

Sherman Library Association
Board of Trustee Regular Meeting

Monday March 16, 2020

5:45 PM

Agenda

5:30 PM Executive Session

5:45 PM Regular Meeting

Approval of February Minutes

Selection of Board Members (2) for review of February minutes.

Reports

- Director
- Treasurer
- Secretary
- Investment Committee
- Facilities Committee
- Nominating Committee
- Membership Committee
- Strategic Planning Committee
- Fundraising (Soiree, Duck Fest, Golf)

Unfinished Business

- 2020-2021 Budget Town Hall Meeting Attendance
- By-Laws- update/FOIA
- Technology (Website, Gift Works)
- Children's Conduct and Enforcement Policy- Afterschool
-

New Business

- Corona-Virus Preparedness Plan

End of Meeting

Sherman Library Association
REPORT OF THE DIRECTOR February 2020

The Library was open for 21 days during the month of February.

PROGRAMS-CHILDREN: 276 preschool & school age children, volunteers and adults attended 14 children's programs in February. There were 3 sessions of **Toddle-time**- 57 people were in attendance and there were 3 sessions of the **Pre-School Storytime**- 26 people were in attendance. There were 3 sessions of **Mad Scientists**- 64 people were in attendance. There were 3 sessions of **Fun Fridays**- 79 people were in attendance. **Sew Much Fun** was held on February 5th- 4 people were in attendance. We had a special children's program on February 1st- **Take Your Child to the Library Day** that featured Alexair Dreams Storytelling which included entertaining stories about Anansi the Spider, Aesop's Fables and other African tales along with crafts. There were 46 people in attendance.

PROGRAMS-ADULT:

The Lawyer, the Lion & the Laundry- Book Talk and Signing was held on February 1st. Local author Jamie Jackson Spannhake discussed her book, a profound and practical mind-management strategy that significantly improves life from the inside-out. Jamie signed copies of her book that were available for purchase. There were 13 people in attendance.

Madagascar-Mysterious Island with Amazing Wildlife was held on February 22nd. Guest speaker Angela Dimmitt shared her fascinating journey detailing Madagascar's unique wildlife and terrain as well as its interesting people. There were 39 people in attendance.

A Census 2020 Representative was present at the library on February 7th from 3-5:00 pm to speak with people about available job opportunities associated with the 2020 Census. The representative set up a table in the library foyer for maximum exposure to foot traffic.

Repeating Monthly Programs:

Yoga Nidra was held on February 7th, 6 people were in attendance. **Knitting and Needlecraft** was held on February 11th, 4 people were in attendance. **Writers' Group** was held on February 13th, 3 people were in attendance. **Song Swap** was held on February 28th, 12 people were in attendance. **Use It Up** was held on February 6th, 6 people were in attendance. **Mahjong** was held on Tuesdays during the month of February, 27 people were in attendance during the five sessions. **Sattva Yoga** was held on Wednesdays during the month of February, 33 people were in attendance during the four sessions.

Classic Book Discussion: 10 people attended the Friday morning classic book discussion on February 7th of *The Idiot* by Fyodor Dostoyevsky led by Mariya Hurwitz.

Book Discussion: 10 people attended the Friday night book discussion on February 21st of *The Year of Magical Thinking* by Joan Didion. Discussion led by Corinne Kevorkian.

ART EXHIBIT: "Magnificent Birds" photographs by Jeff Ginsburg and Lu Li. The featured bird photographs show a strong connection between the photographers and their wild subjects, inviting you into a world of impact, emotion and beauty. **The show opening reception** was on February 21st, 46 people were in attendance. The show will be on display until April 1st.

STAFF DEVELOPMENT & EDUCATION: I attended a Northwestern Corner Director's Meeting on February 14th to discuss changes and questions regarding the upcoming Annual State Library Report. Maria Bernier from the State of CT was the presenter. I also attended an eGO informational session at the Danbury Library on February 25th. Brad Bullis from the State of CT was the presenter. In addition I took part in a webinar from Overdrive titled "How to reach and engage your entire community" on February 19th. As per the State of CT requirement, I took the Sexual Harassment Training session and received a certificate of completion. Staff members Karen Borneman, Heather Hafer and Cheryl Mandracchis will be completing the training in March.

Sherman Library Association
REPORT OF THE DIRECTOR February 2020

MEMBERSHIP COMMITTEE: met on February 4th to discuss current membership practices and how it impacts the Annual Meeting.

BUDGET: The proposed 2020-2021 Library Budget packet was submitted to the Town of Sherman on February 13th. Board President Karen Cardillo and I met with First Selectman Don Lowe to discuss the proposed 2020-2021 Library Budget. The Sherman Library presented the proposed 2020-2021 Library Budget to the Board of Selectman on February 26th. Selectman Bob Ostrosky and Town Treasurer Eric Holub were not present at the budget presentation. I reached out to Bob and Eric via e-mail with an offer to discuss any questions or concerns that they may have.

