final details; utilization- Elizabeth
 - Some groups are using the space but are the same groups that had been using the upstairs space. The Board discussed generating more awareness of the room. Small donations to support the community room coming in. Guests have asked for more coziness.

Action: Elizabeth-Need a sign for the library main room that says the Community Room is available.

Action: Elizabeth Submit a press release regarding the Community Room

Action- Elizabeth Explore a rotating exhibition of Valley Regional artwork and how to hang it easily. Sharon to send EA Valley photography connection.
- 2) Fundraising Committee- Louisa Ketron, John Matthiessen
 - a) Capital Campaign for Community Room – Louisa and Elizabeth
 - Action; Elizabeth** Donation jar during Illuminations.
 - Action:** Carol will set up Venmo for easier donation. QR code for donations at the desk.
 - Action: Elizabeth** Set up membership and newsletter sign-up information for Illuminations
 - b) Quilt fundraiser- Louisa – no news.
- 3) Membership Committee- Leslie Barlow
 - Carol Sullivan will hit her six-year term limit in June and we need someone to take the position of Treasurer. Carol intends to continue to head the buildings and grounds committee.

Action: All consider interest in taking on the Treasurer position in June

- 4) Nominating Committee- Leslie Barlow- no discussion
5. Board Education: None for this meeting
6. New Business –
 - Bulletin board outside is only for use by members of the Ivoryton Alliance.
 - Reminder that there is Stuff A Cruiser at Illuminations
 - We may need an additional board meeting before the January meeting for the Executive Director recommendation
7. Adjourn **7:49**
Next meeting: No Meeting in December; January 28th 2025, 7pm

Ivoryton Library Association						
Profit & Loss						
July 1, 2024 to January 18, 2025						
Account Name	<u>FYTD Actual</u>	<u>FYTD Budget</u>	<u>Better/(Worse) Budget</u>	<u>2023-24 Budget</u>	<u>Percent of Year</u>	
Membership Dues	13,725			17,000	0.553	
Contibution Income, other	100					
Childrens' Program	131					
Grants	15,000			16,000		
Donations Other/ Memorials	6,761			13,000		
Total Contributions	35,717	25,438	10,279	46,000		
Fundraising				5,000		
Other (copies,replacements, i	71					
Book Plant Bake Sale						
Book Income	622	940	(318)	1,700		
Run Fundraiser	4,960					
Escape Room						
Community Room	2,190					
Total Fundraising Income	7,843	3,705	4,138	6,700		
Town Support	64,231	71,040	(6,809)	128,463		
Total Income	107,845	100,183	7,662	181,163		
Expenses						
Payroll	395					
Bank Service Charges	49					
Grounds/Maintenance	74,970	4,977	(69,993)	9,000	\$71,000 for steps & comm. room	
Dues/Passes	515	387	(128)	700		
Fees/Licensing	3,244		(3,244)			
Fundraising	1,750			3,500		
Insurance	4,314	2,489	(1,826)	4,500		
Library Supplies(books, mags,	5,093	8,986	3,893	16,250		
LION	5,866	6,360	494	11,500		
Office Supplies/PostageMisc	2,857	3,871	1,014	7,000		
Payroll Taxes	681	3,871	3,190	7,000		
Printing	667	1,548	881	2,800		
Professional Fees	3,375	2,986	(389)	5,400		
Program Expenses	1,082	1,438	356	2,600		
Utilities	4,211	5,530	1,319	10,000		
Wages	49,375	55,300	5,925	100,000		
	158,049	97,743	(60,306)	180,250		
Net Income	(50,204)					

94THE IVORYTON LIBRARY ASSOCIATION CASH ACCOUNTS

Current Balances at Essex Savings Bank
as of January 19, 2025

ESB Checking (X8426)	\$	16,670.90
ESB – Clipper Statement Account (X4979) Balance per ESB website and QB	\$	1029.21
ESB Checking 01 (debit card) (X8841)	\$	268.60
ESB Statement Savings (150 Account) (X7198) Balance per ESB website and QB	\$	723.02
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Available Funds for Operations	\$	18,691.73

IVORYTON LIBRARY INVESTMENT ACCOUNTS

Current Balances at Essex Financial Services, Inc.

	10/31/24	12/31/24
Cash, Money Funds & Bank deposits	\$4,175.34	\$3,750.65
Mutual Funds	\$935,302.24	\$943,643.70
Account Total	\$939,477.58	\$947,394.30

Ivoryton Library Director's Report January 2025

Upcoming programs

Ivoryton Illuminations: Saturday, December 7, 5:30-8:00pm. Letter writing to Santa. Sharon, Carol, John and Alex M ran this.

Adult Craft Night: Wednesday, February 5, 6:30 Floral Display with natural materials

Wheel of the Year celebration with Stacia Libby: Imbolc Intention Jars: Wednesday, February 12, 6:30pm

Trying to fit in an Oscar Shorts program if enough are available for streaming. Nominations just announced.

Children's Room

~~Drop in Crafts Monday and Tuesday, January 20-21, 9:30-11:30~~

Take Your Child To The Library Week! Jan 30th - Feb 3rd

Drop in Crafts Monday and Tuesday, February 18-19, 9:30-11:30

Other

Upcoming Volunteer Expo for non-profits at the Essex Library Saturday, March 8 from 1-4 pm to educate the community and enlist volunteers. Anyone interested in representing the library at this, let me know

Ivoryton Library is on the ballot for the Essex Savings Bank Community Investment ballot for voting through the month of February. If you have an account at ESB, please consider a vote for the library. Abbe will add this to a social media rotation for the month.

