

**The Killingworth Library Association  
Board of Directors  
Jan. 26, 2026**

To: Lise Brule, Bini Freeman, James McDonald, Jan O’Sullivan, 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, Jan. 26 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](mailto:chris.larson.m@gmail.com)
- Lucinda Hogarty 860.450.9570, email: [lhogarty@gmail.com](mailto:lhogarty@gmail.com)

**DATES TO REMEMBER:**

Board social/election meeting: TBD

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></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

Jan. 26, 2026

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

### Governance

- **Second and vote on nomination to the Board, Isabelle Chen.**

### President

#### **Discuss endowment policy**

#### From the Treasurer:

- On December 10, the Finance Committee met with our Morgan Stanley advisor and rebalanced the portfolio based on Morgan Stanley's recommendations. The committee also discussed the KLA budget proposal, due to the town in mid-January.
- We met one more time in early January to finalize the budget numbers, and Chris Larson attended that meeting as well. The budget was submitted to the town (including the extra detail that they ask for), and I have included it in the materials distributed prior to our meeting.
- The town had asked for a Capital Plan, and we did send them one, but we need to discuss it as a board, which we will do tonight. We have told the town that we will send them an updated capital plan soon.
- During the first few weeks of January, I paid all the required monthly payroll taxes and filed the required monthly, quarterly, and annual reports, including unemployment tax and CT Paid Leave tax. I sent W-2s for 2025 to all employees, and 1099-NEC forms were sent to the vendors that were paid over \$600 in 2025.
- I renewed the CT Public Charity designation with the CT Department of Consumer Protection and paid the \$50 annual fee.

- We had an inquiry from a patron about whether we would consider selling one of the Ruth Robinson paintings that were bequeathed to us by her daughter. I told her that we wouldn't sell it, as it is part of our local cultural heritage, but that I would run her request by the board, and I'm happy to explain the **context of that request at our meeting.**

#### Fundraising

Wrap and Yap event update

Annual appeal update

#### Governance

- **Slate of member re-election and officers to be presented for vote at Jan. meeting because there was not a quorum at our December meeting.**
- **Comments on Bylaws review**

# The Killingworth Library Association

## Board of Directors

### Meeting Minutes - Monday, Nov. 24, 2025

Directors Present: Chris Larson, Lucinda Hogarty, Jan O’Sullivan, Tim Emerson, Gwenne Celmer, Mariah Miesel, Lise Brule, Jim McDonald

- Directors Excused: Dave Meixell, Holly Perry, Dick Otto, Bini Freeman

The meeting was called to order at 7:04 pm

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

Minutes of Oct. 27, 2025, meeting: Approved as submitted.

President’s report: There was discussion about next steps for the pavilion—see Building and Grounds.

#### Library Director Report:

Ben’s report was distributed before the meeting. He was unable to attend due to illness. Chris reviewed it for the group.

Budget and Finance: Jan’s reports were submitted before the meeting. There will be a Finance Committee meeting with the Morgan Stanley financial advisor on Dec. 10. Jan will work up a draft budget for FY2026-2027 to discuss at that meeting as well. Jan will look into adding Venmo to our options for donations.

#### Fundraising:

We are moving forward with a gift-wrapping fundraiser to be held on four Dec. dates. There will also be a Santa visit. Board members are asked to contribute wrapping paper.

Annual appeal letter at the printer and should go out in the mail in the next few days.

#### Building and Grounds

Gwenne reported on the proposed pavilion project:

I met with Eric Couture and Gina Regolo last week to clarify the pavilion funding. While the project is in the capital budget for the year, we did not receive sufficient funds from the [NAA] grant to pay for it. As a result, the project will have to go back into the capital budget for a vote in the coming fiscal year. This is not entirely bad news, because the whole capital plan is being restructured. They have asked that we do the following:

1. Get a ballpark soup-to-nuts estimate for the pavilion, including site work, from a company such as Kloter Farms or Barn Yard. There is no obligation to purchase from them. That figure can then be incorporated into the new capital budget for near-term expenditure upon approval at Town Meeting. Tim will reach out to Kloter Farms and/ or Barn Yard.

2. Identify and submit a long-term capital plan for the library's needs, including infrastructure (e.g. HVAC, electric/solar upgrades, etc.), exterior upgrades (tree work, plantings, ramps, etc.) and eventual physical expansion of the building. Chris will work on listing systems and their estimated repair replacement dates and costs.

Tim reported these updates on the solar project based on feedback from 3 viable local vendors:

1. Rooftop installation is approx. \$75k for 20.825 kilowatt system, which could generally offset 100% of our electric usage
2. Smartflower is approx. \$40k each and would offset approximately 1/3 of our usage per flower.
3. Ground mount system is approx. \$93k for 21.25 kilowatt setup
4. Carport array is approx. \$111k for 20.4 kilowatt system

Ground mount and carport are subject to space limitations/configuration of the property. Site costs are not included, but we may solicit donations of labor for this.

