

**The Killingworth Library Association**

**Board of Directors**

**Jan. 27, 2025**

To: Lise Brule, Bini Freeman, Nancy McCormick, James McDonald, Dave Meixell, Jan O'Sullivan, Dick Otto, Mariah Miesel, Holly Perry, Chris Larson, Gwenne Celmer, Tim Emerson, Ben Sodergren

From: Lucinda Hogarty

Re: Agenda for Board of Directors meeting Monday, Jan. 27, 2025, 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:**

Chris Larson: [chris.larson.m@gmail.com](mailto:chris.larson.m@gmail.com)

Lucinda Hogarty 860.450.9570, email: [lhogarty@gmail.com](mailto:lhogarty@gmail.com)

DATES TO REMEMBER:

Regular Governance/Management Tasks by Month

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

Jan. 27, 2025

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

### Governance

We will defer bylaws review until February.

### Budget and Finance: Jan O'Sullivan

Attached are my reports for November and December.

- In December, we received a check from Eversource for their NAA grant in the amount of \$1,300.
- I requested and received the second half of our town funding in early January.
- I prepared our 2025-26 budget request to the town and drafted the cover letter for Chris to edit and sign. After circulating to the Exec and Finance committees, I submitted all the materials on Jan. 9.
- W-2s have been prepared and distributed to all employees who worked for us any time in 2024. They have been filed with the Social Security Administration and the State of Connecticut.
- All regular quarterly filings and payments (Payroll taxes, unemployment) are complete.
- The basic charge on our Frontier bill went up by \$30. I called Frontier to see if we had a plan that had expired, but we don't have a plan. They don't offer Centrex to new accounts, and they raised the price. I negotiated for a

\$20 reduction and discussed with the staff whether we wanted to upgrade what we have, but they want to keep what we have.

- 1099-NECs will be sent to our subcontractors by the end of the month.

#### Building And Grounds:

##### Grants

CFMC has approved a \$3,500 grant for our proposed YA area upgrade. This is actually a little bit more than we had asked for; the items listed on the application only added up to about \$3,000, so we'll have to think of something to do with the rest. I was considering repainting the area, but we can **talk about that at the next Board meeting.**

##### Fundraising

# **Killingworth Library Association**

## **Board of Directors Minutes**

**This brief meeting was held after the annual holiday social gathering.**

### **Meeting room**

**Monday, Dec. 16, 2024**

Directors present: Lucinda Hogarty, Chris Larson, Jan O'Sullivan, Dick Otto, Dave Meixell, Tim Emerson, Bini Freeman

Directors excused: Jim McDonald, Holly Perry, Mariah Miesel, Lise Brule, Gwenne Celmer, Nancy McCormick

Guests: Staff members Ben Sodergren, Tammy Eustis, Jen Figurelli

The meeting was called to order at 6:45 by VP Chris Larson, presiding in the absence of President Holly Perry.

The purpose of the meeting was to vote on three items on the slate presented at the November meeting.

1. Renewal of the term of Lucinda Hogarty.

Jan moved and Tim seconded. Passed.

2. Election of officers:

- Interim President-Chris Larson
- Interim Vice- President- Mariah Miesel
- Treasurer-Jan O'Sullivan
- Recording Secretary- Lucinda Hogarty
- Corresponding Secretary-Bini Freeman

Jan moved and Dave seconded. Passed.

3. Election to Finance Committee

- Jan O'Sullivan
- Lise Brule
- Jim McDonald
- Tim Emerson
- Alison Karam

Lucinda moved and Bini seconded. Passed.

### Other business

Dick Otto discussed next steps to move forward on the offer of a donation for solar panels. He, Gwenne, and Holly will work together to communicate with the town to determine the feasibility, specifics, and cost of proceeding before reaching back out to the prospective donors. Dick will include Chris and Ben in the email correspondence.

### Adjournment

- The meeting adjourned at 6:59 pm.