CONFERENCE ROOM: The conference room was used three times this month by a tutor from Literacy on the Green to work with an ESL student (a Sherman resident), one time by the UN CT Chapter and one time by the Mad Gardeners (both 501(c)(3) organizations).

BUILDING:

Facilities:

Andrew Cox repaired and painted an area of the interior wall in the older portion of the library that had previously incurred water damage.

On February 7th the library experienced a partial power outage due to a downed power line. The power outage triggered an alarm. I contacted United Alarm and the alarm was switched off. The power outage lasted around 30 minutes. During that time span many people were present at the library including an after school children's program. The situation was assessed and order was maintained.

A representative from Hearing Loop of CT came to the library on February 26th to assess the current working status of the hearing loop installed in the program room. He determined that the loop is in working order but there is a cable from the hearing loop receiver to the main sound system receiver that is missing. The missing cord is preventing the hearing loop system from being fully functional. He instructed me to purchase the cord and install it in order to make the hearing loop system function properly.

Respectfully submitted,
Ashleigh Blake

2017-2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Adult Bk Circ	1211	1192	1083	1013	887	887	934	1055	1089	883	851	1006	12091
Child Bk Circ	937	901	892	828	746	536	844	785	790	825	807	570	9461
Video Circ	584	570	500	377	350	470	506	472	684	438	455	436	5842
Total Circ	2732	2663	2475	2218	1983	1893	2284	2312	2563	2146	2113	2012	27394
borrow/IT	232	306	314	218	190	184	206	174	192	227	164	194	2601
NYS	10	15	6	32	12	32	81	70	120	4	13	21	416
ILL Borrow	65	165	121	120	80	65	119	130	130	104	178	92	1369
ILL Lend	135	225	207	131	199	150	193	118	172	144	100	144	1918
Days Open	20	23	22	21	19	21	21	20	21	19	23	22	252
Items owned	27710	27264	27006	26969	26941	26878	26712	26716	26793	26634	26634	26615	26615
Items added	144	187	161	173	110	63	75	127	158	197	107	378	1880
Fines	258	227	136	83	142	98	157	134	151	169	94	515	2164
Website Visits	1484	1784	1630	1519	1514	1428	1400	1416	1873	1483	1657	1961	19149
Adult Prog.	5	6	6	7	5	3	5	5	7	8	6	8	71
Adult Attend	87	230	169	215	110	120	69	125	133	149	127	227	1761
Child Prog.	16	9	8	19	20	10	15	17	23	15	25	3	180
Child Attend	96	119	131	358	294	139	255	256	378	166	276	66	2534
Library Cards	1632	1614	1595	1580	1564	1558	1548	1532	1359	1419	1484	1480	1480

BUDGET FISCAL YEAR-TO-DATE VS. ACTUAL FISCAL YEAR-TO-DATE

	Annual Budget Budget FY 2019-2020	YTD Budget Through February '20	YTD Actual Through February '20	Variance	Explanation
Revenue					
Fines and Copies	\$ 1,500	\$ 1,000	\$ 1,239	\$ 239	
Gifts & Grants	25,000	16,667	22,324	5,658	Mostly timing - Grants peak in the December time-frame
Fundraising Events	57,500	38,333	23,380	(14,953)	Timing and did not do golf event which was targeted at \$10k.
Membership	28,000	18,667	31,353	12,686	Membership peaks at calendar year-end. Already ahead of budget.
State Grant	-	-	-	-	
Town Grant	165,375	110,250	124,031	13,781	Timing
Other Income	3,500	2,333	1,839	(494)	Book sales, art sales, yoga money, sale of chairs, matching gifts
Investment Income	30,025	20,017	25,891	5,874	We will likely see dividends exceed budget in 2019/2020
Total Income	\$ 310,900	\$ 207,267	\$ 230,058	\$ 22,791	
Expense					
Accounting	\$ 2,500	\$ 1,667	\$ 23	\$ (1,643)	Timing
Administration	6,000	4,000	4,528	528	Timing and Quickbooks fees increased YOY
Books-Adult	12,000	8,000	7,758	(242)	
Books-Children	5,000	3,333	2,500	(834)	This will catch up now that we have children's coordinator
Building Reserve	5,000	3,333	4,799	1,466	Blinds
Films	2,000	1,333	933	(400)	
Fundraising/Comm. Outreach	18,400	12,267	12,177	(89)	Holiday party, Annual Appeal/Sherman Sentinel and postage
Heat & Electricity	22,000	14,667	14,442	(225)	Seem to be trending low. Hard to predict.
Insurance	12,000	8,000	8,974	974	Timing
Maintenance	28,000	18,667	17,115	(1,551)	
Payroll Expenses	150,000	100,000	98,073	(4,927)	Savings due to months without children's coordinator
Professional	1,000	667	258	(409)	
Programs-Adult	1,500	1,000	1,313	313	A little over budget
Programs-Children	3,500	2,333	1,364	(970)	This will start to balance out
Supplies-equip	5,000	3,333	2,779	(554)	
Technology	35,000	23,333	38,036	14,703	This is mostly due to the computers/upgrades. Will capitalize at year-end.
Telephone	2,000	1,333	1,464	131	
Other	-	-	19	19	
Total Expenses	\$ 310,900	\$ 207,267	\$ 213,557	\$ 6,290	
Net Ordinary Income	\$ -	\$ -	\$ 16,501	\$ 16,501	

