

**The Killingworth Library Association
Board of Directors
Aug. 24, 2025**

To: Lise Brule, Bini Freeman, 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, Aug. 24, 2025, 7:00 P.M.

- 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
- Lucinda Hogarty 860.450.9570, email: lhogarty@gmail.com

DATES TO REMEMBER:

- The annual book sale date will be Saturday, September 13th.
- Recognition event: Sun, Oct. 26, 2 PM

Regular Governance/Management Tasks by Month

- | | |
|--|---|
| July: | <ul style="list-style-type: none">• Review bylaws• Develop budget request• Budget request submission to town |
| <ul style="list-style-type: none">• Annual report to the town (the request from the town can occur at different times) | |
| September: | February: |
| <ul style="list-style-type: none">• Draft annual campaign solicitation letter and arrange for printing (Technique Printers) and bulk mailing (Deep River P.O.) | <ul style="list-style-type: none">• Annual appeal reminder letters to previous donors to go out• Meet with Board of Selectmen and Finance, as needed |
| October: | March: |
| <ul style="list-style-type: none">• Annual appeal letter sent | <ul style="list-style-type: none">• Review Strategic Plan |
| November: | April: |
| <ul style="list-style-type: none">• Review holiday schedule for following year• Nominate slate of officers | <ul style="list-style-type: none">• National Volunteers Week-recognition• National Library Week-Board to determine recognition for staff (lunch?) |
| December: | May: |
| <ul style="list-style-type: none">• Annual meeting and elections of officers and renewal of terms• Staff recognition gifts• Budget Development | <ul style="list-style-type: none">• Staff performance review• Plan NAA submission |
| January: | June: |
| | <ul style="list-style-type: none">• Submit NAA proposal to town, if needed |

Killingworth Library Board of Directors 2025-26 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

Aug. 24, 2025

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

President's Report:

- discuss the pavilion option and next steps
- follow up on concerns about the library's server equipment in the basement.
- discuss options for updating the library logo.

Budget and Finance: Jan O'Sullivan

I prepared the financial portion of our 2024-2025 report to the Town. Ben prepared the verbal report on our achievements; Chris edited and signed it, and I submitted the report to the Board of Finance. Also, I filed the annual report with the CT Secretary of State that was due on Sept 15.

Building and Grounds

Improvement of the Assistant Library Director's workstation.

Fundraising

Mariah would like to get the corporate sponsorship up and running and sent out in the next few weeks. I also want to know about doing a fundraiser in Q4 and any suggestions or board members interested in helping me on that.

Recognition event: **planning group to meet, volunteers needed.**

The Killingworth Library Association

Board of Directors

Meeting Minutes - Monday, July 28, 2025

Directors Present: Chris Larson, Lucinda Hogarty, Lise Brule, Jan O'Sullivan, Tim Emerson, Bini Freeman, Jim McDonald, Holly Perry, Dick Otto, Gwenne Celmer

Directors Excused: Mariah Meisel, Dave Meixell

Staff present: Ben Sodergren, Library Director

The meeting was called to order at 7:02 pm

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

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

Library Director Report:

Ben's report was distributed before the meeting.

- There was discussion about the possibility of him serving on the Board of Ed.
- He mentioned working with Traveling Toys to be able to offer toys through our Library of Things.
- Despite the rising cost of subscribing to the Wall St. Journal, the Board feels that we should continue to do so.
- We may want to explore participating in the next Town wide tag sale, so get rid of some things in storage that we no longer need.
- He is working on getting an adult art program for the fall.

Treasurer's Report: Cash and Endowment reports for June were circulated before the meeting. Jan will provide a year-end report to the KLA Finance Committee soon. The town requested the annual report, using our general email address, but did not indicate a due date. Nevertheless, Jan is working on that, too.

