

**The Killingworth Library Association**

**Board of Directors**

**Jan. 22, 2024**

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

From: Lucinda Hogarty

Re: Agenda for Board of Directors meeting Monday, Jan. 22, 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](mailto:hollylouiseperry@pm.me)

Lucinda Hogarty 860.450.9570, email: [lhogarty@gmail.com](mailto:lhogarty@gmail.com)

**DATES TO REMEMBER:**

Repair Cafe will be held April 20<sup>th</sup>. 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 2022 - 2023 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  
Jan. 22, 2024  
(Note: Bold Items require action. Please take note.)

Governance

- Mariah Miesel was nominated by Lucinda to be elected to the Board, and seconded by Jim.
- Vote to be taken
- Bylaws Review to be done in at February meeting
- There are vacancies on the Board. Please let Holly or Lucinda know of anyone who might be interested.

From the President

The Executive committee met last week and will continue to meet once a month when possible, a week ahead of the regular board meetings. We will keep the Board up to date on relevant outcomes. Some items that came out of this month's meeting:

- We've asked Ben to look into creating/refining a Volunteer Policy for the library.
- A KLA Building Maintenance Policy is in draft. This will be shared with the Town and receive sign off by all parties, to create a clear process flow for buildings and ground issues.
- We discussed in more detail questions and concerns about the CT FOI standards. I have emailed the CT FOI commission to get some clarity, and will be following up with my ACLB contact. I will share my findings once I know more.
- We are going to add more relevant information to our website about Planned Giving, Endowment process and education on what it is and how it works, and other ways to financially support the library. As this progresses, we will keep you aware of the updates.

- I've updated the Board of Directors page of our website, including the addition of meeting minutes from 2023, the 2024 meeting schedule, and some language related to the Board that was outdated. You can see the edits here. Please note that the 2024 May meeting has shifted forward one week to account for the holiday. <https://killingworthlibrary.org/about-us/board-of-directors/> Board minutes will be added to our website going forward.

-As Ben and Lucinda are excused from our January meeting, we are going to postpone our by-laws review with the Board until February. This will also allow for the potential new Board members to join and become acclimated to our process.

- We are making a deliberate effort to clearly define the roles and responsibilities of the library board members and the roles and responsibilities of the library staff. In the coming weeks and months, there will be emails about policies or questions about roles or duties. Our goal is to improve our model and become more targeted, focused and active in our fundraising initiatives, donor management, and strategic planning. Please keep this in mind at our future meetings.

Budget and Finance

See Jan's reports

I have submitted all the monthly and quarterly payroll tax items. I also prepared W-2s for distribution to the 10 staff members we had on the payroll last year. By the end of January, I will have sent 1099-MISC forms to the 5 people we paid \$600 or over for programs or cleaning services.

The budget request for FY 2024-2025 was submitted to the town before the 1/12 deadline. That submission included a cover letter from Holly, a FY 2022-2023 annual report that Ben and I put together, and a more detailed financial report for FY 2022-2023 for the Board of Finance. Thank you, Holly and Ben, for your help!

I requested and received the second half of our Town Contribution for the current fiscal year.

Our registration with the CT Dept of Consumer Protection came up for renewal (rather quickly, I thought). I successfully renewed it and paid them another \$50.

The CDs in our endowment matured at the end of December. I have contacted our financial advisers about reinvesting that money and to see what the current CD interest rates are.

Building And Grounds: No report submitted

Program update from Roslyn:

- Ben and I applied for a \$500 grant from the CT Master Gardener Association for gardening programs such as a demonstration garden, seed library and Growing Grocery programs.
  
- The Repair Cafe will be held April 20th. I'm looking for fixers again.

Friends of the Library:

Two people replied to request in newsletter about helping with Friends revival. Lucinda will follow up.