Respectfully submitted,

Lucinda Hogarty

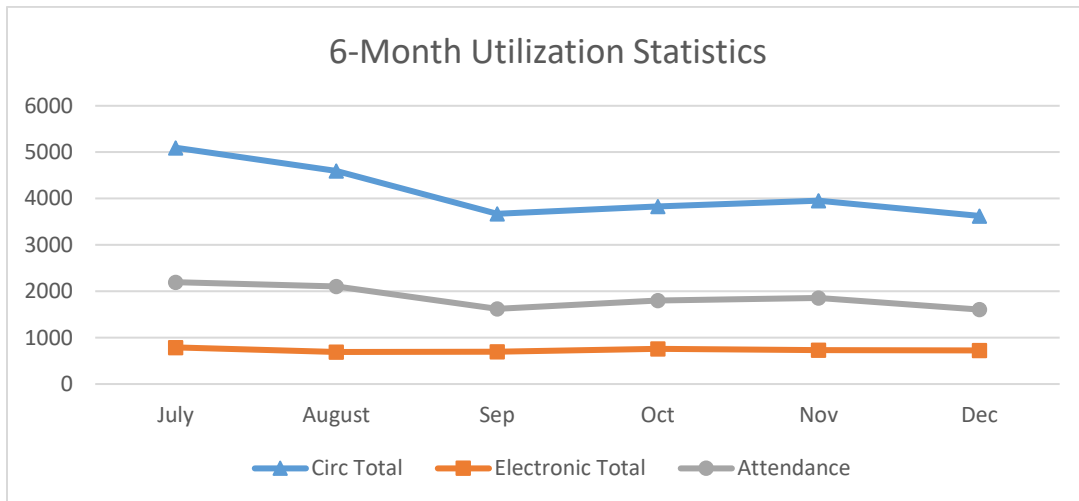
Recording Secretary

## Killingworth Library

### January 2025 Library Director's Report

#### December Utilization Statistics:

Type	Service	July	August	Sep	Oct	Nov	Dec
Patron Stat	In-House Attendance	2,196	2,106	1,621	1,804	1,855	1,606
	PC Use	21	29	3	29	65	62
Circulation	Adult books	1,631	1,490	1,289	1,204	1,283	1,160
	Juvenile/Tween books	1,774	1,516	1,006	1,159	1,317	1,176
	YA books	109	70	44	48	53	28
	DVDs	293	309	224	230	186	205
	Audio CD Books	115	105	87	103	67	70
	Magazines	60	67	42	33	36	27
	Other (puzzles, passes, etc)	99	104	50	61	84	59
	Loaned to Other Libraries	225	242	230	236	198	177
		225	242	230	236	198	177
Electronic	E-Checkouts Hoopla	260	267	264	285	295	315
	E-Checkouts Libby	303	231	216	243	213	192
	E-Checkouts Magazines	217	179	186	218	215	217
	BookFlix (Juv)	10	14	34	11	7	0
		July	August	Sep	Oct	Nov	Dec
Circ Total		5096	4594	3672	3831	3954	3626
Electronic Total		790	691	700	757	730	724
Attendance		2196	2,106	1,621	1,804	1,855	1,606



#### Top 3 Facebook Posts for December:

- Drive-In Movie promo with photo of kids in boxes (12/1) - 1,566 people reached ; 12 likes ; 3 comments ; 7 shares
- Arrival of Monet with photos (12/9) - 1,535 people reached ; 22 likes ; 3 comments ; 6 shares
- Taylor Swift Birthday Party drop-in announcement with photos (12/13) - 1,333 people reached ; 13 likes ; 1 comment ; 6 shares

### December Program Attendance:

Program	Date	Attendance	Age Group
Tales for Tots	12/3, 10, 17	20	Children
Drive-In Movie Night	12/3, 17	4	Children
Book Ornament Craft	12/4, 6	16	Adults
Love2Sign	12/5, 12, 19, 26	16	Children
Holiday Graham Cracker Houses	12/5	9	Children
Music w/ Margie	12/6, 13, 20	57	Children
Surprise Saturday	12/7, 14, 21, 28	43	Children
Holiday Stamping	12/7	2	All Ages
LEGO STEM Club	12/10	11	Children
American Girl Doll Club	12/12	3	Children
Create a Vision Board for Tweens	12/17	0	Children
Return to Vietnam	12/18	8	Adults
Holiday Bingo	12/19	18	Children
Pajama Storytime	12/19	15	Children
	<b>Total:</b>	<b>222</b>	

**CFMC Grant:** We have been awarded \$3,500 for our YA space grant! This grant does not cover the requested changes to our website; it is only for enhancements to our physical YA area. The award will be issued in mid-February. There is a required Zoom session on February 12<sup>th</sup> at 9:30 A.M. covering PR and evaluation information.

