

**The Killingworth Library Association  
Board of Directors  
Nov. 25, 2024**

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

From: Lucinda Hogarty

Re: Agenda for Board of Directors meeting Monday, Nov. 25, 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: [hollylouiseperry@pm.me](mailto:hollylouiseperry@pm.me)

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

DATES TO REMEMBER: Dec. 16—Holiday gathering- Library meeting room.6 PM. Election. Potluck finger foods.

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:
- February:
- Review bylaws
  - Develop budget request
  - Budget request submission to town
- 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

Nov. 25, 2024

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

### Governance

- Holiday schedule for library hours
  - See attached.
- Board meeting schedule
  - See attached
- **Vote to accept the slate:**
  - 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

#### Budget and Finance: Jan O'Sullivan

See my reports attached. I e-filed our 990 return with the IRS and it was "accepted," so we are all set for another year. As 60-for-60 and Annual Fund donation emails come to me from PayPal, I am forwarding the information to Ben to add those names to the basket drawing.

#### Building And Grounds: Dick Otto

Nov. 18, 2024: The Kousa dogwood tree acquired from Acer Gardens in Winthrop 9/21/24 was loaded onto Alan Chapman's trailer, transported to the library, then planted by Town crew, Mark Albrecht and Greg Alfiero, assisted by KLA board member, Richard Otto. This tree will memorialize John Hine and joins two alike planted October 19, 2023.

#### Grants

#### Fundraising

- QR code is now in use for donations.
- 60 for 60 Campaign underway
- Annual appeal letter hit mailboxes week of Nov. 11, 2024

# **Killingworth Library Association**

## **Board of Directors Minutes**

**Monday, Oct. 28, 2024**

Directors present: Holly Perry, Lucinda Hogarty, Chris Larson, Mariah Miesel, Lise Brule, Jan O'Sullivan, Gwenne Celmer, Dick Otto, Jim McDonald,

Directors excused: Bini Freeman, Nancy McCormick, Dave Meixell

Guest: Tim Emerson

The meeting was called to order at 7:02.

Introductions were made for the benefit of prospective board member Tim Emerson.

President's Report (done first because Holly had to leave early)

### Pickleball Court Update

Gwenne and Dick attended the Park and Rec. meeting last Monday. The library's concerns did not seem to alter the plan to site the courts in the adjoining parcel at Rocco. The decision may not be final. We may want to raise awareness in the community about the issue. (submit an article or letters to the editor) Ben and Holly are meeting with Eric Couture on Oct. 31 to discuss capital improvement plan as well as this issue and a reminder about the tree planting and leaf blowing.

Vice President Chris Larson presided after Holly left.

### Consent Agenda

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

### Minutes

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

### Library Director's Report

- Ben added to his written report with some discussion about the new calendar program. He will hold a training session on this for the volunteers and will address some of the situations where errors are being made. He mentioned his plan to add some hours to the schedules of the two part-time employees.

### Treasurer's Report

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

### Fundraising

- Discussion about ongoing 60<sup>th</sup> anniversary social media campaign, requesting donations, perhaps specifically to support the pavilion. It will be incorporated into our annual campaign letter, going out in early Nov. as well as

“Branding” all programs to link to the 60<sup>th</sup>. There will be a banner and the gift baskets are on display. issued to those

- This campaign was promoted at the Oct. 5 Town Picnic.

#### 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.
- NAA Update: In Sept. we learned that: Connecticut Light & Power/Yankee Gas dba Eversource Energy has decided to support Killingworth Library for the Solar Panels program through the State of Connecticut Neighborhood Assistance Act (NAA) program in the amount of \$1,300.00
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#### Building and Grounds

- Memorial dogwood for John Hine memorial has been purchased and is waiting for the town to plant. The plaque to come later.
- We will plan a fall clean-up day if necessary after the town finishes leaf-blowing.

#### Governance

##### Nominating Committee (Chris, Jan and Lucinda)

To meet to make November nomination for president to succeed Holly who is stepping down from that role in Dec.

#### Adjournment

- The meeting adjourned at 8:07 pm.

