

**The Killingworth Library Association
Board of Directors
June 23, 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, June 23, 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:

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

June 23, 2025

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

President's Report

Chris is away

Budget and Finance: Jan O'Sullivan

Attached are my reports for May. I've emailed Morgan Stanley and requested our annual withdrawal of interest and dividends from the endowment.

Building and Grounds

Solar Project: Bini was going to work with Tim to send letters to possible contractors, asking for estimates (not bids) printed and then have them mailed out.

We should follow up with a phone call to a selected number of companies .

The Killingworth Library Association

Board of Directors Meeting Minutes

Tuesday, May 27, 2025

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

Directors Excused: Dave Meixell, Mariah Miesel, Dick Otto, Gwenne Celmer

Staff present: Ben Sodergren, Library Director

The meeting was called to order at 7:02 pm

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

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

President's Report:

Chris reported that Chris Mello, Public Works director, has arranged for Chris Plumb, town tree warden, to come this week to evaluate the library area trees. Mello also indicated that the installation of an inclined ramp into the north parking lot and sidewalk repair will be done.

Library Director Report:

Ben's report was distributed before the meeting.

Treasurer's Report: Cash and Endowment reports for April were circulated prior to the meeting. Jan completed the required Workers Comp report for our insurer.

Fundraising:

Annual appeal total so far is about \$18,000, less than last year.

Friends of the Library:

In Mariah's absence, Chris summarized the kick-off Friends of the Library event celebrating the 100th anniversary of the publication of *The Great Gatsby*, held on May 10, at the Barrel House. The names of 6 people were collected who may be interested in the new Friends group.

Ben mentioned he will be happy to meet regularly with the Friends group.

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:

As mentioned last month, we do not plan to submit an application for the NAA grant this year. Criteria have changed and we will assess next cycle to determine possible needs depending on pavilion progress or other considerations.

Building & Grounds:

Dick, Tim, and Bini are in the process of sending out letters to about 30 contractors to request estimates for the solar project. Lucinda has conveyed to Heather Greenaway, potential donor, where things stand in the process.

There was discussion of a broken outdoor faucet, power washing of the exterior and roof.

There was discussion of the need to create housing in the basement to protect the IT infrastructure from dust but enable necessary airflow without adding bothersome noise from a fan.

Governance:

The update document for the Strategic Plan was circulated in advance and was reviewed by Ben. Next steps will include another community survey and an analysis of library use by day, time, and season. This will be helpful in seeing how things have changed since the last time it was done was right before Covid.

Other:

There was discussion about formulating a policy statement regarding background checks for staff and those working with children.

The next meeting will be held on Monday, June 23. Chris will be away, and Mariah will preside

Meeting adjourned at 8:17pm.

