

**The Killingworth Library Association
Board of Directors
Aug. 26, 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, Aug. 26, 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
- Building and Grounds Report
- Other Business
 - Security
 - Programs
 - 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

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

DATES TO REMEMBER: Book sale—Sept. 7, 2024

Regular Governance/Management Tasks by Month

- July:
- Annual report to the town (the request from the town can occur at different times)
 - Review bylaws
 - Develop budget request
 - Budget request submission to town
- September:
- Draft annual campaign solicitation letter and arrange for printing (Technique Printers) and bulk mailing (Deep River P.O.)
- February:
- Annual appeal reminder letters to previous donors to go out
 - Meet with Board of Selectmen and Finance, as needed
- October:
- Annual appeal letter sent
- March:
- Review Strategic Plan
- November:
- Review holiday schedule for following year
 - Nominate slate of officers
- April:
- National Volunteers Week
 - National Library Week
- December:
- Annual meeting and elections of officers and renewal of terms
 - Budget Development
- May:
- Staff performance review
 - Plan NAA submission
- January:
- Submit NAA proposal to town
- June:
- Submit NAA proposal to town

Killingworth Library Board of Directors 2024-25 Goals & Objectives

1. Provide appropriate funds (amount to be determined) for the Killingworth Library's FY 2024-25 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

Aug. 26, 2024

(Note: **Bold Items require action.** Please take note.)

Governance

- Policy review is ongoing. New access to Google Work space coming soon. See new calendar and program form sent separately.
- 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 Finance Committee met the day after the last Board meeting to review the 23-24 fiscal year financials and to consult with our Morgan Stanley advisors. We rebalanced the portfolio (which you can see the results of in this month's Endowment Report).

I am working with Ben on the Annual Report to the Town. We expect to have it ready for Holly's review and signature by the end of this month.

Building And Grounds

Vote needed regarding retaining wall for tree well in reading garden.

Program update

Recognition

Plans are underway to get working on a plaque for a new tree to be planted in honor of John Hine. His wife, Joanne is enthusiastic about this idea. The tree would be planted in the fall or spring.

Grants

Community Foundation of Middlesex County grant application. We plan to apply during the fall grant cycle. The application is now available, **due Sept. 25**. Ben is working with Holly on budget costs to improve the separate identity of the teen area. Holly is registered for the mandatory info program.

Fundraising

- QR code is now in use for donations.
- Tent reserved for Sept. 7 book sale. (This is also the date of the Parmelee Artisan Market.)

Killingworth Library Association

Board of Directors Minutes

Monday, July 22, 2024

Directors present: Holly Perry, Bini Freeman, Lucinda Hogarty, Chris Larson, Mariah Miesel, Lise Brule, Jim McDonald, Bini Freeman, Jan O’Sullivan, Nancy McCormick

Library Staff present: Ben Sodergren Directors excused: Dave Meixell, Gwenne Celmer, Ros Reeps, Dick Otto

Consent Agenda

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

Minutes

- The minutes of the June meeting were approved as submitted.

President’s Report

- Holly reported that there will be Zoom training on Google workspace- Date: Aug. 6, at 7 pm. She will send a Zoom invite.
- There was discussion about the pavilion and how funding might flow from the town’s 25-26 capital budget after we know whether we can count on some amount of funding from NAA.
- Holly suggested a winter bingo fundraiser. We may be able to get the equipment from the elementary school or from Mariah’s place of employment.

Library Director’s Report

- Question about memorials. We will go ahead with getting another dogwood from Acer for the Hine memorial, to be planted in the fall, and Lucinda will check Joanne Hine to ask about whether there should be a dedication event.
- Ben reported the “tutoring room” is getting good usage now that the door has a window. We should track usage for our stats and to demonstrate space needs.

Treasurer’s Report

Our insurance carrier did get back to us about their justification for an additional \$500 annual premium for having a wheelchair for use in the library and for the Library of Things. (The issue on the former is increased liability for injury; on the latter is that some of the things are electric and could cause house fires.) There was discussion about using some of the remaining Library of Things funds to pay for the additional insurance coverage.

A generous donation of a first-edition Fitzgerald book will be appropriately acknowledged, the sale of which at auction yielded a surprise windfall for the library. In light of a change in fundraising methods, this may be very helpful for our current fiscal year just underway.

Fundraising

- Discussion about 60th anniversary social media campaign, requesting donations, perhaps specifically to support the pavilion. It was suggested to incorporate into our annual campaign in October, as well as “Branding” all programs to link to the 60th.

Grants

- We hope to apply for a Community Foundation of Middlesex County grant for the second round in the 2024 cycle. Maybe to be used on carving out a better space for the Teen area.
- Mariah and Gwenne applied to the town for the NAA grant, it was approved by the town and is going to the state process. After that requests would be made to businesses.

Building and Grounds

- There's a dead tree bordering the south parking lot. Ben will contact the town about removing it.
- Discussion about the garden well: Discussed McKie's estimate to repair stonework. A motion was made by Jim, seconded by Chris, to move forward with the more comprehensive project described in the consent agenda as option 2. Passed.

