

**Minutes of the  
Killingworth Library Association  
Board of Directors Meeting  
January 23, 2012**

Directors present: Bob Bellonio, Nancy Bradley, Sue Cornell, Shelly Cumpstone, Eileen Cyrus, Lou Goldblatt, Alison Karam, Mary Lou Marinelli, Jan O'Sullivan, Katherine Smith, Mark Torrente,

Directors excused: Jim McDonald, Vinny Bongiovanni, Connie Wilson

Directors unexcused: Harold Wright

Also present: Tammy Eustis, Head Librarian

President Alison Karam called the meeting to order at 7:04pm.

Consent Agenda: Move to accept: Jan; Second: Mary Lou; Vote: Accepted unanimously.

President's Report:

- Alison thanked Katherine for hosting a lovely Holiday party for KLA board and staff in December. Thank you notes from staff were passed around.
- Alison will be speaking with individuals about committee assignments, as we need a new chair for the Fundraising Committee since Marsha resigned.
- The KWO/Lions Club Wine Tasting is confirmed, two Saturday dates have been held and one needs to be locked-in –April 28 and May 5. KWO asked Alison for Board input to develop a theme and "cause" for the event. The past two years, the event has publicized supporting our children's programs. Discussion centered on two possible themes: supporting programs for Children of All Ages (to help fund programs for children and adults), and Help the Library Jump into the 21<sup>st</sup> Century (to generate funds for technology updates, Kindles/e-books etc.)
- A few Conflict of Interest statements were still needed from board directors. Copies were made; all signatures were taken care of except for two directors who were absent.
- Alison received a letter from the State, which said they have accepted our amended Certificate of Incorporation.

Minutes:

- November 2011 minutes accepted as presented.

Library Report:

- The new automated system, VERSO, is in and Tammy expressed her gratitude to all the staff for their willingness to learn the new system. Behind the scenes activity is still taking place, but the library is live with the new system, which is more user friendly. Athena is still running.
- Sponsors for the holiday tree helped with wishes such as magazine subscriptions.
- Facebook has new tools for helping publicity. Tammy reinforced the "LIKE" button. This is an easy and fast way to get publicity.

Budget and Finance Committee Report:

- Two months of reports distributed, November and December '11. The president asked that reports be filed.
- The annual fund is a little ahead of last year. Alison will send the second mailing with personalized letter requests in February.

Fund Raising Committee Report:

- Bake sale at the next book sale, 2/18, will be run by Eileen. She draws on a reserve of people outside the Board to help with baking and manning the table.
- Shelly reported that letters for the Golf Tournament (to be held June 14) will go out before the next Board meeting. Board members noted that having the list of prior raffle donations helps when asking for new donations. Shelly will bring programs from past golf tournaments to the February board meeting.

Book Sales Committee Report:

- Lou noted that book sales were planned for February 18 and May 13
- A one-day sale is planned for Feb 18.
- Lou passed around a sign up sheet to work the book sale and bake sale.
- Friday, Feb. 17, 4:30 set up. Longfellow Room and out in hallway.
- Sat 3:30 take down.
- Publicity is already up for Booksale Pirate and Booksale Finder, Krier, local areas, etc.
- Not huge kid's books selection but lots of cookbooks.
- This time of year it is important to keep the tables stocked with books for the daily sales.

Grants Committee Report:

- Lou needs to make follow-up contact on the VERSO grant.

Public Relations Committee Report:

- Nothing further

Computer Committee Report:

- Nothing further

Building and Grounds Committee Report:

- Nancy reported that the okay has been given to have Nathaniel to fix the hole in the window area in the children's room. We are still waiting for the go-ahead from the Town to begin maintenance on the other structural areas that are in need of repair.
- Energy Efficiency Committee did their building walk-through. The report will be sent to the First Selectwoman and then shared with us.

Program Committee Report:

- Katherine handed out the flyer for the "Bring Your Child to the Library" Day on Feb 4, 2012. Five different programs throughout the day. The first starts at 10:00am. Presenters are doing this pro bono or at reduced rates. Programs include Live Bird Show and Tell; Story Hour; Cupcake Decorating; Scavenger Hunt; and Treehouse Players.
- Looking to increase adult programs.
- Jan thanked the Directors who helped with the crossword puzzle program, 1/22/12. Twenty competed, from as far as Queens, NY, North Hampton, MA and across CT. There was a lot of positive feedback. One gentleman finished the first puzzle in 3 minutes! Further info on Killingworth Today and Facebook. Prizes included crossword puzzle books and trophies.

