

**The Killingworth Library Association
Board of Directors
Sept. 22, 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, Sept. 22, 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:

- 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 |
| September: | February: |
| <ul style="list-style-type: none">• Annual report to the town (the request from the town can occur at different times) | <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">• Draft annual campaign solicitation letter and arrange for printing (Technique Printers) and bulk mailing (Deep River P.O.) | <ul style="list-style-type: none">• Review Strategic Plan |
| November: | April: |
| <ul style="list-style-type: none">• Annual appeal letter sent | <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">• Review holiday schedule for following year• Nominate slate of officers | <ul style="list-style-type: none">• Staff performance review• Plan NAA submission |
| January: | June: |
| <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">• 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

Sept. 22, 2025

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

President's Report:

- discuss the pavilion next steps and town allocation
- invitation to Greenaways re solar project
- updating the library logo, next steps

Budget and Finance: Jan O'Sullivan

I filed our 990 tax return. The bulk mail permit is coming due on October 11; I will renew it then. There is enough money in our account at the post office for the annual fund letter to go out, either before or after that date. I will be out of the country from 9/24 until 10/9. I will leave paychecks with Ben for the pay period just as I leave and the one just as I come back. Lise will have access to some checks in case there are any expenses that pop up and have to be paid before I get back.

Building and Grounds

From Dick Otto:

BOD needs comprehensive update re: proposed PV system, outcome of Holly & Gwenne's meeting with Selectman Couture, communications with Greenaways and necessary next steps.

Fundraising

Mariah in process of sending out corporate sponsorship appeal letters and would like to know about doing a fundraiser in Q4 and would like any suggestions or board members interested in helping me on that.

Recognition event:

planning group to meet, volunteers needed. Oct. 26.

The Killingworth Library Association

Board of Directors

Meeting Minutes - Monday, Aug. 25, 2025

Directors Present: Chris Larson, Lucinda Hogarty, Lise Brule, Jan O’Sullivan (on Zoom), Tim Emerson, Jim McDonald, Holly Perry, Gwenne Celmer

- Directors Excused: Mariah Meisel, Bini Freeman, Dick Otto
- Absent: Dave Meixell
- Staff present: Ben Sodergren, Library Director

The meeting was called to order at 7:08 pm

Consent Agenda: Jim McDonald made a motion to approve; seconded by Tim Emerson. Passed.

Minutes: Motion to approve corrected minutes (a typo) by Gwenne Clemer, seconded by Jim McDonald. Passed.

- Change “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. “
- TO
- “We may want to explore participating in the next Town wide tag sale, **to** get rid of some things in storage that we no longer need. “

President’s report

Chris will reach out to Annie Stirna on the Bd. Of Finance for clarification about the \$40,000 approved in the 25-26 capital budget for the library pavilion. We will then take the next steps to designate a point person to proceed with the steps necessary for the town to issue an RFP.

There was discussion about protecting the server located in the basement. Ben will follow up.

There was discussion about refreshing the library logo. Gwenne will put together a criteria list, which then could be used for the selection process. A competition was suggested.

Library Director Report:

Ben’s report was distributed before the meeting.

- He reported that we were not successful in our Dollar General grant application for funding of WonderBooks (talking books).
- He described the STEM astronomy program called YouthAstroNet.
- The John Hines memorial plaque has been placed by the third dogwood tree.
- Current volunteers are being informed of the change to paid staff at the circulation desk. We are planning a recognition event for Oct. 26, at 2 PM. Library Board volunteers are needed to arrange refreshments, gift ideas, and organize a plaque listing names and dates of service, etc.

Budget and Finance:

Jan noted that the annual report has been sent to Marcel Couture. She mentioned that Helen Mahoney is stepping down from her longtime volunteer role of maintaining the database of donors to the Annual Fund. Holly will discuss this role with Bini and Jan will follow up.

Fundraising:

Mariah would like to proceed with corporate sponsorship requests. We should discuss ideas for another fundraiser in the fall/winter we can start working on.

Gwenne asked everyone to come up with a fundraising idea. Lucinda brought up the idea of indoor mini-golf again.

There was discussion of another Red Sox ticket raffle basket (thanks to Jim McDonald's donation). We decided not to promote that at the Town Picnic, because the KWO features a wide array of raffle baskets at their table. But we will offer this successful raffle at another time.

