

**The Killingworth Library Association
Board of Directors
July 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, July 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
- 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

July 22, 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.
- Gwenne reported that asked that the clarification of the definition of endowment income considered for annual expenditure was well received by The Board of Finance. would like a bit of clarification.
- 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: I have completed all the month-end and quarter-end government payments and reporting (payroll taxes, CT unemployment, CT Paid Leave). The town very quickly requested our annual report for the fiscal year just ended, and I will prepare that as well (with Ben and Holly's help on the narrative), but will submit it only after I have presented it to the Finance Committee. That committee will be meeting with our investment advisor on Tuesday, July 30 to rebalance our endowment holdings, as we do every six months.

We had a patron request for a wheelchair to be used while they visited the library, and I had been wondering if we had any need for additional insurance coverage for our Library of Things. I reached out to our broker, who reached out to the underwriters. They said that yes, additional coverage was needed and that it would be an additional \$500 per year. I have requested clarification on why the premium for those specific things would be so much (as in, did you understand the nature of how these items are being used and/or did you think I meant a motorized wheelchair). The initial response took quite some time, and I am waiting (but will follow up) for a second response.

At the beginning of July, I requested and received the first half of our 2024-2025 contribution from the town, and I paid our annual rent of \$1.

Building And Grounds

Dick received Jeff McKie's proposal for two options re: Garden Tree-well Wall, based on most recent on-site review in late June. Option 1 as minimal maintenance (\$1,425); Option 2 a thorough, more long-lasting reconstruction which Dick recommends. (\$2,975) When specs are finalized, the estimate will be forwarded to the town. If we add in access to the well via steps or a sloping ramp, the cost may be higher. Gina Regolo has informed us that anything under \$5K is usually easy to get approval for, the beginning of the fiscal year, is the best time to ask for it. Coming to the town with a plan and a cost already researched is ideal for getting approval.

Eric Couture has informed us that the town would like to add funding for the pavilion to the list of 25/26 capital items, and can fund it and bid it next year.

Program update

A programming request form has been drafted by Ben and Tammy and circulated to the Board to clarify the workflow for programs initiated by those other than staff.

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 will plan to apply during the fall grant cycle. The application is not yet available.

Fundraising

- QR code is now in use for donations.
- Mariah has put together an approach to work on the upcoming fundraising campaign idea, \$60 for 60 years. She is looking for volunteers to help with this initiative. The thought is to promote this in Oct/Nov for the 60 days of giving. She has developed some initial ideas and thoughts on how to promote and use this donation fundraiser. The main thought is to call it an anniversary fund, so we can use the funds for really anything. Let Mariah know if you'd like help with this fundraiser. Ideally another two helping hands would be great as this will primarily be a social media fundraiser and at the library donations.
- Mariah and Bini discussing food truck event for a Wednesday in the fall. Will be discussed at August meeting. Lawn games, bouncy house?
- 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, June 24, 2024

Directors present: Holly Perry, Bini Freeman, Lucinda Hogarty, Chris Larson, Mariah Meisel, Lise Brule, Dick Otto, Jim McDonald, Gwenne Celmer, Bini Freeman, Roz Reeps, Jan O’Sullivan, Nancy McCormick

Library Staff present: Ben Sodergren Directors excused: Dave Meixell

Consent Agenda

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

Minutes

- The minutes of the May meeting were amended to show that Lise Brule was excused from the May meeting. Jim moved to accept the amended minutes, seconded by Gwenne. Passed.

President’s Report

- Holly reported that the Association CT Library Boards (ACLB) would like to feature our library in a monthly feature on their website. Question about whether we qualify as a rural library.
- Holly met with 1st Selectman Eric Couture who had questions about fundraising initiatives, was favorable to the pavilion idea, will look into ARPA funds for it, and likes using NAA funds for it. He mentioned we might need permit from our local health district, CT River Area Health District, (CRAHD)for food truck event. He is aware of the constraints associated with being an association library.

