

**Agenda - Regular Meeting
Kirkland Town Library Board of Trustees
Tuesday, Nov. 30, 2021 at 6:30 pm**

Call to Order

Public Comment

Secretary's Report: minutes attached

Treasurer's Report: financials attached

Director's Report: attached

President's Report:

Friend's Report: attached

Committee Activity Reports

- Executive: attached
- Advancement: attached
- Facilities: attached
- Finance: attached
- Human Resources: attached
- Policy: no report
- Nominating Committee: attached

Old Business

New Business

- Talking point – Tech Help.

Adjournment

2022 Meeting Dates:

January 28, 2022: Annual Meeting (6:00pm); board meeting (6:30)

Attachments:

1. Minutes October meeting
2. Financials: October P&L; Balance Sheet
3. Director's report
4. President's report
5. Friends Committee report
6. Committee reports: Executive, Advancement, Finance; Facilities, Nominating
7. 2022 Budget

MINUTES OF THE OCTOBER 2021 MEETING
OF THE KIRKLAND TOWN LIBRARY BOARD OF TRUSTEES

The meeting of the Kirkland Town Library Board of Trustees was called to order at 6:32 p.m. on Thursday, Oct. 28, 2021.

PRESENT: Elizabeth Bentley, Marie Boucek, Bill Bower, Natalie Brown, Anne Debraggio (director), Joe DeTraglia, Edwin Grant, Barb Grimes, Sara Groh, Stacey Himmelberger, Judy Kowalczyk, Matt Lacy, and Ashley Simons. ABSENT: Darby O'Brien and Sara Ziesenitz.

SECRETARY'S REPORT: Judy made a motion, and Win seconded, to accept the minutes of the Sept. 23, 2021, meeting. The motion passed unanimously.

TREASURER'S REPORT: Natalie shared the Profit & Loss Budget Performance reports and Balance Sheets for August and September and made a motion, on behalf of the Finance Committee, to approve. The motion passed unanimously.

DIRECTOR'S REPORT: Stands as submitted, with the following items of note:

- Talking Point of the Month: Two notary publics are available at the KTL — Anne and Laura Stoll.
- September Circulation — 5,090 items (Sept. 2020 – 4,525 items); Door Count 1,639; (Sept. 2020 – 1,044)
- Tent will be removed soon. Storytime will continue to be held outside weather permitting, then brought inside with safety measures in place.
- First meeting held on new deck; positive feedback!
- Oneida County Executive Tony Picente announced restoration of library funding in 2022 proposed budget.
- Hamilton College intern Emily Vanecko will spend two afternoons a week at the library.
- Staff evaluations will be done in November.
- MidYork asked our library to beta test the system to send out texts to patrons.
- Through the Great Give Back, the library collected toiletries for the Rescue Mission and Country Pantry.
- Events Held — State Police Canine Unit visit drew a huge crowd; StoryWalk held at the Kirkland Town Park; Art Show with works by Jan Burke had 40 guests; Tween Book Club met, and they want to do it again; Storytime Pumpkin Contest is back!
- Events Upcoming — Oct. 29: Fire and Frights – Spooky stories from 6:30–7:30 p.m.; Oct. 30: Preschool (and siblings) Costume Parade, 10:30 a.m.; Treats for Troops – leftover Halloween candy, unopened snacks, etc.; Weed and Reap sale hopefully in November.

PRESIDENT'S REPORT: Stands as submitted. Barb reminded the board about two upcoming trustee training sessions. Sara G will forward PowerPoint and recording of first session. Sexual harassment training must be completed live starting in 2022.

FRIENDS REPORT: A jewelry sale will be held during the Shoppers Stroll on the Village Green. A holiday book sale will take place the following week at the library. Book donations are ongoing with drop-off at the shed. The Friends are lining up chairs for the 2022 book sale, which will take place in July.

COMMITTEE REPORTS:

Advancement: Stands as submitted. Sara G. thanked board members for adding personal notes to annual appeal letters and, in advance, for making a gift to the library. Goal is to again achieve 100% board participation.

Facilities: Stands as submitted. Concrete steps at the main and rear entrances have been replaced!

