

**The Killingworth Library Association  
Board of Directors  
Oct. 27, 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, Oct. 27, 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](mailto:chris.larson.m@gmail.com)
- Lucinda Hogarty 860.450.9570, email: [lhogarty@gmail.com](mailto:lhogarty@gmail.com)

DATES TO REMEMBER:

- Recognition event: Sun, Oct. 26, 2 PM

Regular Governance/Management Tasks by Month

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

## 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

Oct. 27, 2025

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

### President's Report:

Annual campaign letter

Meeting with town officials

### Budget and Finance: Jan O'Sullivan

I completed the Quadrennial Tax Exemption Statement for the town and will submit it before the November 3 deadline. This certifies that we are exempt from property tax on our "tangible personal property." The endowment had another bond that matured. Our Morgan Stanley advisors contacted me, and the funds were reinvested in the highest interest-bearing bond that was available, which was 4.2%. A month ago, the bonds we were buying were around 4.4 - 4.5%, and all of these bonds are replacing ones that were yielding around 5%, so we will see some effect on annual earnings.

### Governance

#### **Vote on schedule of meetings**

### Policy

#### **Vote on required policies**

In June, our state legislature approved Public Act 25-168 Sec. 322, which created new statutory requirements for CT libraries. In order for us to continue receiving our annual incentive grants from the state, we were required to update our policies with certain language. Our updated policies have already been approved by the State Library. Now, they need the Board to vote to approve the changes.



# **The Killingworth Library Association**

## **Board of Directors**

### **Meeting Minutes - Monday, Sept. 22, 2025**

Directors Present: Chris Larson, Lucinda Hogarty, Jan O’Sullivan, Tim Emerson, Gwenne Celmer, Mariah Meisel, Bini Freeman, Dick Otto

- Directors Excused: Dave Meixell, Jim McDonald, Holly Perry, Lise Brule
- Staff present: Ben Sodergren, Library Director

The meeting was called to order at 7:08 pm

Consent Agenda: Gwenne made a motion to approve; seconded by Jan. Passed.

Minutes of August 25, 2025 meeting: Approved as submitted.

#### President’s report:

Chris will draft the annual appeal letter, Jan will edit, and Lucinda will get it to the printer.

Chris has invited the Greenaways to meet with the Board or with him to discuss the solar project.

Discussion about the status of the project ensued. Tim has received 3 ballpark estimates, indicating that a project for roof panels would run somewhere around \$75,000 to \$100,000, but would depend on the condition of the roof (last replaced in 2014).

Chris and Ben are going to meet with Clark Judge (HK News writer) to provide him with info about the new roles of volunteers at the Library.

#### Library Director Report:

Ben’s report was distributed before the meeting. He highlighted the ongoing efforts to refresh the teen area and mentioned that the Traveling Toys application has been submitted for our toy library grant to CFMC. We provided a letter of support and a list of toys to be used for budgeting. Our list also includes materials for the YA area, with Dungeons & Dragons books and a collection of Nintendo Switch games. This grant will require roughly \$2,300 in matching funds from KLA; that can be drawn from the remaining Library of Things funds.

Budget and Finance: Jan’s reports were submitted before the meeting. She noted that the IRS 990 was “accepted.” She compiled the annual CT State Library Report numbers and has forwarded them to Ben. Some bonds in the Endowment account are coming due over the next few months and she is going to consult with Morgan Stanley about that tomorrow. Although interest rates are now lower, Webster Bank has been proactive about renewing beneficial rates for the money market funds. She has taken care of payroll and other potential financial needs for the 2-week period that she will be out of the country.

Fundraising:

Mariah is mailing corporate sponsorship requests this week. We should discuss ideas for another fundraiser in the fall/winter we can start working on. (Gift wrapping event?)

Lucinda brought up the idea of indoor mini-golf again.

Building & Grounds:

[Solar project discussion covered under President's report]

Town to contact neighbor re tree cutting, for tree on property line.

Recognition:

- We are planning a catered volunteer recognition event for Oct. 26, at 2 PM. Library Board volunteers are needed.

Governance:

There are openings on the board.

Other:

Town Picnic. Oct. 4. The library will offer a crafting project related to the nation's 250<sup>th</sup>.

Meeting adjourned at 8:10 pm.