Recognition

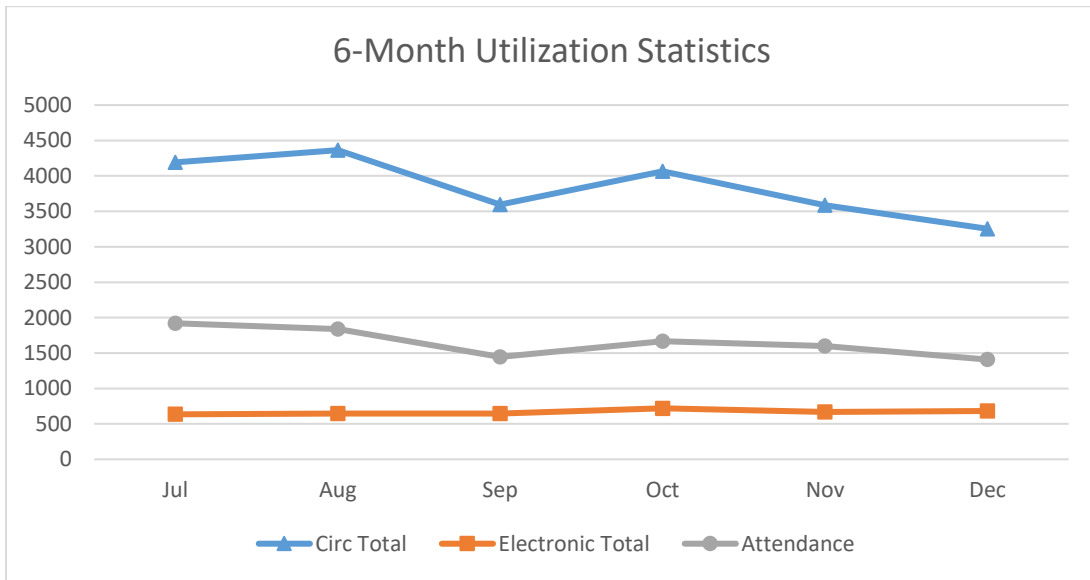
Sandy Smith's reception on Jan. 10, was very nice - a good turnout. Several people mentioned that they loved the proclamation, now on display at the library. This event was organized by a few board members, but it is another example of a perfect role for a small group of Friends.

# Killingworth Library

## January 2024 Library Director's Report

### December Utilization Statistics:

Type	Service	Jul	Aug	Sep	Oct	Nov	Dec
Patron Stat	In-House Attendance	1,920	1,840	1,444	1,668	1,599	1,408
	PC Use	27	21	25	28	22	22
	Curbside Pickup	N/A	N/A	N/A	N/A	N/A	N/A
Circulation	Adult books	1,477	1,541	1,255	1,346	1,209	1,083
	Juvenile/Tween books	1,359	1,366	975	1,210	902	735
	YA books	64	53	35	36	29	28
	DVDs	276	321	311	331	386	316
	Audio CD Books	99	151	108	120	110	105
	Magazines	40	34	30	26	31	44
	Other (puzzles, passes, etc)	33	46	45	59	43	52
	Loaned to Other Libraries	207	206	192	215	211	208
Electronic	E-Checkouts Hoopla	256	261	194	239	235	250
	E-Checkouts Libby	310	285	313	253	207	178
	E-Checkouts Magazines	69	77	87	206	222	245
	BookFlix (Juv)	0	23	50	22	3	10
		Jul	Aug	Sep	Oct	Nov	Dec
Circ Total		4190	4,364	3,595	4,063	3,588	3,254
Electronic Total		635	646	644	720	667	683
Attendance		1,920	1,840	1,444	1,668	1,599	1,408



### Top 3 Facebook Posts for December:

- Jeff McKie Installs Meeting Room Pavers (12/5) - 2,222 people reached ; 15 likes ; 3 comments ; 2 shares
- Winter Programs Flyer (12/26) - 1,194 people reached ; 5 likes ; 4 shares
- American Girls Doll Club photos (12/3) - 1,005 people reached ; 11 likes ; 3 shares

### December Program Attendance:

<b>Program</b>	<b>Date</b>	<b>Attendance</b>
Music w/ Margie	12/1	14
Holiday Letter-Writing Social	12/1	3
Minecraft	12/2	23
Surprise Saturday	12/2	5
Tales for Tots	12/5	10
Cricut	12/5	7
Love2Sign	12/7	8
Music w/ Margie	12/8	14
Book Ornament Crafting	12/8	9
Minecraft	12/9	13
Surprise Saturday	12/9	11
Tales for Tots	12/12	7
Cricut	12/12	5
Book Ornament Crafting Session 2	12/12	12
Love2Sign	12/14	7
Snoopy Evening	12/14	17
Music w/ Margie	12/15	15
Minecraft	12/16	17
Surprise Saturday	12/16	9
Tales for Tots	12/19	3
Cricut	12/19	4
LEGO Stem Club	12/19	10
American Girl Doll Club	12/21	13
	<b>Total:</b>	<b>236</b>