Fundraising:

Mariah sent in the following update:

- Let's get a list of 5 businesses to send corporate sponsorship requests. We can work from the list of previous silent auction donors and golf supporters.
- We should discuss ideas for another fundraiser in fall/ winter we can start working on.

Lise set the date for the fall book sale, for Sat. Sept. 13 to be held under canopy tents and in the meeting room.

Desk Volunteers/Friends of the Library:

Ben will be announcing the transition of desk volunteer roles soon. A couple of volunteers already have indicated that they are retiring. The Board will work on a recognition event to thank the desk volunteers.

[Update: A tentative date has been selected: Sunday, Oct. 26 at 2 pm. We will organize a committee to work with Ben on this event.]

Grants:

Mariah sent in the following:

The Youth Literacy Grant (Dollar General) recipients will be announced August 14, 2025. A list of winners will be posted, and email notifications will be sent to all organizations that applied.

Building & Grounds:

The town has yet to arrange for an arborist to do the tree work discussed last month. Dick has spoken to Charlie Rickert about the dead maple tree on the boundary line, but a letter should be sent to him by the town about the work to be done. Charlie will take the wood. Holly and Gwenne will be meeting with Eric Couture about that, electrical suppliers, and about the next steps for the solar project.

The dogwood trees will be fertilized soon.

Solar Project:

Tim sent out letters on June 20th to 13 contractors to request estimates for the solar project. There have been 7 responses so far. Tim will follow up with the respondents. Holly and Gwenne will meet with Eric Couture to clarify next steps with regard to the role of the town.

Governance:

There are openings on the board.

Other:

We discussed ideas for the Town Picnic. We have already reserved a space. Offering a crafting project might be a good way to draw people to the Library's table.

Meeting adjourned at 8:15 pm.

Respectfully submitted,

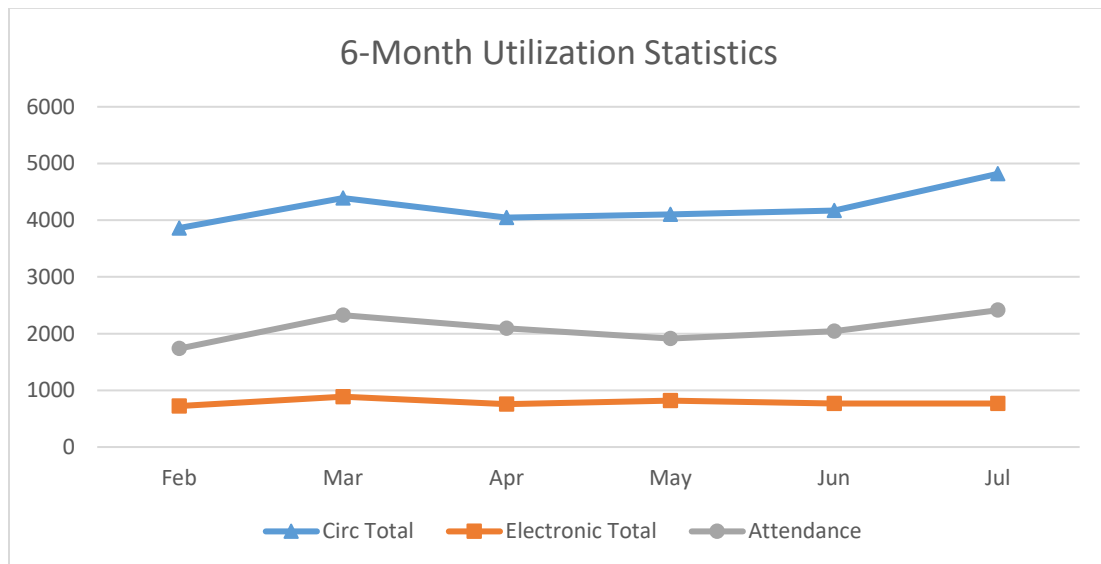
Lucinda Hogarty

Killingworth Library

August 2025 Library Director's Report

August Utilization Statistics:

Type	Service	Feb	Mar	Apr	May	Jun	Jul
Patron Stat	In-House Attendance	1,736	2,327	2,091	1,911	2,043	2,413
	PC Use	48	56	33	18	39	51
Circulation	Adult books	1,213	1,287	1,254	1,189	1,247	1,452
	Juvenile/Tween books	1,244	1,421	1,294	1,267	1,326	1,707
	YA books	39	36	33	30	30	50
	DVDs	302	335	337	371	363	419
	Audio CD Books	86	86	74	81	82	77
	Magazines	19	22	17	29	19	25
	Other (puzzles, passes,etc)	45	75	58	77	100	95
	Loaned to Other Libraries	191	239	220	239	239	228
Electronic	E-Checkouts Hoopla	321	329	312	300	282	314
	E-Checkouts Libby	222	298	254	261	274	261
	E-Checkouts Magazines	172	256	191	227	200	190
	BookFlix (Juv)	8	5	0	29	9	0
		Feb	Mar	Apr	May	Jun	Jul
Circ Total		3862	4389	4044	4100	4171	4818
Electronic Total		723	888	757	817	765	765
Attendance		1,736	2,327	2,091	1,911	2,043	2,413



Top 3 Facebook Posts for August:

- Escape Room promotion with photos (7/25): 801 people reached ; 6 likes ; 2 comments ; 7 shares
- New passes (CT Science Center, and Culture & History Museum) (7/28): 800 people reached ; 9 likes ; 3 shares
- Paint a Pirate Mask promo (7/6): 707 people reached ; 3 likes ; 3 shares

August Program Attendance:

Program	Date	Attendance	Age Group
Tales for Tots	7/1, 8, 15, 22, 29	51	Children
Math Mania	7/1, 8, 15, 22, 29	45	Children
Crochet Club	7/2, 9	6	Children
Read and Eat	7/2, 9, 16, 23, 30	67	Children
Adult Movie Knight: Knives Out	7/2	6	Adults
Family Board Game Night	7/7	2	All Ages
Tuesday Book Discussion	7/8	9	Adults
Novel Games	7/10, 17, 31	7	Children
Pool Noodle Marble Runs	7/10	6	Children
Summer Drive-In Movie	7/10, 24	6	Children
Writers Writing	7/11, 25	17	Adults
Family Recess	7/12, 26	0	All Ages
Paint a Pirate Mask	7/12	3	Children
Art for All: Art Deco vs. Art Nouveau	7/14	1	Adults
BINGO with Bingo and Bluey	7/15, 24	33	Children
Rock, Paper, Scissors	7/16	3	Children
Nature Games	7/17	9	Children
Who Would Win?	7/17	2	Children
Mystery Book Club	7/17	10	Adults
Teen Game Night	7/18	0	YA
Puzzle and Game Swap	7/19	3	All Ages
DIY Photo Holders	7/19	7	Children, YA
Music w/ Margie Summer Concert	7/26	6	Children
Escape Room: Return to Treasure Island	7/28 – 8/2	68	All Ages
Pick a Path	7/29	7	Children
Storybook Headbanz Game	7/31	0	Children
Total:		374	

Dollar General Youth Literacy Grant: We were notified that, due to the volume of applications this year, our grant request (for children’s Wonderbooks and a YA computer) was declined.

Memorial Plaque: John Hine’s memorial tree plaque was ordered and has been installed.

YouthAstroNet: The library applied, and was accepted, to participate in a STEM astronomy program called YouthAstroNet. This program is run by the Harvard & Smithsonian Center for Astrophysics, and gives a group of kids in grades 5 – 8 hands-on experience operating robotic telescopes and using astrophotography software. The library will receive training for one staff member to run the program. We will also receive \$500 for participating.