Governance

Lucinda has added a monthly calendar of board/governance responsibilities into each month's board packet.

Adjournment

- The meeting adjourned at 8:08 pm.

Respectfully submitted,

Lucinda Hogarty,

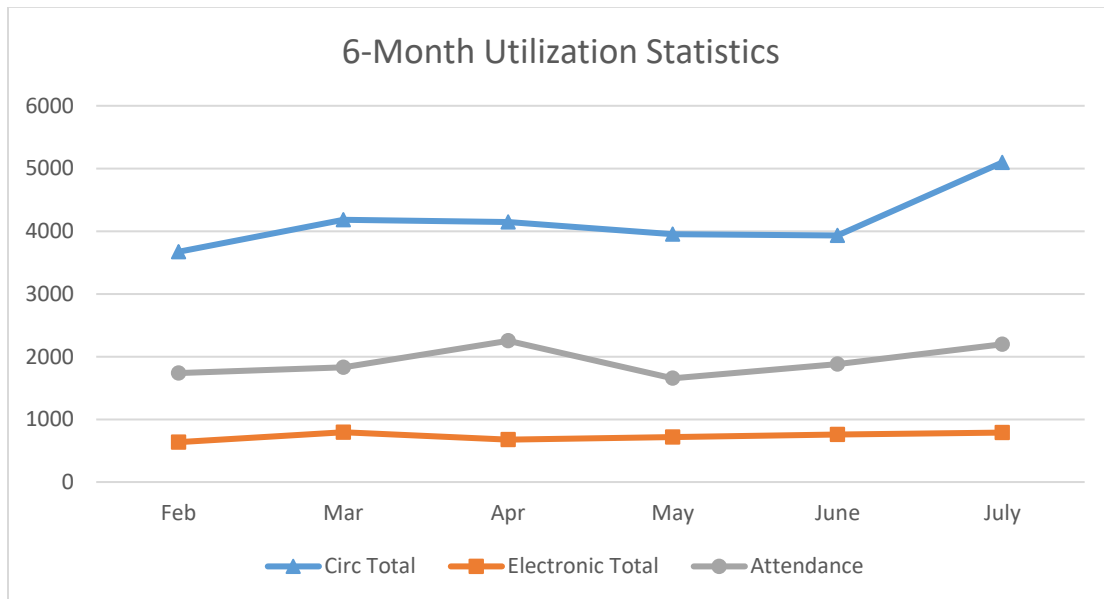
Recording Secretary

Killingworth Library

August 2024 Library Director's Report

July Utilization Statistics:

Type	Service	Feb	Mar	Apr	May	June	July
Patron Stat	In-House Attendance	1,738	1,828	2,252	1,654	1,882	2,196
	PC Use	23	25	36	27	16	21
Circulation	Adult books	1,210	1,272	1,362	1,302	1,290	1,631
	Juvenile/Tween books	1,092	1,365	1,321	1,199	1,164	1,774
	YA books	37	41	52	43	52	109
	DVDs	318	311	291	245	238	293
	Audio CD Books	84	84	95	106	101	115
	Magazines	56	37	48	48	66	60
	Other (puzzles, passes, etc)	39	44	63	77	58	99
	Loaned to Other Libraries	200	234	237	212	205	225
Electronic	E-Checkouts Hoopla	263	288	240	255	231	260
	E-Checkouts Libby	182	235	298	240	252	303
	E-Checkouts Magazines	183	267	140	206	195	217
	BookFlix (Juv)	8	4	0	18	81	10
		Feb	Mar	Apr	May	June	July
Circ Total		3672	4182	4147	3951	3933	5096
Electronic Total		636	794	678	719	759	790
Attendance		1,738	1828	2252	1654	1882	2196



Top 3 Facebook Posts for July:

- Denison Pequotsepos Nature Center program pics (7/20): 1,114 people reached; 8 likes; 2 shares
- Incredible Owls program pics (7/6): 1,105 people reached; 5 likes; 2 shares
- Incredible Owls promo (7/2): 934 people reached; 11 likes; 1 comment; 5 shares

July Program Attendance:

Program	Date	Attendance	Age Group
Tales for Tots	7/2, 9, 16, 23, 30	89 (total)	Children
Owl Babies	7/2	10	Children
Read and Wonder	7/2, 9, 11, 16, 18, 23, 25, 30	28 (total)	Children
Read and Eat	7/3, 10, 17	34 (total)	Children
Incredible Owls	7/6	25	Children
Nature Fable Skit Club	7/9, 16, 23, 30	17 (total)	Children
Whatzzz So Cool About Honeybees	7/10	11	Children
D-Day: A Retrospective	7/10	13	Adults
Swirls in Nature	7/11	12	Children
Save the Animals w/ Denison Pequotsepos	7/13	20	Children
Marvelous Monarchs	7/17	2	Children
Learn Ukelele w/ Julie Stepanek	7/17	17	Adults
Surprise Saturday	7/20	6	Children
Mossy Story and Craft	7/24	5	Children
Become Little Heroes	7/25	8	Children
Who Would Win Showdown	7/25	18	Children
Pressed Flower Lanterns Craft	7/25	11	Adults
Music w/ Margie Summer Concert	7/27	26	Children
Busy Little Beavers	7/31	7	Children
	Total:	359	

Adopt-an-Author Update: Over the summer, we did another push for the Adopt-an-Author program that we started last year. Everybody who signed up before has renewed, and we picked up several new adoptions. Our patrons are now covering the cost of buying new titles from 22 popular authors.

