

The Killingworth Library Association

Board of Directors

Feb. 26, 2024

To: Lise Brule, Bini Freeman, Nancy McCormick, James McDonald, Dave Meixell, Jan O’Sullivan, Dick Otto, Mariah Meisel, Holly Perry, Chris Larson, Roslyn Reeps, Gwenne Celmer, Ben Sodergren

From: Lucinda Hogarty

Re: Agenda for Board of Directors meeting Monday, Feb. 26, 2024, 7:00 P.M --In person

- Consent Agenda-vote to accept
- Minutes-review of approval of previous meeting’s minutes, vote needed if there are changes
- President’s Report
- Library Director’s Report
- Budget and Finance Report
- Fundraising Report
- Grants Report
- Program Report
- Building and Grounds Report
- Other Business
 - Security
 - Governance
 - Recognition
 - Strategic Planning
 - Friends of the Library
 - New ideas, events, etc.

If you cannot attend, please call, text or email:

Holly Perry at 508.269.7324, email: hollylouiseperry@pm.me

Lucinda Hogarty 860.450.9570, email: lhogarty@gmail.com

DATES TO REMEMBER:

Repair Cafe will be held April 20th. Fixers needed.

Killingworth Library Board of Directors 2023 - 24 Goals & Objectives

1. Provide appropriate funds (amount to be determined) for the Killingworth Library’s FY 2023 - 2024 operating budget through year-round fundraising events, grants, and other income-producing and cost-saving activities.
2. Expand fundraising initiatives and opportunities for individuals, businesses and organizations to support the Killingworth Library.
3. Expand library programming to increase cultural and educational opportunities for children, young adults and adults, boost visibility and participation through traditional and social media, promotional material, website and e-communication.
4. Conduct annual technology review, track Internet usage, and ensure Killingworth Library’s multimedia capabilities are current within one–two years of the latest technology.
5. Increase non-board member involvement on KLA committees to develop board membership pipeline, spread the workload, and expand involvement in the Killingworth Library.
6. Increase the number of library cards held by community members and online library account membership.
7. Utilize new website with subscriber email capability to support direct communications with patrons on programs, fundraising activities and library news updates.
8. Develop a formalized planned giving program that makes it easy for individuals to give charitable annuities, bequests and other planned gifts to support the Killingworth Library.
9. Maintain the library building and grounds to provide an attractive, welcoming place for all.

Killingworth Library Association, Inc.
Consent Agenda
Feb. 26, 2024
(Note: Bold Items require action. Please take note.)

Governance

- Gwenne Celmer has been named by the Board of Selectmen to fill one of the two town appointments to the board.
- Bylaws review to be done at March meeting
- There are **still vacancies** on the Board. Please let Holly or Lucinda know of anyone who might be interested.

Budget and Finance

See Jan's reports

Building And Grounds: No report submitted

Program update from Roslyn:

Growing Groceries— Received \$500 CT Master Gardener's Association grant and \$600 Killingworth Evergreen Garden Club grant of \$600! The grants will be used to buy garden books, fund the seed library, hold Growing Groceries classes and build a demonstration garden on library grounds. Received seed packet donations from Hart Seeds, High Mowing Organic Seeds, Seed Savers Exchange and the UConn Master Gardener Program. We will have close to 3,000 seed packets for library patrons to have for free!

Here's the info that went out for Growing Groceries classes:

Join us for our new Growing Groceries series! Learn how to start a vegetable garden or hone your gardening skills with free classes presented by University of Connecticut Master Gardeners. Free plant seeds will also be available, thanks to our program supporters. You may attend any or all of the programs:

1. Beginning Your Veggie Garden (beginners), February 29th 7:00-8:00;
2. Growing Solanaceous Veggies (mainly tomatoes, peppers and eggplants, beginners to advanced), March 28th, 7:00-8:00;
3. Growing Cucurbits (mainly squash and cucumbers), Beans and Corn (beginners to advanced), April 25th 7:00-8:00; and
4. Seed Saving (plants to target and proper seed collection and storage, advanced); May 23rd, 7:00-8:00.

This series is presented through a partnership with Killingworth Evergreen Garden Club, Killingworth Shared Harvest Garden, and University of Connecticut Master Gardeners. Funders and supporters include: The Chas. C. Hart Seed Co., Seed Savers Exchange Herman's Garden Seed Donation Program and High Mowing Organic Seeds.

Repair Cafe— April 20th, **need fixers**. Would be great to have another board member to help organize.

Read and Eat— Will be held July-August. Partnership of Library, KWO and Shared Harvest Garden. We will **need an outdoor, covered space to hold programs**.