Jim installed snowplowing stakes.

#### Governance:

The slate of officers presented for a vote in December:

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

#### Finance Committee

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

The only member up for re-election this year is Lise Brule. The other members whose terms end in Dec. 2025 have stepped down. [Nancy McCormick and Dick Otto.] Dave Meixell has also stepped down from the Board. There are openings on the board. Lucinda will reach out to a couple of prospects.

The vote will be taken at the Dec. 22 meeting, which will be a potluck social in the meeting room at 6 pm. Jan will get gifts for the staff, which may be presented earlier in the month.

Meeting adjourned at 8:23 pm.

Respectfully submitted,

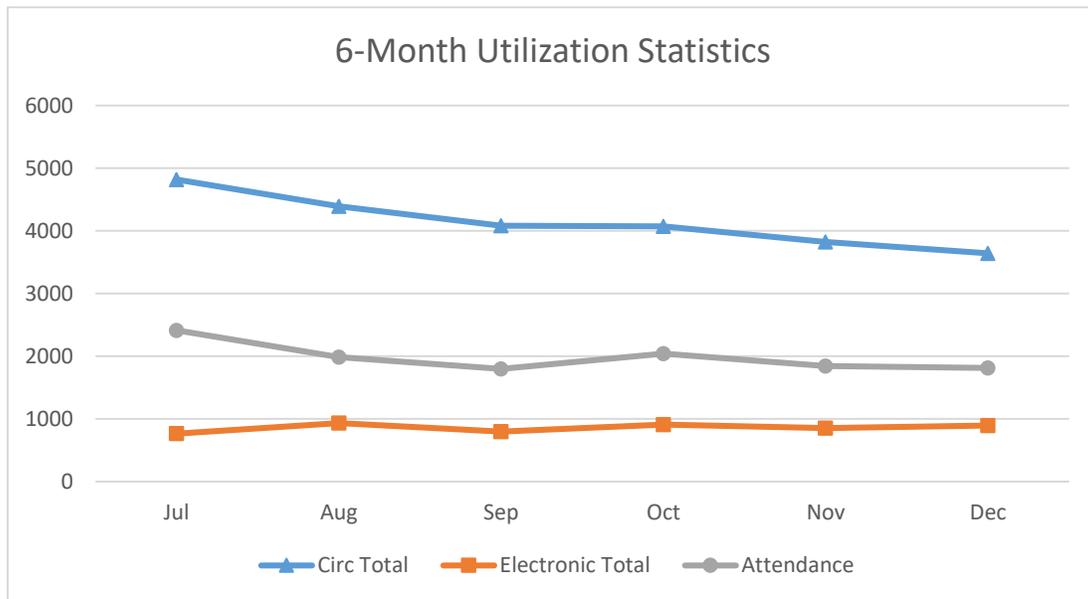
Lucinda Hogarty

## Killingworth Library

### January Library Director's Report

#### December Utilization Statistics:

Type	Service	Jul	Aug	Sep	Oct	Nov	Dec
Patron Stat	In-House Attendance	2,413	1,986	1,798	2,044	1,841	1,812
	PC Use	51	53	45	42	47	51
Circulation	Adult books	1,452	1,418	1,280	1,122	1,116	1,037
	Juvenile/Tween books	1,707	1,285	1,292	1,335	1,261	1,019
	YA books	50	54	58	46	29	26
	DVDs	419	296	234	261	271	326
	Audio CD Books	77	90	79	68	54	56
	Magazines	25	23	18	18	13	10
	Other (puzzles, passes, etc)	95	63	61	74	67	56
	Loaned to Other Libraries	228	230	260	240	161	218
Electronic	E-Checkouts Hoopla	314	368	343	356	381	342
	E-Checkouts Libby	261	369	304	306	279	316
	E-Checkouts Magazines	190	196	151	247	192	236
	BookFlix (Juv)	0	0	0	1	1	N/A
		Jul	Aug	Sep	Oct	Nov	Dec
	Circ Total	4818	4392	4080	4074	3825	3642
	Electronic Total	765	933	798	910	853	894
	Attendance	2,413	1,986	1,798	2,044	1,841	1,812



#### Top 3 Facebook Posts for December:

- Call for Take-Apart Items (12/27) - 820 people reached ; 8 likes ; 3 shares
- January Adult/Senior Programs promo (12/28) - 763 people reached ; 7 likes ; 5 shares
- Tinker and Take-Apart promo (12/29) - 731 people reached ; 7 likes ; 5 shares