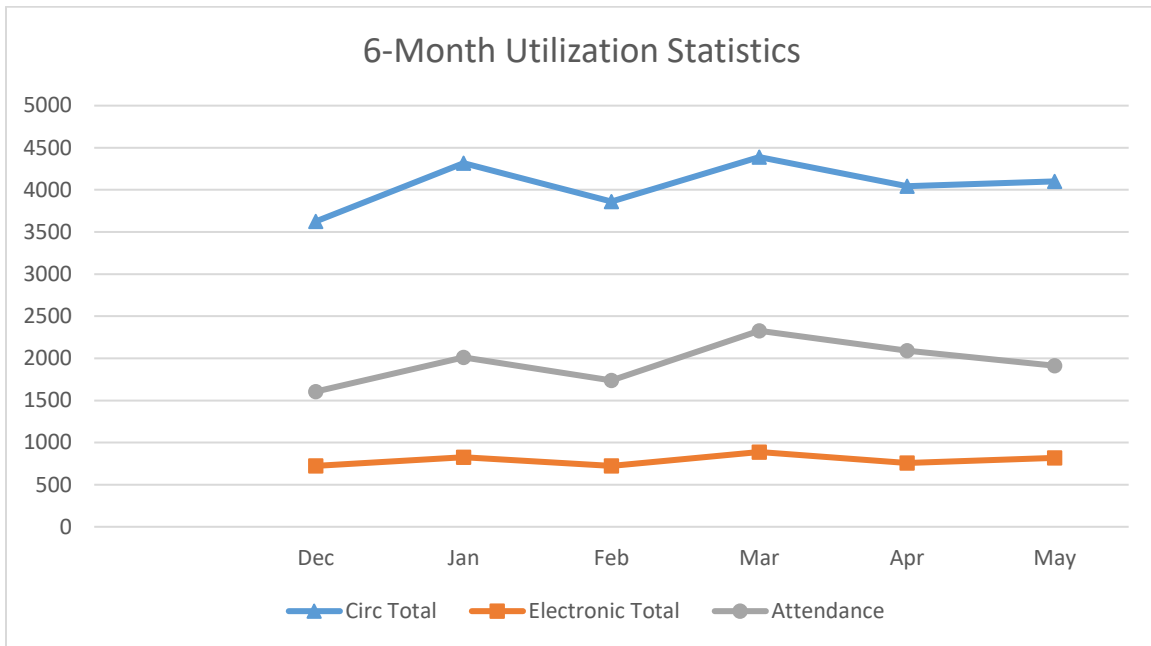
Respectfully submitted,

Lucinda Hogarty

Killingworth Library

June 2025 Library Director's Report

May Utilization Statistics:



Type	Service	Dec	Jan	Feb	Mar	Apr	May
Patron Stat	In-House Attendance	1,606	2,010	1,736	2,327	2,091	1,911
	PC Use	62	76	48	56	33	18
Circulation	Adult books	1,160	1,389	1,213	1,287	1,254	1,189
	Juvenile/Tween books	1,176	1,280	1,244	1,421	1,294	1,267
	YA books	28	28	39	36	33	30
	DVDs	205	355	302	335	337	371
	Audio CD Books	70	100	86	86	74	81
	Magazines	27	37	19	22	17	29
	Other (puzzles, passes, etc)	59	65	45	75	58	77
	Loaned to Other Libraries	177	235	191	239	220	239
	Other	0	0	0	0	0	0
Electronic	E-Checkouts Hoopla	315	343	321	329	312	300
	E-Checkouts Libby	192	255	222	298	254	261
	E-Checkouts Magazines	217	229	172	256	191	227
	BookFlix (Juv)	0	0	8	5	0	29
		Dec	Jan	Feb	Mar	Apr	May
Circ Total		3626	4316	3862	4389	4044	4100
Electronic Total		724	827	723	888	757	817
Attendance		1,606	2,010	1,736	2,327	2,091	1,911

Top 3 Facebook Posts for May:

- Inner Mama Bear flyer (5/11) - 1,262 people reached ; 7 likes ; 9 shares
- Sourdough Bread pics (5/2) - 1,234 people reached ; 4 likes ; 3 shares
- Gatsby event photos (5/12) - 861 people reached ; 9 likes ; 3 shares

May Program Attendance:

Program	Date	Attendance	Age Group
Love2Sign	5/1, 8, 15, 22, 29	44	Children
American Girl Doll Club	5/1	5	Children
Music w/ Margie	5/2, 9, 16, 30	59	Children
Surprise Saturday	5/3, 10, 17, 24, 31	40	Children
Tales for Tots	5/6, 13, 27	40	Children
Drive-In Movie Night	5/6	2	Children
Adult Movie Night: Midnight in Paris	5/7	3	Adults
Pajama Storytime	5/8	0	Children
Writers Writing	5/9, 5/23	14	Adults
Author Talk: Houdini's Last Handcuffs	5/9	30	Adults
Art for All: Painting with Acrylics	5/12	7	Adults
Tuesday Book Discussion	5/13	11	Adults
Mystery Book Club	5/15	10	Adults
String Some Bling This Spring	5/22	3	YA
LEGO STEM Club	5/27	5	Children
Prepare Your Inner Momma Bear!	5/30	8	Adults
	Total:	281	

Alarm Monitoring & Fire Panel: Due to Valley Shore discontinuing our alarm monitoring, we've signed up for Dallas Alarm Systems' monitoring service at a rate of \$45/month. This seemed to be the best route, since Larry Dallas already handles the library's alarm systems.

Larry was also here to resolve an issue with our burglar alarm, and noticed that our fire alarm panel needs to be replaced: ours is an older model that can only send out three-digit codes, and modern systems require four digits. He will be ordering a replacement panel, which he estimates will be \$800 - \$900.

