

**The Killingworth Library Association
Board of Directors
Feb. 23, 2026**

To: Lise Brule, Bini Freeman, James McDonald, Jan O’Sullivan, Mariah Miesel, Holly Perry, Chris Larson, Gwenne Celmer, Tim Emerson, Isabelle Chen, Ben Sodergren, Tammy Eustis

From: Lucinda Hogarty

Re: Agenda for Board of Directors meeting Monday, Feb. 23 2026, 7:00 P.M. Held by Zoom

- 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:

Board social/election meeting: TBD

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

Feb. 23, 2026

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

President

Update on Board of Selectmen meeting.

From the Treasurer

Jan's reports are included in the board packet.

Fundraising

Wrap and Yap event update

Annual appeal update

Governance

We need to think about nominating new members to the Board.

Grants

Application cycle for Community Foundation?

Friends of the Library

Info from Friends of the CT Libraries

The Killingworth Library Association

Board of Directors

Meeting Minutes - Monday, Jan. 26, 2026

Zoom meeting

Directors Present: Chris Larson, Lucinda Hogarty, Jan O'Sullivan, Tim Emerson, Gwenne Celmer, Lise Brule, Isabelle Chen

- Directors Excused: Mariah Miesel, Bini Freeman, Jim McDonald
- Absent: Holly Perry

The Zoom meeting was called to order at 7:04 pm.

Prospective member Isabelle Chen was nominated to the Board by Lucinda and seconded by Gwenne. Passed. Welcome, Isabelle.

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

Minutes of Nov., meeting: Approved as submitted.

President's report:

Ben and Chris felt that the meeting with the Board of Finance went well.

Chris will send the requested endowment policy to the Board of Finance and cc Gina.

Library Director Report:

Ben's report was distributed before the meeting. Ben went over some highlights. Consensus was to enter into service contracts for HVAC and boiler and to go with a new lease for the copier.

Budget and Finance: Jan's reports were submitted before the meeting. We are requesting \$10,000 more from the Town than last year, with justification for the increase included in our cover letter.

Fundraising:

Annual appeal to date has raised \$18, 595, which is good, but 35% of that came from just 2 donors.

Second mailing to previous donors who have not yet contributed to go out in Feb.

Building and Grounds

There was discussion about the Capital Improvement Plan submitted to the town. Chris will check to see if the Board of Finance needs more detail at this time.

Governance:

The slate of officers (below) was presented/nominated by Lucinda for a vote in December and seconded by Lise. Passed.

- Pres. Chris Larson
- Vice Pres. Mariah Miesel
- Treasurer. Jan O'Sullivan
- Recording Sec. Lucinda Hogarty
- Corr. Sec. Bini Freeman

Members of the Finance Committee nominated by Lucinda and seconded by Gwenne. Passed.

- Jan O'Sullivan
- Lise Brule
- Tim Emerson
- Jim McDonald
- Alison Karam

Lise Brule was elected for another term (nominated by Lucinda and seconded by Jan.) Passed.

Meeting adjourned at 8:17 pm.

