

Killingworth Library Association, Inc.
Consent Agenda
Date: Monday, January 22, 2018
(Note: Bold Items require action. Please take note.)

Presidents Report: Alison Karam

Treasurer: Jan O'Sullivan

W-2s have been created and distributed to all employees who worked during 2017. 1099s will go out to vendors by the end of this month. All quarterly and yearly payroll and unemployment filings are complete. The Finance Committee will be meeting with Morgan Stanley on Thursday, Jan. 25 at 3pm for a routine review of the endowment investments

Publicity: Sue Cornell/Fiona Phelan

Submitted the following press releases: Book Sale (feb. 17) and Author Liz Petry (Feb. 21).

Book Sales: Lou Goldblatt

Our Christmas mini-sale netted \$364 during the period between Thanksgiving and Dec. 23rd. Many thanks to the many hands who made this such a successful sale.

Lou and Lise have been considering enhancing sales in the lobby by substituting bookcases and racks for one of the tables, while at the same time reducing the number of full sales to two a year. However, this will require a change in our policies regarding the use of the bulletin boards in the lobby as well as some costs to acquire appropriate bookcases. Therefore we will be bringing the issue before the Board at the January meeting.

Since the next sale is scheduled for February 17th and the attic is filling up will stop accepting books after January 27th to allow us time to prepare for the sale.

**Minutes of the Killingworth Library Association
Board of Directors Meeting
Monday, January 22, 2018**

Directors present: Lise Brule, Sue Cornell, Eileen Cyrus, Rob Flaherty, Jr., Lou Goldblatt, Lucinda Hogarty, Wally Jones, Alison Karam, Mandy Major, Dave Meixell, Roger Nemergut, Jan O'Sullivan, Fiona Phelan

Directors absent: Bob Bellonio, Jim McDonald, Dick Otto

Also present: Tammy Eustis, Head Librarian

Alison called the meeting to order at 7:05 p.m.

Consent Agenda:

- Move to accept: Lucinda Hogarty. Second: Eileen Cyrus. Vote: Accepted unanimously. Copy attached.

President's Report:

- Consent agenda and the following:
- Laurie Prichard was offered and accepted the Library Director's position and will assume her duties on Feb. 5. She is currently assistant library system director in East Haddam, where she rotates between two libraries, and brings both a library and business background to the position. Her references were glowing. She will meet with the staff on Jan. 23. The Friends of the Library will plan a welcome reception.
- If the 2018 budget request is approved, the objectives on the monthly agenda will need to be updated as follows: \$100,519 will be the amount the board needs to raise for the \$358,769 budget; Mandy Major will work on rewording objective #7, which addresses our website and subscriber email.
- Alison circulated an updated contact list and 2018 Library Committees and membership.

Minutes:

- Reviewed minutes from the Nov. 27 Board meeting. No changes, so they remain as written.

Head Librarian's Report:

- Report attached
- Tammy shared a thank you letter she sent to Sally Sizer, thanking her group for their donation following their use of the library for a recent program
- Tammy and Nancy Bradley brainstormed options to replace the slate entry way with something less slippery. One idea is stamped concrete and bricks, which could be a fundraiser. The board discussed other possible materials that would be safer than the current slate. Lou will provide the contact who used paver blocks for the patio work around the Killingworth Lions building at the Durham Fair as another option to explore.

Budget and Finance Committee:

- Report attached.
- The Library budget was submitted to the town the first week in January; Alison provided a copy for the board.

Fundraising Committee:

- 2018 golf tournament date is Wed. May 16 at Fox Hopyard Golf Club in East Haddam. 9 a.m. tee time. Sponsor and raffle donation lists will be circulated next month. The cost will be the same as last year and golfers will also receive an on-the-course snack.
- Eileen will contact Mercedes and Rosemary to handle staffing the bake sale in conjunction with Feb. 17 book sale.