2025 Town Picnic: We're signed up for this year's All Things Killingworth Town Picnic, on Saturday, October 4th at Deer Lake. There was no charge for our registration. Our table will be inside, like it was last year.

Lions Donation: I attended the Lions' Night of Giving on June 18th to collect our donation. The check is for \$2,000, to be used to develop our large print collection.

Killingworth Library Assoc., Inc. CASH REPORT

May 31, 2025

WEBSTER CHECKING ACCOUNT

Beginning Balance \$5,337.40

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales	372.10	2,195.35	2,567.45
Fund Raising			
Annual Fund	535.00	17,106.00	17,641.00
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	481.00	1,481.50	1,962.50
Grant Income	1,258.00	6,242.00	7,500.00
Rental Income			0.00
Miscellaneous Income	1.13	151.02	152.15
Town Contribution		273,750.00	273,750.00
User Fees	346.25	1,405.00	1,751.25
TOTAL RECEIPTS	\$2,993.48	\$308,856.87	\$311,850.35
DISBURSEMENTS			
Books	2,396.81	30,043.31	32,440.12
Computers	295.10	2,678.97	2,974.07
Consortium Expenses		8,956.33	8,956.33
Copier Lease	186.85	2,015.46	2,202.31
Dues & Professional Dev.	65.00	1,591.67	1,656.67
Fundraising Expenses		1,791.05	1,791.05
Goodwill/Public Relations	13.29	420.00	433.29
Earmarked Expenses	2,145.64	8,373.20	10,518.84
Insurance			
Health	2,306.50	22,534.47	24,840.97
Liability/WC/D&O		2,782.32	2,782.32
Library of Things		957.40	957.40
Maintenance	912.76	9,579.40	10,492.16
Museum Passes		740.00	740.00
Office (supplies, equipment, fees)	560.75	4,273.19	4,833.94
Payroll Expenses	16,042.51	172,314.06	188,356.57
Programs - Adult	150.00	346.14	496.14
Programs - Children	384.67	2,679.21	3,063.88
Seed Library			0.00
Subscriptions	528.35	2,999.94	3,528.29
Unemployment Compensation		977.87	977.87
Utilities			
Electric	730.73	7,847.29	8,578.02
Oil		6,569.62	6,569.62
Telephone	170.85	1,220.99	1,391.84
To Petty Cash			
TOTAL DISBURSEMENTS	\$26,889.81	\$291,691.89	\$318,581.70
Transfer from Endowment			
Transfer from/to Money Market	20,000.00		
Transfer from/to Encumbered Savings			
Ending Checking Balance	\$1,441.07		

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$64,105.12
Deposits			
Withdrawals	20,000.00		
Interest Income	125.47		
Bank Charges			
		Ending Balance	\$44,230.59

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	148.54	Beginning Balance	\$47,274.15
Withdrawals	0.00	Ending Balance	\$47,422.69

BUILDING FUND

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

Interest Income	153.87	Total Ending E.S. Balance	\$61,369.28
-----------------	--------	---------------------------	--------------------

KILLINGWORTH LIBRARY ASSOCIATION, INC.
Endowment Report for Morgan Stanley Smith Barney
For the Period ending May 31, 2025

ACCOUNT SUMMARY

Bond Account

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$5,211.31	\$647.42	\$5,858.73
Certificates of Deposit	\$20,031.70	\$71.24	\$20,102.94
Taxable Bonds	\$468,079.93	\$383.87	\$468,463.80
Mutual Bond Funds	\$0.00	\$0.00	\$0.00
	\$493,322.94		\$494,425.47

Stock Account

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$182.03	(\$73.14)	\$108.89
Equities	\$457,128.33	\$20,500.68	\$477,629.01
EFTs (Exchange-Traded Funds)	\$110,061.00	\$6,835.50	\$116,896.50
Certificates of Deposit	\$0.00	\$0.00	\$0.00
	\$567,371.36		\$594,634.40

TOTAL ENDOWMENT \$1,089,059.87

INCOME SUMMARY - Interest and Dividends

Bond Account: \$647.42
 Stock Account: \$530.01

TOTAL INCOME THIS PERIOD: \$1,177.43

TOTAL INCOME PRIOR MONTHS: \$32,848.12

TOTAL INCOME THIS FISCAL YEAR: \$34,025.55

75% of Income To Date: \$25,519.16