Human Resources: Stands as submitted. The finalized employee handbook will be shared with board members prior to discussion at the November meeting. Library director evaluations will be shared with the board soon; must be completed in November.

Nominating: Stands as submitted. Names of potential board member replacements have been identified; Sara G has others from last year. Candidates with finance or marketing backgrounds would be especially helpful.

Finance: Stands as submitted. The audit was completed with positive results. No significant deficiencies identified. Natalie made a motion, on behalf of the Finance Committee, to approve. The motion passed unanimously.

Policy: Ashley made a motion on behalf of the Policy Committee to approve the Animals in the Library Policy. The motion passed unanimously.

OLD BUSINESS: none

NEW BUSINESS: Much progress has been made on the board's 2021 strategic plan committee goals. A draft of 2022 goals was reviewed. Items to be added include the formation of an Audit Committee, and, under Human Resources, the director evaluation process. Sara G. made a motion to approve the 2022 strategic plan committee goals; Bill seconded. The motion passed unanimously.

Anne shared the proposed KTL holiday closing dates for 2022. Natalie made motion to accept the list as presented; Win seconded. The motion passed unanimously.

Changes to a NYS open meeting law, taking effect Nov. 15, 2021, will require that minutes from KTL board meetings be posted the day following the meeting.

At 7:16 p.m., Judy made a motion to adjourn; Win seconded. The motion passed unanimously.

Respectfully submitted,
Stacey Himmelberger, secretary

FINAL MEETING OF 2021: Tuesday, Nov. 30

KTL
Profit & Loss Budget Performance
October 2021

	Oct 21	YTD	Budget	\$ Over Budget
Ordinary Income/Expense				
Income				
Clinton Central School District	0.00	324,773.66	324,784.00	-10.34
Debt Forgiveness Income	0.00	42,500.00		
Development	422.00	11,713.00	35,000.00	-23,287.00
Fundraising (Friends)	50.00	16,350.02	6,000.00	10,350.02
GIFTS	1,020.00	28,731.87	14,000.00	14,731.87
GIFTS/Restricted	0.00	15,711.00		
GRANTS	0.00	32,760.00		
Miscellaneous Income	56.99	2,428.54	2,500.00	-71.46
NY STATE FUNDS	0.00	3,477.46	1,250.00	2,227.46
Oneida County	0.00	5,493.75	7,325.00	-1,831.25
Program Income	0.00	40.00		
Total Income	1,548.99	483,979.30	390,859.00	93,120.30
Gross Profit	1,548.99	483,979.30	390,859.00	93,120.30
Expense				
Collections Expense	1,933.00	26,854.91	34,000.00	-7,145.09
Computer Services	0.00	9,968.67	15,000.00	-5,031.33
Development Expense	499.05	1,668.00	1,500.00	168.00
Employee Benefits	102.44	1,126.84		
Equipment-New	998.76	34,948.59	8,745.00	26,203.59
Friends Expenses	0.00	5,806.13	1,000.00	4,806.13
Grant Expenses	0.00	1,882.60		
Insurance	314.27	9,701.90	11,000.00	-1,298.10
Legal and Accounting	0.00	7,827.50	9,750.00	-1,922.50
Miscellaneous Expense	19.39	43.89	1,000.00	-956.11
Office	714.30	4,370.95	5,800.00	-1,429.05
Postage and Delivery	36.93	981.90	1,000.00	-18.10
Program Costs	189.23	10,008.14	6,200.00	3,808.14
Repairs and Maintenance	863.00	9,192.89	13,500.00	-4,307.11
Salaries and Wages	29,957.59	211,631.57	288,000.00	-76,368.43
Staff Training	0.00	407.98	1,500.00	-1,092.02
Telephone	143.49	1,450.63	1,800.00	-349.37
Utilities	740.46	7,387.08	15,500.00	-8,112.92
Total Expense	36,511.91	345,260.17	415,295.00	-70,034.83
Net Ordinary Income	-34,962.92	138,719.13	-24,436.00	163,155.13
Other Income/Expense				
Dividend Income	859.02	19,904.14		
Interest Income	83.19	1,348.67		
Unrealized Gains (Lo	51,843.95	183,591.73		
Total Other Income	52,786.16	204,844.54		
Investment Fees	3,251.46	12,683.04		
Total Other Expense	3,251.46	12,683.04		
Net Other Income	49,534.70	192,161.50		
	14,571.78	330,880.63	-24,436.00	355,316.63