Book Sale Committee:

- Lou and Lise submitted a proposal to replace the book sale tables in the entry way with three bookcases that will need to be purchased. The board will submit an application to the Killingworth Community Fund to cover the anticipated cost.
- Board discussed rearranging bulletin boards in the entryway to accommodate the new bookcases; other bulletin board locations will be identified with an explanation of current library policies regarding who may post and what may be posted.
- Board members volunteered to assist in putting together the new bookshelves when purchased.
- A sign-up sheet for the Feb. 17 book sale was circulated.

Grants Committee:

- See consent agenda
- Applications to the Killingworth Community Fund are due Feb. 28, the Grants Committee will submit a proposal to purchase new bookcases and bulletin board material to make the entryway a year-round book sale and community information space.
- Committee will investigate applying the Neighborhood Assistance Act grant funding to upgrade the public bathroom fixtures.

Program Committee:

- Author Liz Petry will provide a program on Feb. 21
- Tim Gannon will give a talk on maple sugaring on Feb. 22, which may be held at the Firehouse for space reasons
- March 20 – Jody Small will discuss Navigating the College Application Process
- May 2- a program about the Gillettes of Gillette Castle fame is planned
- A program on Abel Buell is being planned

Public Relations Committee:

- Fiona will send out a Constant Contact blast about the upcoming books sale and will draft a press release announcing the new library director

Building and Grounds Committee:

- Roger reported that the exterior pole lighting will be upgraded to LED with money available from the town for energy improvements, possibly up to \$10,000
- The town is also planning to replace the library boiler with money from another grant
- The lights under the new exterior sign were damaged during a recent snowstorm. Markers will be put in place to denote location to avoid future damage

Computer Committee:

- Mandy will outline a plan to create shared access to board files using Google Drive

Security Committee: Nothing to Report

Governance Committee:

- There are still two vacancies on the board, including one town-appointed member. Alison and Cathy Iino have discussed the vacancy.

Recognition Report:

- A sign-up sheet was circulated to provide goodies to staff throughout the year.

Long Range Planning Committee: Nothing to report

Library Circle of Friends:

- Lucinda reported there are now 63 Friends in the Library Circle.

With no further business, the meeting was adjourned at 8:28 p.m.

Respectfully submitted,

Fiona Phelan

Recording Secretary

December 2017 / January 2018 Head Librarian's Report

November Statistics

Circulation = 2,816, plus 41 e-audios and 8 e-books (via researchITCT)

Attendance = 1,758

Reference = 86 in person, plus 29 online; total = 115

December Statistics

Circulation = 2,584, plus 54 e-audios and 13 e-books (via researchITCT)

Attendance = 1,490

Reference = 75 in person, plus 16 online; total = 101

Sponsors and Donations

In mid-December, Sally Sizer (the “human half” of our Paws & Read program) held her final exams for local pet therapy partners in the meeting room. At the end of the day, she collected donations from the attendees – they graciously donated over \$100 for the use of our space.

The annual donation tree drew sponsors for three museum passes and sixteen magazine titles that the library offers. New titles in the collection include Connecticut Explored, Games Master, Horse Illustrated, and Make: Technology on Your Time.

Tammy sent thank-you's to all of the above donors.

Reading2Connect

The library now holds a collection of eleven volumes specially designed for seniors with memory challenges (Alzheimer's, dementia, etc.). The creators of this series – Peter S. Dixon, MD and Susan Ostrowski, SLP – spoke at the Valley Shore librarians' roundtable back in 2016. Our community sees a growing need for resources such as these, and Tammy hopes to promote it with some publicity and outreach.

Children's Services

On January 10th, Gayle attended the Family Resource / Preschool Expo hosted by HK Youth & Family Services. She shared information on the library's various programs and collections for young readers, and held a free book giveaway.

On February 3rd, the library will participate in Take Your Child to the Library Day. We'll have fun, self-driven activities for our young visitors, as well as a book-giveaway and fine forgiveness on any child's account.