Lise discussed the schedule for the fall book sale, Saturday, Sept. 13, to be held under canopy tents and in the meeting room, starting setup on Thursday, Sept. 11.

Building & Grounds:

Lise has fed and watered the 3 memorial dogwood trees.

Solar Project: Holly and Gwenne met with Eric Couture to clarify next steps regarding the role of the town. Chris will reach out to Michael Greenaway to update him on the process.

Governance:

There are openings on the board.

Other:

Town Picnic. The library will offer a crafting project related to the nation's 250th.

Meeting adjourned at 8:20 pm.

Respectfully submitted,

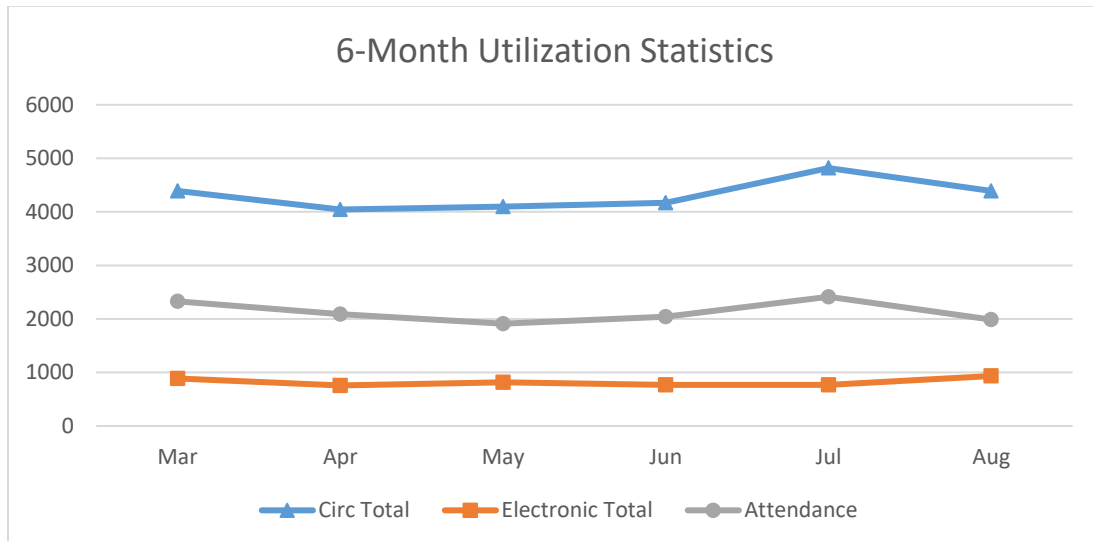
Lucinda Hogarty

Killingworth Library

September 2025 Library Director's Report

August Utilization Statistics:

Type	Service	Mar	Apr	May	Jun	Jul	Aug
Patron Stat	In-House Attendance	2,327	2,091	1,911	2,043	2,413	1,986
	PC Use	56	33	18	39	51	53
Circulation	Adult books	1,287	1,254	1,189	1,247	1,452	1,418
	Juvenile/Tween books	1,421	1,294	1,267	1,326	1,707	1,285
	YA books	36	33	30	30	50	54
	DVDs	335	337	371	363	419	296
	Audio CD Books	86	74	81	82	77	90
	Magazines	22	17	29	19	25	23
	Other (puzzles, passes,etc)	75	58	77	100	95	63
	Loaned to Other Libraries	239	220	239	239	228	230
Electronic	E-Checkouts Hoopla	329	312	300	282	314	368
	E-Checkouts Libby	298	254	261	274	261	369
	E-Checkouts Magazines	256	191	227	200	190	196
	BookFlix (Juv)	5	0	29	9	0	0
		Mar	Apr	May	Jun	Jul	Aug
Circ Total		4389	4044	4100	4171	4818	4392
Electronic Total		888	757	817	765	765	933
Attendance		2,327	2,091	1,911	2,043	2,413	1,986



Top 3 Facebook Posts for August:

- First Book Sale Announcement (8/6): 643 people reached ; 7 likes ; 8 shares (1,496 views)
- Library of Things additions: food mill and spiralizer (8/22): 638 people reached ; 6 likes ; 3 shares (1,353 view)
- Second Book Sale Announcement (8/27): 624 people reached ; 9 likes ; 10 shares (1,359 views)