Respectfully submitted,

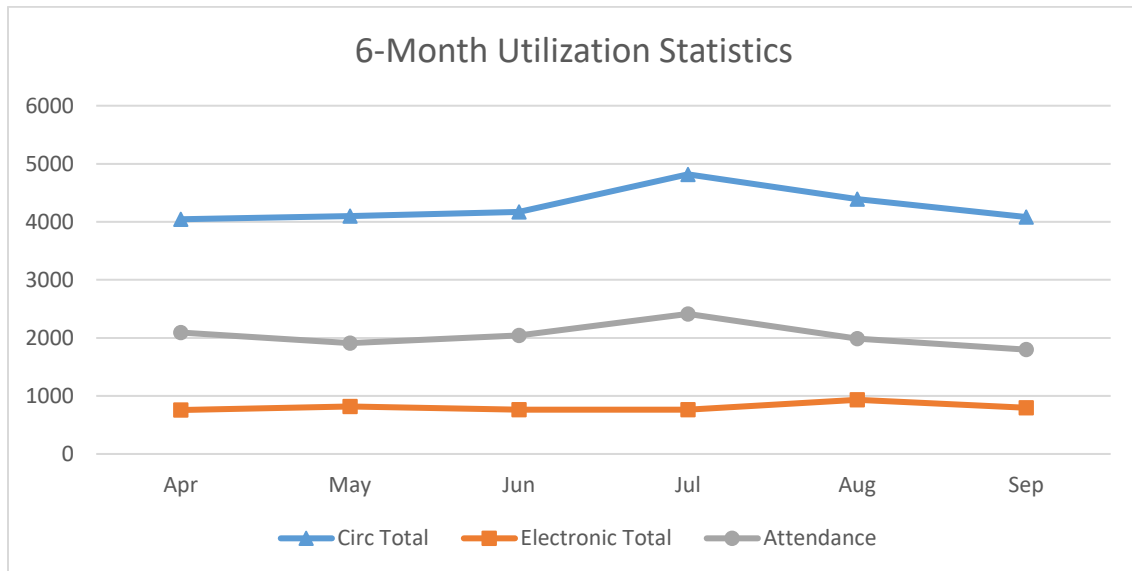
Lucinda Hogarty

## Killingworth Library

### October 2025 Library Director's Report

#### September Utilization Statistics:

Type	Service	Apr	May	Jun	Jul	Aug	Sep
Patron Stat	In-House Attendance	2,091	1,911	2,043	2,413	1,986	1,798
	PC Use	33	18	39	51	53	45
Circulation	Adult books	1,254	1,189	1,247	1,452	1,418	1,280
	Juvenile/Tween books	1,294	1,267	1,326	1,707	1,285	1,292
	YA books	33	30	30	50	54	58
	DVDs	337	371	363	419	296	234
	Audio CD Books	74	81	82	77	90	79
	Magazines	17	29	19	25	23	18
	Other (puzzles, passes, etc)	58	77	100	95	63	61
	Loaned to Other Libraries	220	239	239	228	230	260
Electronic	E-Checkouts Hoopla	312	300	282	314	368	343
	E-Checkouts Libby	254	261	274	261	369	304
	E-Checkouts Magazines	191	227	200	190	196	151
	BookFlix (Juv)	0	29	9	0	0	0
		Apr	May	Jun	Jul	Aug	Sep
Circ Total		4044	4100	4171	4818	4392	4080
Electronic Total		757	817	765	765	933	798
Attendance		2,091	1,911	2,043	2,413	1,986	1,798



#### Top 3 Facebook Posts for September:

- Killingworth mills display, with photo (9/7): 550 people reached ; 6 likes ; 5 shares
- Banned Book Discussion promo, with flyer (9/27): 522 people reached ; 6 likes ; 7 shares
- Book Sale promotion, with flyer (9/6): 489 people reached ; 6 likes ; 5 shares