Governance Committee Report: (Committees formerly known as Nominating and Bylaws)

- New Goals and objectives were discussed for 2012.

Other Business: none

As there was no further business, Alison adjourned the meeting at 8:21 P.M. The next Board meeting is scheduled for February 27, 2012.

Respectfully submitted,

Mark Torrente  
Recording Secretary

## January 2012 Head Librarian's Report

### November Statistics

Circulation = 5,274

Attendance = 2,769

Reference = 191 in person, 227 online; total = 418

### December Statistics

Circulation = 4,813

Attendance = 2,494

Reference = 166 in person, 201 online; total = 367

### ILS Migration

The library successfully – and very quickly – migrated to its new automated system, AGent VERSO (courtesy of Auto-Graphics), during the first half of January. AG's electronics resource coordinator, Mark Hewes, provided two full days of training for staff and volunteers, as well as constant email and phone tech support during the implementation period. Tammy personally extends many thanks to the staff and volunteers for their patience during this time, and extra thanks to volunteers Paula Daly – who worked full days training at the desk – and Helen Mahoney – who is in the process of creating introductory handouts for our patrons. The system provides wonderful interactive features for the public, including email alerts, the ability to create personal bibliographies and write reviews, and online renewals and reserves. It also streamlines interlibrary loan and cataloging processes.

In light of the migration to a web-based service, Tammy checked with the Connecticut Education Network on the promised upgrade to a fiber Internet connection. We are still scheduled to receive the work in late summer / early fall of this year.

### Sponsors

Through the library's annual holiday "Sponsor Tree", we gained support for nine magazine titles, partial sponsorship for the Peabody and Seaport passes, and full sponsorship for our passes to the Florence Griswold Museum and the New Britain Museum of American Art. Another patron has also offered to sponsor the Connecticut River Museum pass.

### Workshops & Roundtables

On December 6<sup>th</sup>, Gayle attended the meeting of the Children's Librarians Roundtable, which visited various libraries in New York City. Attendees had a chance to observe the NYC children's rooms and their use of space, collections, and programming.

On December 7<sup>th</sup>, Tammy attended a webinar on the latest innovations from Facebook and how they impact nonprofits. With all of Facebook's bells and whistles, the most important feature for a small nonprofit to get the word out is the Like button – all friends of the library page are encouraged to Like the

library's updates in order to reach a broader audience. Facebook has also developed new statistical resources, so we can track how users are responding to our stories.

On December 14<sup>th</sup>, Tammy attended the quarterly meeting of the Valley Shore Public Librarians. As a new, official roundtable of the CT Library Council, the group picked up an extra member (the Director of Middlefield's public library). The meeting also hosted a special speaker: Richard Porth, the president and CEO of United Way CT. Richard reviewed the services provided by the United Way, and provided a virtual tour of the CT 2-1-1 website.

# Killingworth Library Assoc., Inc. CASH REPORT

November 30, 2011

## WEBSTER CHECKING ACCOUNT

Beginning Balance \$9,236.40

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
<b>REVENUES</b>			
Book Sales	268.65	3,414.96	3,683.61
Fund Raising			
Annual Fund	3,091.84	8,408.97	11,500.81
Memory Bracelets		170.00	170.00
DVD Box	69.00	160.00	229.00
Golf Tournament		100.00	100.00
Pizza Delivery		627.93	627.93
In House Sales Items		0.00	0.00
iGive/SuperValu		0.00	0.00
Miscellaneous	65.00	920.00	985.00
Gifts Received	460.00	11,486.56	11,946.56
Grant Income		0.00	0.00
Rental Income		0.00	0.00
Miscellaneous Income	71.77	98.81	170.58
Town Contribution		108,800.00	108,800.00
User Fees	898.30	2,218.35	3,116.65
<b>TOTAL RECEIPTS</b>	<b>\$4,924.56</b>	<b>\$136,405.58</b>	<b>\$141,330.14</b>