**We received a donation toward our new Library of Things:** Our patron Alexander Walsh donated \$10,000 in memory of his wife, Suzanna, to be used to build our Library of Things. Therefore, the \$2,500 that the Board voted to put towards that project will likely no longer be necessary. We are hoping to honor Suzanna's memory by naming the Library of Things after her, pending Dr. Walsh's approval.

**2024 is the 60<sup>th</sup> anniversary of KLA:** As of now, we have no plans to celebrate, but maybe we could find some way to mark the occasion.

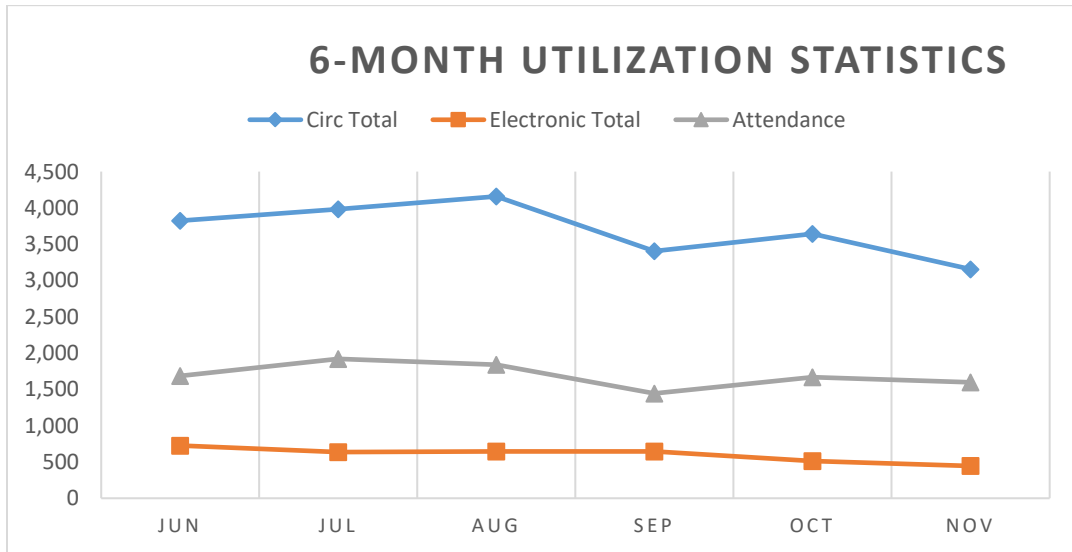
**Considering new database subscription:** I met a representative of the Craft and Hobby database for a product demo, and I think it would be a good fit for the community, as craft-focused programs generally do well here. The database would give Killingworth patrons access to roughly 2,500 video tutorials on various craft and hobby topics. The subscription also gives us public viewing rights, so the videos could be streamed or used for programs. However, at \$1,563 per year, it is more expensive than our typical database. If we decided to purchase a subscription, we could potentially find a way to tie it in with the Library of Things.

# Killingworth Library

## December 2023 Library Director's Report

### November Utilization Statistics:

Type	Service	Jun	Jul	Aug	Sep	Oct	Nov
Patron Stat	In-House Attendance	1,687	1,920	1,840	1,444	1,668	1,599
	PC Use	39	27	21	25	28	22
Circulation	Adult books	1,433	1,477	1,541	1,255	1,346	1,209
	Juvenile/Tween books	1,051	1,359	1,366	975	1,210	902
	YA books	76	64	53	35	36	29
	DVDs	303	276	321	311	331	386
	Audio CD Books	124	99	151	108	120	110
	Magazines	67	40	34	30	26	31
	Other (puzzles, passes,etc)	42	33	46	45	59	43
	Loaned to Other Libraries	200	207	206	192	215	211
Electronic	E-Checkouts Hoopla	272	256	261	194	239	235
	E-Checkouts Libby	350	310	285	313	253	207
	E-Checkouts Magazines	80	69	77	87	0	0
	BookFlix (Juv)	24	0	23	50	22	3
		<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>
Circ Total		3,822	3,983	4,158	3,403	3,642	3,155
Electronic Total		726	635	646	644	514	445
Attendance		1,687	1,920	1,840	1444	1668	1599