### September Program Attendance:

Program	Date	Attendance	Age Group
Tales for Tots	9/2, 9, 16, 23, 30	50	Children
CT Goes to War – Part 2	9/2	18	Adults
Adult Movie Night: Ghostlight	9/3	6	Adults
Minecraft Club	9/4, 11, 25	15	Children
Writers Writing	9/5	10	Adults
First Saturday Crafts	9/6	0	Children
Surprise Saturday	9/6, 13, 20, 27	20	Children
Art for All	9/8	1	Adults
Tuesday Book Discussion	9/9	11	Adults
American Girl Doll Club	9/11	3	Children
International Dot Day	9/16	2	Children
Leaf Printed Note Cards	9/16	14	Adults
Mystery Book Club	9/18	10	Adults
LEGO STEM Club	9/23	15	Children
Love2Sign	9/25	15	Children
Pajama Storytime	9/25	0	Children
Music w/ Margie	9/26	4	Children
Whimsy Bracelets	9/30	0	Children
Drive-In Movie Nights	9/30	3	Children
Paws 2 Read		3	Children
Homeschool Book Clubs (3 age groups)		14	Children
	<b>Total:</b>	<b>214</b>	

**New Statutory Requirements:** This year, our legislature passed Public Act 25-168 Sec. 322, which requires that libraries have certain policies in place, and adopt specific statutory language in those policies. Our policies have already been brought into compliance, submitted to the State Library, and approved. In order for us to continue being eligible for the state's Incentive Grants, the Board will need to vote to approve these changes. The policies were sent for the Board's consideration on 10/23.

**Annual Report:** Our annual report to the State Library was submitted. This report collects our data on circulation, attendance, programming, and more, and must be submitted yearly for libraries to be eligible for state Incentive Grants. It will take some time for this year's reports to be finalized and published, but they will be publicly available on the State Library's website afterward. In the meantime, I can provide copies of our data upon request.

**Bookflix:** After weighing the subscription price against our usage reports, we have opted not to renew Scholastic Bookflix for the coming year.

**Baker & Taylor:** This month, we received a sudden and surprising notice that Baker & Taylor, a major library book supplier, is shutting down. The Board may be familiar with the fact that we used to obtain around 20% of our books through B&T's leasing program rather than purchasing them outright. I stopped leasing books back in 2023, and now we obtain our books almost exclusively through Ingram; so, we are happily unaffected by this news.

# Killingworth Library Assoc., Inc. CASH REPORT

September 30, 2025

## WEBSTER CHECKING ACCOUNT

Beginning Balance

\$2,311.03

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
<b>REVENUES</b>			
Book Sales	866.00	493.50	1,359.50
Fund Raising			
Annual Fund	200.00	1,350.00	1,550.00
In House Sales Items			0.00
Amazon Smile/iGive/PayPalGiving			0.00
Art Sales			0.00
Miscellaneous			0.00
Gifts Received	50.00	409.00	459.00
Grant Income			0.00
Rental Income			0.00
Miscellaneous Income	26.00	20.44	46.44
Town Contribution		142,500.00	142,500.00
User Fees	26.00	403.75	429.75
<b>TOTAL RECEIPTS</b>	<u>\$1,168.00</u>	<u>\$145,176.69</u>	<u>\$146,344.69</u>
<b>DISBURSEMENTS</b>			
Books	2,496.29	2,900.69	5,396.98
Computers	160.46	327.37	487.83
Consortium Expenses		9,164.00	9,164.00
Copier Lease	188.80	488.42	677.22
Dues & Professional Dev.	656.00		656.00
Fundraising Expenses			0.00
Goodwill/Public Relations	208.45	186.37	394.82
Earmarked Expenses			0.00
Insurance			
Health	2,306.50	4,613.00	6,919.50
Liability/WC/D&O		(49.00)	(49.00)
Library of Things	117.09		117.09
Maintenance	735.75	1,296.40	2,032.15
Museum Passes		600.00	600.00
Office (supplies, equipment, fees)	279.98	897.48	1,177.46
Payroll Expenses	16,161.12	40,666.12	56,827.24
Programs - Adult	476.61	209.40	686.01
Programs - Children	60.15	542.20	602.35
Seed Library			0.00
Subscriptions	94.95	1,645.42	1,740.37
Unemployment Compensation		378.98	378.98
Utilities			
Electric	883.95	2,038.41	2,922.36
Oil			0.00
Telephone	175.99	343.11	519.10
To Petty Cash			
<b>TOTAL DISBURSEMENTS</b>	<u>\$25,002.09</u>	<u>\$66,248.37</u>	<u>\$91,250.46</u>
Transfer from Endowment			
Transfer from/to Money Market	35,000.00		
Transfer from/to Encumbered Savings			
Ending Checking Balance	<b>\$13,476.94</b>		