Library Director’s Report

- Part-time staffer, Kristina Sanso has resigned. The two new staffers are working out well.
- Ben has been named to the Bibliomation board to fill a vacancy.
- Our Library of Things collection now includes portable audio/mic/ amplifier and a pop-up tent.
- There was discussion of EV charging stations. Dick said this had been discussed before the parking lot was repaved. Federal and money is available. Gwenne will explore this issue with Eric Couture. Jim mentioned lithium battery fire safety issues.

Treasurer’s Report

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 upcoming new fiscal year.

Programs

- Read and Eat is to be held Wednesdays from 12- 1 from June 19 – Aug. 21. This is a collaborative program with KWO.
- Discussion again about the need for workflow form about needs for programs to ensure that ones that are not sponsored by and organized by staff are clear in the logistical responsibility and expectations of staff. Ben and Holly will work on this.
- Discussion about need to reserve pop-up tent for children’s programming. The library will buy another two.

Fundraising

- Ad hoc committee to meet in July about Food truck event for fall. Mariah will lead this effort.
- Discussion about 60th anniversary social media campaign, requesting donations, perhaps specifically to support the pavilion, for October and November.

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

- Discussion about the garden well: It was debated about whether there in fact is a need for a fence to make it a safe space for children's programming. Perhaps all that is needed is to repair the stone of the well wall and post a warning sign. (The drop is only 18 – 20 inches or so and we don't think there's a code issue.) Need estimate to repair stonework. Maybe indicate the drop-off in the area with caution tape. Chris will let Rickert and Gorman know that for now, the fencing project is on hold.

Governance

- The Policy review is ongoing. There will be a tutorial at an upcoming meeting on how to use Google Workspace.

Other

- Have a table for handouts about the library at the Town Picnic. Promote Library of Things, Seed Library, planned giving. Maybe renew library cards there.
- Discussion about holiday closing schedule. Board may want to work with staff for 2025 schedule.
- We will try to limit discussion of items to those on the agenda. To allow for preparation, the consent agenda can be used to raise topics for discussion, submit reports.

Adjournment

- The meeting adjourned at 8:33 pm.

Respectfully submitted,

Lucinda Hogarty,

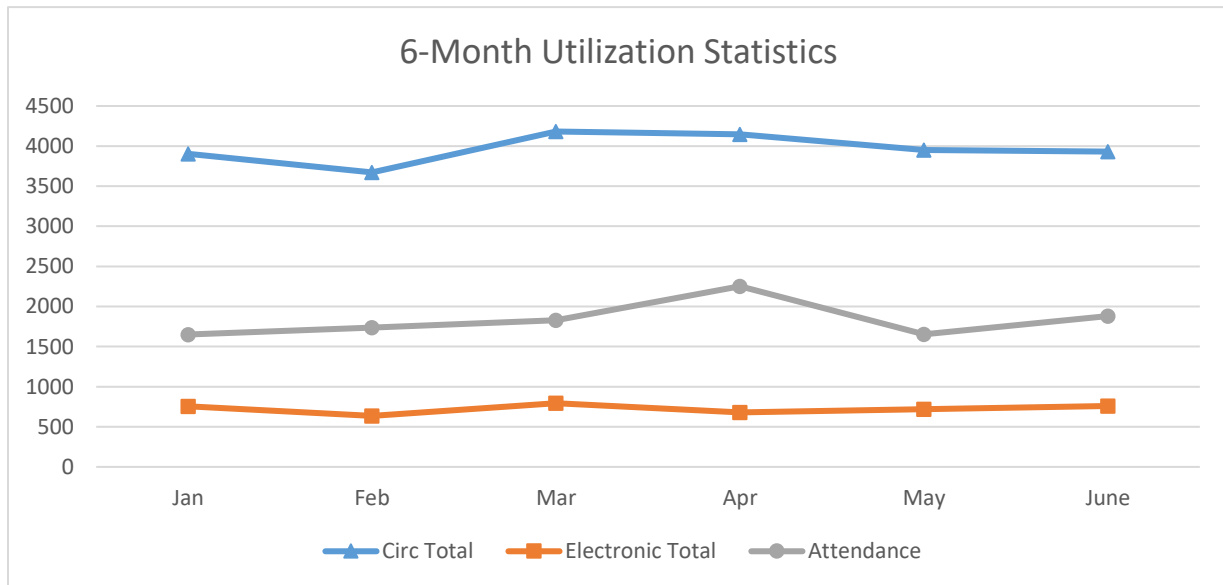
Recording Secretary

Killingworth Library

July 2024 Library Director's Report

June Utilization Statistics:

