

**The Killingworth Library Association**

**Board of Directors**

**April 28, 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, Tammy Eustis

From: Lucinda Hogarty

Re: Agenda for Board of Directors meeting Monday, April 28, 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:

May 10: Friends of Library FUN raising Gatsby Event, May 10 at the Barrelhouse.

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
  - Staff recognition gifts
  - 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-recognition
  - National Library Week-Board to determine recognition for staff (lunch?)
- May:
- Staff performance review
  - Plan NAA submission
- June:
- Submit NAA proposal to town, if needed

## 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

April 28, 2025

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

### President's Report

- Reached out to Eric Couture re: the solar panel project. He said we should proceed with estimates from outside contractors.
- Emailed Chris Mello to ask if he can install a handicap accessible ramp on the left side of the curb where the handicap parking spot is located. I also asked if Chris has an arborist that can determine the health and safety of the large maple tree located in a tree well behind the library and if it needs attention.
- Solar Panel project:

CT Green Bank/Technical partner CSW report: The project fails to meet the minimum system size requirements to participate in the solar MAP program. They've provided a list of eligible contractors in CT that we could reach out to directly to gather design and modeling information from. <https://www.ctgreenbank.com/find-a-contractor/>.

**Request proposals so that we can provide ballpark estimates to potential donors for their response.**

## Governance

**Review Strategic Plan- Ben and staff will update and share updates with Board before discussion in May.**

## Budget and Finance: Jan O'Sullivan

Attached are reports for March.

The Finance Committee met with our Morgan Stanley advisor on April 3 to review the distribution of investments. Based on Morgan Stanley's outlook for each of our holdings, no changes were made in the stock account. One of our bonds had just come due, and we were able to get another bond for 5% yield with a maturity date in 4 years.

Chris and I met with the Board of Finance right after our last board meeting. Ben was on vacation when the invitation was offered, and not back during the timeframe in which they wanted to meet. The proposed budget that came out around April 18 showed no proposed reduction in our request.

Our two money market accounts with Webster Bank reached the point at which the 4% interest was no longer in effect. I reached out to the bank at that point to get the best rate they were offering, which was 3%. Webster was slow in applying it, however, so I reached out again, and they have made a \$410.74 adjustment, which will show up in the next Cash Report. I made a note about that upcoming adjustment on this month's Cash Report where the one account had a minimal amount of interest.

## Fundraising

Reminder letter for the Annual Appeal yielded about \$2000 in additional donations, bringing this year's total to about \$16,000.

Mariah is planning a corporate appeal using lists from past gold contribution appeals. We may also reach out to home school group, some of whom may not receive our annual fund appeal letters.

## Building And Grounds:

Chris Mello, town DPW, will take care of improvements to the uneven sidewalk slabs. We are also looking to change the step down to the north parking lot to a handicapped accessible incline.

## Recognition

In observance of National Volunteer Week, we gave each of the 12 volunteers a thank you card with a gift certificate to Cafe Laurel.

## Grants

From Mariah:

<https://grantprograms.dgliteracy.org/en/>

This is a youth literacy grant from Dollar General.

Ben and Mariah applied for this grant seeking funds for public use license for Adobe and for WonderBook technology.

Wonderbook technology combines a physical book with a built-in, ready-to-play audiobook. This read-along format uses a multi-sensory approach, engaging sight and hearing to enhance learning and reading development. Wonderbooks are designed to be durable and easy to use, circulating like regular books with no need for separate devices or Wi-Fi.

NAA application will not be submitted this year. Next year, we will be able to ascertain specific energy-related needs that fall within the new criteria for funding.

**Killingworth Library Association**  
**Board of Directors Meeting Minutes**  
**Monday, Mar. 24, 2025**

Directors Present: Holly Perry, Lucinda Hogarty, Nancy McCormick, Chris Larson, Mariah Miesel, Lise Brule, Jan O'Sullivan, Gwenne Celmer, Dick Otto, Tim Emerson

Directors Excused: Dave Meixell, Bini Freeman, Jim McDonald

The meeting was called to order at 6:59 pm

Consent Agenda: Jan O'Sullivan made a motion to approve; seconded by Gwenne Celmer. Passed.

Minutes: The minutes of the Feb. 2025 meeting were approved as submitted.

