

**The Killingworth Library Association**  
**Board of Directors**  
**Mar. 25, 2024**

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

From: Lucinda Hogarty

Re: Agenda for Board of Directors meeting Monday, March 25, 2024, 7:00 P.M --In person

- Consent Agenda-vote to accept
- Minutes-review previous meeting’s minutes, vote needed only 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: [hollylouisperry@pm.me](mailto:hollylouisperry@pm.me)

Or 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.

May 15 Planned Giving Info Session.2 PM

**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  
March 25, 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 attached.

Lucinda and I met with financial advisor Ann Pellegrini to discuss ways that we can incorporate planned giving into our fundraising. Ann also had some ideas for fundraising in general. We are inviting her to give a program at the library to explain planned giving options. (Ben scheduled this for May 15, 2pm.) There are now pages on the KLA website for Planned Giving and for the Endowment.

Holly, Ben, and I met with the Board of Finance on March 19 to update them on what the library is doing, how our fundraising is going (no more golf), how we are planning to beef up Annual Fund and Planned Giving donations, and to answer their questions.

In addition to the usual billing and payroll activities, I renewed our Worker's Comp and D&O insurance. I reviewed the potential list for the Annual Fund's second mailing to remove addresses that would only be returned to us.

Building And Grounds: Jim reported that he removed the snow plowing stakes on March 19. And that an April grounds clean-up needs to be scheduled.

The edited Building and Grounds Policy document has been edited and will be **voted on by the Board.**

It can be reviewed here:

<https://docs.google.com/document/d/1jleHrmRcExKxEmL9VbAYzBclXEyAp9O3SveQvI6PAfo/edit>

Program update from Roslyn:

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.**

Recognition

**We need volunteers to help for Ginny Chapman tree dedication event.**

**Grant info**

Community Foundation of Middlesex County grant application. We will plan to apply during the summer grant cycle.

Lucinda provided Mariah with information needed to proceed with the NAA application process.

## **Killingworth Library Association**

### **Board of Directors Minutes**

**Monday, Feb. 25, 2024**

Directors present: Holly Perry, Mariah Meisel, Lise Brule, Roz Reeps, Nancy McCormick, Bini Freeman, Lucinda Hogarty, Jan O'Sullivan, Dick Otto, and Chris Larson

Library Staff present: Ben Sodergren

Guest: Marty Slade

Directors excused: Dave Meixell, Jim McDonald, Gwenne Celmer

#### Consent Agenda

- Lucinda made a motion to approve the consent agenda, seconded by Roz. Passed.

#### Minutes

- The minutes of the January meeting were accepted as presented.

#### President's Report

- We have not yet been invited to present on the Library budget to either the Board of Finance or the Board of Selectmen.

#### Library Director's Report

- Library of Things should be operational by April. Public announcements will be made and perhaps some sort of a demonstration. We should also do an eblast using our 880-member mailing list on Constant Contact.
- Roz asked about liaison with KES and how we can supplement the required reason with ancillary materials designed for families to explore together. Roz, Jen, and Ben will follow up on this.
- Jen is working with HK Youth and Family Services.

#### Treasurer's Report

- No questions for Jan.

#### Fundraising

- Annual fund follow-up letter to go out in March. Jan will edit the list of people to send it to before it goes out.
- Roz and Mariah to brainstorm ideas.
- Planned giving initiative being developed.

## Grants

- Roz brought up a Middlesex Revitalization grant opportunity, but this may not work out for our needs.
- Fiber to Library grant deposit (about \$8,000) has been deposited but we have not yet incurred costs.
- We hope to apply for a Community Foundation of Middlesex County grant for the second round in the 2024 cycle. We are exploring the idea of a pavilion project, similar to the one at the HCH Library in Clinton. We are looking for support, perhaps from Schumack Construction which donated to the Clinton project, the Boy Scouts, and maybe our building fund. More information next month.

## Program Report

- Roz reported on the series entitled Growing Groceries, the Demonstration Garden, and the Seed Library.
- The Repair Café on April 20 is coming up. Roz is looking for volunteer bakers, helpers, and fixers.