<b>WEBSTER BUSINESS MONEY MARKET</b>		Beginning Balance	\$112,356.56
Deposits	0.00		
Withdrawals	35,000.00		
Interest Income	234.39		
Bank Charges			
		Ending Balance	<b>\$77,590.95</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	154.95	Beginning Balance	\$47,851.02
Withdrawals	0.00	Ending Balance	<b>\$48,005.97</b>

**BUILDING FUND**

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

Interest Income	150.32	Total Ending E.S. Balance	<b>\$61,949.01</b>
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**KILLINGWORTH LIBRARY ASSOCIATION, INC.**  
**Endowment Report for Morgan Stanley Smith Barney**  
**For the Period ending September 30, 2025**

**ACCOUNT SUMMARY**

**Bond Account**

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$5,741.81	\$22,922.31	\$28,664.12
Certificates of Deposit	\$0.00	\$0.00	\$0.00
Taxable Bonds	\$472,552.12	(\$22,833.27)	\$449,718.85
Mutual Bond Funds	\$0.00	\$0.00	\$0.00
	<b>\$478,293.93</b>		<b>\$478,382.97</b>

**Stock Account**

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$2,767.72	\$1,282.77	\$4,050.49
Equities	\$510,703.97	\$8,079.10	\$518,783.07
EFTs (Exchange-Traded Funds)	\$130,693.50	\$1,701.00	\$132,394.50
Certificates of Deposit	\$0.00	\$0.00	\$0.00
	<b>\$644,165.19</b>		<b>\$655,228.06</b>

**TOTAL ENDOWMENT     \$1,133,611.03**

**INCOME SUMMARY - Interest and Dividends**

Bond Account:	\$5,023.00
Stock Account:	\$1,944.58
<b><u>TOTAL INCOME THIS PERIOD:</u></b>	<b>\$6,967.58</b>
<b>TOTAL INCOME PRIOR MONTHS:</b>	<b>\$4,673.61</b>
<b><u>TOTAL INCOME THIS FISCAL YEAR:</u></b>	<b><u>\$11,641.19</u></b>
<b>75% of Income To Date:</b>	<b>\$8,730.89</b>

# Collection Development and Maintenance Policy

## Purpose and Scope

The purpose of this policy is the development and maintenance of an outstanding, well-balanced collection containing the best and most useful materials available to meet the needs of the Killingworth community within the limits imposed by funds and space. A comprehensive range of the interests, tastes, viewpoints, values, and levels of ability will be represented. This policy will guide the librarians and inform the public of the principles upon which selections are made.

Materials will be selected to provide information, education, cultural enrichment and leisure time activity.

All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

The library makes every effort to provide library materials for the interest, information, and enlightenment of all residents. Library materials should represent a wide range of varied and diverging viewpoints in the collection as a whole. The library recognizes the importance of the public library as a place for voluntary inquiry, the dissemination of information and ideas, and promotion of free expression and free access to ideas by residents.

The library's resources include, but are not limited to, books, periodicals, newspapers, pamphlets, documents, video and audio materials, and computer software. Additional forms of information and communications are considered as they develop. The library supplements its collections with the Interlibrary Loan Program.

## Responsibility of Selecting Library Materials

This policy shall be the responsibility of the Board of Directors and is to be administered by the Library Director. Material selection is the responsibility of the Library Director and, under their direction, members of the library's professional staff in accordance with the selection policies as adopted by the Board of Directors. Librarians are professionally trained to curate and develop a collection that provides access to the widest array of library and education materials.

## Selection Criteria

Selection of materials is based on the professional knowledge and judgment of the library staff, whose expertise includes familiarity with a broad range of materials, appreciation of the strengths and

weaknesses of the existing collection, and awareness of the needs and standards of the community. Staff members consult standard bibliographic works and published reviews in professional and general periodicals for evaluation of available materials. High standards of quality are maintained in the selection of materials, with application of one or more of the following criteria:

- Reputation or significance of author
- Skill, competence, and/or purpose of author
- Value as a resource material
- Suitability of physical form for library use
- Appropriateness of subject and style for intended audience
- Relation to existing collection and other materials on the subject
- Price and availability of funds
- Timeliness, reflecting new areas of knowledge or changing conditions of the contemporary scene
- Attention of critics, reviewers and/or public
- Heavy demand for popular items
- Literary or artistic merit

Suggestions from patrons are welcome and will be given consideration within the limits of the policies of the library.