Type	Service	Jan	Feb	Mar	Apr	May	June
Patron Stat	In-House Attendance	1,651	1,738	1,828	2,252	1,654	1,882
	PC Use	11	23	25	36	27	16
Circulation	Adult books	1,243	1,210	1,272	1,362	1,302	1,290
	Juvenile/Tween books	1,071	1,092	1,365	1,321	1,199	1,164
	YA books	36	37	41	52	43	52
	DVDs	353	318	311	291	245	238
	Audio CD Books	107	84	84	95	106	101
	Magazines	46	56	37	48	48	66
	Other (puzzles, passes, etc)	69	39	44	63	77	58
	Loaned to Other Libraries	221	200	234	237	212	205
	Electronic	E-Checkouts Hoopla	281	263	288	240	255
	E-Checkouts Libby	255	182	235	298	240	252
	E-Checkouts Magazines	220	183	267	140	206	195
	BookFlix (Juv)	0	8	4	0	18	81
		Jan	Feb	Mar	Apr	May	June
Circ Total		3902	3672	4182	4147	3951	3933
Electronic Total		756	636	794	678	719	759
Attendance		1,651	1,738	1828	2252	1654	1882



Top 3 Facebook Posts for June:

- First Read & Eat photos (6/21): 1,264 people reached ; 17 likes ; 6 shares
- Ginny Tree Dedication photos (6/7): 1,198 people reached ; 24 likes ; 1 comment ; 2 shares
- Summer Reading Cart photos (6/9): 1,051 people reached ; 7 likes ; 6 shares

June Program Attendance:

Program	Date	Attendance	Age Group
Surprise Saturdays	6/1	2	Children
Tales for Tots	6/4, 11, 18, 25	66	Children
Love2Sign	6/6, 13	29	Children
Music w/ Margie	6/7	17	Children
Last Day of School Laugh Fest	6/11	9	Children
The Rainbow Fish Play	6/12	29	Children
Homeschool Book Club (10 – 12)	6/13	5	Children
Homeschool Book Club (7 – 9)	6/18	4	Children
Read and Eat	6/19, 26	22	Children
American Girl Molly Movie	6/20	9	Children
Play Bingo w/ Bingo	6/27	27	Children
Life-Sized Candyland	6/29	70	Children
	Total:	289	

Memorial Tree Inquiry: We had an inquiry from a community member about whether we'd consider planting a memorial tree for a local family that experienced a loss. If we don't have space to continue planting trees, maybe we could consider a smaller memorial garden?

Alarm Monitoring Service: As of 6/30/2025, Valley Shore Emergency Communications will no longer be offering alarm monitoring service to us. They recommend working with the vendor that installed our physical system to find an alternative.

Library Assistant Position: We've hired a high schooler to cover the evening hours that Kristina Sanso was working before her resignation. Our new hire, Meghan Freeman, will be working 6 hours per week on Tuesday and Thursday evenings. This brings our staff count back up to three assistants in addition to Tammy, Jen, and myself.