CURRENT FISCAL YEAR-TO-DATE VS. PRIOR FISCAL YEAR-TO-DATE
February 2020

	Prior Year Through February '20	Current Year Through February '20	Variance	Explanation
Revenue				
Fines and Copies	\$ 1,068	\$ 1,239	\$ 171	
Gifts & Grants	20,216	22,324	2,108	We got an unexpected Renard Family Foundation grant of \$2,500
Fundraising Events	33,092	23,380	(9,712)	Did not do Golf Outing in CY
Membership	25,220	31,353	6,133	Membership up 24% compared to prior year
State Grant	-	-	-	
Town Grant	118,125	124,031	5,906	
Other Income	4,211	1,839	(2,372)	2018: Barn rental income, book sales and softball 2019: Sale of chairs, book sales
Investment Income	22,789	25,891	3,102	Dividends are up
Total Income	\$ 224,722	\$ 230,058	\$ 5,336	
Expense				
Accounting	\$ -	\$ 23	\$ 23	
Administration	4,051	4,528	478	
Books-Adult	8,433	7,758	(675)	Ahead of last year actuals but close to budget for current year.
Books-Children	3,206	2,500	(707)	Closing the gap now that children's coordinator is in place
Building Reserve	-	4,799	4,799	Blinds for barn
Films	1,474	933	(541)	
Fundraising & Community Outreach	23,505	12,177	(11,328)	Retirement Parties and Golf Outing expenses in 2018
Heat & Electricity	14,712	14,442	(270)	
Insurance	8,401	8,974	573	
Maintenance	16,348	17,115	768	
Payroll Expenses	110,385	95,073	(15,311)	Prior year health benefits of \$10k and several months without children's coordinator
Professional	315	258	(57)	Increased programming
Programs-Adult	718	1,313	595	Now that children's coordinator in place, this will balance out
Programs-Children	2,196	1,364	(832)	
Supplies-equip	2,657	2,779	122	
Technology	24,488	38,036	13,548	\$12.4k for new computers/software and Bibliomation increases, Zinio, Charter, NY Times
Telephone	1,322	1,464	142	
Other	3,358	19	(3,339)	Donor plaque in August 2018 and tree removal in December 2018
Total Expenses	\$ 225,570	\$ 213,557	\$ (12,013)	
Net Ordinary Income	\$ (848)	\$ 16,501	\$ 17,349	

CURRENT YEAR VS. PRIOR YEAR BALANCE SHEET
February 2020

	Prior Year <u>February '19</u>	Current Year <u>February '20</u>	Explanation
<u>Assets</u>			
<u>Current Assets</u>			
Bank Accounts	\$ 54,880	\$ 59,083	
Accounts Receivable	<u>10,930</u>	<u>3,010</u>	Wrote off some in 2019 will write off balance in 2020
Total Current Assets	\$ 65,809	\$ 62,093	
<u>Fixed Assets</u>			
Books	\$ 404,450	\$ 223,059	Write off fully depr. books > 12 years old
Building & Expansion	3,829,865	3,829,865	
Furniture & Fixtures	218,619	219,880	
Land & Land Improvements	394,115	394,115	
Office Equipment	52,987	52,987	
Less: Accumulated Depreciation	<u>(1,523,695)</u>	<u>(1,453,287)</u>	Write off fully depr. books > 12 years old
Total Fixed Assets	\$ 3,376,341	\$ 3,266,620	
Total Other Assets	902,923	934,142	Vanguard Balance
TOTAL ASSETS	\$ 4,345,074	\$ 4,262,854	
<u>Liabilities & Equity</u>			
<u>Current Liabilities</u>			
Accounts Payable	\$ 3,723	\$ 2,726	
Other	-	-	
<u>Equity</u>			
Retained Earnings	\$ 2,718,610	\$ 2,640,706	
Fund Balance	1,603,051	1,603,051	
Net Income	<u>19,690</u>	<u>16,372</u>	This includes unrealized losses from Vanguard which we do not show in our operating P&L
Total Equity	\$ 4,341,351	\$ 4,260,128	
TOTAL LIABILITIES & EQUITY	\$ 4,345,074	\$ 4,262,854	

COVID-19

- Library Facility
 - Opening date?
 - Cleaning facility
 - Access to facility
- Staff
 - Essential staff
 - Currently working remotely
 - Other options
- Collection
 - Cleaning Collection Materials
 - Purchasing materials directives
- Services Offered
 - Digital resources
 - Do we want to invest in additional digital resources?
 - Curbside service?
- Programs
 - When to return to offering programs?
 - Large group vs. small group
- Library Messaging
 - How we get info to public
 - What we should be saying
- Budget
 - Impact COVID-19 has on our current fiscal year budget
 - Impact COVID-19 has on our next fiscal year budget
- How can we help the community?