Juvenile materials are selected with the same care and judgment as adult materials and are kept on open shelves where they are available to all children. Children may borrow materials from the entire collection, including the adult collection. Ultimate responsibility for children's choice of reading matter rests with the parents or guardians.

The library is not designed to furnish material for curriculum study in schools, but to complement that study. The library will support the school curriculum in a general way, choosing materials of interest for the whole community. Multiple copies for class study will not be purchased. Textbooks may be purchased when the subject content constitutes the best available source of needed information.

## **Digital Collections/Databases**

Wherever possible, the Library makes electronic information available in the Library and remotely. In choosing to purchase or license electronic databases, the Library applies the same standards for selection as for print materials. However, the Library recognizes that it does not have the same control over

electronic databases as it has over its in-house print materials. The Library will make every effort to provide assistance and ensure that the public learns how to use its electronic databases.

## **Collection Maintenance**

Maintenance of the collection includes discarding, replacement, rebinding, and repair. Records for missing materials will be periodically reviewed. Titles that are still deemed to be suited for the collection will be replaced, unless they have become prohibitively difficult or costly to re-acquire. Titles no longer considered useful – in accordance with the deselection criteria below – will not be replaced, and their records withdrawn from the catalog.

An attempt will be made to repair damaged materials, if it seems possible to return them to a satisfactory condition. Materials damaged beyond repair will be removed, and a decision to replace them made using the same process as for missing materials.

## **Weeding**

Weeding, or deselection, is a procedure for a librarian to review library and educational material within a public library using professionally accepted standards: material relevance, physical condition, availability of duplicates, availability of age appropriate or grade-level material, and continued demand of material. Materials are weeded on a regular basis to maintain the usefulness of the collection, and to free up shelf space for newer items. The following factors are also taken into consideration when determining whether an item should be subject to deselection:

- Circulation statistics
- Publication date
- Currency of information
- Availability of newer or more valid materials
- Availability of the item from other sources
- Relevancy to the local community

Titles of permanent value and materials of local significance may be spared weeding even if they otherwise meet the criteria for so doing.

The Library Director is responsible for approving the deselection of materials. Items which are the subjects of materials complaints will not be deselected based on this policy, but will follow the separate removal procedure outlined in the Collection Reconsideration Policy.

## **Gifts and Donations**

The Killingworth Library Association encourages gifts of books, other printed materials, works of art, computers, audio or video materials, or money for the purpose of enhancing the library's collection.

The library will accept gifts of the above list with the understanding that those gifts which meet the standards set forth in this policy or enhance the library collection in some unique way will be retained. Other gifts will be disposed of in whatever manner the library determines to be the most suitable, including but not limited to the following:

- gifts to other libraries or nonprofit institutions
- exchanges for needed materials of equal value
- sales, with the proceeds to be used in support of the library.

Gifts of non-book materials such as art or equipment are considered on an individual basis. The Board of Directors, the donor, and the Library Director will be involved in any discussions, negotiations, and decisions concerning the gift.

The library discourages gifts with extensive restrictions because those restrictions may make it impossible or impractical for the library to fulfill its function of appropriately serving the Killingworth community. A gift will be accepted if it is of sufficient value to the library, its patrons, and its programs.

Because of function and space, the library cannot promise to maintain a collection of books as a single entity segregated from the circulation and reference collections. The library reserves the right to make decisions as to the most appropriate use and housing of a gift collection or group of books.

Under no circumstances will the library act as an appraiser. All gifts, monetary and otherwise, become the property of the Killingworth Library Association. The donor will be asked to sign an authorization form so stating. The form may be obtained from the Library Director.

## **Controversial Materials**

The library recognizes that some materials may offend some patrons. Selections will not be made on the anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of library patrons.

Responsibility for the reading, listening, and viewing habits of children rests with their parents or legal guardians. Selection of adult material will not be inhibited by the possibility that books may inadvertently come into possession of children. Library materials will not be marked or identified to show approval or

disapproval of the contents; to indicate their political, religious, or social point of view; or to indicate that an item is or may be controversial. No catalogued book or other item will be removed from the open shelves except for the express purpose of protecting it from mutilation or theft.