## Building and Grounds

- An event to honor Ginny Chapman and dedicate the tree will be planned for late May. Who will head this up?
- Discussion about problems with temperature control. Ben to follow up.
- Discussion about the garden well and the need for a fence to make it a safe space for children's programming. Chris will get quotes from Gorman and Rickert Fencing companies.
- Discussion about the Building and Grounds Policy document which is to be reviewed by all members of Building and Grounds (Dick, Jim, Gwenne, and Dave.) and then shared again with the full board.

## Adjournment

- The meeting adjourned at 8:24 pm.

Respectfully submitted,

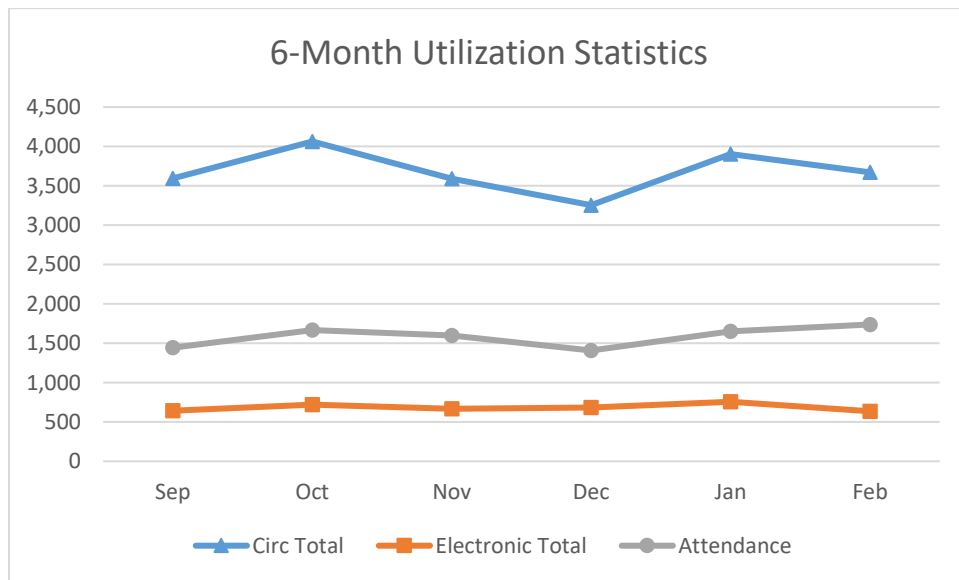
Lucinda Hogarty, Recording Secretary

## Killingworth Library

### March 2024 Library Director's Report

#### February Utilization Statistics:

| Type             | Service                      | Sep   | Oct   | Nov   | Dec   | Jan   | Feb   |
|------------------|------------------------------|-------|-------|-------|-------|-------|-------|
| Patron Stat      | In-House Attendance          | 1,444 | 1,668 | 1,599 | 1,408 | 1,651 | 1,738 |
|                  | PC Use                       | 25    | 28    | 22    | 22    | 11    | 23    |
|                  | Curbside Pickup              | N/A   | N/A   | N/A   | N/A   | N/A   | N/A   |
| Circulation      | Adult books                  | 1,255 | 1,346 | 1,209 | 1,083 | 1,243 | 1,210 |
|                  | Juvenile/Tween books         | 975   | 1,210 | 902   | 735   | 1,071 | 1,092 |
|                  | YA books                     | 35    | 36    | 29    | 28    | 36    | 37    |
|                  | DVDs                         | 311   | 331   | 386   | 316   | 353   | 318   |
|                  | Audio CD Books               | 108   | 120   | 110   | 105   | 107   | 84    |
|                  | Magazines                    | 30    | 26    | 31    | 44    | 46    | 56    |
|                  | Other (puzzles, passes, etc) | 45    | 59    | 43    | 52    | 69    | 39    |
|                  | Loaned to Other Libraries    | 192   | 215   | 211   | 208   | 221   | 200   |
| Electronic       | E-Checkouts Hoopla           | 194   | 239   | 235   | 250   | 281   | 263   |
|                  | E-Checkouts Libby            | 313   | 253   | 207   | 178   | 255   | 182   |
|                  | E-Checkouts Magazines        | 87    | 206   | 222   | 245   | 220   | 183   |
|                  | BookFlix (Juv)               | 50    | 22    | 3     | 10    | 0     | 8     |
|                  |                              | Sep   | Oct   | Nov   | Dec   | Jan   |       |
| Circ Total       |                              | 3,595 | 4,063 | 3,588 | 3,254 | 3,902 | 3,672 |
| Electronic Total |                              | 644   | 720   | 667   | 683   | 756   | 636   |
| Attendance       |                              | 1,444 | 1,668 | 1,599 | 1,408 | 1,651 | 1,738 |