Grant info

Roslyn attended the required meeting for the Community Foundation of Middlesex County grant application. Idea: apply for funding for an outdoor classroom/space, but we would have to run this by Thayer since it seemed like there were limits on capital expenditures.

The Killingworth Library Association

Board of Directors Meeting

January 22 2024

Directors present: Lise Brule, Bini Freeman, Nancy McCormick, Jan O’Sullivan, Dick Otto, Holly Perry, Chris Larson, Roslyn Reeps

Directors excused: Lucinda Hogarty, James McDonald, Ben Sodergren

Absent: Dave Meixell

Guest: Emma Tanabe

Meeting called to order: 7:05PM

Prior to the vote on the consent agenda- all members voted in favor of our newest board candidate – Mariah Miesel. Mariah then joined the group for the meeting.

Consent agenda- vote to accept- Jan O’Sullivan made the motion and Nancy McCormick seconded- all members approved.

The minutes of the December meeting were accepted as presented.

President’s Report

- Welcomed both Mariah and Emma (student) to the meeting.
- Considering hiring a 3rd-party to advise and refresh the Library’s website. Mariah noted her husband may be able to help as he does design websites.
- Welcomes thoughts and suggestions in bolstering planned giving.

Library Director’s Report

- Ben was excused from the Board Meeting, but provided his monthly updates.
- Jan mentioned it is the 60th year anniversary of the Library. If we have a celebration, perhaps tie into a fundraiser.

Budget & Finance Report-

- The KLA has rejoined the ACLB – the application has been mailed.
- Review of the two monthly budget reports presented for new members' understanding.

- Jan has distributed W-2 for 2023 to staff and Federal/State tax authorities.

Fundraising Report

- Two recent notable gifts - \$500 for Children's programs and \$10,000 for The Library of Things.
- Annual Fund still slowly flowing in – Holly requested a review of the worksheet prior to 2nd request letters being distributed. This 2nd request normally occurs in March.
- Holly is still looking for ideas for fundraising - some discussion followed.

Grants Report

- Roslyn signed up for the Community Foundation Zoom pre-application meeting in preparation for a possible application in this coming cycle.

Programs Report

- Roslyn is working on the Growing Groceries series. Roslyn reported that she did receive approval of \$600 from the Evergreen Garden Club and has requested \$500 from the UCONN Master Gardener Program. Dates for the program were still being discussed with those involved.
- Roslyn also visited the Seed Library at the Hamden Library for ideas.
- It was noted by the group that the Sandy Smith reception was well received.

Building & Grounds Report-

- Dick noted two issues he is following-up on:
 - LED re-lamping- Vendor missed a few lights within the Children's room area.
 - Building temperature control issues are continuing- he has emailed contractor (RLD) with pertinent information.
- Dick expressed some concerns over the procedural document being worked on in the Executive Board regarding the Town's duties of the property. This review is to assist in establishing a better understanding of responsibilities and processes in the maintenance of the building and grounds with regards to the Town.
- Further discussion on the reading garden wall - it was suggested to potentially bring in a vendor to look at the situation and make recommendations.
- Roslyn inquired if the Lion's tent was going to be available for summer programs. In the discussion it was suggested we might want to look for a different solution. Chris will

contact Clinton Library and inquire about their small pavilion and any information that they can share.

No Other Business was discussed.

Meeting adjourned: 8:13PM

KLA Board Action Items:

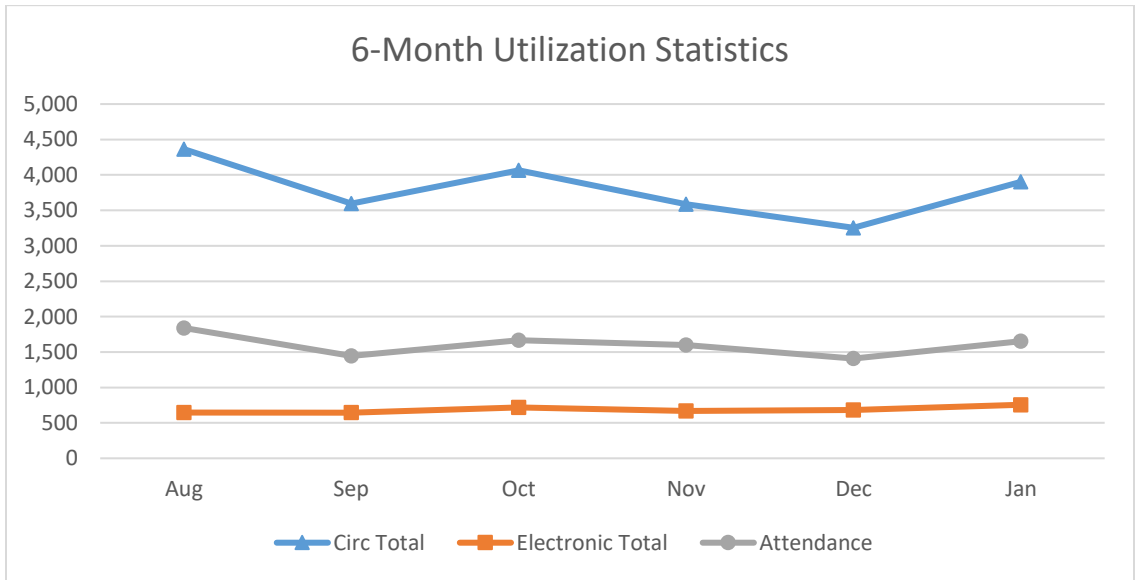
- Holly to provide follow up for initial website refresh.
- Gather thoughts and suggestions for improving planned giving.
- Plan a celebration for the Library's 60th year anniversary and consider tying it into a fundraiser.
- Holly to revamp the worksheet for the Annual Fund.
- Holly to create a second letter for Annual Fund for distribution in March; Jan to review recipients beforehand.
- KLA Board to explore fundraising ideas.
- Roslyn to attend the Community Foundation Zoom pre-application meeting, as per grant stipulations.
- Roslyn to finalize dates for the Growing Groceries series.
- KLA Board to consider seeking recommendations from a vendor regarding the reading garden wall.
- Chris to explore alternative options for outdoor summer programming - inquiring about Clinton Library's pavilion and the process that went into building it.
- Dick to follow up on the LED 're-lamping' and building thermostat issues.
- Dick to review the Building Maintenance policy with the Buildings and Grounds committee and present any changes or edits to the policy language ahead of meeting with the Town.

Killingworth Library

February 2024 Library Director's Report

January Utilization Statistics:

Type	Service	Aug	Sep	Oct	Nov	Dec	Jan
Patron Stat	In-House Attendance	1,840	1,444	1,668	1,599	1,408	1,651
	PC Use	21	25	28	22	22	11
	Curbside Pickup	N/A	N/A	N/A	N/A	N/A	N/A
Circulation	Adult books	1,541	1,255	1,346	1,209	1,083	1,243
	Juvenile/Tween books	1,366	975	1,210	902	735	1,071
	YA books	53	35	36	29	28	36
	DVDs	321	311	331	386	316	353
	Audio CD Books	151	108	120	110	105	107
	Magazines	34	30	26	31	44	46
	Other (puzzles, passes, etc)	46	45	59	43	52	69
	Loaned to Other Libraries	206	192	215	211	208	221
Electronic	E-Checkouts Hoopla	261	194	239	235	250	281
	E-Checkouts Libby	285	313	253	207	178	255
	E-Checkouts Magazines	77	87	206	222	245	220
	BookFlix (Juv)	23	50	22	3	10	0
		Aug	Sep	Oct	Nov	Dec	Jan
Circ Total		4,364	3,595	4,063	3,588	3,254	3,902
Electronic Total		646	644	720	667	683	756
Attendance		1,840	1,444	1,668	1,599	1,408	1,651



Top 3 Facebook Posts for January:

- Paper Marbling pics (1/14): 1,220 people reached ; 13 likes ; 2 shares
- Surprise Saturday with penguin craft pic (1/27): 1,147 people reached ; 11 likes ; 3 shares
- Programs for Adults & Seniors flyer (1/1): 1,105 people reached ; 4 likes ; 5 shares

January Program Attendance:

Program	Date	Attendance
Tales for Tots	1/2/2024	13
Love2Sign	1/4/2024	14
Letter Writing Social	1/5/2024	0
Surprise Saturday	1/6/2024	16
Tales for Tots	1/9/2024	25
Love2Sign	1/11/2024	18
Music w/ Margie	1/12/2024	23
Paper Marbling Workshop	1/12/2024	10
Love2Sign	1/18/2024	15
Pajama Storytime	1/18/2024	4
Music w/ Margie	1/19/2024	12
Minecraft	1/20/2024	10
Tales for Tots	1/23/2024	18
Cricut	1/23/2024	4
LEGO STEM club	1/23/2024	4
Love2Sign	1/25/2024	9
American Girl Doll Club	1/25/2024	19
Music w/ Margie	1/26/2024	18
Minecraft	1/27/2024	6
Surprise Saturday	1/27/2024	9
Tales for Tots	1/30/2024	10
Cricut	1/30/2024	0
Draw a Dinosaur Day	1/30/2024	5
CT Cryptids Author Talk	1/30/2024	7
	Total:	269