Balance Sheet Prev Year Comparison

11/10/21

As of October 31, 2021

Accrual Basis

	Oct 31, 21	Sep 30, 21	Oct 31, 20
ASSETS			
Current Assets			
Checking/Savings			
Access Money Mrkt.	13,963.75	13,959.60	181.67
Bank of Utica	197,170.13	197,091.99	95,909.28
Friend's ACCESS	4,205.19	4,204.29	3,789.75
Friends ACCESS Checking	14,124.56	14,074.56	681.62
Front Cash	80.00	80.00	80.00
NBT Checking	18,314.06	54,259.75	98,559.52
PayPal	5,862.09	5,819.46	408.96
Petty Cash	103.99	220.00	126.17
Total Checking/Savings	253,823.77	289,709.65	199,736.97
Other Current Assets			
Prepaid Expenses	4,357.72	4,357.72	4,082.44
Total Other Current Assets	4,357.72	4,357.72	4,082.44
Total Current Assets	258,181.49	294,067.37	203,819.41
Fixed Assets			
Property	1,093,101.16	1,093,101.16	1,093,093.66
Property Accumulated Depreciati	-640,645.00	-640,645.00	-640,645.00
Total Fixed Assets	452,456.16	452,456.16	452,448.66
Other Assets			
Grant Receivable	381.51	381.51	0.00
Investments	903,612.32	880,745.95	709,417.75
Investments - Caruso	349,551.82	335,722.24	264,668.57
Strategic - Lorenz Funds	509,080.93	496,325.37	405,109.37
Total Other Assets	1,762,626.58	1,713,175.07	1,379,195.69
TOTAL ASSETS	2,473,264.23	2,459,698.60	2,035,463.76
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	1,232.51	2,380.87	1,506.88
Total Accounts Payable	1,232.51	2,380.87	1,506.88
Other Current Liabilities			
Accounts Payable - Other	0.38	0.38	0.38
Accrued Sick Time	6,667.08	6,667.08	6,667.08
Payroll Withholding	1,052.05	909.84	489.31
PPP Loan	0.00	0.00	42,500.00
Total Other Current Liabilities	7,719.51	7,577.30	49,656.77
Total Current Liabilities	8,952.02	9,958.17	51,163.65
Total Liabilities	8,952.02	9,958.17	51,163.65
Equity			
Net Assets	1,781,844.39	1,781,844.39	1,557,566.67
Permanently Restr Net Assets	351,587.19	351,587.19	351,587.19
Net Income	330,880.63	316,308.85	75,146.25
Total Equity	2,464,312.21	2,449,740.43	1,984,300.11
TOTAL LIABILITIES & EQUITY	2,473,264.23	2,459,698.60	2,035,463.76

Olivia Martello, who joined the KTL April of this year, resigned. Utica Public Library is bringing back staff as of the New Year so she will be returning to her former position. Fortuitously, Dennis May, a former employee emailed me about returning, and we will be meeting the end of this week to discuss re-hiring.

Staff evaluations going well. Due to staff schedules, will be wrapped up by Friday.

Directors Advisory Council met in person and via Zoom on 11/17. Discussed open meeting law updates and the Employer Retirement Plan Mandate, along with updates on Workflows, Patron status and challenge to library materials.