### Top 3 Facebook Posts for November:

- Book Ornament promo (11/15) - 1,682 people reached ; 13 likes ; 3 comments ; 10 shares
- Day the Crayons Quit photos (11/16) - 1,422 people reached ; 25 likes ; 1 comment ; 2 shares
- Sandy Smith display promo (11/30) - 1,331 people reached ; 29 likes ; 1 comment ; 6 shares

### November Program Attendance:

<b>Program</b>	<b>Date</b>	<b>Attendance</b>
Love2Sign	11/2	15
Homeschool Book Club (10 – 12)	11/2	7
Music w/ Margie	11/3	25
Letter Writing Social	11/3	2
Minecraft	11/4	14
Surprise Saturday	11/4	7
Tales for Tots	11/7	7
Cricut	11/7	3
LEGO Stem Club	11/7	1
Love2Sign	11/9	9
Music w/ Margie	11/10	23
Watercolor Botanicals	11/10	21
Minecraft	11/11	12
Surprise Saturday	11/11	18
Tales for Tots	11/14	6
Cricut	11/14	2
Homeschool Book Club (7 – 9)	11/14	4
The Day the Crayons Quit	11/15	30
Love2Sign	11/16	11
Pajama Storytime	11/16	4
Music w/ Margie	11/17	22
Minecraft	11/18	13
Surprise Saturday	11/18	14
Tales for Tots	11/21	3
Cricut	11/21	3
Minecraft	11/25	2
Tales for Tots	11/28	7
Cricut	11/28	6
Love2Sign	11/30	4
American Girl Doll Club	11/30	8
Paws 2 Read	Multiple	10
	<b>Total:</b>	313

**Upcoming vacations:** I will be in Italy from 12/16 to 12/25. During this time, I won't be available by email, and I won't have access to mobile data. If any Board members need to get in touch with me, I should be able to receive calls and texts while I'm connected to Wi-Fi. Tammy will also be on vacation from 12/27 to 12/29.

# Killingworth Library Assoc., Inc. CASH REPORT

December 31, 2023

## WEBSTER CHECKING ACCOUNT

Beginning Balance \$4,645.71

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
<b>REVENUES</b>			
Book Sales	245.50	1,549.50	1,795.00
Fund Raising			
Annual Fund	6,380.00	10,255.00	16,635.00
Raffle Proceeds		2,142.67	2,142.67
Golf Tournament		11,950.00	11,950.00
In House Sales Items			0.00
Amazon Smile/iGive/PayPalGiving	1.00	1.00	2.00
Art Sales			0.00
Miscellaneous		146.00	146.00
Gifts Received	1,923.00	1,642.50	3,565.50
Grant Income			0.00
Rental Income			0.00
Miscellaneous Income		15.45	15.45
Town Contribution		134,750.00	134,750.00
User Fees	255.50	662.45	917.95
<b>TOTAL RECEIPTS</b>	<b>\$8,805.00</b>	<b>\$163,114.57</b>	<b>\$171,919.57</b>
<b>DISBURSEMENTS</b>			
Books	2,374.47	14,840.14	17,214.61
Computers	95.72	912.88	1,008.60
Consortium Expenses		8,172.00	8,172.00
Copier Lease	189.76	1,293.40	1,483.16
Dues & Professional Dev.		906.00	906.00
Fundraising Expenses	40.02	16,836.82	16,876.84
Goodwill/Public Relations		1,109.41	1,109.41
Earmarked Expenses			0.00
Insurance			
Health	2,226.50	11,314.64	13,541.14
Liability/WC/D&O		2,041.00	2,041.00
Library of Things	117.91		117.91
Maintenance	227.76	5,123.87	5,351.63
Miscellaneous			0.00
Museum Passes	65.00	300.00	365.00
Office (supplies, equipment, fees)	157.17	2,070.00	2,227.17
Payroll Expenses	14,403.77	79,852.11	94,255.88
Programs - Adult	189.38	1,301.00	1,490.38
Programs - Children	163.74	4,015.01	4,178.75
Subscriptions	891.36	690.39	1,581.75
Unemployment Compensation		305.40	305.40
Utilities			
Electric	551.70	4,952.33	5,504.03
Oil	1,247.93	2,121.85	3,369.78
Telephone	123.08	596.13	719.21
To Petty Cash			
<b>TOTAL DISBURSEMENTS</b>	<b>\$23,065.27</b>	<b>\$158,754.38</b>	<b>\$181,819.65</b>
Transfer from Endowment	0.00		
Transfer from/to Money Market	15,000.00		
Transfer from/to Encumbered Savings			
Ending Checking Balance	<b>\$5,385.44</b>		



