

**The Killingworth Library Association
Board of Directors
April 22, 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, April 22, 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: hollylouiseperry@pm.me

Or Lucinda Hogarty 860.450.9570, email: lhogarty@gmail.com

DATES TO REMEMBER:

May 15 Planned Giving Info Session.2 PM

~~May 29~~ Ginny Chapman Memorial Tree Dedication: **Correction May 19**

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
April 22, 2024
(Note: **Bold Items require action.** Please take note.)

Governance

- **Bylaws review** to be completed at April meeting.
- There are **still vacancies** on the Board. Please let Holly or Lucinda know of anyone who might be interested.
Recruit student rep?

Budget and Finance

See Jan's reports attached.

From the Treasurer: The Board of Finance will hold a public hearing to present its budget for the town for fiscal year 2024-2025 on Monday, May 6 at 7pm. Note that this is going to be held in the cafeteria of the HK Middle/Intermediate School. Given that the Board of Finance has said they are making cuts to all the budget requests this year, we need to consider a prepared response to **present at that meeting**, as I have done in the past.

Building And Grounds: Early May grounds clean-up needs to be scheduled. Thanks to Steve Reeps and buddies for installation of new door to small meeting room.

Program update:

Repair Café: From Mariah: last count 29. Knife sharpening and garden tool sharpening was the biggest turnout then lamp or wiring/electric help. The jazz trio was very well received and interest in the seed library were biggest things talked at the check in with me.

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 ~~May 29~~ May 19 We have one new Friend who can help.

Grant info

Community Foundation of Middlesex County grant application. We will plan to apply during the summer grant cycle. Mariah proceeding with the NAA application process for 20 by 40 ft pavilion with and without solar panels. Gwenne to investigate process of town approvals and look into ARPA funds.

Fundraising

QR code now in use for donations.

Mariah: Will look at fundraising and start with our 60 years anniversary. Do a \$60 for 60 days initiative/ social media push.

Tent reserved for Sept. 7 book sale

Killingworth Library Association

Board of Directors Minutes

Monday, March 26, 2024

Directors present: Holly Perry, Bini Freeman, Lucinda Hogarty, Chris Larson, Jan O'Sullivan, Mariah Meisel, Lise Brule, Dick Otto, Dave Meixell, Jim McDonald, Gwenne Celmer,

Library Staff present: Ben Sodergren

Directors excused: Roz Reeps, Nancy McCormick

Consent Agenda

- Jan made a motion to approve the consent agenda, seconded by Jim. Passed.

Minutes

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

President's Report

- Marty Slade declined to be considered for the Board, due to work commitments.
- Student rep to Board may need to be reconsidered in terms of commitment and role.
- Intros were made for the benefit of our new town-appointed Board member Gwenne Celmer, who expressed her appreciation of the Library and of the opportunity to serve on the Board.

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.
- Door for small room has been fitted out with a window so it can be used for tutoring.

Treasurer's Report

- Jan explained that the Library reps were told at the Board of Finance meeting last week that all agencies' requests will be cut this year. Holly and Jan explained the library's predicament in loss of income sources, but also that we are starting a new strategic initiative with the planned giving campaign. Cutting hours may be necessary.
- Jan will call a meeting of the Finance Committee to discuss investment options for the Endowment.
- There will be a Town Budget Meeting in May, where we should be sure to attend to support the library.

Fundraising

- Lucinda and Jan had a productive meeting with Ann Pellegrini who will help us launch a new planned giving campaign with an informational program given by Ann, new content on the website, and printed materials for wide distribution. Ben and Ann have scheduled Ann's program for the afternoon of May 15.
- Annual fund follow-up letter to go out in early April. Jan has edited the list of people to send it to and will provide a few more names for Holly to include in the mailing.

Grants

- We hope to apply for a Community Foundation of Middlesex County grant for the second round in the 2024 cycle.
- Mariah and Roz will work on the NAA grant process.

Program Report

- The Repair Café on April 20 is coming up. Roz is looking for volunteer bakers, helpers, and fixers. Baking list was circulated. Drop off goodies at the Library on the morning of April 20, please.

Building and Grounds

- An event to honor Ginny Chapman and dedicate the tree will be planned for Sunday, May 19. An ad hoc Recognition Committee (Chris, Mariah, Ben, Jan, Bini) will help organize the logistics: food, plaque, and publicity. There will also need to be recognition (a plaque) for the Suzanne Walsh Library of Things.
- 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.
- The sign light needs attention.
- Lucinda moved to accept The Building and Grounds Policy document, seconded by Jim. Passed with 1 abstention. The bylaws will be amended to reflect that this document was accepted on this date.
- A clean-up date will be set at the April meeting, to be held in early May. A raised bed for growing veggies will be installed behind the children's room.
- We don't plan to rent the Lions tent this summer but will look into having it just for one weekend for the book sale at the end of summer.