**November Program Attendance:**

<b>Program</b>	<b>Date</b>	<b>Attendance</b>	<b>Age Group</b>
Homeschool Book Clubs	-	19	Children
Surprise Saturday	11/1, 8, 15, 22, 29	62	Children
Tales for Tots	11/4, 18, 25	53	Children
Puzzling Puzzlers	11/4	0	Children
Drive-In Movie Night	11/4	3	Children
Tips & Tricks w/ Tammy	11/5, 19	4	Adults
Foraging 101	11/5	11	Adults
From Liberty to Legacy	11/5	13	Adults
Love2Sign	11/6, 20	22	Children
Minecraft Club	11/6, 13	13	Children
Music w/ Margie	11/7, 14, 21	38	Children
Writers Writing	11/7, 14, 21	14	Adults
Tweens Writing	11/7	4	Children
Tuesday Book Discussion	11/11	13	Adults
Cuddly Critters Meet & Greet	11/12	42	Children
Pajama Storytime	11/13	0	Children
Exploring Early CT Mills	11/14	29	Adults
LEGO STEM Club	11/18	12	Children
American Girl Doll Club	11/20	7	Children
Mystery Book Club	11/20	10	Adults
Wacky Bracelets	11/25	6	Tween/YA
	<b>Total:</b>	<b>375</b>	

**December Program Attendance:**

<b>Program</b>	<b>Date</b>	<b>Attendance</b>	<b>Age Group</b>
Homeschool Book Clubs	-	19	Children
Tales for Tots	12/2, 9, 16, 23	52	Children
Drive-In Movie Night	12/2	0	Children
Book Ornament Craft	12/3, 5	15	Adults
Adult Movie Night: The Zone of Interest	12/3	2	Adults
Love2Sign	12/4, 11, 18	32	Children
Minecraft Club	12/4, 11	10	Children
Music w/ Margie	12/5, 12, 19	37	Children
Writers Writing	12/5	9	Adults
Tweens Writing	12/5	7	Children
Surprise Saturday	12/6, 13, 27	12	Children
Holiday Collage for Adults w/ Special Needs	12/6	9	Adults
Art for All: Winter Wishes	12/8	1	Adults
LEGO STEM Club	12/9	13	Children
Bath Bomb Crafting Night	12/10	8	Adults

Pajama Storytime	12/11	3	Children
Decorate a 3D Tree	12/12	17	Children
Making the Most of Your Medicare	12/12	8	Adults
American Girl Doll Club	12/16	14	Children
	<b>Total:</b>	<b>268</b>	

**Boiler Maintenance:** On 12/10, Hartford Steam Boiler performed a boiler inspection and issued new safety certificates. However, their test of the pressure relief valve failed, which necessitated a visit from East River Energy to fix the leaky valve. That service call also revealed a failure in our expansion tank, which needed to be replaced. Separately, one of our circulators was making a loud noise and leaking; this also needed to be fully replaced. As of now, all of the known issues have been fixed, but I recommend that we set up a more regular service contract for our boiler and HVAC in the future.

**Traveling Toys Grant:** Our toy library grant from CFMC (through Traveling Toys) has been approved! This grant is \$2,500, which we will match from our remaining Library of Things funds. As a reminder, this will fund a circulating collection of toys for the children’s room, as well as collections of video games and tabletop gaming books for YA. We have not yet received the funds, but CFMC has notified Traveling Toys of the grant award.

**Grantstation:** The Killingworth Committee on Aging has gifted us \$200 for a 1-year membership to the Grantstation database. This was under an agreement that we would use it to help them with some grant research, but we’re also free to use it for our own purposes.

**Opioid Prevention:** HK Youth and Family Services has reached out about an opioid prevention initiative that they’re working on with the towns of Haddam and Killingworth. They propose to pay for a “ONEbox” opioid reversal kit to be housed at the library. There will be no cost to the library for the kit or for refills. HKYFS plans to come out to install the kit and do a photo-op in a few weeks.

**CLA Conference:** We will be registering employees for the annual CT Library Association conference soon. Last year, we used all four of our discounted tickets to let our library assistants attend; this year we only plan on sending 3 people.

**Copier Lease:** We only have one lease payment remaining on our copier. It would cost us \$1,110 to buyout the machine after the lease ends. Alternatively, ABM has proposed replacing it with a new machine and continuing the lease. This would cost \$135/month (we currently pay \$130/month). According to ABM, we’ve always opted to continue leasing a machine in the past.

I’m of two minds about this; we don’t need a new machine, and replacing our current one would involve a learning curve for staff. Buying it out would pay for itself in less than a year. However, it would potentially be more costly to lose our service plan with ABM. I’m attaching their proposal for the Board to look over before the meeting.

