

Killingworth Library Association

Board of Directors Minutes

Monday, Nov. 25, 2024

Directors present: Lucinda Hogarty, Chris Larson, Mariah Miesel, Lise Brule, Jan O’Sullivan, Gwenne Celmer, Dick Otto, Nancy McCormick, Dave Meixell, Tim Emerson

Directors excused: Jim McDonald, Bini Freeman, Holly Perry

Guest: Anne Trotta

The meeting was called to order at 7:00.

Introductions were made for the benefit of guest, Anne Trotta.

Vice President Chris Larson presiding

The first order of business was to vote on the nomination of Tim Emerson to be a member of the Board. It had already been moved and seconded. All voted in favor. Welcome, Tim!

Consent Agenda

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

Minutes

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

Library Director’s Report

- Ben met with Eric Couture re building issues (which led to leaf removal.)

Treasurer’s Report

- No questions on the reports Jan submitted.
- Tax return was submitted before Nov. 15. Copies are available by request to Jan.

Fundraising

- Letter for annual campaign went out in early November.
- 60 for 60 campaign ends Nov. 30
- Drawing for baskets to be held Dec. 2
- There was discussion about the offer of a targeted donation for solar panels and the possible location.

Building and Grounds

- The town crew took care of the leaf removal, including in the reading garden.
- The gutters still need to be cleared.

Grants

- Community Foundation of Middlesex County grant was submitted, and we expect to hear by the end of Dec. Project will be to define the space for the Teen area, with dividers and furniture. The idea to also link funding for the website was not an approach that CFMC favored, per a phone call to Ben.

Governance: Lucinda noted that Holly will be named as the second town rep to the board, as opposed to being an elected member, upon her request and Eric Couture's concurrence.

Nominating Committee (Chris, Jan and Lucinda)

The slate was accepted as presented for a vote at the Dec. 16 meeting:

- Renewal of term for 3 years: Lucinda Hogarty
- Officers
 - Interim President-Chris Larson
 - Interim Vice- President- Mariah Miesel
 - Treasurer-Jan O'Sullivan
 - Recording Secretary- Lucinda Hogarty
 - Corresponding Secretary-Bini Freeman
- Finance Committee
 - Jan O'Sullivan
 - Lise Brule
 - Jim McDonald
 - Tim Emerson
 - Alison Karam (if she is still willing – Jan will ask her)

Other business

Jan noted that the semiquincentennial (the SemiQ - 250th anniversary) of the Declaration of Independence will be in 2026. Some towns and historical societies are planning programs. The library may want to start considering some events/programs on this historical theme. The Killingworth Historical Society has been designated by the town to be the lead organization to coordinate with other groups.

Please note the next meeting will be held on Monday, Dec. 16 in the meeting room at the library. It will be a potluck social and the board election will be held. Please bring something to share that doesn't require a kitchen.

Please let Lucinda know what you'll be bringing:

- Drinks
- Appetizers/ hors d'oeuvres
- Dessert

Adjournment

- The meeting adjourned at 8:06 pm.

Respectfully submitted,

Lucinda Hogarty,

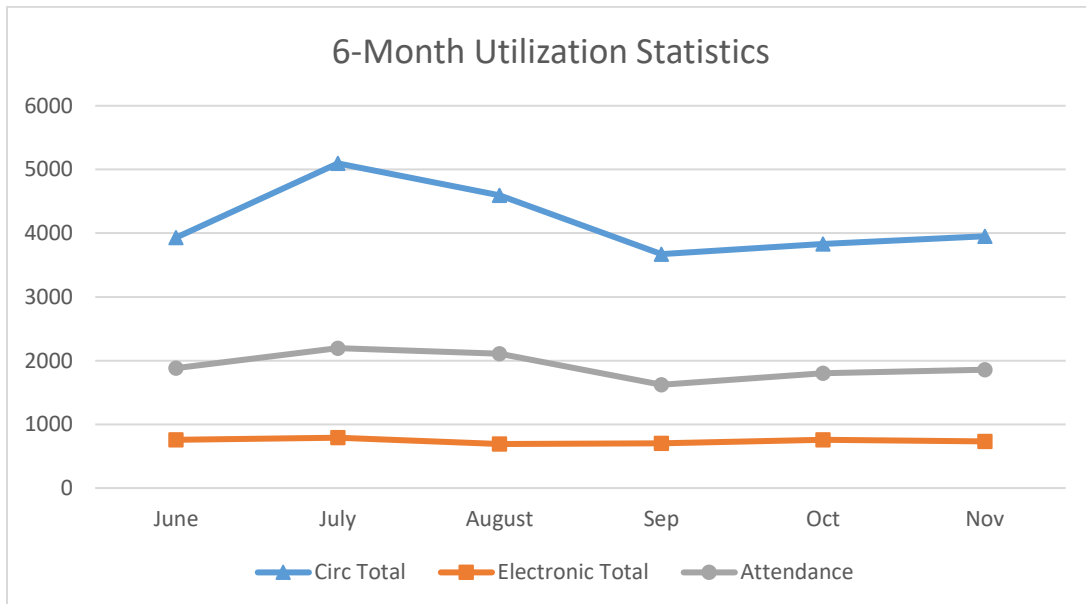
Recording Secretary

Killingworth Library

December 2024 Library Director's Report

November Utilization Statistics:

| Type | Service | June | July | August | Sep | Oct | Nov |
|------------------|------------------------------|-------|-------|--------|-------|-------|-------|
| Patron Stat | In-House Attendance | 1,882 | 2,196 | 2,106 | 1,621 | 1,804 | 1,855 |
| | PC Use | 16 | 21 | 29 | 3 | 29 | 65 |
| Circulation | Adult books | 1,290 | 1,631 | 1,490 | 1,289 | 1,204 | 1,283 |
| | Juvenile/Tween books | 1,164 | 1,774 | 1,516 | 1,006 | 1,159 | 1,317 |
| | YA books | 52 | 109 | 70 | 44 | 48 | 53 |
| | DVDs | 238 | 293 | 309 | 224 | 230 | 186 |
| | Audio CD Books | 101 | 115 | 105 | 87 | 103 | 67 |
| | Magazines | 66 | 60 | 67 | 42 | 33 | 36 |
| | Other (puzzles, passes, etc) | 58 | 99 | 104 | 50 | 61 | 84 |
| | Loaned to Other Libraries | 205 | 225 | 242 | 230 | 236 | 198 |
| | E-Checkouts Hoopla | 231 | 260 | 267 | 264 | 285 | 295 |
| | E-Checkouts Libby | 252 | 303 | 231 | 216 | 243 | 213 |
| Electronic | E-Checkouts Magazines | 195 | 217 | 179 | 186 | 218 | 215 |
| | BookFlix (Juv) | 81 | 10 | 14 | 34 | 11 | 7 |
| | | June | July | August | Sep | Oct | Nov |
| Circ Total | | 3933 | 5096 | 4594 | 3672 | 3831 | 3954 |
| Electronic Total | | 759 | 790 | 691 | 700 | 757 | 730 |
| Attendance | | 1882 | 2196 | 2,106 | 1,621 | 1,804 | 1,855 |



Top 3 Facebook Posts for November:

- Library of Things baking pans with photos (11/2) - 1,497 people reached; 13 likes; 5 shares
- Grove School fairytales play with photos (11/13) - 1,448 people reached; 7 likes; 4 shares
- Historical Society Christmas fair display photo (11/17) - 1,271 people reached; 6 likes; 6 shares

November Program Attendance:

| Program | Date | Attendance | Age Group |
|---|------------------|-------------------|------------------|
| Music w/ Margie | 11/1, 8, 15, 22 | 69 | Children |
| Pumpkin Science | 11/2 | 11 | Children |
| Tales for Tots | 11/5, 12, 19, 26 | 51 | Children |
| Love2Sign | 11/7, 21 | 17 | Children |
| Nature Journaling for Young Naturalists | 11/7 | 12 | Children |
| Surprise Saturday | 11/9, 16, 23, 30 | 29 | Children |
| Tuesday Book Club | 11/12 | 14 | Adults |
| LEGO STEM Club | 11/12 | 5 | Children |
| Fractured Fairytales Play | 11/13 | 20 | Children |
| Make a Gratitude Tree | 11/16 | 11 | Tween |
| American Girl Doll Club | 11/19 | 3 | Children |
| Pajama Storytime | 11/21 | 7 | Children |
| Mystery Book Club | 11/21 | - | Adults |
| Drive-In Movie Night | 11/26 | 4 | Children |
| | Total: | 253 | |