- What we've been doing
 - Collected A LOT of candy for the "Treats for Troops;" so much so that after mailing them four boxes, we shared the leftovers with several group homes in the area.
 - Books and Baubles Sale is now happening; includes holiday books and jewelry from the Friends sale on the Green; library books weeded from the collection and yarn from Cynthia Kershner.
 - Acorn gratitude project; along with people saying they are grateful for the library and librarians and books and being able to read; baseball and puppies and piano lessons and snow made the list!
- What we will be doing
 - Library's 120th Birthday on Dec. 11th; birthday gift bags and cake!
 - Sharing different holiday traditions with a scavenger hunt around the library
 - Tween book club is on book #3; starting a Teen Book Club in January
 - Storytime moving indoors; requiring pre-registration
 - Saturday hours are 10-2; align when we open on M-F.
- Talking Point: Tech Help! One on One appts. available with Chelsea. Also offer Tech Talk, a database of articles, webinars, and tips about technology. Sign up to receive their e-newsletter
- Circulation Numbers - October
 - 4,878 items with 3,337 of those items in house. (Oct 2020-5,077 items)
 - Door Count 1577; (Sept 2020 -1054)
- Covid Numbers as of 11/27/21:
 - Oneida County is at 71.3% first shot, 65.2% fully vaccinated
 - Our zipcode (13323) is at 75.2% first dose; 68.9% fully vaccinated

Friends of the Kirkland Town Library Committee
November 2, 2021
Submitted by Marie Boucek

Sign on the village green: The sign at the corner of College St. and Park Row is maintained by the Friends Committee. Sarah requested volunteers to update the sign through February.

Jewelry Sale: The Committee discussed preparations for its jewelry sale scheduled for Friday, November 26 from 10-3 on the green.

Books and Baubles Sale: At the KTL starting December 1st, the sale features holiday and collectible books and jewelry.

2022 book sale planning: The annual sale returns to Boilermaker weekend (July 8-10). Alex offered to be in charge of collectibles and specials. The Committee set up a rotation for donation pick-ups.

No meeting in December

Committee Reports November 30, 2021

Executive, submitted by Barb

The Kirkland Town Library was approached by Mid York Library System to partner with them on a grant. If Mid York wins the grant, they would purchase a locker system for curbside pickup for us for \$20,000. We would need to agree to host the locker system, install an electrical outlet, and pay \$250 per year for the software to run the locker system. The locker system would be located outside the building where the Country Pantry drop box currently sits.

The Executive Committee acted on the board's behalf to approve this partnership because of a rapidly approaching deadline. The Executive Committee recommends that the board now vote to approve the partnership with Mid York for this grant opportunity for the locker system.

Advancement, submitted by Sara G.

Our fall appeal dropped at the beginning of the month. Thanks to everyone for adding personalized notes at the bottom. So far we've received \$16,840 from 174 donors. Compared to last year, we are slightly behind (11/30/2020 – 187 gifts totaling \$18,175).

Thanks also to all board members who've made a gift to the library. Our support is important and sends a strong signal that we believe in the mission of the library so much that we are willing to financially support it. If you haven't yet made your gift, please do so by check or via our online gift page which you can access on the main library homepage. We would love to have 100% participation by December 31.

Facilities, submitted by Barb

The Facilities Committee met virtually on Tuesday, November 16, at 6:30 pm. We met to go over the recommendations of Utica National Insurance's loss control inspection of the library. We need to respond with the actions that we will be taking to Utica National by the end of November. The concerns include:

1. Extension cords and ethernet cords. Electrician Chris Burns was contacted and he will add new outlet(s) where necessary to avoid trip and fall hazards. In 2022, we will be going wireless and the ethernet cord issue will no longer exist. Previously, this was not a problem but we relocated staff desks for social distancing, etc. and cords were needed as a result.
2. Moss accumulation on the roof near the main entrance. Roofer Ken Mosher will be called to deal with this to minimize the possibility of compromising shingles.
3. Electrical distribution system. Electrician Chris Burns was contacted and will inspect the system looking for loose connections, arcing, any deterioration or inadequate circuit protection. This will be done and items corrected quickly to help control fire and electrical shock hazards.
4. Fire extinguisher. A fire extinguisher is needed in the attic. Our fire extinguisher supplier will be called, a fire extinguisher purchased, and installed in the attic.

Tree removal - One of the contributing factors of the moss on the roof and perpetually clogged gutters near the main entrance is the location of two large trees next to the book drop. Anne spoke to Family

Tree Service when they were removing our neighbor's trees. She received an estimate of \$2950 to remove the two trees. In addition, they would remove a tree on the back property line for \$500. There is another smaller tree in the back that may need to come down as well.