Respectfully submitted,

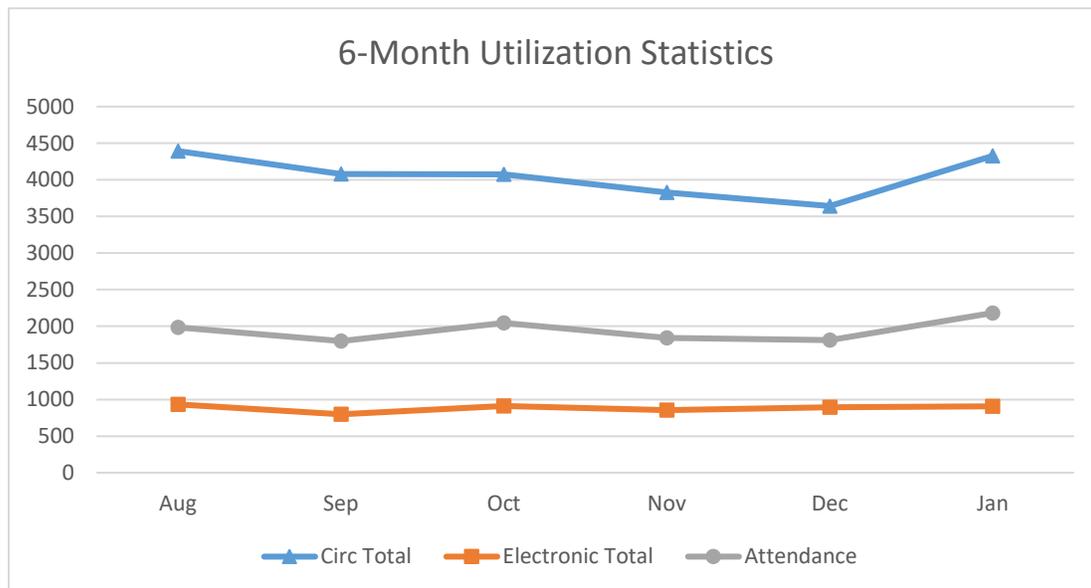
Lucinda Hogarty

Killingworth Library

February Library Director's Report

January Utilization Statistics:

Type	Service	Aug	Sep	Oct	Nov	Dec	Jan
Patron Stat	In-House Attendance	1,986	1,798	2,044	1,841	1,812	2,182
	PC Use	53	45	42	47	51	48
Circulation	Adult books	1,418	1,280	1,122	1,116	1,037	1,303
	Juvenile/Tween books	1,285	1,292	1,335	1,261	1,019	1,241
	YA books	54	58	46	29	26	38
	DVDs	296	234	261	271	326	396
	Audio CD Books	90	79	68	54	56	68
	Magazines	23	18	18	13	10	24
	Other (puzzles, passes, etc)	63	61	74	67	56	108
	Loaned to Other Libraries	230	260	240	161	218	240
Electronic	E-Checkouts Hoopla	368	343	356	381	342	309
	E-Checkouts Libby	369	304	306	279	316	385
	E-Checkouts Magazines	196	151	247	192	236	215
	BookFlix (Juv)	0	0	1	1	N/A	N/A
		Aug	Sep	Oct	Nov	Dec	Jan
	Circ Total	4392	4080	4074	3825	3642	4327
	Electronic Total	933	798	910	853	894	909
	Attendance	1,986	1,798	2,044	1,841	1,812	2,182



Top 3 Facebook Posts for January:

- 2025 Year in Review, with stats and photos (1/5): 909 people reached ; 22 likes ; 2 comments ; 4 shares
- Closed for snow (1/25): 631 people reached ; 8 likes ; 4 shares
- Polar Bear Sip & Paint painting photos (1/20): 628 people reached ; 6 likes ; 3 shares

January Program Attendance:

Program	Date	Attendance	Age Group
Homeschool Book Clubs (three age groups)	-	20	Children/Tweens
Surprise Saturday	1/3, 10, 17, 31	68	Children
Tales for Tots	1/6, 13, 20, 27	51	Children
Qigong for the Aging	1/6	15	Adults
Tinker and Take It Apart	1/6	16	Children
Adult Movie Night: The Thursday Murder Club	1/7	5	Adults
Love2Sign	1/8, 15, 22, 29	36	Children
Minecraft Club	1/8, 22, 29	19	Tweens
Music w/ Margie	1/9, 16, 23, 30	63	Children
Tweens Writing	1/9	4	Tweens
Tuesday Book Discussion	1/13	14	Adults
LEGO STEM Club	1/13	10	Children
American Girl Doll Club	1/15	10	Children
Mystery Book Club	1/15	10	Adults
Writers Writing	1/16, 30	17	Adults
Paint and Sip Polar Bears	1/20	15	Children
Pajama Storytime	1/20	4	Children
Colorful Paper Weaving	1/22	3	Children
Drive In Movie Nite	1/22	6	Children
Put the Phone Away, Let the Marbles Play	1/24	18	Family
Math Mania	1/27	7	Children
Migrate, Hibernate, and Adapt	1/29	15	Children
Antique Map Collecting 101	1/30	5	Adults
	Total:	431	

Boiler Maintenance: One more part failed on the boiler after last month's Board meeting; the second pressure relief valve needed to be replaced after getting stuck open. We've inquired with Public Works about the possibility of getting onto a joint maintenance contract with the town.

Copier: Our copier lease was up this month; rather than buying out the machine and losing our service contract, we opted to get a new copier with a new lease. The machine is in and ready to be installed sometime during the week of 2/23, and our monthly lease will be \$135 (\$5 more per month than the previous lease, but with lower per-copy charges).