Respectfully submitted,

Lucinda Hogarty,

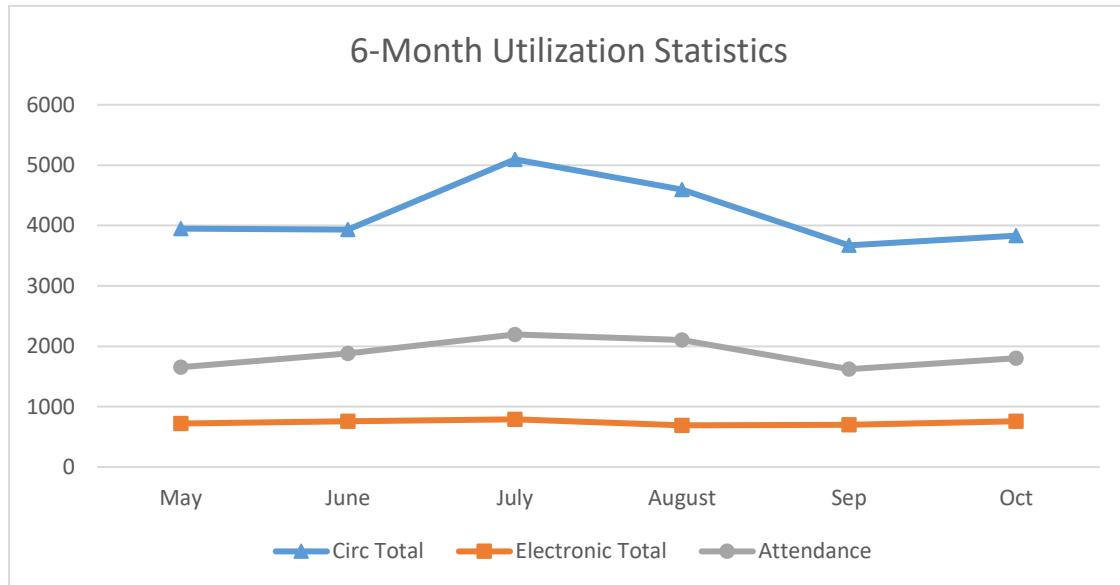
Recording Secretary

## Killingworth Library

### November 2024 Library Director's Report

#### October Utilization Statistics:

Type	Service	May	June	July	August	Sep	Oct
Patron Stat	In-House Attendance	1,654	1,882	2,196	2,106	1,621	1,804
	PC Use	27	16	21	29	3	29
Circulation	Adult books	1,302	1,290	1,631	1,490	1,289	1,204
	Juvenile/Tween books	1,199	1,164	1,774	1,516	1,006	1,159
	YA books	43	52	109	70	44	48
	DVDs	245	238	293	309	224	230
	Audio CD Books	106	101	115	105	87	103
	Magazines	48	66	60	67	42	33
	Other (puzzles, passes,etc)	77	58	99	104	50	61
	Loaned to Other Libraries	212	205	225	242	230	236
Electronic	E-Checkouts Hoopla	255	231	260	267	264	285
	E-Checkouts Libby	240	252	303	231	216	243
	E-Checkouts Magazines	206	195	217	179	186	218
	BookFlix (Juv)	18	81	10	14	34	11
		May	June	July	August	Sep	Oct
Circ Total		3951	3933	5096	4594	3672	3831
Electronic Total		719	759	790	691	700	757
Attendance		1654	1882	2196	2,106	1,621	1,804



#### Top 3 Facebook Posts for October:

- Halloween at the Library, 10/31: 1,535 people reached ; 16 likes ; 1 comment ; 4 shares
- First 60/60 Fundraiser promo (with library history), 10/1: 1,485 people reached ; 12 likes; 8 shares
- Fire prevention display case, 10/10: 1,041 people reached ; 5 likes ; 4 shares

### October Program Attendance:

Program	Date	Attendance	Age Group
Tales for Tots	10/1, 8, 15, 22, 29	54 (total)	Children
Drive-In Movie Night (Frog & Toad)	10/1	0	Children
South End Syndicate Author Talk	10/2	23	Adults
Love2Sign	10/3, 10, 17, 24, 31	30 (total)	Children
Halloween Pinatas Session Three	10/5	7	All Ages
Surprise Saturday	10/5, 12, 19, 26	15 (total)	Children
Tuesday Book Discussion	10/8	9	Adults
Drive-In Movie Night (Peanuts)	10/8	2	Children
American Girl Doll Club	10/10	3	Children
Halloween Pinatas Session Four	10/12	6	All Ages
Pajama Storytime	10/17	3	Children
Mystery Book Club	10/17	10	Adults
LEGO STEM Club	10/22	11	Children
	<b>Total:</b>	<b>173</b>	

**EventKeeper replacement:** Thanks to some great customer support from Springshare, we were able to get LibCal up and running more quickly than expected. Our events calendar, room booking, and appointment scheduling system all went live during the week of 11/11. We've completely sunset our EventKeeper calendar; the registration forms have been deactivated, and we've downloaded all our statistics before we lose them. So far, it's been a seamless transition.

**Volunteer check-in:** On Saturday, 9/9, we held an after-hours training session for volunteers, to orient them to the new calendar and to talk about some common circulation errors. Most of our volunteers joined, plus three staff members. The event received good feedback from attendees; we're planning to continue holding them on a biannual basis.

**Staff reviews:** Performance reviews for Sherry Johnson, Sharyn Nelson, and Jennifer Figurelli were completed during the week of 11/4.

**Weymouth Eustis statue:** Weymouth Eustis (who created the Shakespeare sculpture by our circulation desk) has offered to donate his sculpture of Claude Monet to the library. Monet is comparable in size to Shakespeare. If we accepted, we could consider replacing the display case in the adult reading area.

