

**The Killingworth Library Association
Board of Directors
June 24 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, June 24, 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:

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
June 24, 2024
(Note: **Bold Items require action.** Please take note.)

Governance

- Policy review is ongoing. New access to Google work space coming soon.
- Gwenne asked that we **discuss our policy regarding definition of endowment income considered for annual expenditure.** 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: The meeting of the Finance Committee with Morgan Stanley had to be rescheduled twice at their request. I am still working out a mutually available date with them. Besides the usual monthly activities, I contacted our insurance carrier to see if there would be any liability issue with our having a wheelchair for patrons to use while they are visiting the library. After prompting, they got back to me to say that someone would get back to me soon.

Building And Grounds:

Still waiting for stone work estimate to reinforce the wall around the maple in the reading garden.

Program update:

Recognition

Many thanks to Mariah Meisel for organizing the lovely reception of the Ginny Chapman tree dedication event May 19, which was well attended.

Grant info

Community Foundation of Middlesex County grant application. We will plan to apply during the summer grant cycle. Mariah and Gwenne submitted our application process to the selectmen for the NAA process for 20 by 40 ft pavilion with and without solar panels.

Elizabeth Disbrow informed Mariah that the NAA grant application has been approved and sent to the state.

Fundraising

QR code is now in use for donations.

Mariah and Bini discussing food truck event for a Wednesday in Sept. Lawn games, bouncy house?

Tent reserved for Sept. 7 book sale.

Killingworth Library Association

Board of Directors Minutes

Monday, May 20, 2024

Directors present: Holly Perry, Bini Freeman, Lucinda Hogarty, Chris Larson, Mariah Meisel, Dick Otto, Jim McDonald, Gwenne Celmer, Bini Freeman, Roz Reeps, Dave Meixell

Library Staff present: Ben Sodergren

Directors excused: Jan O'Sullivan, Nancy McCormick, Lise Brule

The meeting took place after the board members attended the town meeting where the budget was passed. The reduction in the library's request was not restored and sentiment was expressed by community members that this was a reason to vote against the budget.

The meeting was called to order at 7:45.

Consent Agenda

- Gwenne made a motion to approve the consent agenda, seconded by Mariah. Passed.

Minutes

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

President's Report

- Thanks to all for making the Chapman tree dedication a success.
- Annual campaign follow-up/ reminder letters went out and are yielding donations.

Library Director's Report

- Library of Things dedication was held on Monday, April 29 at noon.
- The Memorial Tree dedication was very successful. It was suggested that we add a portable microphone to the LoT, for our own use and that of other groups in town to borrow. The old one is not really portable, needs to be plugged in and is unreliable.
- Two new staff have been hired and have started in their part-time positions (14 hours a week each.)

Treasurer's Report

- Jan was away but had submitted her reports.

Programs

Read and Eat to be held Wednesdays from 12- 1 from June 19 – Aug. 21. This is a collaborative program with KWO.

Discussion 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 Holy will work on this.

A simple after-action report giving numbers of attendees will be helpful for us to provide to the town and state for things like the Repair Café. Collaborative programs are to be encouraged with all collaborating organizations getting recognized as sponsors and having clear roles.

Grants

- We hope to apply for a Community Foundation of Middlesex County grant for the second round in the 2024 cycle.
- Mariah and Gwenne have applied to the town for the NAA grant. The next step is the town meeting for approval.
- We would like to pursue applying to the board of selectmen for ARPA funds for the pavilion. Holly will send a letter of intent to the BoS. Contracts will need to be in place by Dec. 31, 2024, and this will take some time since we're looking at at least \$40,000 which will require 3 bids. There will also need to be a clear understanding of the role of the town in maintaining this new town space if it were to be realized. Justification of the need for space would include freeing up indoor meeting space by shifting programs outside when possible, since there are frequently competing demands for meeting space.

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.)

Recognition/Events

Governance

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

Adjournment

- The meeting adjourned at 8:43 pm.