Library of Things progress: To gauge patron interest in the Library of Things, we held surveys online and in-person at the library asking which categories of “things” we should purchase. We also asked other local libraries for their LoT circulation statistics. The results indicate the highest patron interest being in “outdoor activities”, “lawn games”, and “arts & crafts”. With that in mind, we’ve started purchasing items, and have also acquired storage and display units for the workroom and the main library area.

Grants: We received a \$500 grant from the Connecticut Master Gardeners and \$600 from the Evergreen Garden Club to go towards the construction of a raised-bed garden, seed lending library, and gardening education. We also received the \$8,373 that was granted to us for the Fiber to the Libraries internet upgrade.

CLA Conference: Tammy Eustis, Jen Figurelli, and Hana Tanabe will be attending the 2024 annual CLA Conference on Monday 4/29. I will be attending on Tuesday 4/30.

Killingworth Library Assoc., Inc. CASH REPORT

January 31, 2024

WEBSTER CHECKING ACCOUNT

Beginning Balance \$5,385.44

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales	143.75	1,795.00	1,938.75
Fund Raising			
Annual Fund	1,930.00	16,635.00	18,565.00
Raffle Proceeds		2,142.67	2,142.67
Golf Tournament		11,950.00	11,950.00
In House Sales Items	141.00		141.00
Amazon Smile/iGive/PayPalGiving	3.08	2.00	5.08
Art Sales			0.00
Miscellaneous		146.00	146.00
Gifts Received	10,655.00	3,565.50	14,220.50
Grant Income			0.00
Rental Income			0.00
Miscellaneous Income	5.00	15.45	20.45
Town Contribution	134,750.00	134,750.00	269,500.00
User Fees	117.25	917.95	1,035.20
TOTAL RECEIPTS	\$147,745.08	\$171,919.57	\$319,664.65
DISBURSEMENTS			
Books	1,213.12	17,214.61	18,427.73
Computers	55.30	1,008.60	1,063.90
Consortium Expenses		8,172.00	8,172.00
Copier Lease	188.81	1,483.16	1,671.97
Dues & Professional Dev.	100.00	906.00	1,006.00
Fundraising Expenses	1.49	16,876.84	16,878.33
Goodwill/Public Relations	22.00	1,109.41	1,131.41
Earmarked Expenses			0.00
Insurance			
Health	2,226.50	13,541.14	15,767.64
Liability/WC/D&O		2,041.00	2,041.00
Library of Things		117.91	117.91
Maintenance	1,092.76	5,351.63	6,444.39
Miscellaneous			0.00
Museum Passes		365.00	365.00
Office (supplies, equipment, fees)	256.21	2,227.17	2,483.38
Payroll Expenses	19,790.19	94,255.88	114,046.07
Programs - Adult	159.54	1,490.38	1,649.92
Programs - Children	399.76	4,178.75	4,578.51
Subscriptions	24.68	1,581.75	1,606.43
Unemployment Compensation	100.18	305.40	405.58
Utilities			
Electric	760.61	5,504.03	6,264.64
Oil	1,655.12	3,369.78	5,024.90
Telephone	122.89	719.21	842.10
To Petty Cash			
TOTAL DISBURSEMENTS	\$28,169.16	\$181,819.65	\$209,988.81
Transfer from Endowment	0.00		
Transfer from/to Money Market	(124,750.00)		
Transfer from/to Encumbered Savings			
Ending Checking Balance	\$211.36		

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$37,087.09
Deposits	134,750.00		
Withdrawals	10,000.00		
Interest Income	423.58		
Bank Charges			
		Ending Balance	\$162,260.67

ENCUMBERED SAVINGS (WEBSTER)

NEIGHBORHOOD ASSISTANCE FUNDS

Deposits	0.00	Beginning Balance	\$2,427.49
Withdrawals	0.00	Ending Balance	\$2,427.49

ENCUMBERED FUNDS

Deposits	125.41	Beginning Balance	\$30,246.87
Withdrawals	0.00	Ending Balance	\$30,372.28

BUILDING FUND

Deposits	0.00	Beginning Balance	\$10,065.23
Withdrawals	0.00	Ending Balance	\$10,065.23

Interest Income	125.43	Total Ending E.S. Balance	\$42,990.43
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