Killingworth Library Assoc., Inc. CASH REPORT

July 31, 2025

WEBSTER CHECKING ACCOUNT

Beginning Balance \$15,882.71

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales	316.00		316.00
Fund Raising			
Annual Fund	850.00		850.00
In House Sales Items			0.00
Amazon Smile/iGive/PayPalGiving			0.00
Art Sales			0.00
Miscellaneous			0.00
Gifts Received	333.50		333.50
Grant Income			0.00
Rental Income			0.00
Miscellaneous Income	20.44		20.44
Town Contribution	142,500.00		142,500.00
User Fees	250.25		250.25
TOTAL RECEIPTS	<u>\$144,270.19</u>	<u>\$0.00</u>	<u>\$144,270.19</u>
DISBURSEMENTS			
Books	157.24		157.24
Computers	101.97		101.97
Consortium Expenses	9,164.00		9,164.00
Copier Lease	205.70		205.70
Dues & Professional Dev.			0.00
Fundraising Expenses			0.00
Goodwill/Public Relations	26.86		26.86
Earmarked Expenses			0.00
Insurance			
Health	2,306.50		2,306.50
Liability/WC/D&O			0.00
Library of Things			0.00
Maintenance	1,238.64		1,238.64
Museum Passes	350.00		350.00
Office (supplies, equipment, fees)	386.70		386.70
Payroll Expenses	22,254.85		22,254.85
Programs - Adult	9.40		9.40
Programs - Children	466.00		466.00
Seed Library			0.00
Subscriptions	519.35		519.35
Unemployment Compensation	378.98		378.98
Utilities			
Electric	952.90		952.90
Oil			0.00
Telephone	171.67		171.67
To Petty Cash			
TOTAL DISBURSEMENTS	<u>\$38,690.76</u>	<u>\$0.00</u>	<u>\$38,690.76</u>
Transfer from Endowment			
Transfer from/to Money Market	(112,500.00)		
Transfer from/to Encumbered Savings			
Ending Checking Balance	\$8,962.14		

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$19,292.38
Deposits	142,500.00		
Withdrawals	30,000.00		
Interest Income	253.34		
Bank Charges			
		Ending Balance	\$132,045.72

ENCUMBERED SAVINGS (WEBSTER)
NEIGHBORHOOD ASSISTANCE FUNDS

Deposits	0.00	Beginning Balance	\$3,727.49
Withdrawals	0.00	Ending Balance	\$3,727.49

ENCUMBERED FUNDS

Deposits	149.28	Beginning Balance	\$47,576.56
Withdrawals	0.00	Ending Balance	\$47,725.84

BUILDING FUND

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

Interest Income	125.18	Total Ending E.S. Balance	\$61,643.74
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KILLINGWORTH LIBRARY ASSOCIATION, INC.
Endowment Report for Morgan Stanley Smith Barney
For the Period ending July 31, 2025

ACCOUNT SUMMARY

Bond Account

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$3,536.35	\$111.67	\$3,648.02
Certificates of Deposit	\$0.00	\$0.00	\$0.00
Taxable Bonds	\$469,710.68	\$870.84	\$470,581.52
Mutual Bond Funds	\$0.00	\$0.00	\$0.00
	\$473,247.03		\$474,229.54

Stock Account

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$2,941.80	(\$43.64)	\$2,898.16
Equities	\$483,356.20	\$8,007.91	\$491,364.11
EFTs (Exchange-Traded Funds)	\$124,393.50	\$3,465.00	\$127,858.50
Certificates of Deposit	\$0.00	\$0.00	\$0.00
	\$610,691.50		\$622,120.77

TOTAL ENDOWMENT \$1,096,350.31

INCOME SUMMARY - Interest and Dividends

Bond Account: \$1,445.09
 Stock Account: \$604.70

TOTAL INCOME THIS PERIOD: \$2,049.79

TOTAL INCOME PRIOR MONTHS:

TOTAL INCOME THIS FISCAL YEAR: \$2,049.79

75% of Income To Date: \$1,537.34