**New Programs in January:** Library assistants Sharyn Nelson and Sherry Johnson are both starting the new year with new programming series. Sharyn is running a weekly memoir writing group aimed at seniors, which has already had enough interest that we've decided to extend the initial 4-week run through March. Sherry is running a monthly art group, which had a good first session and may become biweekly depending on interest. We've also started an adult movie night after-hours on the first Wednesdays of the month; the first session received positive feedback.

**Concerning Desk Volunteers:** I would like to recommend that the Board reconsider our use of desk volunteers and move toward paid circulation staff. Please see the full write-up on the following page.

**The 2024 Election and Libraries:** The CLC hosted John Chrastka of library organizing group EveryLibrary to talk about the implications of the 2024 election. Tammy Eustis watched the webinar and took notes, which are attached.

### **Recommendations for Circulation Desk Staffing**

One of the distinguishing features of our library is our level of volunteer engagement, and particularly our use of volunteers to staff our circulation desk. There are benefits to this arrangement: our volunteers are wonderful people, and they help us to be uniquely connected to our community. However, I believe that the Board should reexamine our reliance on volunteers moving forward. Maintaining a professional environment and providing high-quality customer service should be among our top priorities. Unfortunately, our use of volunteers limits our ability to deliver on those things, which is why I believe we should make it a goal to have our circulation desk fully run by paid library staff.

- Most of our volunteers only get 3 hours of desk time per week. We provide training in the form of written manuals, regular emails, and in-person training; however, 3 hours still isn't enough practice to feel comfortable with all the aspects of circulation work. A lot of library staff time is spent answering questions for volunteers, or correcting mistakes.
- Having pairs of volunteers on the desk creates a noise issue due to the acoustics of the building carrying their conversations. This has led to complaints from patrons.
- Our volunteers are not trained to provide reference or reader's advisory services.
- Volunteers tend to have irregular availability compared to paid staff, which requires additional staff flexibility to cover for them. Managing a smaller number of people with more regular availability would make scheduling easier.
- Having paid circulation staff who are fluent in our ILS and circulation policies translates to a better customer service experience for patrons. The front desk experience is representative of the library, and patrons' perception of the library impacts our funding. The 2019 Community Survey collected quite a few criticisms of volunteers, including the noise issue and their tech competence.
- Paid staff can provide more than just technical competence: having more hours in the building means that they're better able to be familiar with our programming, fundraising initiatives, services, and displays, all of which they can help promote to patrons. Volunteers just don't spend enough time here to build that familiarity.
- Removing volunteers from the desk creates an opportunity for full-time staff to interact with patrons directly, build relationships, receive feedback, and gain insight into checkout trends. That insight improves collection development.
- Removing volunteers from the desk could create an opportunity to use their enthusiasm for other projects; maybe there would be interest in starting a Friends of the Library group.

There are currently 16 hours per week where the desk is run solely by volunteers. We wouldn't necessarily need to pay for an extra 16 hours of staff time to cover that; myself and Tammy are both willing to cover some hours. Jen has also commented that she doesn't have enough of an opportunity to learn Evergreen, and she would benefit from an hour or two of weekly practice. I've prepared a tentative staff-only schedule, which would only require an additional 8 staff hours per week from our part-timers.

Our volunteers are part of our library's DNA, and they have a lot to offer us; I think it's important for us to provide other opportunities for them to do so. However, I believe removing them from circulation duties is in the best interest of our patrons.

## **Understanding the Implications of the 2024 Election for Libraries**

January 13, 2025 with John Chrastka of EveryLibrary

(Notes by Tammy Eustis)

With the incoming administration and control of both houses of Congress, there's now a unified government with a particular agenda. The broader issues that affect libraries are new tax policies, 1<sup>st</sup> Amendment rights, and the rights of readers.