Killingworth Library Assoc., Inc. CASH REPORT

June 30, 2024

WEBSTER CHECKING ACCOUNT

Beginning Balance \$2,615.22

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales	264.00	2,323.25	2,587.25
Fund Raising			
Annual Fund	1,805.00	20,215.00	22,020.00
Raffle Proceeds		2,142.67	2,142.67
Golf Tournament		11,950.00	11,950.00
In House Sales Items		223.00	223.00
Amazon Smile/iGive/PayPalGiving		6.08	6.08
Art Sales			0.00
Miscellaneous		146.00	146.00
Gifts Received	658.00	18,563.05	19,221.05
Grant Income		11,796.20	11,796.20
Rental Income			0.00
Miscellaneous Income	21.00	73.83	94.83
Town Contribution		269,500.00	269,500.00
User Fees	323.00	1,512.45	1,835.45
TOTAL RECEIPTS	\$3,071.00	\$338,451.53	\$341,522.53

DISBURSEMENTS			
Books	3,084.72	30,016.31	33,101.03
Computers	880.54	1,792.58	2,673.12
Consortium Expenses		8,172.00	8,172.00
Copier Lease	182.55	2,471.10	2,653.65
Dues & Professional Dev.		1,906.00	1,906.00
Fundraising Expenses		17,197.67	17,197.67
Goodwill/Public Relations	309.50	1,273.89	1,583.39
Earmarked Expenses			0.00
Insurance			
Health	2,226.50	24,673.64	26,900.14
Liability/WC/D&O	8,111.00	4,050.00	12,161.00
Library of Things	505.10	4,407.85	4,912.95
Maintenance	1,362.76	10,731.56	12,094.32
Museum Passes	350.00	515.00	865.00
Office (supplies, equipment, fees)	580.38	4,310.63	4,891.01
Payroll Expenses	14,552.71	173,639.68	188,192.39
Programs - Adult	129.94	3,136.18	3,266.12
Programs - Children	2,474.71	5,766.08	8,240.79
Seed Library	22.80	891.39	914.19
Subscriptions	62.00	2,461.07	2,523.07
Unemployment Compensation		929.81	929.81
Utilities			
Electric	878.08	9,218.42	10,096.50
Oil		7,474.46	7,474.46
Telephone	124.21	1,336.51	1,460.72
To Petty Cash			
TOTAL DISBURSEMENTS	\$35,837.50	\$316,371.83	\$352,209.33

Transfer from Endowment

Transfer from/to Money Market 30,000.00

Transfer from/to Encumbered Savings

Ending Checking Balance (\$151.28)

N.B. money was transferred from the Money Market account the next day.

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$95,451.59
Deposits	0.00		
Withdrawals	30,000.00		
Interest Income	215.56		
Bank Charges			
		Ending Balance	\$65,667.15

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	126.87	Beginning Balance	\$30,863.96
Withdrawals	0.00	Ending Balance	\$30,990.83

BUILDING FUND

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

Interest Income	123.13	Total Ending E.S. Balance	\$43,606.68
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KILLINGWORTH LIBRARY ASSOCIATION, INC.
Endowment Report for Morgan Stanley Smith Barney
For the Period ending June 30, 2024

ACCOUNT SUMMARY

<u>Bond Account</u>	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$1,162.87	\$1,162.52	\$2,325.39
Certificates of Deposit	\$30,499.32	\$129.40	\$30,628.72
Taxable Bonds	\$244,818.74	\$14.73	\$244,833.47
Mutual Bond Funds	\$0.00	\$0.00	\$0.00
	\$276,480.93		\$277,787.58

<u>Stock Account</u>	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$3,160.44	\$2,173.47	\$5,333.91
Equities	\$615,183.59	\$1,120.34	\$616,303.93
Certificates of Deposit	\$121,878.25	\$542.56	\$122,420.81
	\$740,222.28		\$744,058.65

TOTAL ENDOWMENT \$1,021,846.23

INCOME SUMMARY - Interest and Dividends

Bond Account:	\$1,162.52
Stock Account:	\$2,931.89
<u>TOTAL INCOME THIS PERIOD:</u>	\$4,094.41
TOTAL INCOME PRIOR MONTHS:	\$27,203.81
<u>TOTAL INCOME THIS FISCAL YEAR:</u>	<u>\$31,298.22</u>
75% of Income To Date:	\$23,473.67