

CHELMSFORD FRIENDS OF THE LIBRARY

25 Boston Road, Chelmsford, MA 01824-3088

APPROVED Minutes for Annual Meeting December 7, 2023

Opening: This meeting was a hybrid meeting in the library and over Zoom. The meeting was called to order at 7:00 pm by President Maureen Foley.

Present: President Maureen Foley, Vice President Kathy Clark, Treasurer Jeanne Mieszczanski, Membership Chair Lyn Carey, Corresponding Secretary Christine Robinson, Book Sale Chair Madeleine Needles, Shari Stokes, Library Director Lesley Kimball, Library Trustee Deb Robson, Linda Sheeks, Cyndy Kavanagh, Debbie Tait, Kate O'Brien, Bob Sciaudone, Jim Molinari, John Floria, Wendy Segal, Michael Pierson, Laura Barefield, Meike Doyle.

Minutes: Shari moved to accept the November minutes. The minutes were approved by attendees of the November meeting.

Election

Election of the Recording Secretary: Maureen has not received any nominations other than Anne Worth, who is standing for reelection. Maureen directed Christine, as Corresponding Secretary to cast one vote. Christine voted in favor. (Everyone attending agreed.)

Reports

Director's report: See attached report. Highlights of the report: Lesley praised the library Sunshine Committee which is doing something nice for the staff every day this month. The Trustees have begun the fundraising campaign for Becky's memorial. Lesley presented details about all of the memorial projects. She showed a sketch and a framed model of the sculpture that will be installed in the Library courtyard; it was inspired by Becky's love of gardening and nature and the theme of "Read, Learn, Grow." The second project is a Readers' Advisory desk, a project Becky initiated. It is designed to foster community through reading. Becky started the One Book Chelmsford. She believed that 'A community that reads together grows together.' The third project will be a continuing education fund created by the Trustees that will support staff members in mastering new skills. This was something Becky advocated for.

The discussion of support from the Friends began with a proposal from Madeleine to have the Friends cover the cost of the art. The Trustees have an aspirational goal of \$40,000 total for the fund. Another proposal was to have the Friends give a specific amount and use that as a match for donations. Becky's family might also want to provide a matching gift. It was debated whether it was better to have the sculpture funded by just the Friends or by everyone who donated. Two advantages of inviting matching funds were that offering a match encourages people to donate. Also, having the Friends match donations keeps the Friends' contributions to the library in the public eye. Maureen offered a plan to have the Friends match up to \$15,000. If the public donated \$15,000 then the total would be \$30,000, which would be enough to fund the memorials. Any funds donated by Becky's family could then be added to the total. Christine suggested increasing the amount to \$20,000.

Jeanne made a motion that the Friends will match funds for the Becky Herrmann Memorial Fund up to \$20,000. Christine seconded. After discussion there was a friendly amendment: Jeanne moved that the Friends donate \$20,000 toward the Becky Herrmann Memorial Fund which may be used for matching funds. It was passed unanimously.

Note: Lesley could not commit to any plan without agreement from the Board.

Treasurer's report: See attached report. Highlights of the report: Jeanne reported on figures from July through November. Donations included \$15,000 from a grant from Fleetwing for audio-visual equipment. The Friends act as a pass-through for this money. Therefore Jeanne added the \$15,000 in the column under Library Programs as it will be spent by the Library. The Friends' liability insurance was paid this month. Jeanne plans to reinvest the money currently in CDs that are maturing soon.

The Friends currently have a lot of money and have asked Lesley to consider whether the Library needs any other big items.

Committee reports

Membership: See attached report. Highlights of the report: In addition to the November report, Lyn also presented a report through the calendar year. That report shows a grand total of \$15,844 before PayPal fees. Lyn commented that PayPal takes out \$0.99 for every \$25 membership, but only \$2.50 from a \$100 donation. Lyn had an overall response rate of 47% for membership renewal. Lyn believes the email campaign to increase renewal is worth redoing in the spring as it costs nothing and does return many renewals.