# Killingworth Library Assoc., Inc. CASH REPORT

October 31, 2024

## WEBSTER CHECKING ACCOUNT

Beginning Balance

\$107.13

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
<b>REVENUES</b>			
Book Sales	151.85	1,278.25	1,430.10
Fund Raising			
Annual Fund		800.00	800.00
60-for-60 Fundraiser	620.00		620.00
Golf Tournament			0.00
In House Sales Items			0.00
Amazon Smile/iGive/PayPalGiving			0.00
Art Sales			0.00
Miscellaneous		4,900.00	4,900.00
Gifts Received	293.50	431.00	724.50
Grant Income			0.00
Rental Income			0.00
Miscellaneous Income	41.99	20.83	62.82
Town Contribution		136,875.00	136,875.00
User Fees	236.50	513.75	750.25
<b>TOTAL RECEIPTS</b>	<u>\$1,343.84</u>	<u>\$144,818.83</u>	<u>\$146,162.67</u>
<b>DISBURSEMENTS</b>			
Books	3,917.82	8,569.38	12,487.20
Computers		403.84	403.84
Consortium Expenses		8,931.00	8,931.00
Copier Lease	188.68	655.15	843.83
Dues & Professional Dev.	656.00		656.00
Fundraising Expenses	3.76		3.76
Goodwill/Public Relations		240.00	240.00
Earmarked Expenses			0.00
Insurance			
Health	2,306.50	6,388.97	8,695.47
Liability/WC/D&O	182.32		182.32
Library of Things	413.58	474.20	887.78
Maintenance	1,454.76	1,749.60	3,204.36
Museum Passes		125.00	125.00
Office (supplies, equipment, fees)	1,250.62	1,030.03	2,280.65
Payroll Expenses	15,693.57	53,445.64	69,139.21
Programs - Adult	28.48	50.00	78.48
Programs - Children	299.95	115.77	415.72
Seed Library			0.00
Subscriptions	316.44	1,876.05	2,192.49
Unemployment Compensation		323.93	323.93
Utilities			
Electric	682.23	2,929.68	3,611.91
Oil	1,156.26		1,156.26
Telephone	125.94	377.18	503.12
To Petty Cash			
<b>TOTAL DISBURSEMENTS</b>	<u>\$28,676.91</u>	<u>\$87,685.42</u>	<u>\$116,362.33</u>
Transfer from Endowment			
Transfer from/to Money Market	40,000.00		
Transfer from/to Encumbered Savings			
Ending Checking Balance	\$12,774.06		



<b>WEBSTER BUSINESS MONEY MARKET</b>		Beginning Balance	\$100,596.75
Deposits	0.00		
Withdrawals	40,000.00		
Interest Income	247.17		
Bank Charges			
		Ending Balance	<b>\$60,843.92</b>

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

Deposits	0.00	Beginning Balance	\$2,427.49
Withdrawals	0.00	Ending Balance	<b>\$2,427.49</b>

**ENCUMBERED FUNDS**

Deposits	109.04	Beginning Balance	\$54,307.12
Withdrawals	0.00	Ending Balance	<b>\$54,416.16</b>

**BUILDING FUND**

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

Interest Income	223.08	Total Ending E.S. Balance	<b>\$67,131.96</b>
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**KILLINGWORTH LIBRARY ASSOCIATION, INC.**  
**Endowment Report for Morgan Stanley Smith Barney**  
**For the Period ending October 31, 2024**

**ACCOUNT SUMMARY**

**Bond Account**

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$1,450.96	\$2,421.42	\$3,872.38
Certificates of Deposit	\$0.00	\$0.00	\$0.00
Taxable Bonds	\$476,430.67	(\$4,837.79)	\$471,592.88
Mutual Bond Funds	\$0.00	\$0.00	\$0.00
	<b>\$477,881.63</b>		<b>\$475,465.26</b>

**Stock Account**

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$2,836.10	(\$30.97)	\$2,805.13
Equities	\$482,407.80	(\$11,677.05)	\$470,730.75
EFTs (Exchange-Traded Funds)	\$114,786.00	(\$1,543.50)	\$113,242.50
Certificates of Deposit	\$0.00	\$0.00	\$0.00
	<b>\$600,029.90</b>		<b>\$586,778.38</b>

**TOTAL ENDOWMENT     \$1,062,243.64**

**INCOME SUMMARY - Interest and Dividends**

Bond Account:                                 \$2,421.42  
 Stock Account:                                 \$604.31

TOTAL INCOME THIS PERIOD:                 \$3,025.73

**TOTAL INCOME PRIOR MONTHS:**             \$11,727.65

**TOTAL INCOME THIS FISCAL YEAR:**             \$14,753.38

**75% of Income To Date:**                         \$11,065.04