Specific threats to libraries laid out in Project 2025:

- shrinking of municipality budgets
- defunding of the IMLS, which impacts grants and funding at the State level
- closure of the Department of Education, impacts schools
- criminalization of authors and librarians
- removal of libraries on college campuses, which affects their accreditation
- general move away from institutions and institutional power

During Trump's first term in office, under Agenda 47, he repeatedly tried to defund the IMLS. He may be more successful at dismantling it this time around, since the IMLS is vulnerable: it is up for renewal this year, and a new Director needs to be appointed. (Larger federal agencies, like the DOE, are not so easy to dismantle; the process can be slowed down via lawsuits, etc.)

IMLS provides funds that support the following State Library programs:

- Instructors for continuing education classes in locations around the state
- Critical portions of researchIT CT and findIT CT, the statewide library catalog
- Library service for the CT Library for Accessible Books
- deliverIT CT vans and drivers that deliver 1.5 million library items per year
- The Summer Reading Program with 68,000 participants
- Service Center collections that help serve over 450,000 state residents through local libraries
- The Connecticut Public Library Annual Report and statistics, which the State Library Data Coordinator reports to the Institute of Museum and Library Services.

Obscenity laws at the State level can also allow attacks on libraries, although Connecticut seems to be working on protection against that. It has happened in Texas, Alabama, Florida, etc.

Most impacts will be on the State level. Important for libraries and librarians to network and speak up. We can also support non-CT libraries by reaching out in support, donating to supporting organizations, and taking action.

Connecticut libraries are unique, as their policies are required to be written in accommodation with civil rights laws. The State may look to codify this requirement more strongly.



Book challenges are problematic, since Constitutionally, everyone has the right to petition (and challenges are handled as petitions) – but that right has been weaponized. It also puts library Boards in a more administrative position by acting as judge and jury. Those are systemic issues that might be worked out 15 years down the road, but not addressable right now.

Re. the impact to association libraries: Dawn LaValle at the Division of Library Development is the best contact for those questions. Association libraries must follow State statutes governing libraries in order to receive grant funding from the State (e.g. construction, borrowIT reimbursements, etc.).

Town / municipal-level impacts will be on a trickle-down basis. However, “Most people don’t want to screw around with the library.” Still, pay close attention to any financial impact that may come down the road.

The Trump administration may test the limits of the Government Speech Doctrine in ways that supercede individuals’ right to free speech (which can affect authors).

It’s extra-important to encourage advocacy with all members of the community, no matter their political leaning. Libraries are ideally positioned to engage communities in these discussions.

Libraries are typically underfunded and not respected – promote their importance with legislators. Highlight the importance and impact of proper funding and professional, certified staff.

Elected officials are motivated by people, place, and platform – connect these dots to the services provided by libraries. We have a lot of talking points!

EveryLibrary – [everylibrary.org](http://everylibrary.org) – can help with local strategies (along with the State DLD, ALA, etc.).