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- Donation of \$50 made in honor of John Heiser
- Bequest of \$1,000 from Fred Szufnaroski
- Donation of \$3500 from F. Curtis and Susan B Thrall Foundation
- Distribution of \$3,248 from Ivoryton Library ICC Fund
- Recipient of the Jane Goodall Roots and Shoots Grant for 2025! This grant (\$250) is to be used toward expanding the services that our Children's Garden offers. E. Bartlett is reaching out to local organizations to seek additional support (monetary or mainpower).
- Recipient of Middlesex United Way grant (\$450). Grants such as this help fund various programs that we host for our community. The \$450 we will receive is specifically for an iPad, case, and Apple pencil to be used in the youth department.

Ivoryton Library 2024 Goals -Year End Status in Bold

Overarching goal: To continue to promote the library facilities and collection as a relevant and important community resource. We would like the library to be seen and utilized as a place to do more than check out books. To that end:

- Increase the utilization of the library by outside groups. From 6 in 2023 to 10 in 2024. **(Not met but increased – 7)**
- Maintain the number of library-sponsored adult programs offered, and the participation in those programs (15 in 2023 and 15 in 2024) with an emphasis on budget efficiency. **(Met – 18)**
- Increase the total circulation numbers (all forms of borrowing) 19,381 in 2023 to 21,000 in 2024. **(Not met but increased – 19,785)**
- Increase the number of members (annual and lifetime) from 220 in 2023 to 242 in 2024 (10%). Note that Ivoryton population is ~2700 individuals, ~675 households. **(Not met -193. Currently at 168. Membership income was \$16,572)**
- Ensure the continuity and availability of the local history room resources. **(ongoing)**
- Ensure the continuity and sustainability of the Board through strategic recruitment. **(met)**
- Preserve and optimize the building and facilities through maintenance and identifying and completing capital improvement projects. **(met- addressed structural issues during furnace room renovation; created Community Room; replaced the front entrance for improved accessibility)**
- Generate income (after expenses) of \$10,000 through fundraising activities and events. **(met- fundraising profit -all sources- for calendar year was \$10,408)**
- Ensure employee engagement, employee retention and knowledge retention. **(met)**

To achieve our goals this year some of the actions that will be taken are:

- Assess customer need for computer help; implement computer classes throughout year. Explore grants for resources to support the program. For space, plan for post-program room completion. **(Deferred given timing of Community Room completion)**
- From other libraries experiences, evaluate new offerings to attract patrons. **(met- Oscar Shorts program)**
- Implement marketing to attract patrons, groups to use meeting rooms, and volunteers to lead programs. **(Social media reinvigorated at year end)**
- Hold at least 3 fundraising events throughout the year. (Tentatively-play, escape room, 5K). **(Executed on the Escape Room and 5K; Community Room Capital Campaign)**
- Digitize the local history collection (with a prioritization of the photographs) to ensure that the materials are not lost and to make it easier to share the resources. **(Began digitizing photos)**
- Create 4 (quarterly) local history exhibits throughout the year. **(not met)**
- Complete the feasibility assessment of improved accessibility and safety of the building entrance and complete the renovation as appropriate.**(completed)**
- Complete the furnace room renovation to a program room and define use policies. **(completed)**
- Explore grant opportunities to allow more window replacements. **(not explored)**
- Ensure staff compliance with state requirements for sexual harassment prevention training and offer a training program on de-escalation. **(not met)**

Ivoryton Library 2024 Goals -Year End Status in Bold

- Develop the interests of the individual staff through library programs and resources. (**Steph orders magazines and is taking on non-fiction as well as adult cataloging. Sharyn tried a few programs that didn't work out**)
- Complete staff and event resource manuals- specifically Exec. Director and Membership Drive. (**Met –Director's manual complete, incorporating Membership**)

Historic Circulation (all kinds):

Year	Circulation Number	Notes
2020	12,571	Pandemic, added Hoopla mid yr
2021	17,878	Full year of Hoopla
2022	18,121	
2023	19,381	Goal was 20,000
2024	19,785	Goal was 21,000

Ivoryton Library 2024 Goals- Year End Summary

Financial

Objectives	Goal	Actual
Members/ \$	242	193/ \$16,572
Fundraising (profit)	\$10,000	\$10,408
Grants	NA	\$16,000
Contributions/ Donations/Memorials	NA	\$15,000

How we maintain our current financial strategies.

How we are adapting and staying relevant as a community resource.

Actual	Goal	Objectives
7	10	Usage By Outside Groups
18	15	Library Sponsored Programs
Community Room; Front Entry	NA	Meeting Patron Needs

Relevancy

Promote the library facilities and collection as an important and relevant community resource.

Customer

Objectives	Goal	Actual
Total Circulation	21,000	19,785
History Room	Digitize	Ongoing

How we increase our success and maintain our customer strategies

Building and Grounds initiatives to maintain and improve the Library.

Complete	Started	Objectives
X		Improve front accessibility
X		Furnace room conversion

Capital Improvement