Book Sale: See attached report. Highlights of the report: Madeleine began by thanking the volunteers who work at the sales and all year long in sorting and pricing. She especially thanked Maureen. Madeleine covered all the sales throughout the year including the new online sales, and she gave special thanks to those who oversaw the specific sales. The grand total for book sales this year came to over \$41,000. Laura brought up that these books sold mean a great deal to those who bring them home.

Maureen will look into making a reservation for the spring sale next April.

Social Media: See attached report. Highlights of the report: Jim presented a report for the year in review. The Instagram account has 73 followers, and has 37 posts. The two co-presidents of the CHS Art Society help out with the Instagram account.

T-Shirts: See attached report. Highlights of the report: Cyndy updated the meeting on sales of t-shirts. The profit from t-shirts over the past 15 months was \$683. She thanked people for helping out by wearing the black t-shirts during sales, which made it easy to see who were volunteers. Cyndy is now the only member of the committee. Supplies of t-shirts are good at the moment but she would like to order a few more. Cyndy made a motion to place an order for 12 black t-shirts. It was passed unanimously.

Apple Pie Contest: Lyn commented that it was a fantastic turnout. Close to 70 people came. There were 12 pies. All were completely eaten. It was a very popular event.

Unfinished Business

Staff Gift: It has already been agreed to supply the new employees with the clothing items the Friends gave to the staff. In the months to come the Friends will give smaller gifts at various times throughout the year.

New Business: None at this meeting.

Correspondence: None at this meeting.

Announcements: As usual, there will be no January meeting.

Adjournment: The meeting was adjourned at 8:25 pm.

Next meeting: The next meeting will be held on February 1 at 7:00 pm over Zoom or a hybrid meeting.

Respectfully submitted,

Anne Worth, Recording Secretary

Director's Report: Lesley Kimball

November 2, 2023

Hello, everyone!

Some brief updates this month as I will be presenting information on the Memorial Projects for Becky Herrmann and we have an annual summary of the Friends support we are so grateful for!

Staffing Updates:

Technology Manager: I will be making an offer to a very strong candidate imminently. Hoping to have an announcement for you in January.

Facilities Manager: We will be partnering with Town DPW/Facilities to hire for a library-focused, shared position. Interviews begin this week.

MacKay Branch Library:

We are placing the order for new program chairs that will be more comfortable and much easier for staff to move and set up. This is a huge update for MacKay's programming and we couldn't do it without your support!

Staff Fun!

- Surprise snack days are continuing every month courtesy of the Director's Discretionary funds provided by the Friends. Sometimes the small things can really make your day and this lifts everyone's spirits.
- A new Sunshine Committee newsletter is going out to staff monthly and in December a fun surprise is given to staff every day! So far we have been challenged with a Winter word search and taken a relaxation break with a snowy coloring page. Again – tiny things can make a big difference; especially when the weather and the early dark gets you down.



Remembrances for Becky:

- Fundraising call: sent on 12/1/2023. It can also be seen on the web site: <https://www.chelmsfordlibrary.org/get-involved/board-of-trustees/impact-fund/>. We very much appreciate the Friends helping with the online donations.
- We have a pledge from Becky's family that can be used as a match or a single donation; that will depend on needs as the campaign continues.
- I am working to move the Reader Services desk and the Staff Education Fund along to be accomplished over the winter and into the Spring so that donors can see results leading up to the courtyard art project in Spring.

Congratulations to the Friends on another successful year!! Over the course of 12 months it can be hard to realize just how much you give to the Library; I hope the flyer that Jeff has kindly put together helps you see just how essential your support is! That list doesn't capture the personal support you give every staff member and our community – your gift of time and encouragement is the best of all.