The following resolution was made by Kris Bellona and seconded by Matt Lacey: The Facilities Committee recommends that we spend up to \$4000 to remove the two trees near the book drop, the tree along the back property line, and the additional tree in the back. The motion passed.

Matt Lacey recommended that we do not use salt on our new concrete steps for at least one year. He recommended the use of sand.

Mike Van Strander reminded all that the deck fence needs staining to complete the work that was presented to the Clinton Historic Preservation Commission. This will need to be done in the Spring.

The meeting was adjourned at 7:05.

Human Resources, submitted by Judy

1. After this meeting the Director's Evaluation will be sent to you.
Instructions: Each Member of the board will receive the link to the survey by email.
Please complete with in one week
We encourage you to make comments – rely on the Directors reports from 2021 and meeting minutes also include comments about the Board and committee meetings: some examples COVID procedures, grants, programming or other areas.
If you have any questions, please contact me or Elizabeth
2. Start thinking of your goals for the director for 2022
3. Employee Handbook – Updated and in final stages for approval

Nominating, submitted by Elizabeth

We have the following names for potential candidates:

Matthew Bashant	Justin Nackley
Katie Bono	Carrie Reaves
Lyman Christensen	Louise Ruffine
Shelby Davis	Jay Williams
Carrie Evans	Kris Bellona
John Forbes	Deli Rogers
Catherine Marhenke	Matt Van Slyke
Miriam Moore	

For the executive committee, Barb has agreed to continue as President and Natalie as Treasurer.

MEMORANDUM

TO: Kirkland Town Library Board

FROM: Natalie Brown, Treasurer 

DATE: November 16, 2021

SUBJECT: Finance Committee Report – Finance Committee November 16, 2021

PRESENT: William Bower; Natalie Brown; Win Grant; Darby O'Brien; Anne Debraggio, Executive Director; Barbara Grimes, President

EXCUSED: Dan Gale; Sara Groh

The committee met via Zoom at 10:00 AM Tuesday November 16, 2021. A quorum was present.

The Report from the October 19, 2021, Finance Committee meeting was reviewed.

A motion was made by Darby O'Brien and seconded by Win Grant to approve the report from the October 19, 2021, Finance Committee meeting. Unanimously approved.

The October financial reports were reviewed.

A motion was made by Darby O'Brien and seconded by Win Grant to approve the October financial reports. Unanimously approved.

The committee reviewed the quarterly reports from investment managers Strategic Portfolios and Caruso McLean. Strategic has brought the portfolio mix within the policy guidelines. Caruso McLean has moved the portfolio mix closer to the guidelines.

Anne Debraggio walked the committee through the budget proposed for 2022. Anne proposed two different salary options. There was an in-depth discussion about the salary and benefit options which would result in a projected deficit. Given the current environment for hiring employees, the committee agreed with the recommended increases. Retention of staff is critical to the continued functioning and success of the library. Adding benefits, a long-time goal, was also included although the amount has not been finalized by the HR committee. The finance committee approved the budget with the understanding that there are some items that might offer financial relief as we go through the year:

- The actual annual salaries usually come in less than budgeted
- The recommended payout of sick leave is a onetime expense
- The potential to access the investment portfolio could cover capital expenditures and projected deficit.

- Benefit proposal assumes 100% participation which is unlikely. Alternative plans are still being explored.

A motion was made by Win Grant and seconded by Darby O'Brien to approve the 2022 proposed budget. Unanimously approved.

At this meeting, the committee voted on the resolution to override the tax cap.

- Whereas the adoption of the 2022 budget for the Kirkland Town Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal law Section 3-c adopted in 2011.
- And Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members.
- Now therefore be it resolved, that on 12/30/2021, the Board of Trustees of the Kirkland Town Library voted and approved to exceed the tax level limit for 2022, by at least the sixty percent of the Board of Trustees as required by state law.

This is required if when we submit a request for the school budget vote it is over the tax cap. This vote doesn't initiate any action. If we are recommending an increase for the school budget vote, it will be brought to the board in January 2022 for approval.

A motion was made by Darby O'Brien and seconded by Bill Bower to approve overriding the tax cap. Unanimously approved.

