

**The Killingworth Library Association
Board of Directors
May 20, 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, May 20, 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
May 20, 2024
(Note: **Bold Items require action.** Please take note.)

Governance

- Policy review is ongoing. New access to Google work space coming soon.
- 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 attended the Board of Finance's Town Budget presentation on May 6 and echoed Holly's request that the Board reinstate the \$4,250 that they cut from our budget request, pointing out that the amount they cut represents less than one-hundredth of a mill. There was some support from a few attendees for reinstating that amount as well. The Finance Committee will be meeting with our investment advisor on May 23. I requested and received our annual withdrawal from the Endowment. (Note that the withdrawal was made on April 30, and the check mailed to the library, so the deposit of these funds will show up on May's Cash Report.) On May 15, we received a \$2,000 check from the Killingworth Lions Club at their Night of Giving for Large Print Books.

The published town budget to be voted on at the May 20 town meeting did not reflect reinstatement of the \$4,250.

Building And Grounds:

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.

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, April 22, 2024

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

Guest: Student Emma Tanabe

Library Staff present: Ben Sodergren

Directors excused: Bini Freeman, Roz Reeps, Dave Meixell

Consent Agenda

- Jan made a motion to approve the consent agenda, revised to reflect the correct date of the Ginny Chapman tree dedication -- May 19, seconded by Nancy. Passed. It will be held at 2 PM.

Minutes

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

President's Report

- Thanks to all for their work at the Repair Café. Next year we will have a set-up team and a breakdown team.
- Ed Wood has volunteered to do astronomy programs.
- Richard Mason is willing to donate, maybe to the pavilion.
- Sen. Christine Cohen, who attended our Repair Café, has asked that we communicate library funding needs to her. There's a possibility of state bond funds.
- Annual campaign follow-up/ reminder letters to go out next week. (290)
- Door for small room has been replaced with one that has a window so it can be used for tutoring. Thanks, Steve and team!

Library Director's Report

- Library of Things dedication on Monday, April 29 at noon. Board members are encouraged to attend and bring refreshments.
- Library opening position posting to be modified now since Hana Tanabe is leaving as of May 1. It will be better to have 2 people instead of increasing the number of hours for one.

Treasurer's Report

- Jan discussed analyzing the returns on our endowment funds (they have tracked historical returns on similar investments) and looking into whether the management fees can be reduced.
- There will be a Town Budget Meeting on Monday, May 6, in the Middle School Cafeteria at 7pm. which we should be sure to attend to support the library. We don't know yet to what extent our request will be reduced.

Fundraising

- Committee to convene. Mariah will get the ball rolling and Nancy has volunteered. Ideas batted about include: food truck fundraiser, escape room, mini golf, winetasting, dog parade, \$60 for 60 days to celebrate 60th anniversary. Jim offered Red Sox tickets, for a mini-affle, maybe? Have a music event?
- It would be good to involve community volunteers for some of these specific initiatives.

Grants

- We hope to apply for a Community Foundation of Middlesex County grant for the second round in the 2024 cycle.
- Mariah and Gwenne proceeding with the NAA grant process.
- Jan is exploring a grant opportunity from Gallagher, our insurance broker.
- There may be grant funds for a library charging station project.

Program Report

Building and Grounds

- Discussion about the garden well and the need for a fence to make it a safe space for children's programming. Chris got quotes from Gorman and Rickert Fencing companies. Details to be developed.
- A clean-up date TBD. A raised bed for growing veggies will be installed behind the children's room.
- We're renting the Lions tent for one weekend for the book sale at the end of summer. Weekend of Sept 7.

Recognition/Events

- There will be a need for refreshments for the Suzanne Walsh Library of Things, on **Monday, April 29 at noon.**
- An event to honor Ginny Chapman and dedicate the memorial tree is set for **Sunday, May 19, 2 PM** An ad hoc Recognition Committee (Chris, Mariah, Ben, Jan, Bini) will help organize the logistics: food, plaque, and publicity.
 - Community volunteer Mary Molitor will help.