The decision by an author, publisher, or other content creator to withdraw their work from the market and stop selling or publishing it will not be considered sufficient reason alone for the library to withdraw it from the collection.

## **Intellectual Freedom and Censorship**

The library recognizes not all users will greet all materials with the same degree of enthusiasm and regard. Therefore, some materials selected for the collections may seem controversial and even distasteful to some library users. It is the right of the individual not to read, view or hear materials that the individual considers objectionable. It is never the right of any library user or users to deny access to library materials to others. The freedom to choose from a broad range of informational and artistic materials will not be abridged.

When evaluating library materials the Library Bill of Rights, Freedom to Read, and Freedom to View statements from the American Library Association are used as guiding documents.

## **Material Review and Reconsideration Policy**

A patron objecting to any part of the collection should first be offered a copy of this Collection Development Policy to read. If the patron still questions the material, they should fill out the attached form, "Request for Reconsideration of Library Materials," and submit it to the librarian, who will forward it to the Board of Directors. The decision of the Board of Directors will be based on the principles set forth in this Collection Development Policy. The library limits reconsideration requests to residents of Killingworth.

Please see our Library Material Review and Reconsideration Policy and form for further information on this process.

# Display Policy

## Purpose

This policy is formulated to provide guidelines for the use of display and exhibit areas in order to assure that the use of said areas is provided on an equitable basis to all individuals and groups that request it.

Library displays are provided for the interest, information, and enlightenment of all residents.

## Policy

The Killingworth Library Association recognizes the importance of displays as resources for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. With a strong focus on encouraging the love of reading, lifelong learning, and creativity, we establish responsive connections between the diverse needs of our community, our collections, our digital services, and an array of engaging programming. A key aspect of our approach is the creation of thoughtfully curated displays, which play an essential role in informing and inspiring individuals of all ages and diverse backgrounds. Displays are provided for the interest, information and enlightenment of all residents, represent a wide range of varied and diverging viewpoints, and provide access to content that is relevant to the research, independent interests and educational needs of residents.

## Principles and Criteria

The final responsibility for the display of library materials is held by the Library Director, but day-to-day responsibility is shared by library employees throughout the library that are professionally trained to curate and develop displays.

## Bulletin Boards

The community bulletin board located outside the children's room is available for public use. The library endeavors to provide the public with as much bulletin board space as possible on a first come-first served basis, subject to the following conditions:

- Requests for display space must be made to library staff.
- Priority will be given in the following order:
  1. Library use
  2. Announcements of events sponsored by Killingworth non-profit agencies or groups
  3. Announcements of events in neighboring towns, sponsored by non-profit agencies, which are likely to attract Killingworth residents
  4. Announcements from Killingworth residents offering goods and services
  5. Announcements from other individuals offering goods and services

- Materials will be discarded as soon as they are outdated, after they have been displayed one month, or as space considerations mandate, in keeping with the above listed priorities.
- The display of an item does not constitute library endorsement.
- Petitions are not permitted except for library purposes.

## **Exhibits**

The Killingworth Library encourages the use of its display case to allow creative persons and knowledgeable collectors the opportunity to share their talents with the general public and to aid the library in its objective of furthering the educational and cultural growth of its patrons.

All exhibit items are loaned to the library free of charge for a specified time period not to exceed one month and are subject to the following conditions:

- The library may exhibit items and materials of educational and cultural interest to the community in its display/exhibit area as long as they do not interfere with the daily conduct of library business and as long as it is made clear that the library does not necessarily endorse their contents or points of view.
- All materials submitted must be approved by the Library Director prior to their exhibition. The decision of the Library Director may be appealed to the Board of Directors of the library.
- Exhibits will be chosen based on space limitations.
- The exhibit will be set up jointly by the exhibitor and a member of the library staff at a mutually agreeable time.
- The library is not in any way involved in the sale of any exhibit item. No prices or price list is to appear with the exhibit. The exhibitor's name and address and/or telephone may be made available to patrons expressing interest.
- Public relations will be handled by the Library Director unless prior arrangement is made.

## **Outdoor Exhibits**

Outdoor signs and exhibits, with the exception of those advertising library events, may not be placed on the library lawn.