August Program Attendance:

Program	Date	Attendance	Age Group
Family Board Game Night	8/4	0	Family
Tales for Tots	8/5, 12, 19	24	Children
Dragonfly Investigation	8/5	12	Children
Summer Drive-In Movie	8/5	3	Children
Adult Movie Night: Conclave	8/6	6	Adults
Writers Writing	8/8, 22	16	Adults
Teen Game Night	8/8, 15	0	YA
Spy Games	8/11	0	Children
Tuesday Book Discussion	8/12	10	Adults
Mystery Book Club	8/21	10	Adults
Reader's Theater	8/23, 30	8	Children
	Total:	89	

Toy Library Grant: Traveling Toys has submitted the application 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 leftover Library of Things funds.

YA Space Grant Update: Due to CFMC giving us more than we expected for the YA space grant, and receiving a standing divider for free instead of buying one, we had about \$1,500 left unspent. With CFMC's permission, we ended up spending some of those extra funds on paint, bean bag chairs, wall shelving, and a few other items. There will still be a few hundred dollars left over.

YA Painting: We will be painting the outer wall of the YA area. We held a public vote to select a color; our patrons selected light blue (by a landslide).

Killingworth Library Assoc., Inc. CASH REPORT

August 31, 2025

WEBSTER CHECKING ACCOUNT

Beginning Balance

\$8,962.14

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales	177.50	316.00	493.50
Fund Raising			
Annual Fund	500.00	850.00	1,350.00
In House Sales Items			0.00
Amazon Smile/iGive/PayPalGiving			0.00
Art Sales			0.00
Miscellaneous			0.00
Gifts Received	75.50	333.50	409.00
Grant Income			0.00
Rental Income			0.00
Miscellaneous Income		20.44	20.44
Town Contribution		142,500.00	142,500.00
User Fees	153.50	250.25	403.75
TOTAL RECEIPTS	<u>\$906.50</u>	<u>\$144,270.19</u>	<u>\$145,176.69</u>
DISBURSEMENTS			
Books	2,743.45	157.24	2,900.69
Computers	225.40	101.97	327.37
Consortium Expenses		9,164.00	9,164.00
Copier Lease	282.72	205.70	488.42
Dues & Professional Dev.			0.00
Fundraising Expenses			0.00
Goodwill/Public Relations	159.51	26.86	186.37
Earmarked Expenses			0.00
Insurance			
Health	2,306.50	2,306.50	4,613.00
Liability/WC/D&O	(49.00)		(49.00)
Library of Things			0.00
Maintenance	57.76	1,238.64	1,296.40
Museum Passes	250.00	350.00	600.00
Office (supplies, equipment, fees)	510.78	386.70	897.48
Payroll Expenses	18,411.27	22,254.85	40,666.12
Programs - Adult	200.00	9.40	209.40
Programs - Children	76.20	466.00	542.20
Seed Library			0.00
Subscriptions	1,126.07	519.35	1,645.42
Unemployment Compensation		378.98	378.98
Utilities			
Electric	1,085.51	952.90	2,038.41
Oil			0.00
Telephone	171.44	171.67	343.11
To Petty Cash			
TOTAL DISBURSEMENTS	<u>\$27,557.61</u>	<u>\$38,690.76</u>	<u>\$66,248.37</u>
Transfer from Endowment			
Transfer from/to Money Market	20,000.00		
Transfer from/to Encumbered Savings			
Ending Checking Balance	\$2,311.03		

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$132,045.72
Deposits	0.00		
Withdrawals	20,000.00		
Interest Income	310.84		
Bank Charges			
		Ending Balance	\$112,356.56

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	125.18	Beginning Balance	\$47,725.84
Withdrawals	0.00	Ending Balance	\$47,851.02

BUILDING FUND

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

Interest Income	154.95	Total Ending E.S. Balance	\$61,798.69
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ACCOUNT SUMMARY

<u>Stock Account</u>	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$2,767.72	\$0.00	\$2,767.72
Equities	\$510,703.97	\$0.00	\$510,703.97
EFTs (Exchange-Traded Funds)	\$130,693.50	\$0.00	\$130,693.50
Certificates of Deposit	\$0.00	\$0.00	\$0.00
	\$644,165.19		\$644,165.19

INCOME SUMMARY - Interest and Dividends

75% of Income To Date: \$3,505.21