Governance

- Lucinda reviewed the bylaws, articles 1 – 3, pages 1- 4, including a discussion of the responsibilities of each director to serve on a committee. The updated contact list with terms and committee roles was circulated. The bylaws review will continue next month. It was noted that the Policy review is separate and ongoing.

Adjournment

- The meeting adjourned at 8:24 pm.

Respectfully submitted,

Lucinda Hogarty,

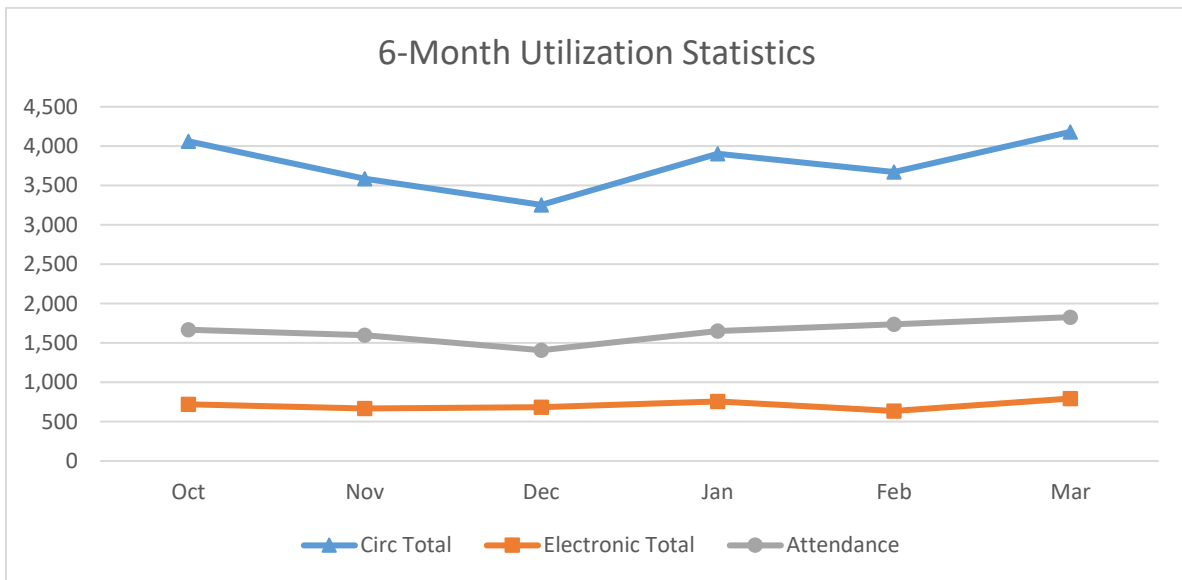
Recording Secretary

Killingworth Library

April 2024 Library Director's Report

March Utilization Statistics:

| Type | Service | Oct | Nov | Dec | Jan | Feb | Mar |
|-------------------------|------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Patron Stat | In-House Attendance | 1,668 | 1,599 | 1,408 | 1,651 | 1,738 | 1,828 |
| | PC Use | 28 | 22 | 22 | 11 | 23 | 25 |
| Circulation | Adult books | 1,346 | 1,209 | 1,083 | 1,243 | 1,210 | 1,272 |
| | Juvenile/Tween books | 1,210 | 902 | 735 | 1,071 | 1,092 | 1,365 |
| | YA books | 36 | 29 | 28 | 36 | 37 | 41 |
| | DVDs | 331 | 386 | 316 | 353 | 318 | 311 |
| | Audio CD Books | 120 | 110 | 105 | 107 | 84 | 84 |
| | Magazines | 26 | 31 | 44 | 46 | 56 | 37 |
| | Other (puzzles, passes, etc) | 59 | 43 | 52 | 69 | 39 | 44 |
| | Loaned to Other Libraries | 215 | 211 | 208 | 221 | 200 | 234 |
| Electronic | E-Checkouts Hoopla | 239 | 235 | 250 | 281 | 263 | 288 |
| | E-Checkouts Libby | 253 | 207 | 178 | 255 | 182 | 235 |
| | E-Checkouts Magazines | 206 | 222 | 245 | 220 | 183 | 267 |
| | BookFlix (Juv) | 22 | 3 | 10 | 0 | 8 | 4 |
| Circ Total | | 4,063 | 3,588 | 3,254 | 3,902 | 3,672 | 4,182 |
| Electronic Total | | 720 | 667 | 683 | 756 | 636 | 794 |
| Attendance | | 1,668 | 1,599 | 1,408 | 1,651 | 1,738 | 1,828 |