## **Intellectual Freedom and Censorship**

The choice of library materials by patrons is an individual matter. The library recognizes that some materials may be controversial or offensive to an individual, but maintains that individuals can apply their

values only to themselves. The selection of library materials is predicated on the patron's right of access to information and freedom from censorship. Selections will not be made on the basis of anticipated approval or disapproval, but on the merits of the material itself. Selection of materials will not be inhibited by the possibility that materials may inadvertently come into the possession of or be seen by minors. No one can exercise censorship to restrict access to library materials by others. It is the parents' or guardians' responsibility to determine which library materials are appropriate for their children. The Killingworth Library Association supports intellectual freedom and endorses the American Library Association (ALA) Freedom to Read Statement, Freedom to View Statement, the Library Bill of Rights and all relevant interpretations.

## **Procedures for Questioning of Library Displays by Patrons**

The library limits consideration of requests to reconsider material, displays, or programs to residents of Killingworth. Please see our Material Review and Reconsideration Policy for more information. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

# Material Review and Reconsideration Policy

The library welcomes expressions of opinion concerning materials, programs or displays. A Killingworth resident with a vested interest who wishes that a specific item, program or display be reconsidered is asked to complete and submit a Reconsideration Form. In accordance with Public Act 25-168 Sec. 322, 323, the Killingworth Library abides by the following statutory requirements:

- All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.
- No library material, display or program shall be removed, or programs be cancelled, because of the origin, background or viewpoints expressed in such material, display or program or because of the origin, background or viewpoints of the creator of such material, display or program.
- Library materials, displays and programs shall only be excluded for legitimate pedagogical purposes or for professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy or the display and program policy.
- The materials review and reconsideration process for town residents to challenge any library material, display or program shall neither favor nor disfavor any group based on protected characteristics.
- Requests to reconsider material, displays, or programs, are limited to individuals residing in Killingworth.
- The individual completing a reconsideration form must include specific information about which portion or portions of such material they object to and provide an explanation of the reasons for such objection. The Request for Reconsideration form must include the individual's full legal name, address and telephone number.
- Reconsideration requests are not confidential patron records under section 11-25 of the general statutes.

- Any library material being challenged will remain available in the library according to its catalog record and be available for a resident to reserve, check out or access until a final decision is made by the library director.

- Any librarian or staff member of a public library who, in good faith, implements the policies described in this section shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.

### **Review Process:**

The library director, along with appropriate staff, will evaluate the request for reconsideration form, read the challenged material in its entirety, evaluate the challenged material against the collection development and maintenance policy and make a written decision on whether or not to remove the challenged material not later than sixty days from the date of receiving such request. The library director shall provide a copy of the library director's decision and report to the individual who submitted the form.

The final authority regarding the removal or retention of library materials ultimately resides with the Library Board of Trustees/Directors. Any appeal of the decision of the library director should be made, in writing, to the Library Board of Trustees/Directors.

The Library Board, after evaluating the challenged material under the collection development and maintenance policy, shall:

- (A) consult with (i) the library director, (ii) the State Librarian, or the State Librarian's designee, (iii) a representative of the cooperating library service unit, as defined in section 11-9e of the general statutes, (iv) the president of the Connecticut Library Association, or the president's designee, and (v) the president of the Association of Connecticut Library Boards, or the president's designee,
- (B) deliberate on such request for reconsideration,
- (C) provide a written statement of the reasons for the reconsideration or refusal to reconsider the library material, and
- (D) provide any final decision that is contrary to the decision of the library director.

A resource that has previously been reconsidered by request shall be exempt from additional requests for reconsideration for three years following being retained in the Library's collection despite a formal request for reconsideration. The Library Director shall summarize the previous decision in response to any new request for reconsideration during that three-year time period. Additionally, the Library Director may consolidate any requests for consideration of the same challenged library material.

The Library is prohibited by state statutes from removing, excluding or censoring any book on the sole basis that an individual finds such book offensive.

# Program Policy

## Purpose

The Killingworth Library Association, in keeping with its mission of championing lifelong learning and stimulating curiosity and creativity, develops and presents programs that provide information, education, and entertainment. Programming is an integral component of library services that promotes and complements the library's other services and collections. It supports the library's role as the center of the community. Programs are provided for the interest, information and enlightenment of all residents and aim to represent a wide range of varied diverging viewpoints and will provide access to content that is relevant to the research, independent interests and educational needs of residents. The library recognizes the importance of displays and programs as resources for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. This policy provides guidelines for the development, management, and oversight of programs presented by the library.