Library of Things Update: We are now up to 60 items in our Library of Things. Our most popular items have been outdoor items like the pop-up tent and metal detector. Circulation is steady, but still slow; it seems like awareness remains the main hurdle to widespread adoption, so we will continue promoting the collection.

Fall Programming: We will be trying some new programming for the fall. I purchased a Swank Public Performance license, which gives us the rights to show movies from most major studios, so we'll be setting up our projector and screen in the coming months for both children's and adult's movie nights. Our new hire, Sharyn, will also be getting involved in running some crafting and art-related programs. We have some author talks coming up: Greg Dillon, an FBI whistleblower, will be speaking in September, and Joe Bradley and Anthony Arillotta will be speaking in October about Arillotta's life as a Mafia member.

Killingworth Library Assoc., Inc. CASH REPORT

July 31, 2024

WEBSTER CHECKING ACCOUNT

Beginning Balance (\$151.28)

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales			0.00
Fund Raising			
Annual Fund	225.00		225.00
Raffle Proceeds			0.00
Golf Tournament			0.00
In House Sales Items			0.00
Amazon Smile/iGive/PayPalGiving			0.00
Art Sales			0.00
Miscellaneous	4,900.00		4,900.00
Gifts Received	150.00		150.00
Grant Income			0.00
Rental Income			0.00
Miscellaneous Income			0.00
Town Contribution	136,875.00		136,875.00
User Fees			0.00
TOTAL RECEIPTS	\$142,150.00	\$0.00	\$142,150.00
DISBURSEMENTS			
Books	3,832.42		3,832.42
Computers	55.30		55.30
Consortium Expenses	8,048.00		8,048.00
Copier Lease	184.17		184.17
Dues & Professional Dev.			0.00
Fundraising Expenses			0.00
Goodwill/Public Relations			0.00
Earmarked Expenses			0.00
Insurance			
Health	2,226.50		2,226.50
Liability/WC/D&O			0.00
Library of Things	217.80		217.80
Maintenance	414.08		414.08
Museum Passes			0.00
Office (supplies, equipment, fees)	274.88		274.88
Payroll Expenses	20,826.84		20,826.84
Programs - Adult			0.00
Programs - Children			0.00
Seed Library			0.00
Subscriptions	412.54		412.54
Unemployment Compensation	323.93		323.93
Utilities			
Electric	975.22		975.22
Oil			0.00
Telephone	125.86		125.86
To Petty Cash			
TOTAL DISBURSEMENTS	\$37,917.54	\$0.00	\$37,917.54
Transfer from Endowment			
Transfer from/to Money Market	(96,875.00)		
Transfer from/to Encumbered Savings			
Ending Checking Balance	\$7,206.18		

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$65,667.15
Deposits	136,875.00		
Withdrawals	40,000.00		
Interest Income	487.55		
Bank Charges			
		Ending Balance	\$163,029.70

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	123.13	Beginning Balance	\$30,990.83
Withdrawals	0.00	Ending Balance	\$31,113.96

BUILDING FUND

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

Interest Income	127.60	Total Ending E.S. Balance	\$43,734.28
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KILLINGWORTH LIBRARY ASSOCIATION, INC.
Endowment Report for Morgan Stanley Smith Barney
For the Period ending July 31, 2024

ACCOUNT SUMMARY

<u>Bond Account</u>	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$2,325.39	\$5,987.44	\$8,312.83
Certificates of Deposit	\$30,628.72	(\$30,628.72)	\$0.00
Taxable Bonds	\$244,833.47	\$206,845.40	\$451,678.87
Mutual Bond Funds	\$0.00	\$0.00	\$0.00
	\$277,787.58		\$459,991.70

<u>Stock Account</u>	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$5,333.91	\$7,285.76	\$12,619.67
Equities	\$616,303.93	(\$153,201.89)	\$463,102.04
EFTs (Exchange-Traded Funds)	\$0.00	\$110,313.00	\$110,313.00
Certificates of Deposit	\$122,420.81	(\$122,420.81)	\$0.00
	\$744,058.65		\$586,034.71

TOTAL ENDOWMENT \$1,046,026.41

INCOME SUMMARY - Interest and Dividends

Bond Account:	\$1,449.31
Stock Account:	\$3,482.00
<u>TOTAL INCOME THIS PERIOD:</u>	\$4,931.31
TOTAL INCOME PRIOR MONTHS:	\$0.00
<u>TOTAL INCOME THIS FISCAL YEAR:</u>	<u>\$4,931.31</u>
75% of Income To Date:	\$3,698.48