Top 3 Facebook Posts for March:

- Seed Library kickoff (3/10) - 2,270 people reached ; 47 likes ; 3 comments ; 11 shares
- Peabody Museum open and library passes, with image of museum pass flyer (3/26) - 1,382 people reached ; 15 likes ; 7 shares
- Vickie Williams paintings in display case (3/9) - 1,294 people reached ; 10 likes ; 3 shares

March Program Attendance:

| Program | Date | Attendance | Age Group |
|---------------------------------|---------------|-------------------|------------------|
| Letter Writing Social | 3/1 | 0 | Adults |
| Minecraft | 3/2 | 14 | Children |
| Polar Bears and How They Live | 3/2 | 25 | Children |
| Tales for Tots | 3/5 | 10 | Children |
| Cricut | 3/5 | 3 | Adults |
| Oppenheimer: The CT Connections | 3/6 | 19 | Adults |
| Love2Sign | 3/7 | 13 | Children |
| Music w/ Margie | 3/8 | 17 | Children |
| Minecraft | 3/9 | 20 | Children |
| Surprise Saturday | 3/9 | 14 | Children |
| Tales for Tots | 3/12 | 10 | Children |
| Tuesday Book Club | 3/12 | 13 | Adults |
| Cricut | 3/12 | 2 | Adults |
| Love2Sign | 3/14 | 10 | Children |
| Pajama Storytime | 3/14 | 4 | Children |
| Music w/ Margie | 3/15 | 12 | Children |
| Minecraft | 3/16 | 17 | Children |
| Surprise Saturday | 3/16 | 12 | Children |
| Tales for Tots | 3/19 | 18 | Children |
| Cricut | 3/19 | 5 | Adults |
| LEGO Stem Club | 3/19 | 8 | Children |
| Love2Sign | 3/21 | 10 | Children |
| Music w/ Margie | 3/22 | 17 | Children |
| Minecraft | 3/23 | 6 | Children |
| Tales for Tots | 3/26 | 6 | Children |
| Cricut | 3/26 | 4 | Adults |
| American Girl Doll Club | 3/26 | 8 | Children |
| Love2Sign | 3/28 | 21 | Children |
| Growing Groceries Session 2 | 3/28 | 19 | Adults |
| Minecraft | 3/30 | 6 | Children |
| Surprise Saturday | 3/30 | 0 | Children |
| | Total: | 343 | |

Cricut Program: Due to continuous low attendance and the significant amount of staff time it takes to prepare weekly crafts, we will be discontinuing our Cricut program. For the time being, we will transition to drop-in, patron-led crafting sessions with Hana on hand for tech support. After the Library of Things launches, we will add the Cricut as a circulating item for patrons to use on their own time.

Eclipse Watch Party: We had a successful watch party for the April 8th solar eclipse on the library lawn, with 35 patrons dropping in throughout the duration of the eclipse. Patron Ed Wood set up a telescope to safely project an image of the sun for all to view, and lawn games were available.

Grants: The library received its first grant under SB2, which was passed by the state legislature last session. This grant is for libraries that meet certain criteria, including the filing of an annual report to the

State Library, and having approved policies for collection development, management, and reconsideration. The \$1,442 received was more than projected, due to not all libraries in the state meeting the criteria for the grant.

Additionally, we applied for NBC Universal's Local Impact Grant, which provides up to \$150,000 for community projects. We requested \$20,000 for the construction of an outdoor meeting space. Grant winners will be contacted in August.

Library of Things Dedication: A date for the opening of the Library of Things was set based on the availability of Susanna Walsh's family. We will be having a small dedication on Monday, 4/29, that will also mark the official opening of the collection. Our display unit is assembled, and all our Things are cataloged and ready to circulate; at this time, we have 39 items, and we plan to grow the collection based on patron feedback.