Upcoming Vacations

Gayle will be on vacation from January 31st through February 9th.

Killingworth Library Assoc., Inc. CASH REPORT

December 31, 2017

WEBSTER CHECKING ACCOUNT

Beginning Balance \$5,048.13

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales	370.25	2,433.16	2,803.41
Fund Raising			
Annual Fund	1,830.00	11,125.50	12,955.50
DVD Box		120.00	120.00
Earth Day			0.00
Golf Tournament	52.83		52.83
Pizza Delivery		365.58	365.58
In House Sales Items			0.00
Amazon Smile/iGive		11.88	11.88
Miscellaneous		302.00	302.00
Gifts Received	393.00	2,934.00	3,327.00
Grant Income	4,750.00		4,750.00
Rental Income		14,000.00	14,000.00
Miscellaneous Income	17.00	126.48	143.48
Town Contribution		126,587.50	126,587.50
User Fees	272.75	2,460.55	2,733.30
TOTAL RECEIPTS	\$7,685.83	\$160,466.65	\$168,152.48
DISBURSEMENTS			
Books	1,779.07	13,125.77	14,904.84
Card Catalog		2,407.50	2,407.50
Computers		580.55	580.55
Copier Lease	185.48	1,400.90	1,586.38
Dues & Professional Dev.		930.00	930.00
Fundraising Expenses		777.65	777.65
Goodwill/Public Relations	212.22	135.50	347.72
Earmarked Expenses		5,000.00	5,000.00
Insurance			
Health	3,129.40	4,346.26	7,475.66
Liability/WC/D&O		7,599.00	7,599.00
Maintenance	730.24	5,009.24	5,739.48
Miscellaneous			0.00
Museum Passes	150.00	365.00	515.00
Office (supplies, equipment, fees)	244.14	2,843.00	3,087.14
Payroll Expenses	13,914.45	61,855.77	79,697.07
Permanent/Anon. Gift Expense			0.00
Programs - Adult		250.00	250.00
Programs - Children	1,260.06	778.73	2,038.79
Subscriptions	248.00	4,095.28	4,343.28
Unemployment Compensation		315.01	315.01
Utilities			
Electric	491.05	3,560.03	4,051.08
Oil	702.06	895.75	1,597.81
Telephone	159.48	319.37	478.85
To Petty Cash			
TOTAL DISBURSEMENTS	\$23,205.65	\$116,590.31	\$143,722.81
Transfer from Endowment	0.00		
Transfer from/to Money Market	20,000.00		
Transfer from/to Encumbered Savings	250.00		
Ending Checking Balance	\$9,778.31		

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$46,910.46
Deposits			
Withdrawals	20,000.00		
Interest Income	3.88		
Bank Charges			
		Ending Balance	\$26,914.34

ENCUMBERED SAVINGS (WEBSTER)

TECHNOLOGY FUND			
Deposits	0.00	Beginning Balance	\$4,749.10
Withdrawals	0.00	Ending Balance	\$4,749.10
PROGRAM FUND			
Deposits	0.00	Beginning Balance	\$3,978.74
Withdrawals	0.00	Ending Balance	\$3,978.74
NEIGHBORHOOD ASSISTANCE FUNDS			
Deposits	4,750.00	Beginning Balance	\$15,909.62
Withdrawals	5,000.00	Ending Balance	\$15,659.62
SALARIES FUND			
Deposits	0.00	Beginning Balance	\$13,774.00
Withdrawals	0.00	Ending Balance	\$13,774.00
BUILDING FUND			
Deposits	0.00	Beginning Balance	\$10,065.23
Withdrawals	0.00	Ending Balance	\$10,065.23
Interest Income	1.21	Total Ending E.S. Balance	\$48,227.90

CITIGROUP MONEY MARKET		Beginning Balance	\$0.11
Deposits			
Withdrawals			
Interest Income			
		Ending Balance	\$0.11