#### Top 3 Facebook Posts for February:

- In Memoriam Dan Perkins, with Local History Section (2/1)
  - 1,646 people reached ; 13 likes ; 5 shares
- Mrs. Fig's Student Brings Her Daughter to Surprise Saturday (2/16)
  - 1,464 people reached ; 21 likes ; 2 comments ; 3 shares
- Growing Groceries promo with flyer (2/15)
  - 1,258 people reached ; 11 likes ; 8 shares

**February Program Attendance:**

| <b>Program</b>                     | <b>Date</b>  | <b>Attendance</b> | <b>Age Group</b> |
|------------------------------------|--------------|-------------------|------------------|
| Love2Sign                          | 2/1          | 9                 | Children         |
| Create a Vision Board              | 2/1          | 8                 | Adult/Teen       |
| Music w/ Margie                    | 2/2          | 16                | Children         |
| Letter Writing Social              | 2/2          | 0                 | Adult            |
| Minecraft                          | 2/3          | 11                | Children         |
| Take Your Child to the Library Day | 2/3          | 13                | Children         |
| Tales for Tots                     | 2/6          | 17                | Children         |
| Cricut                             | 2/6          | 7                 | Adult            |
| Celebrate the Year of the Dragon   | 2/6          | 7                 | Children         |
| Homeschool Book Club 7 – 9         | 2/6          | 3                 | Children         |
| Love2Sign                          | 2/8          | 12                | Children         |
| Pajama Storytime                   | 2/8          | 3                 | Children         |
| Homeschool Book Club 10 -12        | 2/8          | 4                 | Children         |
| Music w/ Margie                    | 2/9          | 19                | Children         |
| Minecraft                          | 2/10         | 18                | Children         |
| Surprise Saturday                  | 2/10         | 13                | Children         |
| Love2Sign                          | 2/15         | 13                | Children         |
| Music w/ Margie                    | 2/16         | 20                | Children         |
| Surprise Saturday                  | 2/17         | 15                | Children         |
| Tales for Tots                     | 2/20         | 8                 | Children         |
| Cricut                             | 2/20         | 3                 | Adult            |
| Bluey Day                          | 2/20         | 32                | Children         |
| LEGO Stem Club                     | 2/20         | 6                 | Children         |
| Love2Sign                          | 2/22         | 19                | Children         |
| Minecraft                          | 2/24         | 16                | Children         |
| Surprise Saturdays                 | 2/24         | 5                 | Children         |
| Tales for Tots                     | 2/27         | 20                | Children         |
| Pokemon Day                        | 2/27         | 22                | Children         |
| Love2Sign                          | 2/29         | 13                | Children         |
| American Girl Doll Club            | 2/29         | 12                | Children         |
| Growing Groceries Session One      | 2/29         | 17                | Adult            |
| Paws to Read                       |              | 10                | Children         |
|                                    | <b>Total</b> | <b>391</b>        |                  |

**Solar Eclipse Programming:** The library received 500 pairs of solar eclipse glasses from Starnet’s SEAL program last year. Leading up to the eclipse on April 8<sup>th</sup>, we’ll be running eclipse- and astronomy-related programming for adults and children. All attendees will get a pair of glasses, and any leftovers will be handed out at the desk the week before the eclipse.