Respectfully submitted,

Lucinda Hogarty,

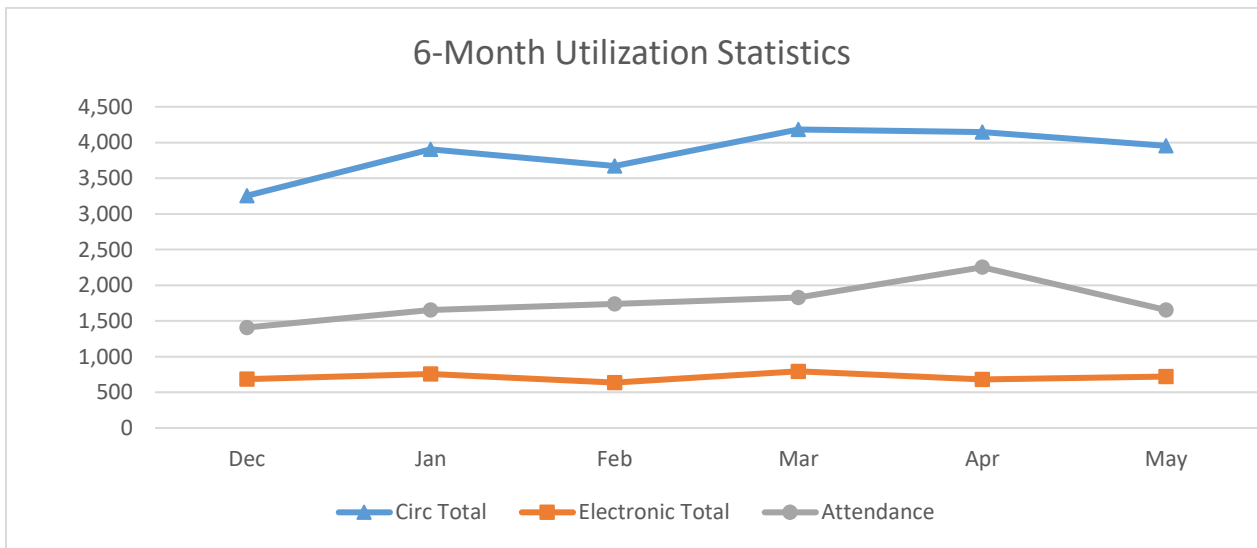
Recording Secretary

Killingworth Library

June 2024 Library Director's Report

May Utilization Statistics:

Type	Service	Dec	Jan	Feb	Mar	Apr	May
Patron Stat	In-House Attendance	1,408	1,651	1,738	1,828	2,252	1,654
	PC Use	22	11	23	25	36	27
Circulation	Adult books	1,083	1,243	1,210	1,272	1,362	1,302
	Juvenile/Tween books	735	1,071	1,092	1,365	1,321	1,199
	YA books	28	36	37	41	52	43
	DVDs	316	353	318	311	291	245
	Audio CD Books	105	107	84	84	95	106
	Magazines	44	46	56	37	48	48
	Other (puzzles, passes, etc)	52	69	39	44	63	77
	Loaned to Other Libraries	208	221	200	234	237	212
Electronic	E-Checkouts Hoopla	250	281	263	288	240	255
	E-Checkouts Libby	178	255	182	235	298	240
	E-Checkouts Magazines	245	220	183	267	140	206
	BookFlix (Juv)	10	0	8	4	0	18
		Dec	Jan	Feb	Mar	Apr	May
Circ Total		3,254	3902	3672	4182	4147	3951
Electronic Total		683	756	636	794	678	719
Attendance		1,408	1,651	1,738	1828	2252	1654



Top 3 Facebook Posts for May:

- Altered Book Art photos (5/29): 1,164 people reached ; 18 likes ; 3 comments ; 2 shares
- Ginny Tree Dedication flyer (5/11): 1,048 people reached ; 10 likes ; 5 shares
- Pop-Up Tent in Library of Things (5/31): 806 people reached ; 20 likes ; 1 comment ; 4 shares

May Program Attendance:

Program	Date	Attendance	Age Group
Love2Sign	5/2, 9, 16, 23, 30	53 (total)	Children
Music w/ Margie	5/3, 10, 17, 31	87 (total)	Children
Surprise Saturdays	5/4, 11, 18, 25	14 (total)	Children
Tales for Tots	5/7, 14, 21, 28	32 (total)	Children
Letter Writing Social	5/3	0	All
Pajama Storytime	5/9	0	Children
Charitable Giving and Your Financial Strategies	5/15	7	Adults
LEGO Stem Club	5/21	6	Children
Growing Groceries Session Four	5/23	5	Adults
Altered Book Art w/ Florence Griswold	5/24	23	Adults
American Girl Doll Club	5/30	7	Children
	Total:	234	

Library Assistant Resignation: The library received a two-week notice from library assistant Kristina Sanso on the evening of 6/18. This was unexpected, and no reason was given for her resignation. Kristina currently only works 4 hours per week, so one of our new library assistants should be able to cover her hours.

Sale of Donated Item: On Friday, June 14th, the Connecticut River Book Auction sold a first-edition copy of F. Scott Fitzgerald's *Tender Is the Night* which had been donated to us. Phil Devlin organized the sale of the book, and wrote an advertisement which was featured in national magazine *Antiques and the Arts Weekly*. The sale price was \$6,100; the library will receive 80% after the auction house and Phil Devlin's cuts.

