

**The Killingworth Library Association
Board of Directors
Oct. 28, 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, Oct. 28, 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

Or Lucinda Hogarty 860.450.9570, email: 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

Oct. 28, 2024

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

Governance

- Policy review is ongoing. New access to Google Work space coming soon. See new calendar and program form sent separately.
- 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.

Building And Grounds

Re: proposed pickleball courts

Update from Jim Duffield, chair of Park and Rec. to Holly:

"Thank you for coming to the meeting. We appreciate everyone's input, but it's very difficult to make everyone happy. We are going to send the pickleball courts out to bid for the Rocco field location.

To go over the concerns:

- Noise level, we will build the courts and add trees/bushes and sound absorbing panels as best as we can.
- There should be enough parking at the baseball field. If they do need more parking, they may park in the library lot, but this is town property and we can't stop them. We think this would be very rare.
- We know this would limit the ability to expand the library, but we don't think this could happen because of all surrounding issues.
- As for procedures for notifying neighboring properties, this is done by the wetlands commission. I'm not sure if it's an issue as the library property is owned by the town.

I spoke with Eric and they are looking at a town campus project going down the road and will take the library into consideration

Like I said, we will do everything we can to work with the library on this!!! We looked at all the locations and every one had pros and cons. We picked the location that was best overall suited. “

Program update

Recognition

Tree planted in honor of John Hine. From Dick Otto: On Sept. 21 I procured from Acer Gardens on behalf of KLA the last Kousa Dogwood tree they had, by good fortune from the same lot as the two planted 10/19/23. I'll make arrangements to have Town's crew assist with its planting, same as last year. Acer discounted the sale inasmuch as it is intended as a community memorial. KLA's price: \$240.

Grants

Fundraising

- QR code is now in use for donations.
- 60 for 60 Campaign underway
- Annual appeal letter going to printer this week.

The Killingworth Library Association

Board of Directors

Monday, September 23, 2024

Minutes

Directors Present: Holly Perry, Bini Freeman, Chris Larson, Mariah Miesel, Lise Brule, Jan O'Sullivan, Gwenne Celmer, Dick Otto, Jim McDonald

Directors Excused: Lucinda Hogarty, Nancy McCormick, Dave Meixell, Roslyn Reeps

The meeting was called to order at 7:03pm

Consent Agenda approved- Moved by Jim MacDonald with Chris Larson seconding. Passed

August minutes- Accepted as submitted.

President's Report:

-Roslyn Reeps has resigned from Board as of Sept. 2024.

-Holly Louise Perry stepping down as Board President in December 2024. May not be in attendance for November or December board meetings. She would help in the transition. Leaving for personal reasons.

Holly appointed a nominating committee -Jan O'Sullivan, Chris Larson, and Lucinda Hogarty as members.

Annual Fund letters are being sent to printer during October with Holly's signature.

Library Director Report: Submitted

-Noting Banned Books week-posted on Library Facebook page and there is a display in the Teen area of the library.

-Ben is working on programs with HK Youth and Family Services – Movie night for kids, etc.

-Killingworth Library is the featured library on the Association of Connecticut Library Boards (ACLB) website home page.

Treasurer's Report: Submitted

-Jan reported that Michael & Heather Greenaway approached her, interested in funding a solar project to meet the library's electric needs. Dr. Greenaway is completing the research as to the process.

Fund Raising:

-Discussion regarding items for raffle baskets: 60 for 60 campaign. 4 baskets including a wine/picnic basket.

-Mariah/Ben to post twice a month on social media, promoting 60th anniversary info.

-Fliers/banners to be produced as well as blurb about 60 for 60 campaign for Holly to incorporate into the annual fund letter. Any donations received between 10/1 until 11/30 will be entered into basket drawing.

Grants:

- NAA update -separate email
- Community Foundation of Middlesex County (CFMC) grant application submitted for teen space upgrade (including website to engage digitally)
- Discussion about ARPA funds or Capital Budget of Town for Pavilion project ?
 - o TO DO- Municipal Improvement form with Town – needs conceptual (size/site/pictures of other pavilions around).
- More discussion around pickleball courts – Next Park & Rec meeting on 10/21.

Building & Grounds:

- Reminder to Town for Leaf blowing
- For October meeting – decide on a clean-up day if needed.
- Gutter cleaning – Ben will follow up with First Selectman's office.
- Third memorial tree (for John Hine) has been purchased; to be planted by Town crew.
- Purchased TreeGator watering and feeding bags for three trees. Installed by Lise Brule and Jim McDonald.