Killingworth Library Assoc., Inc. CASH REPORT

March 31, 2024

WEBSTER CHECKING ACCOUNT

Beginning Balance \$11,483.34

| | <u>Current Month</u> | <u>Prior Months</u> | <u>Total to Date</u> |
|-------------------------------------|----------------------|---------------------|--|
| REVENUES | | | |
| Book Sales | 144.25 | 2,064.50 | 2,208.75 |
| Fund Raising | | | |
| Annual Fund | 200.00 | 18,850.00 | 19,050.00 |
| 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 | 84.00 | 14,575.05 | 14,659.05 |
| Grant Income | 500.00 | 8,973.20 | 9,473.20 |
| Rental Income | | | 0.00 |
| Miscellaneous Income | 45.00 | 20.45 | 65.45 |
| Town Contribution | | 269,500.00 | 269,500.00 |
| User Fees | 202.50 | 1,165.45 | 1,367.95 |
| TOTAL RECEIPTS | \$1,175.75 | \$329,533.40 | \$330,709.15 |
| DISBURSEMENTS | | | |
| Books | 2,297.04 | 21,963.10 | 24,260.14 |
| Computers | 83.30 | 1,469.48 | 1,552.78 |
| Consortium Expenses | | 8,172.00 | 8,172.00 |
| Copier Lease | 248.07 | 1,801.97 | 2,050.04 |
| Dues & Professional Dev. | 125.00 | 1,016.00 | 1,141.00 |
| 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 | 17,994.14 | 20,220.64 |
| Liability/WC/D&O | | 2,041.00 | 2,041.00 |
| Library of Things | 1,331.96 | 1,370.84 | 2,702.80 |
| Maintenance | 495.23 | 7,914.22 | 8,409.45 |
| Museum Passes | | 515.00 | 515.00 |
| Office (supplies, equipment, fees) | 240.56 | 2,967.57 | 3,208.13 |
| Payroll Expenses | 14,327.45 | 130,588.33 | 144,915.78 |
| Programs - Adult | 153.17 | 1,984.80 | 2,137.97 |
| Programs - Children | 190.04 | 5,137.16 | 5,327.20 |
| Seed Library | 26.00 | 74.39 | 100.39 |
| Subscriptions | 107.96 | 1,720.43 | 1,828.39 |
| Unemployment Compensation | | 405.58 | 405.58 |
| Utilities | | | |
| Electric | 714.37 | 7,049.09 | 7,763.46 |
| Oil | 1,269.86 | 5,425.17 | 6,695.03 |
| Telephone | 123.26 | 965.57 | 1,088.83 |
| To Petty Cash | | | |
| TOTAL DISBURSEMENTS | \$23,959.77 | \$238,585.58 | \$262,545.35 |
| Transfer from Endowment | 0.00 | | |
| Transfer from/to Money Market | 10,000.00 | | |
| Transfer from/to Encumbered Savings | | | |
| Ending Checking Balance | (\$1,300.68) | | Don't worry; funds transferred into checking on 4/1. |

| WEBSTER BUSINESS MONEY MARKET | | Beginning Balance | \$132,652.92 |
|--------------------------------------|-----------|-------------------|---------------------|
| Deposits | 0.00 | | |
| Withdrawals | 10,000.00 | | |
| Interest Income | 369.31 | | |
| Bank Charges | | | |
| | | Ending Balance | \$123,022.23 |

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 | 117.67 | Beginning Balance | \$30,497.71 |
| Withdrawals | 0.00 | Ending Balance | \$30,615.38 |

BUILDING FUND

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

| | | | |
|-----------------|--------|---------------------------|--------------------|
| Interest Income | 126.15 | Total Ending E.S. Balance | \$43,234.25 |
|-----------------|--------|---------------------------|--------------------|

KILLINGWORTH LIBRARY ASSOCIATION, INC.
Endowment Report for Morgan Stanley Smith Barney
For the Period ending March 31, 2024

ACCOUNT SUMMARY

| <u>Taxable Income Aggressive (Bond Account)</u> | Begin. Value | Account Activity | Ending Value |
|--|---------------------|------------------|---------------------|
| Cash and Money Fund | \$5,477.57 | \$0.04 | \$5,477.61 |
| Certificates of Deposit | \$45,188.29 | \$176.59 | \$45,364.88 |
| Taxable Bonds | \$244,450.22 | \$1,320.55 | \$245,770.77 |
| Mutual Bond Funds | \$0.00 | \$0.00 | \$0.00 |
| | \$295,116.08 | | \$296,613.26 |

| <u>Conservative Growth Fund (Stock Account)</u> | Begin. Value | Account Activity | Ending Value |
|--|---------------------|------------------|---------------------|
| Cash and Money Fund | \$1,535.84 | \$1,478.31 | \$3,014.15 |
| Equities | \$613,079.62 | \$20,043.93 | \$633,123.55 |
| Certificates of Deposit | \$120,252.57 | \$547.92 | \$120,800.49 |
| | \$734,868.03 | | \$756,938.19 |

TOTAL ENDOWMENT \$1,053,551.45

INCOME SUMMARY for the reporting period

| | |
|--|---------------------------|
| Bond Account: | \$0.04 |
| Stock Account: | \$2,256.35 |
| <u>TOTAL INCOME THIS PERIOD:</u> | \$2,256.39 |
| TOTAL INCOME PRIOR MONTHS: | \$20,708.05 |
| <u>TOTAL INCOME THIS FISCAL YEAR:</u> | <u>\$22,964.44</u> |
| 75% of Income To Date: | \$17,223.33 |