## Key Definitions

A library program is a free event, virtual or in-person, planned by the library staff for the benefit of those members of the public who opt to attend. It may involve outside facilitators, presenters, or performers and may be presented in cooperation with other entities. Use of a public meeting room by an organization or individual to hold a public event is *not* a library program.

## Roles and Responsibilities

The Board of Directors delegates development, presentation, and oversight of programs to the Library Director and staff.

Designated library staff are responsible for the development, coordination, and supervision of library programs. The final responsibility for any programs is held by the Library Director, but day-to-day responsibility is shared by library employees who are professionally trained to curate and develop programs.

Designated library staff are responsible for the publicity of library programs. Publicity includes posts on social media, information shared with press and local organizations, physical flyers in the library, and listings on the library's virtual calendar. The library is not responsible for the publicity of events held on library property by other organizations or individuals.

Attendees are responsible for complying with the library's Behavior Policy.

## Program Selection

The library strives to present programs that are educational, informational, cultural or recreational and avoids programs that do not meet these standards. Topics, content and timing of library programs are developed with consideration of available resources and keeping community needs and interests in mind. Program selection is based upon the suitability of topic, format and intended audience. A program will not be excluded because its topic may be regarded by some as controversial. Library sponsorship of a program does not constitute or imply an endorsement of the content or of the presenter of the program. The library provides programs created or curated by librarians or staff members of the public library as well as allowing displays and programs created by members of the public or community groups and exhibited in the public library.

- Library programs must have an educational, informational, cultural or recreational value to the community. Programs of a purely commercial nature or those designed for the solicitation of business will not be offered by the library.
- Programs that support or oppose any political candidate or ballot measure will not be approved or offered by the library. However, educational programs, such as candidate forums that include invitations to all recognized candidates, may be offered.
- Programs that support or oppose a specific religion will not be approved or offered. Programs are planned to be inclusive of all cultures and of all religions and no religion. Library programs may address religious themes to educate or inform, but not to promote, observe or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of library patrons.

## **Program Development, Coordination, and Supervision**

Library programs may originate from library staff, partnering institutions, or members of the public. In the event of a co-sponsored program, supervision of the program may be delegated to the co-sponsoring organization depending on the timing and venue of the program. All programs sponsored or co-sponsored by the library, however, must abide by this policy regardless of where they are hosted.

## **Program Access**

Library programs are free and open to the public on a first-come first-serve basis, with priority given to registered patrons. Registration can be completed in advance online or at our circulation desk. For programs targeted to a certain audience, e.g. children or teens, and promoted as such, preferential admission may be offered to those groups on a first-come first-serve basis, limited to those individuals as the library deems appropriate.

## **Virtual Programs**

Some library programs may be offered using a virtual meeting platform that registered patrons may use to access the program from their own internet-enabled devices. Patrons attending virtual programs are expected to adhere to the library's Behavior Policy, and failure to do so may result in their immediate removal from said program. The library will make all reasonable efforts to ensure the digital security of virtual events, but attendees must understand that all online activity carries some degree of risk.

Patrons are required to provide their own equipment and internet connection to attend virtual programs. The library will make a good faith effort to utilize platforms that will be compatible with the widest array of hardware and software, but makes no guarantee that every patron will be capable of accessing every virtual library program successfully. Nor can the library guarantee the quality of audio, video, or internet connection of program presenters or attendees.

## **Program Materials**

Books or other ancillary materials related to the content of a program may be offered for sale at a library program as a convenience to attendees.

## **Program Evaluation**

To provide the highest quality and most useful programming, library staff will gather information about program results – such as number of attendees – to guide future programming decisions. Outcomes such as how well the content of a program helped attendees learn about the program's topic will be gathered at times when such data is required, such as for grant reporting, or when it would be otherwise helpful for evaluation.

## **Procedures for Questioning of Library Programs by Patrons**

The library limits consideration of requests to reconsider material, displays, or programs to residents of Killingworth. Please see our Material Review and Reconsideration Policy for more information. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.