Killingworth Library Assoc., Inc. CASH REPORT

November 30, 2017

WEBSTER CHECKING ACCOUNT

Beginning Balance **\$18,404.88**

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales	157.75	2,275.41	2,433.16
Fund Raising			
Annual Fund	3,017.75	8,107.75	11,125.50
DVD Box		120.00	120.00
Earth Day			0.00
Golf Tournament			0.00
Pizza Delivery		365.58	365.58
In House Sales Items			0.00
Amazon Smile/iGive	6.82	5.06	11.88
Miscellaneous		302.00	302.00
Gifts Received	2,250.00	684.00	2,934.00
Grant Income			0.00
Rental Income		14,000.00	14,000.00
Miscellaneous Income	36.00	90.48	126.48
Town Contribution		126,587.50	126,587.50
User Fees	451.25	2,009.30	2,460.55
TOTAL RECEIPTS	\$5,919.57	\$154,547.08	\$160,466.65
DISBURSEMENTS			
Books	3,272.28	9,853.49	13,125.77
Card Catalog	2,407.50		2,407.50
Computers	393.05	187.50	580.55
Copier Lease	193.27	1,207.63	1,400.90
Dues & Professional Dev.	625.00	305.00	930.00
Fundraising Expenses	10.05	767.60	777.65
Goodwill/Public Relations	35.50	100.00	135.50
Earmarked Expenses		5,000.00	5,000.00
Insurance			
Health	110.50	4,235.76	4,346.26
Liability/WC/D&O		7,599.00	7,599.00
Maintenance	1,315.00	3,694.24	5,009.24
Miscellaneous			0.00
Museum Passes	150.00	215.00	365.00
Office (supplies, equipment, fees)	1,007.79	1,835.21	2,843.00
Payroll Expenses	17,841.30	61,855.77	79,697.07
Permanent/Anon. Gift Expense			0.00
Programs - Adult	150.00	100.00	250.00
Programs - Children	500.00	278.73	778.73
Subscriptions	455.45	3,639.83	4,095.28
Unemployment Compensation		315.01	315.01
Utilities			
Electric	529.02	3,031.01	3,560.03
Oil	280.61	615.14	895.75
Telephone		319.37	319.37
To Petty Cash			
TOTAL DISBURSEMENTS	\$29,276.32	\$105,155.29	\$134,431.61
Transfer from Endowment	0.00		
Transfer from/to Money Market	10,000.00		
Transfer from/to Encumbered Savings	0.00		
Ending Checking Balance	\$5,048.13		

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$56,904.14
Deposits			
Withdrawals	10,000.00		
Interest Income	6.32		
Bank Charges			
		Ending Balance	\$46,910.46

ENCUMBERED SAVINGS (WEBSTER)

TECHNOLOGY FUND			
Deposits	0.00	Beginning Balance	\$4,749.10
Withdrawals	0.00	Ending Balance	\$4,749.10
PROGRAM FUND			
Deposits	0.00	Beginning Balance	\$3,978.74
Withdrawals	0.00	Ending Balance	\$3,978.74
NEIGHBORHOOD ASSISTANCE FUNDS			
Deposits	0.00	Beginning Balance	\$15,909.62
Withdrawals	0.00	Ending Balance	\$15,909.62
SALARIES FUND			
Deposits	0.00	Beginning Balance	\$13,774.00
Withdrawals	0.00	Ending Balance	\$13,774.00
BUILDING FUND			
Deposits	0.00	Beginning Balance	\$10,065.23
Withdrawals	0.00	Ending Balance	\$10,065.23
Interest Income	0.00	Total Ending E.S. Balance	\$48,476.69

CITIGROUP MONEY MARKET		Beginning Balance	\$0.11
Deposits			
Withdrawals			
Interest Income			
		Ending Balance	\$0.11