The meeting adjourned at 10:56 AM

2022 Budget narrative

INCOME

No increase in property tax; county funding restored to 100%; state funding restored to 2020 levels.

	2020 actual	2020 budget	2021 budget	2022 budget
Property Tax	\$324,784	\$324,784	\$324,784	\$324,784
NYS	\$2,122	\$2,500	\$2,500	\$2,100
Oneida County	\$13,627	\$13,500	\$13,600	\$14,650

Return of annual book sale; gifts reflecting 3 yr. trend

	2020 actual	2020 budget	2021 budget	2022 budget
Development	\$36,633	\$40,000	\$35,000	\$40,000
Gifts/ Restricted Gifts	\$25,063	\$14,000	\$14,000	\$18,000
Friends	\$4,938	\$18,000	\$6,000	\$24,500

Fees from other libraries; the fall book sale, return of art shows, coffee and room rentals

	2020 actual	2020 budget	2021 budget	2022 budget
Other income	\$2,498	\$3,000	\$2,500	\$2,500

2022 Budget narrative

EXPENSE

	2020 actual	2020 budget	2021 budget	2022 budget
Salaries and wages (FICA and NYPSL of \$2910)	\$239,600	\$265,000	\$288,000	\$316,000
Benefits				\$26,100
Staff Education	\$820	\$3,000	\$1,500	\$5,400 (\$347,500)

- Covers hourly wage increase to \$15.00; retain employees by offering a competitive wage
- Adjust salaries of full-timed degreed librarians; bringing two to equivalent of at least \$20.00 an hour; third 4% increase and director 3%. Planning for the future
- Benefits:
 - Vision and dental coverage for four full-time employees (\$1,224)
 - Accrued sick time buy-out (\$11,561). One time, extraordinary item.
 - Health insurance for five eligible (\$13,320... \$222 a month per employee); this may be a much lower figure
- Includes staffing for extended Saturday hours (12 weeks – Jan thru March)
- Quarterly staff meetings
- One employee; tuition benefit of \$2500
- 2 staff to national conference, 2 staff to NYLA conference, professional membership fees and industry specific journals.

	2020 actual	2020 budget	2021 budget	2022 budget
Library Materials	\$24,041	\$36,500	\$34,000	\$34,000

- Allows for multiple copies of high interest books
- NYT Sunday edition in print

	2020 actual	2020 budget	2021 budget	2022 budget
Computer Services	\$14,403	\$11,500	\$15,000	\$15,000

- 3.75 % of 2020 operating expenses (\$382,251)

2022 Budget narrative

	2020 actual	2020 budget	2021 budget	2022 budget
Equipment	\$55,597	\$20,500	\$8,745	\$5,260
Repairs/Maintenance	\$8,161	\$15,500	\$13,500	\$13,500

Equipment upgrades:

- Two front desk computers and seven barcode scanners
- New telephones (\$360)
- Deck furnishings
- Virtual Meeting Room

Repairs/Maintenance

- Includes snow plowing (\$2500), bi-annual deep cleaning (\$2,000) and power washing building (\$500)

	2020 actual	2020 budget	2021 budget	2022 budget
Programming	\$4,969	\$7,000	\$6,200	\$8,000

- Online program registration
- Reflects patron expectations of the library

	202 actual	2020 budget	2021 budget	2022 budget
Telephone	\$1,675	\$1,800	\$1,800	\$2,760

- Replace outdated telephone system; phones beyond repair
- Gain ability to transfer library calls to home number; music while on hold

	2020 actual	2020 budget	2021 budget	2022 budget
Utilities	\$8,672	\$15,000	\$15,500	\$15,500
Legal/Accounting	\$8,522	\$11,750	\$9,750	\$9,750
General Insurance	\$7,807	\$11,000	\$11,000	\$11,000
Administrative	\$5,007	\$5,000	\$5,800	\$4,800
Friends	\$416	\$4,000	\$1,000	\$2,500
Development	\$1,480	\$2,000	\$1,500	\$1,500
Misc.	\$426	\$1,800	\$1,000	\$750
Postage	\$873	\$1,600	\$1,000	\$1,200