Meeting adjourned 8:24pm

Submitted by

Lise Brule

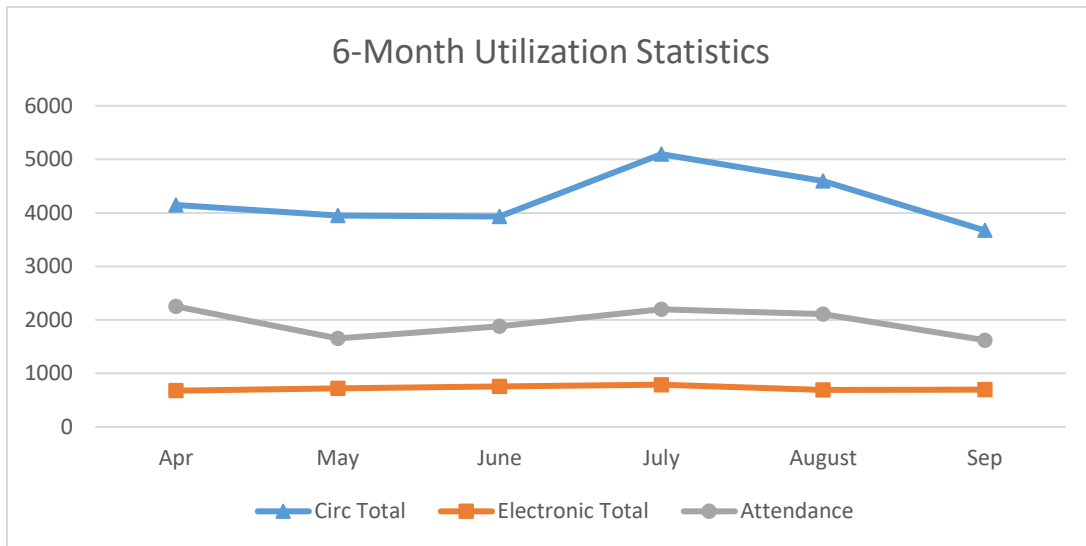
Acting Secretary

Killingworth Library

October 2024 Library Director's Report

September Utilization Statistics:

Type	Service	Apr	May	June	July	August	Sep
Patron Stat	In-House Attendance	2,252	1,654	1,882	2,196	2,106	1,621
	PC Use	36	27	16	21	29	3
Circulation	Adult books	1,362	1,302	1,290	1,631	1,490	1,289
	Juvenile/Tween books	1,321	1,199	1,164	1,774	1,516	1,006
	YA books	52	43	52	109	70	44
	DVDs	291	245	238	293	309	224
	Audio CD Books	95	106	101	115	105	87
	Magazines	48	48	66	60	67	42
	Other (puzzles, passes, etc)	63	77	58	99	104	50
	Loaned to Other Libraries	237	212	205	225	242	230
Electronic	E-Checkouts Hoopla	240	255	231	260	267	264
	E-Checkouts Libby	298	240	252	303	231	216
	E-Checkouts Magazines	140	206	195	217	179	186
	BookFlix (Juv)	0	18	81	10	14	34
		Apr	May	June	July	August	Sep
Circ Total		4147	3951	3933	5096	4594	3672
Electronic Total		678	719	759	790	691	700
Attendance		2252	1654	1882	2196	2,106	1,621



Top 3 Facebook Posts for September:

- Reading garden stone wall repair, with photos (9/4): 2,022 people reached, 25 likes, 1 comment, 3 shares
- Aardvark the Shark visit, with photos (9/29): 1,083 people reached, 10 likes, 1 comment, 3 shares
- Green screen Shakespeare, with photos (9/11): 892 people reached, 17 likes, 4 shares

September Program Attendance:

Program	Date	Attendance	Age Group
Love2Sign	9/12, 19, 26	29 (total)	Children
Surprise Saturday	9/14, 21, 28	28 (total)	Children
Tales for Tots	9/17, 24	25 (total)	Children
American Girl Doll Club	9/17	5	Children
Author Talk: The Thin Blue Lie	9/18	10	Adults
Halloween Pinatas Series	9/21, 9/28	12 (total)	All Ages
LEGO Stem Club	9/24	10	Children
Meet Aardvark the Shark	9/25	16	Children
Pajama Storytime	9/26	3	Children
Craft and Chill	9/28	3	Children/Teen
Homeschool Book Clubs		13 (total)	Children
Paws 2 Read		12 (total)	Children
	Total:	166	

New Program Calendar: Due to a technical issue, our calendar and program registration software, Eventkeeper, was unusable for over a week in early October. After the issue was resolved, we were given sudden notice that the product would be shut down on October 31st. This left us with extremely short notice to find a new product to replace Eventkeeper.