Best, Lesley

From Todd Bowser, Head of Reference

Jianna, our wonderful reference specialist, is working to recruit a new volunteer facilitator for our French Conversation Circle. Our current volunteer is looking to bow out after more than a decade of hosting the program, but we are optimistic that the conversation will continue.

The Technology Works digital literacy program continues in the reference department. We have had a great response to these beginning tech classes, and as we continue the series through the end of 2023, we are gathering feedback from patrons and identifying ways to improve course content. We also are looking to expand the list of topics for next year, while building up our shared knowledge base for technology training and assistance that we use every day.

From Marty Mason, Head of Youth Services

Here in Youth Services we are gearing up for the Gingerbread Festival, historically one of our most well-attended annual programs. We also had a very successful drop-in chess program for all ages, that we will continue to offer on the 3rd Saturday of the month going forward. This past weekend, we had our Reading Buddies program in conjunction with The Residence at Freeman Lake. It was also very well attended, and we look forward to working with them again in January or February.

As always, we are so grateful for the support we receive from the Friends of the Chelmsford Library!

From Jill Kenny, Head of Programming

Virtual and in-person programming is popular, from art programs, to lectures, to book clubs, to large community events! In November, Linocut, Intro to Acrylic and Intro to Chinese Calligraphy in person art programs were full with waiting lists. Our virtual programs varied with the history of Barbie, Beer Hiking, Author talks, history of music as well as a continuation of our Declutter series.

The big highlight of November, was bringing back the Apple Pie Contest! A big thank you to the Friends, for your financial support, volunteer support (Lyn and Debi) as well as tasting support! We welcomed 85 community members, 4 judges and 13 bakers, for a great event!

December starts with a large event this weekend with a Local Author Fair – 15 authors will be here in the McCarthy room to chat with browsers and offer their books for viewing and sale.

Thank you for your continued support of the many programs I continue to offer!

November 30, 2023
Chelmsford Friend of the Library

Cash Reconciliation		11/30/23		
Enterprise Operating Account-bank		84,131.43		
Outstanding items:		<u>(2,986.54)</u>		
Enterprise Operating Account Books		<u>81,144.89</u>		
Restricted		16,716.83		
Unrestricted Operating funds		64,428.06		
CD's:			APY	Exp
Northern Bank & Trust	xx7503 11/15/22	31,173.11	3.75%	4/15/24
Middlesex Savings	xx1256 5/2/23	20,520.42	4.50%	1/1/24
Middlesex Savings	xx1264 5/2/23	15,390.31	4.50%	5/1/24
Middlesex Savings	xx4159 5/26/23	<u>15,345.85</u>	4.50%	8/25/24
		82,429.69		
Total CD's:				
	Total Cash & CD's	<u>163,574.58</u>		

November 30, 2023
Chelmsford Friend of the Library
For the Reporting Year ending June 30, 2024

	Budget:	Nov-23	YTD	
Income:				
Book Cart		588	1,760	incl \$222 3 days of winter sale
Book Sales			19,399	
Book Sales - Other			962	
Product Sales (ie shirts/bags)		151	637	
Raffle Income			1,002	
Donations		15,678	17,005	Fleetwing 15k restricted donation plus
Membership		945	2,820	
Interest Income		280	1,417	4 CD's
Impact Fund (Flow Thru)		204	462	
Total Income		<u>17,845</u>	<u>45,463</u>	
Expenses:				
Library Budgeted Expenses				
Library Programs	21,600	2,472	6,013	Added \$600 D&D grant
performers/speakers, refresh mensts, supplies for adult & youth services & One Book				
Library Wish List	1,500		-	
Digitizing Newspapers-grant	1,355 *		-	
Audio Visual upgrades	15,000		-	Add \$15k Fleetwing grant to budget
Other Library Requests				
One Book support (materials)	5,000		-	
Museum Passes	6,500	1,075	3,350	
Director Discretionary Fund	1,500	194	495	
Total Library Budgeted Expenses	<u>52,455</u>	<u>3,742</u>	<u>9,858</u>	
CFOL Expenses				
Community Expenses				
Event Expenses	500	297	297	Apple Pie Contest
Program Supplement exp	500		-	
Donations	1,000		-	
Book Sale expenses	2,500		1,446	
Other fundraising expenses	400		151	
Membership Expenses			-	
Membership paypal expense	180	13	53	
Office/Admin Expenses	1,986	885	1,408	annual insurance
Other CFOL Expenses	100		35	
Staff Appreciation	1,200		134	
Sunshine fund	200		70	
Total Budgeted CFOL Expenses	<u>8,566</u>	<u>1,195</u>	<u>3,593</u>	
Impact Fund (Flow Thru)		204	462	
Total Expenses		<u>5,141</u>	<u>13,913</u>	
* includes monies from previous grants				
			<u>31,550</u>	
Cash Reconciliation	11/30/23			
Enterprise Operating Account-bank	84,131.43			
Outstanding items:	(2,986.54)			
Enterprise Operating Account Books	<u>81,144.89</u>			
Restricted	16,716.83			
Unrestricted Operating funds	64,428.06			
CD's	82,429.69			
Total Cash & CD's	<u>163,574.58</u>			