Killingworth Library Assoc., Inc. CASH REPORT

November 30, 2024

WEBSTER CHECKING ACCOUNT

Beginning Balance \$12,774.06

| | <u>Current Month</u> | <u>Prior Months</u> | <u>Total to Date</u> |
|-------------------------------------|----------------------|---------------------|----------------------|
| REVENUES | | | |
| Book Sales | 141.75 | 1,430.10 | 1,571.85 |
| Fund Raising | | | |
| Annual Fund | 4,452.00 | 800.00 | 5,252.00 |
| 60-for-60 Fundraiser | 768.00 | 620.00 | 1,388.00 |
| Golf Tournament | | | 0.00 |
| In House Sales Items | | | 0.00 |
| Amazon Smile/iGive/PayPalGiving | | | 0.00 |
| Art Sales | | | 0.00 |
| Miscellaneous | 20.00 | 4,900.00 | 4,920.00 |
| Gifts Received | 163.00 | 724.50 | 887.50 |
| Grant Income | | | 0.00 |
| Rental Income | | | 0.00 |
| Miscellaneous Income | 0.08 | 62.82 | 62.90 |
| Town Contribution | | 136,875.00 | 136,875.00 |
| User Fees | 154.25 | 750.25 | 904.50 |
| TOTAL RECEIPTS | <u>\$5,699.08</u> | <u>\$146,162.67</u> | <u>\$151,861.75</u> |
| DISBURSEMENTS | | | |
| Books | 2,725.56 | 12,487.20 | 15,212.76 |
| Computers | 180.11 | 403.84 | 583.95 |
| Consortium Expenses | 25.33 | 8,931.00 | 8,956.33 |
| Copier Lease | 188.19 | 843.83 | 1,032.02 |
| Dues & Professional Dev. | 90.67 | 656.00 | 746.67 |
| Fundraising Expenses | 19.75 | 3.76 | 23.51 |
| Goodwill/Public Relations | | 240.00 | 240.00 |
| Earmarked Expenses | | | 0.00 |
| Insurance | | | |
| Health | 2,306.50 | 8,695.47 | 11,001.97 |
| Liability/WC/D&O | | 182.32 | 182.32 |
| Library of Things | 49.63 | 887.78 | 937.41 |
| Maintenance | 610.49 | 3,204.36 | 3,814.85 |
| Museum Passes | 200.00 | 125.00 | 325.00 |
| Office (supplies, equipment, fees) | 251.40 | 2,280.65 | 2,532.05 |
| Payroll Expenses | 15,581.71 | 69,139.21 | 84,720.92 |
| Programs - Adult | | 78.48 | 78.48 |
| Programs - Children | 430.31 | 415.72 | 846.03 |
| Seed Library | | | 0.00 |
| Subscriptions | 62.00 | 2,192.49 | 2,254.49 |
| Unemployment Compensation | | 323.93 | 323.93 |
| Utilities | | | |
| Electric | 672.13 | 3,611.91 | 4,284.04 |
| Oil | | 1,156.26 | 1,156.26 |
| Telephone | 154.48 | 503.12 | 657.60 |
| To Petty Cash | | | |
| TOTAL DISBURSEMENTS | <u>\$23,548.26</u> | <u>\$116,362.33</u> | <u>\$139,910.59</u> |
| Transfer from Endowment | | | |
| Transfer from/to Money Market | 10,000.00 | | |
| Transfer from/to Encumbered Savings | | | |
| Ending Checking Balance | \$4,924.88 | | |

| | | | |
|--------------------------------------|-----------|-------------------|--------------------|
| WEBSTER BUSINESS MONEY MARKET | | Beginning Balance | \$60,843.92 |
| Deposits | 0.00 | | |
| Withdrawals | 10,000.00 | | |
| Interest Income | 171.39 | | |
| Bank Charges | | | |
| | | Ending Balance | \$51,015.31 |

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 | 223.08 | Beginning Balance | \$54,416.16 |
| Withdrawals | 0.00 | Ending Balance | \$54,639.24 |

BUILDING FUND

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

| | | | |
|-----------------|--------|---------------------------|--------------------|
| Interest Income | 216.59 | Total Ending E.S. Balance | \$67,348.55 |
|-----------------|--------|---------------------------|--------------------|

KILLINGWORTH LIBRARY ASSOCIATION, INC.
Endowment Report for Morgan Stanley Smith Barney
For the Period ending November 30, 2024

ACCOUNT SUMMARY

Bond Account

| | Begin. Value | Account Activity | Ending Value |
|-------------------------|---------------------|------------------|---------------------|
| Cash and Money Fund | \$3,872.38 | \$647.42 | \$4,519.80 |
| Certificates of Deposit | \$0.00 | \$0.00 | \$0.00 |
| Taxable Bonds | \$471,592.88 | \$2,498.47 | \$474,091.35 |
| Mutual Bond Funds | \$0.00 | \$0.00 | \$0.00 |
| | \$475,465.26 | | \$478,611.15 |

Stock Account

| | Begin. Value | Account Activity | Ending Value |
|------------------------------|---------------------|------------------|---------------------|
| Cash and Money Fund | \$2,805.13 | (\$94.09) | \$2,711.04 |
| Equities | \$470,730.75 | \$18,439.62 | \$489,170.37 |
| EFTs (Exchange-Traded Funds) | \$113,242.50 | \$3,433.50 | \$116,676.00 |
| Certificates of Deposit | \$0.00 | \$0.00 | \$0.00 |
| | \$586,778.38 | | \$608,557.41 |

TOTAL ENDOWMENT \$1,087,168.56

INCOME SUMMARY - Interest and Dividends

Bond Account: \$647.42
 Stock Account: \$507.12

TOTAL INCOME THIS PERIOD: \$1,154.54

TOTAL INCOME PRIOR MONTHS: \$14,753.38

TOTAL INCOME THIS FISCAL YEAR: \$15,907.92

75% of Income To Date: \$11,930.94