Bibliomation offered product demos and discounted pricing for two new products, and we've settled on LibCal as the best option. In addition to an event calendar and program registration, LibCal also includes room registration and appointment scheduling, which will streamline our current process for booking the meeting and study rooms.

New Database – A to Z World Food: Since cookbooks consistently circulate well, we're trying a subscription to the A to Z World Food database, which has information and recipes for different world cuisines. This replaces one of our old databases, JobNow, which felt dated and had low usage numbers.

Annual Report: Our '23 – '24 Annual Report to the State Library was submitted on October 2nd.

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

ACCOUNT SUMMARY

Bond Account

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$29,939.19	(\$28,488.23)	\$1,450.96
Certificates of Deposit	\$0.00	\$0.00	\$0.00
Taxable Bonds	\$434,260.54	\$42,170.13	\$476,430.67
Mutual Bond Funds	\$0.00	\$0.00	\$0.00
	\$464,199.73		\$477,881.63

Stock Account

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$12,610.95	(\$9,774.85)	\$2,836.10
Equities	\$474,198.14	\$8,209.66	\$482,407.80
EFTs (Exchange-Traded Funds)	\$112,644.00	\$2,142.00	\$114,786.00
Certificates of Deposit	\$0.00	\$0.00	\$0.00
	\$599,453.09		\$600,029.90

TOTAL ENDOWMENT \$1,077,911.53

INCOME SUMMARY - Interest and Dividends

Bond Account: \$2,718.90
 Stock Account: \$1,839.34

TOTAL INCOME THIS PERIOD: \$4,558.24

TOTAL INCOME PRIOR MONTHS: \$7,169.41

TOTAL INCOME THIS FISCAL YEAR: \$11,727.65

75% of Income To Date: \$8,795.74

Killingworth Library Assoc., Inc. CASH REPORT

September 30, 2024

WEBSTER CHECKING ACCOUNT

Beginning Balance

\$1,813.15

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales	1,278.25		1,278.25
Fund Raising			
Annual Fund	150.00	650.00	800.00
Raffle Proceeds			0.00
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	281.00	150.00	431.00
Grant Income			0.00
Rental Income			0.00
Miscellaneous Income	9.83	11.00	20.83
Town Contribution		136,875.00	136,875.00
User Fees	513.75		513.75
TOTAL RECEIPTS	<u>\$2,232.83</u>	<u>\$142,586.00</u>	<u>\$144,818.83</u>
DISBURSEMENTS			
Books	2,411.96	6,157.42	8,569.38
Computers	157.27	246.57	403.84
Consortium Expenses		8,931.00	8,931.00
Copier Lease	182.88	472.27	655.15
Dues & Professional Dev.			0.00
Fundraising Expenses			0.00
Goodwill/Public Relations	240.00		240.00
Earmarked Expenses			0.00
Insurance			
Health	1,935.97	4,453.00	6,388.97
Liability/WC/D&O			0.00
Library of Things	256.40	217.80	474.20
Maintenance	697.76	1,051.84	1,749.60
Museum Passes		125.00	125.00
Office (supplies, equipment, fees)	479.35	550.68	1,030.03
Payroll Expenses	14,983.78	38,461.86	53,445.64
Programs - Adult	50.00		50.00
Programs - Children	115.77		115.77
Seed Library			0.00
Subscriptions	1,401.51	474.54	1,876.05
Unemployment Compensation		323.93	323.93
Utilities			
Electric	900.67	2,029.01	2,929.68
Oil			0.00
Telephone	125.53	251.65	377.18
To Petty Cash			
TOTAL DISBURSEMENTS	<u>\$23,938.85</u>	<u>\$63,746.57</u>	<u>\$87,685.42</u>
Transfer from Endowment			
Transfer from/to Money Market	20,000.00		
Transfer from/to Encumbered Savings			
Ending Checking Balance	\$107.13		

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$120,275.74
Deposits	0.00		
Withdrawals	20,000.00		
Interest Income	321.01		
Bank Charges			
		Ending Balance	\$100,596.75

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	2.56	Beginning Balance	\$54,304.56
Withdrawals	0.00	Ending Balance	\$54,307.12

BUILDING FUND

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

Interest Income	109.04	Total Ending E.S. Balance	\$66,908.88
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