**Library Legislation:** There are a handful of library-related bills working their way through the state legislature. SB 148 and HB 5312 both concern fair eBook licensing terms, and it’s reasonable to expect that if either of them passes, our patrons will enjoy access to a better Libby catalog with shorter wait times. HB 5417 would forbid boards of education from removing school library materials under certain

circumstances, with the intent of stopping partisan censorship. This doesn't affect us directly, but it's an interesting development in the ongoing book banning debate.

**Congressionally Directed Spending:** I met with a staffer for Chris Murphy to discuss issues facing the library. She sent some information about Rural Development and Community Facilities grants available through the USDA; these can be used for the construction or improvement of rural community facilities or the purchase of equipment. There is no cap on the maximum amount of grant assistance, but it will only cover 55% of a project, with KLA matching.

The deadline for CDS requests is April 14<sup>th</sup>. I can send in an application, if the Board decides on a project that would be appropriate (an outdoor pavilion was the example we discussed when we met).

# Killingworth Library Assoc., Inc. CASH REPORT

February 29, 2024

## WEBSTER CHECKING ACCOUNT

Beginning Balance \$211.36

|                                     | <u>Current Month</u> | <u>Prior Months</u> | <u>Total to Date</u> |
|-------------------------------------|----------------------|---------------------|----------------------|
| <b>REVENUES</b>                     |                      |                     |                      |
| Book Sales                          | 125.75               | 1,938.75            | 2,064.50             |
| Fund Raising                        |                      |                     |                      |
| Annual Fund                         | 285.00               | 18,565.00           | 18,850.00            |
| 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     |                      | 5.08                | 5.08                 |
| Art Sales                           |                      |                     | 0.00                 |
| Miscellaneous                       |                      | 146.00              | 146.00               |
| Gifts Received                      | 354.55               | 14,220.50           | 14,575.05            |
| Grant Income                        | 8,973.20             |                     | 8,973.20             |
| Rental Income                       |                      |                     | 0.00                 |
| Miscellaneous Income                |                      | 20.45               | 20.45                |
| Town Contribution                   |                      | 269,500.00          | 269,500.00           |
| User Fees                           | 130.25               | 1,035.20            | 1,165.45             |
| <b>TOTAL RECEIPTS</b>               | <b>\$9,868.75</b>    | <b>\$319,664.65</b> | <b>\$329,533.40</b>  |
| <b>DISBURSEMENTS</b>                |                      |                     |                      |
| Books                               | 3,535.37             | 18,427.73           | 21,963.10            |
| Computers                           | 405.58               | 1,063.90            | 1,469.48             |
| Consortium Expenses                 |                      | 8,172.00            | 8,172.00             |
| Copier Lease                        | 130.00               | 1,671.97            | 1,801.97             |
| Dues & Professional Dev.            | 10.00                | 1,006.00            | 1,016.00             |
| Fundraising Expenses                |                      | 16,878.33           | 16,878.33            |
| Goodwill/Public Relations           |                      | 1,131.41            | 1,131.41             |
| Earmarked Expenses                  |                      |                     | 0.00                 |
| Insurance                           |                      |                     |                      |
| Health                              | 2,226.50             | 15,767.64           | 17,994.14            |
| Liability/WC/D&O                    |                      | 2,041.00            | 2,041.00             |
| Library of Things                   | 1,252.93             | 117.91              | 1,370.84             |
| Maintenance                         | 1,469.83             | 6,444.39            | 7,914.22             |
| Museum Passes                       | 150.00               | 365.00              | 515.00               |
| Office (supplies, equipment, fees)  | 484.19               | 2,483.38            | 2,967.57             |
| Payroll Expenses                    | 16,542.26            | 114,046.07          | 130,588.33           |
| Programs - Adult                    | 334.88               | 1,649.92            | 1,984.80             |
| Programs - Children                 | 558.65               | 4,578.51            | 5,137.16             |
| Seed Library                        | 74.39                |                     | 74.39                |
| Subscriptions                       | 114.00               | 1,606.43            | 1,720.43             |
| Unemployment Compensation           |                      | 405.58              | 405.58               |
| Utilities                           |                      |                     |                      |
| Electric                            | 784.45               | 6,264.64            | 7,049.09             |
| Oil                                 | 400.27               | 5,024.90            | 5,425.17             |
| Telephone                           | 123.47               | 842.10              | 965.57               |
| To Petty Cash                       |                      |                     |                      |
| <b>TOTAL DISBURSEMENTS</b>          | <b>\$28,596.77</b>   | <b>\$209,988.81</b> | <b>\$238,585.58</b>  |
| Transfer from Endowment             | 0.00                 |                     |                      |
| Transfer from/to Money Market       | 30,000.00            |                     |                      |
| Transfer from/to Encumbered Savings |                      |                     |                      |
| Ending Checking Balance             | <b>\$11,483.34</b>   |                     |                      |