Governance

- Lucinda reviewed the rest of the bylaws. The Policy review is separate and ongoing.

Adjournment

- The meeting adjourned at 8:13 pm.
- Please note that the **May meeting is May 20**, which is the 3rd Monday, because of the Memorial Day holiday schedule.

Respectfully submitted,

Lucinda Hogarty,

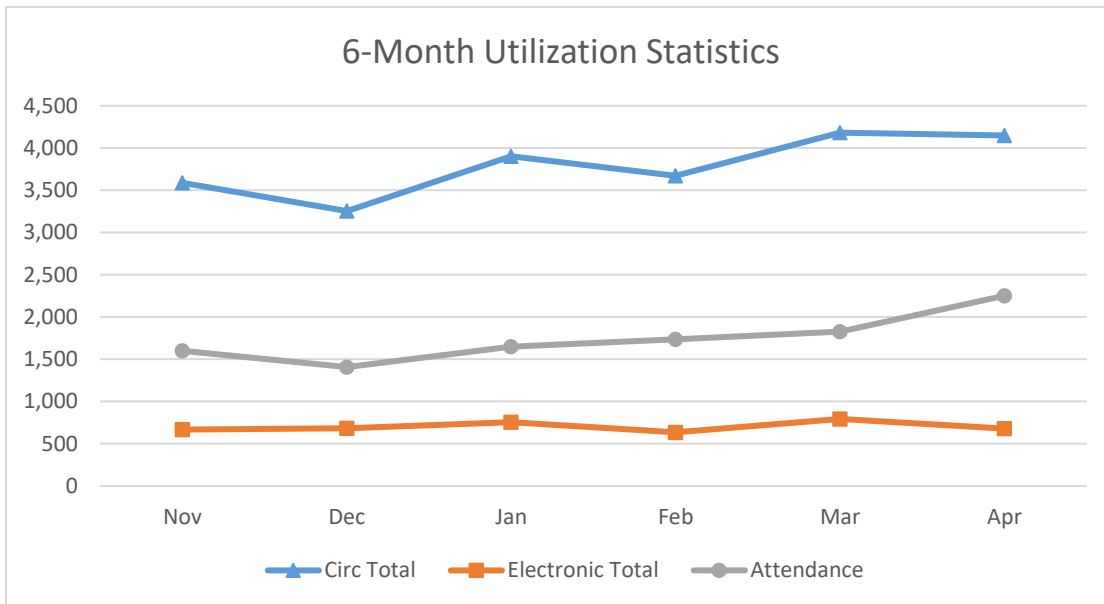
Recording Secretary

Killingworth Library

May 2024 Library Director's Report

April Utilization Statistics:

Type	Service	Nov	Dec	Jan	Feb	Mar	Apr
Patron Stat	In-House Attendance	1,599	1,408	1,651	1,738	1,828	2,252
	PC Use	22	22	11	23	25	36
Circulation	Adult books	1,209	1,083	1,243	1,210	1,272	1,362
	Juvenile/Tween books	902	735	1,071	1,092	1,365	1,321
	YA books	29	28	36	37	41	52
	DVDs	386	316	353	318	311	291
	Audio CD Books	110	105	107	84	84	95
	Magazines	31	44	46	56	37	48
	Other (puzzles, passes, etc)	43	52	69	39	44	63
	Loaned to Other Libraries	211	208	221	200	234	237
Electronic	E-Checkouts Hoopla	235	250	281	263	288	240
	E-Checkouts Libby	207	178	255	182	235	298
	E-Checkouts Magazines	222	245	220	183	267	140
	BookFlix (Juv)	3	10	0	8	4	0
		Nov	Dec	Jan	Feb	Mar	Apr
Circ Total		3,588	3,254	3,902	3,672	4,182	4,147
Electronic Total		667	683	756	636	794	678
Attendance		1,599	1,408	1,651	1,738	1,828	2,252