President's Report:

- Chris reported that Jim McDonald had a productive meeting with Chris Mello, Public Works director, and discussed options for repairing the walkway.
- In the future, we should think about refreshing the library's logo design.

Library Director Report- Ben was away and his report was submitted in advance.

Treasurer's Report: Cash and Endowment reports for Feb. were submitted prior to the meeting. There will be a Finance Committee meeting with our financial advisors, Morgan Stanley, on April 3.

Reminder letters to previous donors to the annual fund were mailed out this week. Thank you to Jan and the volunteers for making this happen.

Chris, Jan and Dick are going to meet with the town's Board of Finance after this meeting. There was some discussion about points to address, including the pavilion.

Fundraising:

-Mariah discussed the plans for a kick-off Friends of the Library event celebrating the 100<sup>th</sup> anniversary of the publication of *The Great Gatsby*. It will be on May 10, 6- 9pm at the Barrel House, with a live band. There will be a speakeasy theme.

Grants:

Mariah discussed the Dollar General literacy grant idea. She and Ben will follow up before the April 4 deadline.

Building & Grounds:

- Dick discussed issues around the solar project, including going perhaps with a covered parking carport installation, with solar roof panels. More details to follow.

Governance:

Lucinda mentioned that the review of the Strategic Plan will be addressed next month since tonight's meeting was shortened due to the Board of Finance meeting.

Meeting adjourned 7:50pm.