<b>WEBSTER BUSINESS MONEY MARKET</b>		Beginning Balance	\$51,960.17
Deposits	<b>0.00</b>		
Withdrawals	<b>15,000.00</b>		
Interest Income	<b>126.92</b>		
Bank Charges			
		Ending Balance	<b>\$37,087.09</b>

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**ENCUMBERED SAVINGS (WEBSTER)**

NEIGHBORHOOD ASSISTANCE FUNDS

Deposits	0.00	Beginning Balance	\$2,427.49
Withdrawals	0.00	Ending Balance	<b>\$2,427.49</b>

ENCUMBERED FUNDS

Deposits	121.02	Beginning Balance	\$30,125.85
Withdrawals	0.00	Ending Balance	<b>\$30,246.87</b>

BUILDING FUND

Deposits	0.00	Beginning Balance	\$10,065.23
Withdrawals	0.00	Ending Balance	<b>\$10,065.23</b>

Interest Income	125.41	Total Ending E.S. Balance	<b>\$42,865.00</b>
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# Killingworth Library Assoc., Inc. CASH REPORT

November 30, 2023

## WEBSTER CHECKING ACCOUNT

Beginning Balance \$2,428.09

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
<b>REVENUES</b>			
Book Sales		1,549.50	1,549.50
Fund Raising			
Annual Fund	9,630.00	625.00	10,255.00
Raffle Proceeds		2,142.67	2,142.67
Golf Tournament		11,950.00	11,950.00
In House Sales Items			0.00
Amazon Smile/iGive/PayPalGiving		1.00	1.00
Art Sales			0.00
Miscellaneous		146.00	146.00
Gifts Received	640.00	1,002.50	1,642.50
Grant Income			0.00
Rental Income			0.00
Miscellaneous Income		15.45	15.45
Town Contribution		134,750.00	134,750.00
User Fees		662.45	662.45
<b>TOTAL RECEIPTS</b>	<b>\$10,270.00</b>	<b>\$152,844.57</b>	<b>\$163,114.57</b>
<b>DISBURSEMENTS</b>			
Books	3,862.12	10,978.02	14,840.14
Computers	45.50	867.38	912.88
Consortium Expenses		8,172.00	8,172.00
Copier Lease	181.53	1,111.87	1,293.40
Dues & Professional Dev.	656.00	250.00	906.00
Fundraising Expenses	1,584.29	15,252.53	16,836.82
Goodwill/Public Relations		1,109.41	1,109.41
Earmarked Expenses			0.00
Insurance			
Health	2,226.50	9,088.14	11,314.64
Liability/WC/D&O		2,041.00	2,041.00
Maintenance	1,937.76	3,186.11	5,123.87
Miscellaneous			0.00
Museum Passes	200.00	100.00	300.00
Office (supplies, equipment, fees)	430.42	1,639.58	2,070.00
Payroll Expenses	14,809.62	65,042.49	79,852.11
Programs - Adult	359.40	941.60	1,301.00
Programs - Children		4,015.01	4,015.01
Subscriptions	71.89	618.50	690.39
Unemployment Compensation		305.40	305.40
Utilities			
Electric	552.15	4,400.18	4,952.33
Oil	1,012.85	1,109.00	2,121.85
Telephone	122.35	473.78	596.13
To Petty Cash			
<b>TOTAL DISBURSEMENTS</b>	<b>\$28,052.38</b>	<b>\$130,702.00</b>	<b>\$158,754.38</b>
Transfer from Endowment	0.00		
Transfer from/to Money Market	20,000.00		
Transfer from/to Encumbered Savings			
Ending Checking Balance	<b>\$4,645.71</b>		