Top 3 Facebook Posts for April:

- Stuffed Animal Sleepover photos (4/24): 2,204 people reached ; 49 likes ; 5 comments ; 10 shares
- Library of Things Unveiling photos (4/29): 1,969 people reached ; 46 likes ; 9 shares
- Eclipse Viewing photos: 1,796 people reached ; 29 likes ; 2 comments ; 3 shares

April Program Attendance:

Program	Date	Attendance	Age Group
Passport to CT Libraries	Monthlong	20	All
Tic-Tac-Towhee	Monthlong	20	All
Tales for Tots	4/2, 9, 16, 23, 30	66 (total)	Children
Cricut	4/2, 9, 23	10 (total)	Adults
Love2Sign	4/4, 11, 18	30 (total)	Children
Music w/ Margie	4/5, 19, 26	52 (total)	Children
Minecraft	4/6, 13, 27	15 (total)	Children
Surprise Saturdays	4/6, 13, 20, 27	42 (total)	Children
Solar Eclipse Craft and Storytime	4/2	13	Children
Meteoritics w/ Thames Valley Rockhounds	4/5	15	Adults
Solar Eclipse Viewing	4/14	35	All
Week of the Young Child Storytime	4/10	6	Children
The Enduring Legacy of the Leatherman	4/17	43	Adults
Stuffed Animal Sleepover	4/18	23	Children
Repair Café	4/20	65	Adults
LEGO STEM Club	4/23	9	Children
Death in the Details Author Talk	4/24	16	Adults
American Girl Doll Club	4/25	12	Children
Growing Groceries Session 3	4/25	14	Adults
	Total:	506	

New Staff: In late April, we received notice from our library assistant Hana that she had found full-time work elsewhere and that her last day would be May 1st. Hana worked around 21 hours most weeks, so this left us with a large scheduling gap to fill. After consulting Jan on the number of hours we could offer to a new employee, and analyzing scheduling needs, we came to the conclusion that it would be best to hire two new library assistants for approximately 14 hours per week each.

A job listing was posted on the CLC jobs site and the CONNTECH listserv on April 17th. I received ten applications, and conducted three interviews in the second week of May. That weekend I sent offers to Sharyn Nelson and Sherry Johnson, who both accepted and have started work as of the time of writing.

Sharyn has a background as an English professor at Quinnipiac University, and has worked at the Ivoryton Library for one year. Sherry has several years of combined volunteer and work experience at the children’s department in the Palm Beach County library system. They each easily met the requirements of the job listing, and I expect that they will be valuable additions to the team. Splitting the position into two roles also gives us more flexibility to schedule around staff vacations and sick leaves.

Summer Programming: This year’s summer reading theme is “Read, Renew, Repeat”, and we will be focusing on an ecological theme for our programming. We’ll be starting summer programming with our annual Candyland program. Additional programs include owl pellet dissection, a visit from Denison Pequotsepos Nature Center, beaver and butterfly programs with the KCC, and an Earth-themed concert with Margie Warner.

Killingworth Library Assoc., Inc. CASH REPORT

April 30, 2024

WEBSTER CHECKING ACCOUNT

Beginning Balance (\$1,300.68)

