

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

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 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

July 28, 2025

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

Budget and Finance: Jan O'Sullivan

Attached are my reports for June. I completed all the month-end and quarter-end reports and am now working on fiscal year end reports, including a summary for the town and our tax return.

Building and Grounds

Solar Project: Lucinda emailed Michael Greenaway to apprise him of the project status. Time will update him about the next steps depending on responses to the letters sent to contractors last month.

The Killingworth Library Association

Board of Directors Meeting Minutes

Monday, June 23, 2025

Directors Present: Mariah Meisel, Lucinda Hogarty, Lise Brule, Jan O'Sullivan, Tim Emerson, Bini Freeman, Jim McDonald

Directors Excused: Chris Larson, Dave Meixell, Bini Freeman, Holly Perry

Staff present: Ben Sodergren, Library Director

The meeting was called to order at 7:02 pm by VP Mariah Meisel

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

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

President's Report:

Chris was away.

Library Director Report:

Ben's report was distributed before the meeting. He provided an update on the alarm upgrade. Ben is first on the call list, and Jim will be next. Summer reading program activities are starting up.

Treasurer's Report: Cash and Endowment reports for May were circulated before the meeting. FY 25 expenditures exceeded income.

Fundraising:

Mariah shared materials about a corporate sponsorship initiative with different levels. She will use lists from golf sponsors, the Chamber of Commerce, and town info to begin the process of reaching out.

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

Friends of the Library:

Ben mentioned he will be happy to meet regularly with the Friends group. We hope to engage current volunteers in the development of the Friends, perhaps with an initial meeting in the fall.

There was discussion of transitioning desk volunteers into meaningful roles through the Friends structure. Ideas included promoting home delivery, organizing a holiday-themed book sale, advocacy, and fundraising for and organizing specific programming.

Grants:

We should hear about the status of the Dollar General grant in mid-August. There is an opportunity to apply to Walmart for a grant ranging from \$250 to \$5000. Applications will be accepted between Aug. 1 and Oct.15.

Building & Grounds:

Town Tree Warden Chris Plum examined trees on the property and recommended that the town hire a licensed arborist to trim the trees out front. Gwenne will formalize this request to the town, based on meeting notes-see below. *

There was discussion about planting a border of thuja north of the north parking lot area. Dick Otto discussed an issue with a dead maple on the south powerline with property owner Charlie Rickert. It was ok with Charlie for the town to take the tree down; he will keep the wood.

Solar Project:

Tim sent out letters on June 20th to 13 contractors to request estimates for the solar project.

Governance:

Lucinda suggested reviewing the annual goals and objectives as we go into FY 26.

Other:

Tim distributed copies of the 2019 community survey for the Board to review as a new survey is considered. Jan will email the compiled results from 2019.

Meeting adjourned at 8:04 pm.

Respectfully submitted,

Lucinda Hogarty

*Meeting notes with Chris Plum, Town Tree Warden

Dick Otto, Jim McDonald, Lise Brule

- Starting with the honey locust trees in the front of the library, they should be trimmed to cut out dead wood. If we wish to replace those trees, Mr. Plum recommends sugar maples, paper birches, or Japanese red maple.
- The sugar maple in the reading garden should be fertilized and watered when there's extremely dry weather. The sugar maple should also be reviewed by an arborist to remove any dead limbs and check the large crack in the base bark.
- Mr. Plum also noted some moss on the corner of the roof and suggested a 30 second cleaner application, probably done by a professional.
- Are the trees noted were the shadblow, the sour wood or sour gum, and other small trees that all need some trimming of dead limbs. This will probably require an arborist company.
- Mr. Plum also suggested for the three new dogwoods that we remove a 36 inch circle of the grass and provide some mulch for those trees. That will be done by Lise and Jim.