Young Adult Space: Based on suggestions from teen librarians in other libraries, we are considering ways to make our young adult area friendlier to the needs of the demographic. Suggestions include finding ways to demarcate the space from the rest of the library, providing opportunities for teen patrons to "make it their own" (e.g. displaying their artwork), and providing amenities and self-service activities (e.g. charger, snacks, games, art supplies).

One barrier to teens feeling comfortable in the space is the frequent use of the space by adults and young children. To discourage adult use, we removed the large table from the area and moved it into the Longfellow Room for use by tutoring groups. New, less formal furniture like beanbags may be a good addition. Input from the Board would be welcome as we brainstorm potential changes.

Killingworth Library Assoc., Inc. CASH REPORT

May 31, 2024

WEBSTER CHECKING ACCOUNT

Beginning Balance \$2,539.10

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales		2,323.25	2,323.25
Fund Raising			
Annual Fund	1,020.00	19,195.00	20,215.00
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	3,650.00	14,913.05	18,563.05
Grant Income		11,796.20	11,796.20
Rental Income			0.00
Miscellaneous Income		73.83	73.83
Town Contribution		269,500.00	269,500.00
User Fees		1,512.45	1,512.45
TOTAL RECEIPTS	\$4,670.00	\$333,781.53	\$338,451.53
DISBURSEMENTS			
Books	2,806.13	27,210.18	30,016.31
Computers	184.50	1,608.08	1,792.58
Consortium Expenses		8,172.00	8,172.00
Copier Lease	212.19	2,258.91	2,471.10
Dues & Professional Dev.		1,906.00	1,906.00
Fundraising Expenses	313.99	16,883.68	17,197.67
Goodwill/Public Relations	142.48	1,131.41	1,273.89
Earmarked Expenses			0.00
Insurance			
Health	2,226.50	22,447.14	24,673.64
Liability/WC/D&O		4,050.00	4,050.00
Library of Things	382.75	4,025.10	4,407.85
Maintenance	939.35	9,792.21	10,731.56
Museum Passes		515.00	515.00
Office (supplies, equipment, fees)	780.10	3,530.53	4,310.63
Payroll Expenses	14,288.27	159,351.41	173,639.68
Programs - Adult	457.36	2,678.82	3,136.18
Programs - Children	114.19	5,651.89	5,766.08
Seed Library	791.00	100.39	891.39
Subscriptions	62.00	2,399.07	2,461.07
Unemployment Compensation		929.81	929.81
Utilities			
Electric	770.03	8,448.39	9,218.42
Oil		7,474.46	7,474.46
Telephone	123.04	1,213.47	1,336.51
To Petty Cash			
TOTAL DISBURSEMENTS	\$24,593.88	\$291,777.95	\$316,371.83
Transfer from Endowment	21,866.00		
Transfer from/to Money Market	(1,866.00)		
Transfer from/to Encumbered Savings			
Ending Checking Balance	\$2,615.22		

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$93,313.03
Deposits	21,866.00		
Withdrawals	20,000.00		
Interest Income	272.56		
Bank Charges			
		Ending Balance	\$95,451.59

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	122.43	Beginning Balance	\$30,741.53
Withdrawals	0.00	Ending Balance	\$30,863.96

BUILDING FUND

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

Interest Income	126.87	Total Ending E.S. Balance	\$43,483.55
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KILLINGWORTH LIBRARY ASSOCIATION, INC.
Endowment Report for Morgan Stanley Smith Barney
For the Period ending May 31, 2024

ACCOUNT SUMMARY

<u>Taxable Income Aggressive (Bond Account)</u>	Begin. Value	Account Activity*	Ending Value
Cash and Money Fund	\$515.49	\$647.38	\$1,162.87
Certificates of Deposit	\$30,364.80	\$134.52	\$30,499.32
Taxable Bonds	\$243,659.86	\$1,158.88	\$244,818.74
Mutual Bond Funds	\$0.00	\$0.00	\$0.00
	\$274,540.15		\$276,480.93

<u>Conservative Growth Fund (Stock Account)</u>	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$3,292.56	(\$132.12)	\$3,160.44
Equities	\$598,912.24	\$16,271.35	\$615,183.59
Certificates of Deposit	\$121,314.49	\$563.76	\$121,878.25
	\$723,519.29		\$740,222.28

TOTAL ENDOWMENT \$1,016,703.21

INCOME SUMMARY for the reporting period

Bond Account:	\$647.38
Stock Account:	\$633.90
<u>TOTAL INCOME THIS PERIOD:</u>	\$1,281.28
TOTAL INCOME PRIOR MONTHS:	\$25,922.53
<u>TOTAL INCOME THIS FISCAL YEAR:</u>	<u>\$27,203.81</u>
75% of Income To Date:	\$20,402.86