## DISBURSMENTS

Books	3,038.85	12,629.42	15,668.27
Capital Equipment			0.00
Computers	545.00	1,507.69	2,052.69
Dues & Professional Dev.	10.00	790.00	800.00
Fundraising Expenses		1,366.60	1,366.60
Goodwill	106.33	8.40	114.73
Grant Expenses			0.00
Insurance			
Health	1,865.72	8,484.68	10,350.40
Liability/WC/D&O		8,106.00	8,106.00
Maintenance	571.57	1,289.01	1,860.58
Miscellaneous			0.00
Museum Passes			0.00
Office (supplies, equipment, fees)	752.80	2,779.55	3,532.35
Payroll Expenses	12,692.48	57,818.65	70,511.13
Permanent Gift Expense		22.41	22.41
Programs	522.71	2,159.55	2,682.26
Subscriptions	606.92	3,358.66	3,965.58
Unemployment Compensation	111.55	376.88	488.43

Utilities			
Electric	727.00	3,970.65	4,697.65
Oil	271.14		271.14
Telephone	99.13	389.22	488.35
To Petty Cash			
<b>TOTAL DISBURSMENTS</b>	<u>\$21,921.20</u>	<u>\$105,057.37</u>	<u>\$126,978.57</u>
Transfer from Endowment			
Transfer to/from Money Market	10,000.00		
Transfer from/to Encumbered Savings			
Ending Checking Balance	\$2,239.76		

<b>WEBSTER BUSINESS MONEY MARKET</b>		Beginning Balance	\$63,544.70
Deposits			
Withdrawals	10,000.00		
Interest Income	11.55		
Bank Charges			
		Ending Balance	<b>\$53,556.25</b>

<b>ENCUMBERED SAVINGS (WEBSTER)</b>			
<b>TECHNOLOGY FUND</b>			
Deposits	0.00	Beginning Balance	\$5,193.00
Withdrawals	0.00	Ending Balance	<b>\$5,193.00</b>
<b>PROGRAM FUND</b>			
Deposits	0.00	Beginning Balance	\$7,365.97
Withdrawals	0.00	Ending Balance	<b>\$7,365.97</b>
Interest Income	0.00	Total Ending E. S. Balance	<b>\$12,558.97</b>

<b>CITIGROUP MONEY MARKET</b>		Beginning Balance	\$0.11
Deposits			
Withdrawals			
Interest Income		Ending Balance	<b>\$0.11</b>

# Killingworth Library Assoc., Inc. CASH REPORT

December 31, 2011

## WEBSTER CHECKING ACCOUNT

Beginning Balance \$2,239.76

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
<b>REVENUES</b>			
Book Sales	275.55	3,683.61	3,959.16
Fund Raising			
Annual Fund	1,177.56	11,500.81	12,678.37
Memory Bracelets	140.00	170.00	310.00
DVD Box	35.00	229.00	264.00
Golf Tournament		100.00	100.00
Pizza Delivery		627.93	627.93
In House Sales Items	159.00		159.00
iGive/SuperValu			0.00
Miscellaneous	44.00	985.00	1,029.00
Gifts Received	120.00	11,946.56	12,066.56
Grant Income			0.00
Rental Income			0.00
Miscellaneous Income	6.80	170.58	177.38
Town Contribution		108,800.00	108,800.00
User Fees	385.35	3,116.65	3,502.00
<b>TOTAL RECEIPTS</b>	<u>\$2,343.26</u>	<u>\$141,330.14</u>	<u>\$143,673.40</u>

## DISBURSMENTS

Books	4,229.55	15,668.27	19,897.82
Capital Equipment			0.00
Computers	299.98	2,052.69	2,352.67
Dues & Professional Dev.		800.00	800.00
Fundraising Expenses		1,366.60	1,366.60
Goodwill	205.69	114.73	320.42
Grant Expenses			0.00
Insurance			
Health	4,776.96	10,350.40	15,127.36
Liability/WC/D&O		8,106.00	8,106.00
Maintenance	671.00	1,860.58	2,531.58
Miscellaneous			0.00
Museum Passes	100.00		100.00
Office (supplies, equipment, fees)	300.77	3,532.35	3,833.12
Payroll Expenses	12,831.60	70,511.13	83,342.73
Permanent Gift Expense		22.41	22.41
Programs	269.61	2,682.26	2,951.87
Subscriptions	852.95	3,965.58	4,818.53
Unemployment Compensation		488.43	488.43