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<b>WEBSTER BUSINESS MONEY MARKET</b>		Beginning Balance	\$71,798.88
Deposits	0.00		
Withdrawals	20,000.00		
Interest Income	161.29		
Bank Charges			
		Ending Balance	<b>\$51,960.17</b>

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**ENCUMBERED SAVINGS (WEBSTER)**

NEIGHBORHOOD ASSISTANCE FUNDS

Deposits	0.00	Beginning Balance	\$2,427.49
Withdrawals	0.00	Ending Balance	<b>\$2,427.49</b>

ENCUMBERED FUNDS

Deposits	124.69	Beginning Balance	\$30,001.16
Withdrawals	0.00	Ending Balance	<b>\$30,125.85</b>

BUILDING FUND

Deposits	0.00	Beginning Balance	\$10,065.23
Withdrawals	0.00	Ending Balance	<b>\$10,065.23</b>

Interest Income	121.02	Total Ending E.S. Balance	<b>\$42,739.59</b>
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**KILLINGWORTH LIBRARY ASSOCIATION, INC.**  
**Endowment Report for Morgan Stanley Smith Barney**  
**For the Period ending December 31, 2023**

**ACCOUNT SUMMARY**

<b><u>Taxable Income Aggressive (Bond Account)</u></b>	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$11,352.84	\$36,848.09	\$48,200.93
Certificates of Deposit	\$25,585.90	(\$25,585.90)	\$0.00
Taxable Bonds	\$253,740.17	(\$7,701.01)	\$246,039.16
Mutual Bond Funds	\$0.00	\$0.00	\$0.00
	<b>\$290,678.91</b>		<b>\$294,240.09</b>

<b><u>Conservative Growth Fund (Stock Account)</u></b>	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$18,464.92	\$103,280.84	\$121,745.76
Equities	\$580,620.83	\$18,499.17	\$599,120.00
Certificates of Deposit	\$100,964.71	(\$100,964.71)	\$0.00
	<b>\$700,050.46</b>		<b>\$720,865.76</b>

**TOTAL ENDOWMENT    \$1,015,105.85**

**INCOME SUMMARY for the reporting period**

Bond Account:	\$1,968.09
Stock Account:	\$4,024.04
<b><u>TOTAL INCOME THIS PERIOD:</u></b>	<b>\$5,992.13</b>
<b>TOTAL INCOME PRIOR MONTHS:</b>	<b>\$11,201.30</b>
<b><u>TOTAL INCOME THIS FISCAL YEAR:</u></b>	<b><u>\$17,193.43</u></b>
<b>75% of Income To Date:</b>	<b>\$12,895.07</b>

**KILLINGWORTH LIBRARY ASSOCIATION, INC.**  
**Endowment Report for Morgan Stanley Smith Barney**  
**For the Period ending November 30, 2023**

**ACCOUNT SUMMARY**

<b><u>Taxable Income Aggressive (Bond Account)</u></b>	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$10,705.37	\$647.47	\$11,352.84
Certificates of Deposit	\$25,472.92	\$112.98	\$25,585.90
Taxable Bonds	\$250,470.83	\$3,269.34	\$253,740.17
Mutual Bond Funds	\$0.00	\$0.00	\$0.00
	<b>\$286,649.12</b>		<b>\$290,678.91</b>

<b><u>Conservative Growth Fund (Stock Account)</u></b>	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$18,527.56	(\$62.64)	\$18,464.92
Equities	\$538,089.68	\$42,531.15	\$580,620.83
Certificates of Deposit	\$100,517.96	\$446.75	\$100,964.71
	<b>\$657,135.20</b>		<b>\$700,050.46</b>

**TOTAL ENDOWMENT      \$990,729.37**

**INCOME SUMMARY for the reporting period**

Bond Account:	\$647.47
Stock Account:	\$612.50
<b><u>TOTAL INCOME THIS PERIOD:</u></b>	<b>\$1,259.97</b>
<b>TOTAL INCOME PRIOR MONTHS:</b>	<b>\$9,941.33</b>
<b><u>TOTAL INCOME THIS FISCAL YEAR:</u></b>	<b><u>\$11,201.30</u></b>
<b>75% of Income To Date:</b>	<b>\$8,400.98</b>