2023 Annual Membership Report

My Annual Report is from Meeting Dates of 12-1-22 to 11-2-23. Our Annual Meeting last year was in November. My breakdown is as follows:

PP New	43	\$ 655
\$ New	21	\$ 325
PP Renew	123	\$3845
\$ Renew	128	\$3714

315 Memberships for	\$8,539
32 Donations for	\$7,305
for a Grand Total of	\$15,844

This Grand Total is before PayPal charges are made.

530 renewals were sent and 251 people responded, 47%. This includes responses from our April 2023 Letter campaign.

I would like to run a Renewal Letter Campaign every Spring as the return is worth the extra work.

Lyn

Chelmsford Friends of the Library Membership Report
December 7, 2023

On November 2, 2023, I emailed 19 renewals for November 2023.

On November 4, 2023 I postal mailed 4 renewal forms for November 2023 to members with no email addresses.

There were 14 renewals by check for \$560.00, and 9 renewals through PayPal for \$345.00, for a total of 23 renewals for \$905.00.

There was 1 new membership by check for \$20.00 and 3 new memberships through PayPal for \$25.00 for a total of 4 new memberships for \$45.00.

We received 1 donation for \$80.00 from a Lifetime Member.

The Grand Total for November 2023 is \$1030.00.

Renewal breakdown: 13 from November 2023, and 10 from previous months.

Lyn Carey Membership Chairman.

**Book Sale Committee Report
FOL Annual Meeting
Dec. 7, 2023**

First, we need to thank our volunteers. Our Book Sales would not be so successful without the volunteers working both at the sales and all year long with sorting and pricing. And we especially appreciate Maureen who is brilliant at organizing them.

The Spring Sale made \$15,975.

The Fall Sale made \$17,953.

We cannot use all the books that are donated, and so we work with Bay State Books to take our duplicates. They pay us by the pound quarterly. This year that made an additional \$1,732.

Our Book Cart is amazingly successful. And for that we have to thank Betty-Mae Flaherty, and Barbara and Al Bates, for their efforts through the year to keep it stocked. For the last year the cart totaled \$4,488.

And as you know, we have an honor system Winter Sale of giftable items. That cart money includes the Winter Sale amount. So far this December, between 11/27-12/4, we have received approximately \$600 from this special sale. We also use it to raise our visibility during the holiday season. A special thanks goes to Marti Michaud and Shari Stokes for helping to organize this sale, and to all the people who put aside gift quality materials for us throughout the year.

We are looking to set up a Chelmsford Friends Ebay account in the future. However, someone has been selling online some items for us, and along with a special sales of some discards we have \$346 so far for 2023.

This brings book sales to a grand total of \$40, 494 for this past year. See how far your donated books can take us!!