# Killingworth Library Assoc., Inc. CASH REPORT

December 31, 2024

## WEBSTER CHECKING ACCOUNT

Beginning Balance

\$4,924.88

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
<b>REVENUES</b>			
Book Sales	107.00	1,571.85	1,678.85
Fund Raising			
Annual Fund	5,617.00	5,252.00	10,869.00
60-for-60 Fundraiser	80.00	1,388.00	1,468.00
Golf Tournament			0.00
In House Sales Items			0.00
Amazon Smile/iGive/PayPalGiving			0.00
Art Sales			0.00
Miscellaneous		4,920.00	4,920.00
Gifts Received	114.00	887.50	1,001.50
Grant Income	1,300.00	NAA	1,300.00
Rental Income			0.00
Miscellaneous Income	32.00	62.90	94.90
Town Contribution		136,875.00	136,875.00
User Fees	122.00	904.50	1,026.50
<b>TOTAL RECEIPTS</b>	<u>\$7,372.00</u>	<u>\$151,861.75</u>	<u>\$159,233.75</u>
<b>DISBURSEMENTS</b>			
Books	2,599.32	15,212.76	17,812.08
Computers	55.30	583.95	639.25
Consortium Expenses		8,956.33	8,956.33
Copier Lease	185.36	1,032.02	1,217.38
Dues & Professional Dev.		746.67	746.67
Fundraising Expenses	49.88	23.51	73.39
Goodwill/Public Relations		240.00	240.00
Earmarked Expenses			0.00
Insurance			
Health	2,306.50	11,001.97	13,308.47
Liability/WC/D&O		182.32	182.32
Library of Things	19.99	937.41	957.40
Maintenance	1,206.76	3,814.85	5,021.61
Museum Passes	50.00	325.00	375.00
Office (supplies, equipment, fees)	187.03	2,532.05	2,719.08
Payroll Expenses	15,807.57	84,720.92	100,528.49
Programs - Adult		78.48	78.48
Programs - Children	168.94	846.03	1,014.97
Seed Library			0.00
Subscriptions	60.00	2,254.49	2,314.49
Unemployment Compensation		323.93	323.93
Utilities			
Electric	661.90	4,284.04	4,945.94
Oil	1,389.10	1,156.26	2,545.36
Telephone	151.18	657.60	808.78
To Petty Cash			
<b>TOTAL DISBURSEMENTS</b>	<u>\$24,898.83</u>	<u>\$139,910.59</u>	<u>\$164,809.42</u>
Transfer from Endowment			
Transfer from/to Money Market	20,000.50		
Transfer from/to Encumbered Savings	(1,300.00)	NAA	
Ending Checking Balance	\$6,098.55		

<b>WEBSTER BUSINESS MONEY MARKET</b>		Beginning Balance	\$51,015.31
Deposits	0.00		
Withdrawals	20,000.50		
Interest Income	103.65		
Bank Charges			
		Ending Balance	<b>\$31,118.46</b>

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**ENCUMBERED SAVINGS (WEBSTER)**
**NEIGHBORHOOD ASSISTANCE FUNDS**

Deposits	1,300.00	Beginning Balance	\$2,427.49
Withdrawals	0.00	Ending Balance	<b>\$3,727.49</b>

**ENCUMBERED FUNDS**

Deposits	216.59	Beginning Balance	\$54,639.24
Withdrawals	0.00	Ending Balance	<b>\$54,855.83</b>

**BUILDING FUND**

Deposits	0.00	Beginning Balance	\$10,065.23
Withdrawals	0.00	Ending Balance	<b>\$10,065.23</b>

Interest Income	224.68	Total Ending E.S. Balance	<b>\$68,873.23</b>
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**KILLINGWORTH LIBRARY ASSOCIATION, INC.**  
**Endowment Report for Morgan Stanley Smith Barney**  
**For the Period ending December 31, 2024**

**ACCOUNT SUMMARY**

**Bond Account**

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$4,519.80	\$2,386.30	\$6,906.10
Certificates of Deposit	\$0.00	\$0.00	\$0.00
Taxable Bonds	\$474,091.35	(\$3,515.01)	\$470,576.34
Mutual Bond Funds	\$0.00	\$0.00	\$0.00
	<b>\$478,611.15</b>		<b>\$477,482.44</b>

**Stock Account**

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$2,711.04	\$1,675.90	\$4,386.94
Equities	\$489,170.37	(\$23,769.26)	\$465,401.11
EFTs (Exchange-Traded Funds)	\$116,676.00	(\$5,607.00)	\$111,069.00
Certificates of Deposit	\$0.00	\$0.00	\$0.00
	<b>\$608,557.41</b>		<b>\$580,857.05</b>

**TOTAL ENDOWMENT     \$1,058,339.49**

**INCOME SUMMARY - Interest and Dividends**

Bond Account:                     \$2,506.30  
 Stock Account:                    \$2,320.21

**TOTAL INCOME THIS PERIOD:**                     \$4,826.51

**TOTAL INCOME PRIOR MONTHS:**                    \$15,907.92

**TOTAL INCOME THIS FISCAL YEAR:**                    \$20,734.43

**75% of Income To Date:**                             \$15,550.82