Respectfully submitted,

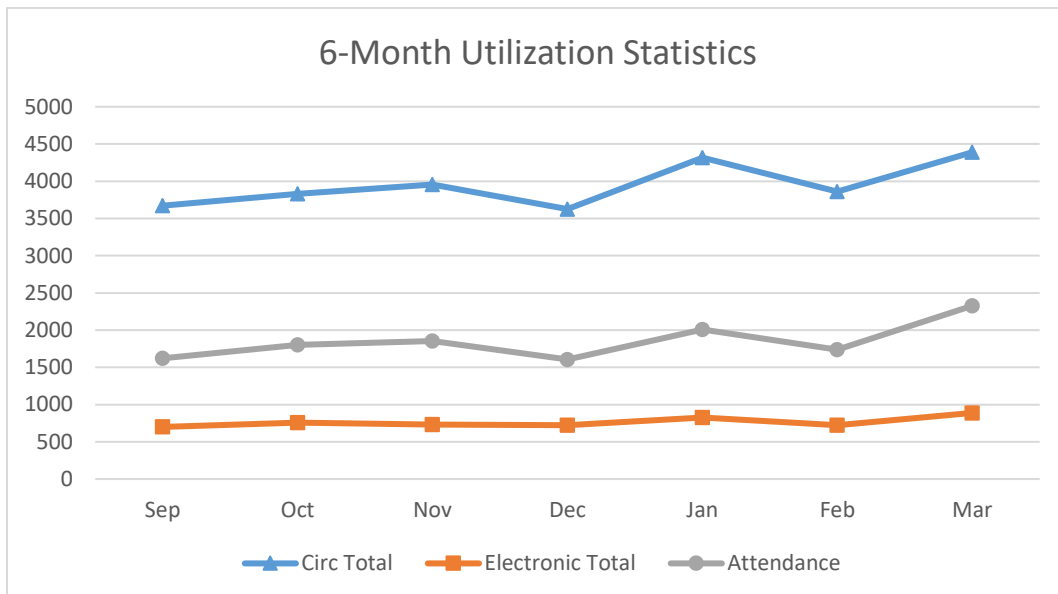
Lucinda Hogarty

## Killingworth Library

### April 2025 Library Director's Report

#### March Utilization Statistics:

Type	Service	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Patron Stat	In-House Attendance	1,621	1,804	1,855	1,606	2,010	1,736	2,327
	PC Use	3	29	65	62	76	48	56
Circulation	Adult books	1,289	1,204	1,283	1,160	1,389	1,213	1,287
	Juvenile/Tween books	1,006	1,159	1,317	1,176	1,280	1,244	1,421
	YA books	44	48	53	28	28	39	36
	DVDs	224	230	186	205	355	302	335
	Audio CD Books	87	103	67	70	100	86	86
	Magazines	42	33	36	27	37	19	22
	Other (puzzles, passes,	50	61	84	59	65	45	75
	Loaned to Other Librari	230	236	198	177	235	191	239
Electronic	E-Checkouts Hoopla	264	285	295	315	343	321	329
	E-Checkouts Libby	216	243	213	192	255	222	298
	E-Checkouts Magazines	186	218	215	217	229	172	256
	BookFlix (Juv)	34	11	7	0	0	8	5
		Sep	Oct	Nov	Dec	Jan	Feb	Mar
Circ Total		3672	3831	3954	3626	4316	3862	4389
Electronic Total		700	757	730	724	827	723	888
Attendance		1,621	1,804	1,855	1,606	2,010	1,736	2,327



#### Top 3 Facebook Posts for March:

- Packed Parking Lot, Healthy Brain and Margie pile-on (3/14) - 1,641 people reached ; 15 likes ; 3 shares
- Boy Who Lived in a Shell with John Himmelman, first promo (3/5) - 1,610 people reached ; 8 likes ; 18 shares
- Return of the Seed Library (3/20) - 951 people reached ; 13 likes ; 8 shares

### March Program Attendance:

Program	Date	Attendance	Age Group
Create a Mobile of Emotions	3/1	12	Children
Tales for Tots	3/4, 11, 18, 25	45	Children
LEGO STEM Club	3/4	6	Children
Adult Movie Night: A Man Called Otto	3/5	2	Adults
Love2Sign	3/6, 13, 20, 27	19	Children
Music w/ Margie	3/7, 14, 21, 28	96	Children
Surprise Saturday	3/8, 15, 22, 29	48	Children
Art for All: Here and Now	3/10	3	Adults
Tuesday Book Discussion	3/11	14	Adults
One of a Kind Art Dolls	3/11, 18	6	YA
American Girl Doll Club	3/13	3	Children
Bird's Eye View	3/20	4	Children
Mystery Book Club	3/20	10	Adults
Author Talk: Boy Who Lived in a Shell	3/21	10	Family
Drive-In Movie Nite	3/27	0	Children
	<b>Total:</b>	<b>278</b>	

**E-Rate:** FCC Form 471 was filed in March, so dependent on the continued existence of the E-Rate program, we will continue to receive a 50% discount on our Internet service through CEN. This was the first year that the library had to file independently (rather than going through the State Library), so we secured a 5-year contract with CEN to ensure continued service in the coming years.

**Grants:** Mariah and Ben submitted an application to the Dollar General Youth Literacy grant. We requested \$5,000 to build a collection of Wonderbooks for our juvenile patrons, and to purchase a laptop with an Adobe Creative Cloud subscription for our teens. Wonderbooks are print books with an audio module in the front cover that lets kids read and listen simultaneously. Adobe Creative Cloud is a suite of professional software including photo- and video-editing tools.

Additionally, the State Library will be holding an information session on April 30<sup>th</sup> for the coming cycle of construction grants. These are for a minimum of \$30,000, and a maximum of \$2,000,000, to fund one-half of the costs of construction projects.

**Meeting Room Charges:** Since changing our meeting room policy last year to allow commercial groups to rent the room (at \$100/hour), we have not had any groups take us up on it. We have had two inquiries about commercial use of the room – one for a single program, and one for a monthly series – but both parties failed to follow up with us after hearing about the fee. I would suggest lowering our price to \$50/hour and see if we have more success at the lower rate.