Chelmsford Friends of the Library, Inc.

Profit and Loss Detail

September 1, 2022 - December 4, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
Ordinary Income/Expenses						
Income						
Fundraising Income						
Product Sales						
09/23/2022	Deposit		Paypal	dot shirt dumas	20.00	20.00
09/27/2022	Deposit			circulation desk money	18.00	38.00
10/12/2022	Deposit		Paypal	maureen t-shirt	10.00	48.00
10/17/2022	Deposit		Paypal	2 t-shirts	30.00	78.00
10/17/2022	Deposit			t-shirt sales at book sale	283.00	361.00
10/17/2022	Deposit		Paypal	t-shirt sale	15.00	376.00
10/28/2022	Deposit			Bridget return of t-shirt 'change'	90.00	466.00
10/28/2022	Deposit			circulation desk \$; left \$10 in change	34.00	500.00
11/30/2022	Deposit			circ desk monies; left 26 for change	100.00	600.00
12/29/2022	Deposit			circulation desk	198.00	798.00
01/31/2023	Deposit			Circulation desk receipts	48.00	846.00
02/27/2023	Deposit			circulation desk	57.00	903.00
03/30/2023	Deposit			circulation desk sales	37.00	940.00
04/28/2023	Deposit			Circulation desk product sales	125.00	1,065.00
04/29/2023	Deposit			T-shirts from sale 318-100 starting cash	218.00	1,283.00
04/29/2023	Deposit		Paypal	t-shirts credit card at sale	60.00	1,343.00
05/30/2023	Deposit			circulation desk sales	55.00	1,398.00
06/30/2023	Deposit			Circ desk sales	113.00	1,511.00
07/27/2023	Deposit			circ desk	90.00	1,601.00
07/27/2023	Deposit			McKay money found?	9.00	1,610.00
08/30/2023	Deposit			Commercial Deposit - Deposit	86.00	1,696.00
09/21/2023	Deposit			circ desk thru 9/21	30.00	1,726.00
10/16/2023	Deposit		Paypal	youth t-shirt	10.00	1,736.00
10/16/2023	Deposit			t-shirts sold at book sale	251.00	1,987.00
10/16/2023	Deposit		Paypal	youth t shirt	10.00	1,997.00
11/29/2023	Deposit			circ desk oct 95, nov 56	151.00	2,148.00
Total for Product Sales					\$2,148.00	
Total for Fundraising Income					\$2,148.00	
Total for Income					\$2,148.00	
Expenses						
CFOL Expenses						
Fundraising Expense						
Product Sales Expense						
09/28/2022	Check	4213	QPL Inc & The Image Group	T- shirts purchased for sale black w/ white logo	551.40	551.40
10/05/2022	Check	4220	QPL Inc & The Image Group	24 white tees w/ full color Library logo	314.88	866.28
11/08/2022	Check	4239	QPL Inc & The Image Group	36 youth black tees	315.00	1,181.28

Chelmsford Friends of the Library, Inc.

Profit and Loss Detail

September 1, 2022 - December 4, 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT	BALANCE
01/31/2023	Check	4285	Fran Meidell	bins for t-shirt storage	39.12	1,220.40
02/17/2023	Check	4295	QPL Inc & The Image Group	12 Large black tees	109.80	1,330.20
05/01/2023	Check	4367	QPL Inc & The Image Group	12 black tees	109.80	1,440.00
05/31/2023	Check	4376	Fran Meidell	sales books 14.85; storage bags 9.57	24.42	1,464.42
10/16/2023	Deposit		Paypal	paypal exp for t-shirt	0.26	1,464.68
10/16/2023	Deposit		Paypal	paypal tshirt	0.32	1,465.00
Total for Product Sales Expense					\$1,465.00	
Total for Fundraising Expense					\$1,465.00	
Total for CFOL Expenses					\$1,465.00	
Total for Expenses					\$1,465.00	
Net Income					\$683.00	