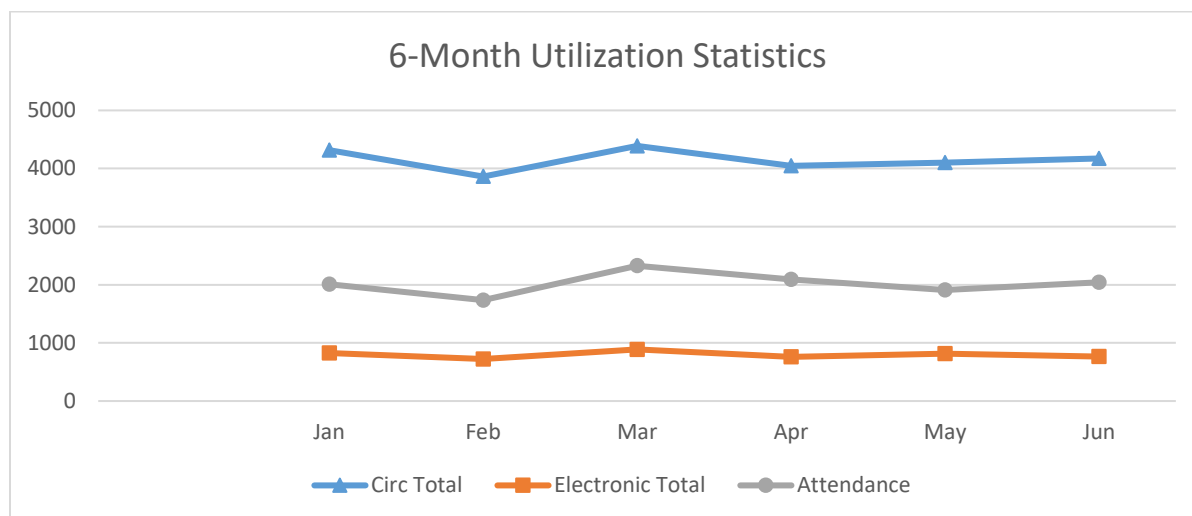
- Mr. Plum also suggested if we wished a screen between the proposed Pickleball area and us. Perhaps we should look into Thuja green giant evergreen as a good candidate. They grow 1 foot tall and 1 foot wide annually.
- In the south parking lot, there are two sugar maples that are completely dead and should be taken down. He suggested we contact our neighbors since these are on their property, but will affect our powerlines and come to some sort of agreement and how to mitigate.

Killingworth Library

July 2025 Library Director's Report

June Utilization Statistics:

Type	Service	Jan	Feb	Mar	Apr	May	Jun
Patron Stat:	In-House Attendance	2,010	1,736	2,327	2,091	1,911	2,043
	PC Use	76	48	56	33	18	39
Circulation	Adult books	1,389	1,213	1,287	1,254	1,189	1,247
	Juvenile/Tween books	1,280	1,244	1,421	1,294	1,267	1,326
	YA books	28	39	36	33	30	30
	DVDs	355	302	335	337	371	363
	Audio CD Books	100	86	86	74	81	82
	Magazines	37	19	22	17	29	19
	Other (puzzles, passes,etc)	65	45	75	58	77	100
	Loaned to Other Libraries	235	191	239	220	239	239
Electronic	E-Checkouts Hoopla	343	321	329	312	300	282
	E-Checkouts Libby	255	222	298	254	261	274
	E-Checkouts Magazines	229	172	256	191	227	200
	BookFlix (Juv)	0	8	5	0	29	9
		Jan	Feb	Mar	Apr	May	Jun
Circ Total		4316	3862	4389	4044	4100	4171
Electronic Total		827	723	888	757	817	765
Attendance		2,010	1,736	2,327	2,091	1,911	2,043



Top 3 Facebook Posts for June:

- Library Will Be Closed on Juneteenth (6/13): 1,159 people reached ; 6 likes ; 4 shares
- Crochet Club and Take Apart photos (6/27): 1,000 people reached ; 11 likes ; 4 shares
- Candyland preview photos (6/28): 697 people reached ; 7 likes ; 3 shares

June Program Attendance:

Program	Date	Attendance	Age Group
Tales for Tots	6/3, 10, 17, 24	43	Children
Drive-In Movie Night	6/3	8	Children
Love2Sign	6/5, 12	19	Children
Music w/ Margie	6/6	11	Children
Writers Writing	6/6, 20	6	Adults
Surprise Saturday	6/7, 14, 21	17	Children
Art for All: Summer Paper Wreaths	6/9	4	Adults
Adult Movie Night: Jaws	6/11	4	Adults
LEGO STEM Club	6/12	5	Children
Pajama Storytime	6/17	0	Children
Crochet Club	6/18, 25	10	Children
Explore Creativity with Chris Van Allsburg	6/18	10	Children
Book Club Summer Combo Meeting	6/18	18	Adults
80 th Anniversary Tribute: CT Goes to War	6/24	13	Adults
Tinker & Take It Apart	6/25	29	Children
Life-Sized Candyland	6/28	100	Children
	Total:	297	

Board of Education: Following a mid-term vacancy on the RSD17 Board of Education, I was asked about my interest in serving the remainder of the departing member's term. I plan on accepting; my hope is that this will be a good way to improve communication and collaboration between RSD17 and the library.