Killingworth Library Assoc., Inc. CASH REPORT

December 31, 2025

WEBSTER CHECKING ACCOUNT

Beginning Balance

\$6,981.41

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales	182.75	2,016.50	2,199.25
Fund Raising			
Annual Fund	9,705.00	8,890.00	18,595.00
In House Sales Items			0.00
Amazon Smile/iGive/PayPalGiving			0.00
Miscellaneous		56.00	56.00
Gifts Received	857.00	1,098.50	1,955.50
Grant Income			0.00
Miscellaneous Income	10.48	87.90	98.38
Town Contribution	142,500.00	142,500.00	285,000.00
User Fees	226.50	1,069.00	1,295.50
TOTAL RECEIPTS	\$153,481.73	\$155,717.90	\$309,199.63
DISBURSEMENTS			
Books	1,786.55	17,049.77	18,836.32
Computers	863.98	780.82	1,644.80
Consortium Expenses		9,164.00	9,164.00
Copier Lease	186.44	1,266.61	1,453.05
Dues & Professional Dev.		755.00	755.00
Fundraising Expenses	1,687.43	46.81	1,734.24
Goodwill/Public Relations		1,286.17	1,286.17
Earmarked Expenses		703.62	703.62
Insurance			
Health	2,535.16	14,524.98	17,060.14
Liability/WC/D&O		(49.00)	(49.00)
Library of Things		177.09	177.09
Maintenance	2,306.01	5,011.98	7,317.99
Museum Passes	65.00	975.00	1,040.00
Office (supplies, equipment, fees)	716.85	2,900.13	3,616.98
Payroll Expenses	20,712.35	115,942.37	136,654.72
Programs - Adult	303.97	1,128.88	1,432.85
Programs - Children	930.91	1,815.33	2,746.24
Seed Library			0.00
Subscriptions	412.00	2,160.72	2,572.72
Unemployment Compensation	147.29	583.95	731.24
Utilities			
Electric	585.59	4,975.14	5,560.73
Oil	788.46	2,598.84	3,387.30
Telephone	77.60	820.99	898.59
To Petty Cash			
TOTAL DISBURSEMENTS	\$34,105.59	\$184,619.20	\$218,724.79
Transfer from Endowment			
Transfer from/to Money Market	(122,500.00)		
Transfer from/to Encumbered Savings			
Ending Checking Balance	\$3,857.55		

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$387.51
Deposits	142,500.00		
Withdrawals	20,000.00		
Interest Income	215.40		
Bank Charges			
		Ending Balance	\$123,102.91

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	156.49	Beginning Balance	\$48,463.08
Withdrawals	0.00	Ending Balance	\$48,619.57

BUILDING FUND

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

Interest Income	144.13	Total Ending E.S. Balance	\$62,556.42
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KILLINGWORTH LIBRARY ASSOCIATION, INC.
Endowment Report for Morgan Stanley Smith Barney
For the Period ending January 31, 2026

ACCOUNT SUMMARY

Bond Account

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$1,186.49	\$1,255.61	\$2,442.10
Certificates of Deposit	\$0.00	\$0.00	\$0.00
Taxable Bonds	\$481,512.35	\$366.79	\$481,879.14
Mutual Bond Funds	\$0.00	\$0.00	\$0.00
	\$482,698.84		\$484,321.24

Stock Account

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$3,538.11	(\$137.59)	\$3,400.52
Equities	\$459,640.94	\$14,404.33	\$474,045.27
EFTs (Exchange-Traded Funds)	\$135,450.74	\$4,969.89	\$140,420.63
Mutual Funds	\$60,072.57	\$1,875.59	\$61,948.16
	\$658,702.36		\$679,814.58

TOTAL ENDOWMENT \$1,164,135.82

INCOME SUMMARY - Interest and Dividends

Bond Account:	\$1,255.61
Stock Account:	\$561.72
<u>TOTAL INCOME THIS PERIOD:</u>	\$1,817.33
TOTAL INCOME PRIOR MONTHS:	\$18,305.86
<u>TOTAL INCOME THIS FISCAL YEAR:</u>	<u>\$20,123.19</u>
75% of Income To Date:	\$15,092.39