Utilities			
Electric	723.63	4,697.65	5,421.28
Oil	541.36	271.14	812.50
Telephone	100.82	488.35	589.17
To Petty Cash			
<b>TOTAL DISBURSMENTS</b>	<u>\$25,903.92</u>	<u>\$126,978.57</u>	<u>\$152,882.49</u>
Transfer from Endowment			
Transfer to/from Money Market	30,000.00		
Transfer from/to Encumbered Savings			
Ending Checking Balance	\$8,679.10		

<b>WEBSTER BUSINESS MONEY MARKET</b>		Beginning Balance	\$53,556.25
Deposits			
Withdrawals	<b>30,000.00</b>		
Interest Income	<b>5.06</b>		
Bank Charges			
		Ending Balance	<b>\$23,561.31</b>

<b>ENCUMBERED SAVINGS (WEBSTER)</b>			
<b>TECHNOLOGY FUND</b>			
Deposits	0.00	Beginning Balance	\$5,193.00
Withdrawals	0.00	Ending Balance	<b>\$5,193.00</b>
<b>PROGRAM FUND</b>			
Deposits	0.00	Beginning Balance	\$7,365.97
Withdrawals	0.00	Ending Balance	<b>\$7,365.97</b>
Interest Income	1.59	Total Ending E. S. Balance	<b>\$12,560.56</b>

<b>CITIGROUP MONEY MARKET</b>		Beginning Balance	\$0.11
Deposits			
Withdrawals			
Interest Income		Ending Balance	<b>\$0.11</b>

**Killingworth Library Association, Inc.**  
**Consent Agenda**  
**January 23, 2012**

(Note: Bold items require action. Please take note)

1. President's report – From Alison

- Alison submitted our 2010-11 KLA annual report and financial statement to the Town. John McMahon, Town Finance Committee chair, confirmed receipt.
- Sent the State our documentation and \$20 filing fee for an amendment to our Certificate of Incorporation. Made copies for our files and sent a copy to Pro Bono Partnership and thanked them for their invaluable service to us.
- Submitted our 2012-13 Budget proposal to the Town. KLA asked the town to contribute \$224,500 to support the library's operating budget for the coming year. The KLA Board would be responsible for raising the additional \$84,197 needed to operate.
- Marsha Couture resigned from the board on January 19 due to personal reasons. She regrets not being able to fulfill her term, and said how much she had enjoyed working with all Board members and will continue to support the library in any way she can. Alison let Marsha know we would miss her service and energy, and thanked her for all she had done for the library and the Board.
- Received notification from Board of Selectmen that Shelly and Connie were reappointed to the KLA board. They were to be sworn in for the coming year in December or January.

2. Computers

- The computer committee is involved in the migration Verso. Partially fixed the printer to the Word Proc. Computers. Put the Card Catalog in the main room online for the new library software. Looking into several network issues. New receipt printers will be installed next week.

3. Finance Committee—From Jan

- I asked for and received our second installment of funds from the town (\$108,800) in early January. I prepared W-2s for all 5 employees and filed the necessary federal and state reports. 1099s to vendors will go out shortly

4. Book Sales Committee – From Lou

- "Giftable books sale" (Thanksgiving to Christmas) netted \$333. In addition, we have received a check for \$90 from Orv. Hoberman for books he sold for us at book shows.
- Mark added sales on Amazon for the Holiday Season were brisk, selling 9 books for the season and sold 2 more this month.
- February 18, 2012 next book sale.

5. Corresponding – From Mary Lou
  - The Annual Fund and all other “Thank you’s” are up-to-date and have been sent out.
6. Program Committee – from Katherine
  - Saturday, Feb. 4th is "Bring a Child to the Library Day". The purpose of the day is to reinforce the library as a vital and continuing community resource in the minds of children and their families. A full day of free and varied activities has been planned. Scheduled is attached
7. Public Relations—From Sue
  - Submitted calendar entries and press releases on the following: Author Series-Gayle Byrne; Book Sale; Bring A Child to the Library; Blue Moon Raptors; and the First Annual Crossword Tournament. Submitted photo of Mary Lou Marinelli with Tammy Eustis in front of the new Annual Fund sign.