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales	114.50	2,208.75	2,323.25
Fund Raising			
Annual Fund	145.00	19,050.00	19,195.00
Raffle Proceeds		2,142.67	2,142.67
Golf Tournament		11,950.00	11,950.00
In House Sales Items	82.00	141.00	223.00
Amazon Smile/iGive/PayPalGiving	1.00	5.08	6.08
Art Sales			0.00
Miscellaneous		146.00	146.00
Gifts Received	254.00	14,659.05	14,913.05
Grant Income	2,323.00	9,473.20	11,796.20
Rental Income			0.00
Miscellaneous Income	8.38	65.45	73.83
Town Contribution		269,500.00	269,500.00
User Fees	144.50	1,367.95	1,512.45
TOTAL RECEIPTS	\$3,072.38	\$330,709.15	\$333,781.53
DISBURSEMENTS			
Books	2,950.04	24,260.14	27,210.18
Computers	55.30	1,552.78	1,608.08
Consortium Expenses		8,172.00	8,172.00
Copier Lease	208.87	2,050.04	2,258.91
Dues & Professional Dev.	765.00	1,141.00	1,906.00
Fundraising Expenses	5.35	16,878.33	16,883.68
Goodwill/Public Relations		1,131.41	1,131.41
Earmarked Expenses			0.00
Insurance			
Health	2,226.50	20,220.64	22,447.14
Liability/WC/D&O	2,009.00	2,041.00	4,050.00
Library of Things	1,322.30	2,702.80	4,025.10
Maintenance	1,382.76	8,409.45	9,792.21
Museum Passes		515.00	515.00
Office (supplies, equipment, fees)	322.40	3,208.13	3,530.53
Payroll Expenses	14,435.63	144,915.78	159,351.41
Programs - Adult	540.85	2,137.97	2,678.82
Programs - Children	324.69	5,327.20	5,651.89
Seed Library		100.39	100.39
Subscriptions	570.68	1,828.39	2,399.07
Unemployment Compensation	524.23	405.58	929.81
Utilities			
Electric	684.93	7,763.46	8,448.39
Oil	779.43	6,695.03	7,474.46
Telephone	124.64	1,088.83	1,213.47
To Petty Cash			
TOTAL DISBURSEMENTS	\$29,232.60	\$262,545.35	\$291,777.95
Transfer from Endowment	0.00		
Transfer from/to Money Market	30,000.00		
Transfer from/to Encumbered Savings			
Ending Checking Balance	\$2,539.10		

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$123,022.23
Deposits	0.00		
Withdrawals	30,000.00		
Interest Income	290.80		
Bank Charges			
		Ending Balance	\$93,313.03

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	126.15	Beginning Balance	\$30,615.38
Withdrawals	0.00	Ending Balance	\$30,741.53

BUILDING FUND

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

Interest Income	122.43	Total Ending E.S. Balance	\$43,356.68
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KILLINGWORTH LIBRARY ASSOCIATION, INC.
Endowment Report for Morgan Stanley Smith Barney
For the Period ending April 30, 2024

ACCOUNT SUMMARY

<u>Taxable Income Aggressive (Bond Account)</u>	Begin. Value	Account Activity*	Ending Value
Cash and Money Fund	\$5,477.61	(\$4,962.12)	\$515.49
Certificates of Deposit	\$45,364.88	(\$15,000.08)	\$30,364.80
Taxable Bonds	\$245,770.77	(\$2,110.91)	\$243,659.86
Mutual Bond Funds	\$0.00	\$0.00	\$0.00
	\$296,613.26		\$274,540.15

<u>Conservative Growth Fund (Stock Account)</u>	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$3,014.15	\$278.41	\$3,292.56
Equities	\$633,123.55	(\$34,211.31)	\$598,912.24
Certificates of Deposit	\$120,800.49	\$514.00	\$121,314.49
	\$756,938.19		\$723,519.29

TOTAL ENDOWMENT \$998,059.44

INCOME SUMMARY for the reporting period

Bond Account:	\$1,903.88
Stock Account:	\$1,054.21
<u>TOTAL INCOME THIS PERIOD:</u>	\$2,958.09
TOTAL INCOME PRIOR MONTHS:	\$22,964.44
<u>TOTAL INCOME THIS FISCAL YEAR:</u>	<u>\$25,922.53</u>
75% of Income To Date:	\$19,441.90

*Note that the annual withdrawal was made from the Bond Account in April.
The amount withdrawn was \$21,866.
Because the check was mailed to the KLA on April 30, it wasn't deposited
in our bank account until after May 1, so it will show up on next month's Cash Report.