| <b>WEBSTER BUSINESS MONEY MARKET</b> |           | Beginning Balance | \$162,260.67        |
|--------------------------------------|-----------|-------------------|---------------------|
| Deposits                             | 0.00      |                   |                     |
| Withdrawals                          | 30,000.00 |                   |                     |
| Interest Income                      | 392.25    |                   |                     |
| Bank Charges                         |           |                   |                     |
|                                      |           | Ending Balance    | <b>\$132,652.92</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    | 125.43 | Beginning Balance | \$30,372.28        |
| Withdrawals | 0.00   | Ending Balance    | <b>\$30,497.71</b> |

BUILDING FUND

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

|                 |        |                           |                    |
|-----------------|--------|---------------------------|--------------------|
| Interest Income | 117.67 | Total Ending E.S. Balance | <b>\$43,108.10</b> |
|-----------------|--------|---------------------------|--------------------|

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**KILLINGWORTH LIBRARY ASSOCIATION, INC.**  
**Endowment Report for Morgan Stanley Smith Barney**  
**For the Period ending February 29, 2024**

**ACCOUNT SUMMARY**

| <b><u>Taxable Income Aggressive (Bond Account)</u></b> | Begin. Value        | Account Activity | Ending Value        |
|--------------------------------------------------------|---------------------|------------------|---------------------|
| Cash and Money Fund                                    | \$3,851.28          | \$1,626.29       | \$5,477.57          |
| Certificates of Deposit                                | \$45,029.62         | \$158.67         | \$45,188.29         |
| Taxable Bonds                                          | \$246,408.25        | (\$1,958.03)     | \$244,450.22        |
| Mutual Bond Funds                                      | \$0.00              | \$0.00           | \$0.00              |
|                                                        | <b>\$295,289.15</b> |                  | <b>\$295,116.08</b> |

| <b><u>Conservative Growth Fund (Stock Account)</u></b> | Begin. Value        | Account Activity | Ending Value        |
|--------------------------------------------------------|---------------------|------------------|---------------------|
| Cash and Money Fund                                    | \$1,627.04          | (\$91.20)        | \$1,535.84          |
| Equities                                               | \$600,211.12        | \$12,868.50      | \$613,079.62        |
| Certificates of Deposit                                | \$119,808.00        | \$444.57         | \$120,252.57        |
|                                                        | <b>\$721,646.16</b> |                  | <b>\$734,868.03</b> |

**TOTAL ENDOWMENT    \$1,029,984.11**

**INCOME SUMMARY for the reporting period**

|                                              |                           |
|----------------------------------------------|---------------------------|
| Bond Account:                                | \$1,626.29                |
| Stock Account:                               | \$623.55                  |
| <b><u>TOTAL INCOME THIS PERIOD:</u></b>      | <b>\$2,249.84</b>         |
| <b>TOTAL INCOME PRIOR MONTHS:</b>            | <b>\$18,458.21</b>        |
| <b><u>TOTAL INCOME THIS FISCAL YEAR:</u></b> | <b><u>\$20,708.05</u></b> |
| <b>75% of Income To Date:</b>                | <b>\$15,531.04</b>        |