# Killingworth Library Assoc., Inc. CASH REPORT

March 31, 2025

## WEBSTER CHECKING ACCOUNT

Beginning Balance

\$8,257.27

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
<b>REVENUES</b>			
Book Sales	161.75	2,033.60	2,195.35
Fund Raising			
Annual Fund	950.00	14,721.00	15,671.00
60-for-60 Fundraiser		1,468.00	1,468.00
Golf Tournament			0.00
In House Sales Items		138.00	138.00
Amazon Smile/iGive/PayPalGiving			0.00
Art Sales			0.00
Miscellaneous		4,920.00	4,920.00
Gifts Received	82.00	1,169.50	1,251.50
Grant Income	3,500.00	1,300.00	4,800.00
Rental Income			0.00
Miscellaneous Income	0.03	100.89	100.92
Town Contribution		273,750.00	273,750.00
User Fees	144.25	1,260.75	1,405.00
<b>TOTAL RECEIPTS</b>	<u>\$4,838.03</u>	<u>\$300,861.74</u>	<u>\$305,699.77</u>
<b>DISBURSEMENTS</b>			
Books	3,530.88	22,930.77	26,461.65
Computers	55.30	2,121.74	2,177.04
Consortium Expenses		8,956.33	8,956.33
Copier Lease	190.80	1,588.67	1,779.47
Dues & Professional Dev.		1,591.67	1,591.67
Fundraising Expenses	132.89	1,658.16	1,791.05
Goodwill/Public Relations		240.00	240.00
Earmarked Expenses	8,373.20		8,373.20
Insurance			
Health	2,306.50	17,921.47	20,227.97
Liability/WC/D&O	1,918.00	178.32	2,096.32
Library of Things		957.40	957.40
Maintenance	1,937.76	7,583.88	9,521.64
Museum Passes	125.00	615.00	740.00
Office (supplies, equipment, fees)	274.69	3,713.49	3,988.18
Payroll Expenses	15,895.69	140,005.39	155,901.08
Programs - Adult	233.80	112.34	346.14
Programs - Children	359.97	2,169.24	2,529.21
Seed Library			0.00
Subscriptions	93.50	2,725.54	2,819.04
Unemployment Compensation		403.03	403.03
Utilities			
Electric	724.22	6,426.21	7,150.43
Oil	1,523.56	4,546.43	6,069.99
Telephone	131.90	958.61	1,090.51
To Petty Cash			
<b>TOTAL DISBURSEMENTS</b>	<u>\$37,807.66</u>	<u>\$227,403.69</u>	<u>\$265,211.35</u>
Transfer from Endowment			
Transfer from/to Money Market	20,000.00		
Transfer from/to Encumbered Savings	8,373.20		
Ending Checking Balance	\$3,660.84		

<b>WEBSTER BUSINESS MONEY MARKET</b>		Beginning Balance	\$108,513.08
Deposits			
Withdrawals	20,000.00		
Interest Income	11.27	note: significant interest adjustment in April	
Bank Charges			
		Ending Balance	<b>\$88,524.35</b>

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

Deposits	0.00	Beginning Balance	\$3,727.49
Withdrawals	0.00	Ending Balance	<b>\$3,727.49</b>

**ENCUMBERED FUNDS**

Deposits	208.64	Beginning Balance	\$55,310.77
Withdrawals	8,373.20	Ending Balance	<b>\$47,146.21</b>

**BUILDING FUND**

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

Interest Income	127.94	Total Ending E.S. Balance	<b>\$61,066.87</b>
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**KILLINGWORTH LIBRARY ASSOCIATION, INC.**  
**Endowment Report for Morgan Stanley Smith Barney**  
**For the Period ending March 31, 2025**

**ACCOUNT SUMMARY**

**Bond Account**

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$10,457.49	\$27,947.70	\$38,405.19
Certificates of Deposit	\$0.00	\$0.00	\$0.00
Taxable Bonds	\$473,625.85	(\$26,056.32)	\$447,569.53
Mutual Bond Funds	\$0.00	\$0.00	\$0.00
	<b>\$484,083.34</b>		<b>\$485,974.72</b>

**Stock Account**

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$4,042.01	\$1,270.52	\$5,312.53
Equities	\$487,041.12	(\$15,323.63)	\$471,717.49
EFTs (Exchange-Traded Funds)	\$116,487.00	(\$4,221.00)	\$112,266.00
Certificates of Deposit	\$0.00	\$0.00	\$0.00
	<b>\$607,570.13</b>		<b>\$589,296.02</b>

**TOTAL ENDOWMENT     \$1,075,270.74**

**INCOME SUMMARY - Interest and Dividends**

Bond Account:                      \$2,903.20  
 Stock Account:                      \$1,915.54

TOTAL INCOME THIS PERIOD:                      \$4,818.74

**TOTAL INCOME PRIOR MONTHS:**                      \$25,132.89

**TOTAL INCOME THIS FISCAL YEAR:**                      \$29,951.63

**75% of Income To Date:**                      \$22,463.72