Canceled Subscriptions: Due to rising prices and low usage, we decided to cancel our subscriptions to the Wall Street Journal and Brainfuse's VetNow database. Since we also canceled the Middletown Press and cut back on the New York Times due to their persistent delivery issues, the only papers we're still receiving are the Friday – Sunday issues of the NYT.

Summer Programming Update: We will be running our Return to Treasure Island escape room in the conference room all next week, 7/28 – 8/1. Also, we've had a strong response to our "Reading Dragons" reading incentive program for children; we've given out 98 packs of cards since the program started in June, which reflects 196 hours of logged reading. Due to the level of engagement we've seen so far, we plan to continue running it going forward.

Killingworth Library Assoc., Inc. CASH REPORT

June 30, 2025

WEBSTER CHECKING ACCOUNT

Beginning Balance \$1,441.07

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales		2,567.45	2,567.45
Fund Raising			
Annual Fund	415.00	17,641.00	18,056.00
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	2,410.00	1,962.50	4,372.50
Grant Income		7,500.00	7,500.00
Rental Income			0.00
Miscellaneous Income	76.00	152.15	228.15
Town Contribution		273,750.00	273,750.00
User Fees		1,751.25	1,751.25
TOTAL RECEIPTS	\$2,901.00	\$311,850.35	\$314,751.35
DISBURSEMENTS			
Books	4,603.80	32,440.12	37,043.92
Computers	58.49	2,974.07	3,032.56
Consortium Expenses		8,956.33	8,956.33
Copier Lease	201.00	2,202.31	2,403.31
Dues & Professional Dev.		1,656.67	1,656.67
Fundraising Expenses		1,791.05	1,791.05
Goodwill/Public Relations		433.29	433.29
Earmarked Expenses		10,518.84	10,518.84
Insurance			
Health	2,306.50	24,840.97	27,147.47
Liability/WC/D&O	8,737.00	2,782.32	11,519.32
Library of Things	139.19	957.40	1,096.59
Maintenance	2,068.48	10,492.16	12,560.64
Museum Passes		740.00	740.00
Office (supplies, equipment, fees)	419.09	4,833.94	5,253.03
Payroll Expenses	15,892.98	188,356.57	204,249.55
Programs - Adult	125.00	496.14	621.14
Programs - Children	1,382.16	3,063.88	4,446.04
Seed Library	6.92		6.92
Subscriptions	71.00	3,528.29	3,599.29
Unemployment Compensation		977.87	977.87
Utilities			
Electric	750.10	8,578.02	9,328.12
Oil		6,569.62	6,569.62
Telephone	171.32	1,391.84	1,563.16
To Petty Cash			
TOTAL DISBURSEMENTS	\$36,933.03	\$318,581.70	\$355,514.73
Transfer from Endowment	23,473.67		
Transfer from/to Money Market	25,000.00		
Transfer from/to Encumbered Savings			
Ending Checking Balance	\$15,882.71		

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$44,230.59
Deposits			
Withdrawals	25,000.00		
Interest Income	61.79		
Bank Charges			
		Ending Balance	\$19,292.38

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	153.87	Beginning Balance	\$47,422.69
Withdrawals	0.00	Ending Balance	\$47,576.56

BUILDING FUND

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

Interest Income	149.28	Total Ending E.S. Balance	\$61,518.56
-----------------	--------	---------------------------	--------------------

KILLINGWORTH LIBRARY ASSOCIATION, INC.
Endowment Report for Morgan Stanley Smith Barney
For the Period ending June 30, 2025

ACCOUNT SUMMARY

Bond Account

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$5,858.73	(\$2,322.38)	\$3,536.35
Certificates of Deposit	\$20,102.94	(\$20,102.94)	\$0.00
Taxable Bonds	\$468,463.80	\$1,246.88	\$469,710.68
Mutual Bond Funds	\$0.00	\$0.00	\$0.00
	\$494,425.47		\$473,247.03

Stock Account

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$108.89	\$2,832.91	\$2,941.80
Equities	\$477,629.01	\$5,727.19	\$483,356.20
EFTs (Exchange-Traded Funds)	\$116,896.50	\$7,497.00	\$124,393.50
Certificates of Deposit	\$0.00	\$0.00	\$0.00
	\$594,634.40		\$610,691.50

TOTAL ENDOWMENT \$1,083,938.53

INCOME SUMMARY - Interest and Dividends

Bond Account: \$2,651.29
 Stock Account: \$1,944.56

TOTAL INCOME THIS PERIOD: \$4,595.85

TOTAL INCOME PRIOR MONTHS: \$34,025.55

TOTAL INCOME THIS FISCAL YEAR: \$38,621.40

75% of Income To Date: \$28,966.05