# **ABM BUSINESS SYSTEMS LLC** *Since 1953*

**1200 Village Walk  
Guilford, CT 06437  
www.abmcopiers.com**

**Phone (203)453-9533  
Fax (203)453-1417**

**October 8, 2025                      Revised 1/16/2026 – valid for 30 days**

Mr. Ben Sodergren  
Killingworth Library Assoc. Inc.  
301 Route 81  
Killingworth, Ct. 06419

Dear Ben,

Thank you for being a valued client of ABM for the past 25+ years. Thank you also for meeting with me to discuss a new Sharp MFP lease upgrade. As we discussed, we are looking to upgrade the lease slightly early to get ahead Sharp's December machine price increases.

On the following pages please find Sharp non-profit lease upgrade pricing for Sharp's latest BP Color MFD. This will terminate the existing Sharp MX lease and includes delivery, installation, and removal / return of your present Sharp model. Your worry free service plan will continue to include all parts, labor and black toner. We have also presented an option to include color toner with the monthly service plan. Details can be found on the following pages.

Please don't hesitate to contact me with any questions or to arrange a follow up meeting. Thank you again for being a long-term client of ABM and for considering a new investment in Sharp's best in class MFD's.

Best regards,

Rick LaTorre  
Partner

# ABM BUSINESS SYSTEMS

Killingworth Library

## **SHARP BP-50C26** **COPY / PRINT / SCAN / FAX**

INCLUDES:

- 26 pages per minute – Color and Black
  - Up to ledger size (11 X 17) copy / print / scan
- 100 sheet auto doc feed / scans up to 80 pages per minute
- 256 bit Data encryption & hard disc overwrite - included
- Large 10.1” hi-resolution LCD with smart phone characteristics
  - 3 Paper Sources: (2) 550 sheet drawers, 100 sheet bypass
- Standard network print and **COLOR** scanning to email, shared folder
  - Hi speed fax - walk up, PC faxing
- Delivery, training, network installation included

MODEL

63 month lease

BP-50C26

**\$135 per month**

Monthly service / supply plan

**Black / .0125 per page**

**Color / .0425 per page OR  
.075 including color toner**

# **ABM BUSINESS SYSTEMS**

## **Killingworth Library**

### **SERVICE & SUPPORT**

- Invoiced monthly in arrears based on usage.
- Comprehensive service plans include parts, labor & black toner  
Optional, to include color toner
- Service response time guarantee of 1-4 hours if machine is down.  
Same day response for all others; excluding preventative maintenance calls.
- Free shipping/delivery for all toner cartridges for customers with a comprehensive service plan.
- Ongoing training and technical support for duration of the lease or for all customers with comprehensive service plans. We want to ensure that our customers are maximizing their investment and getting the most out of their Sharp product.

# Killingworth Library Association, Inc. Bylaws

Adopted by the Board of Directors October 23, 2023

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# Bylaws

## Article I      NAME

The name of this non-profit corporation is the Killingworth Library Association, Inc.

## Article II      MISSION

The Killingworth Library is a resource for all the residents of Killingworth. The building provides meeting space for community groups, a children's room, areas for quiet reading and study, and computer stations. The library offers a variety of materials, including popular fiction, non-fiction, reference, periodicals, and multimedia resources. It is committed to the maintenance of a computer network that will enable library users to access information, including the Internet, and process written work. Furthermore, by sponsoring programs and exhibits of interest to residents, the Killingworth Library continues to be a focal point of learning and an activity center for the town.

## Article III      BOARD OF DIRECTORS

### Section 1: Powers and Duties

The Board of Directors will manage the business, property, and affairs of the library and may exercise all the powers of the library and delegate any and all such powers as they see fit, subject only to restrictions imposed by statute, the certificate of incorporation, and these bylaws.

### Section 2: Number and Term of Directors

- (a) There will be nine or more directorships, provided that the number of directors will not exceed eighteen in number at any one time. Two directors of the Board will be appointed by the Board of Selectmen. One voting directorship will be a one-year, renewable for one additional year appointment, to be held by a high school student to be nominated by a school representative familiar with the student, such as a teacher, librarian, or guidance counselor.
- (b) Each director will serve a term of three years. There will be an equal number of directors each year to ensure that no more than approximately one-third goes off the Board in any year.
- (c) Each director may serve for two consecutive terms; however, directors may be asked by the Nominating Committee to sit for additional term(s) or may be re-elected after a one-year absence with the Board's approval. Directors who cannot complete their term of office may withdraw by submitting a letter to the president of the Board.
- (d) Members of the Board will be elected for their respective full three-year terms at the Annual Meeting (see Article VI, Section 2). In the event of failure to hold an Annual Meeting, the Board of Directors may elect directors at a special meeting called for that purpose.
- (e) The Nominating Committee will recommend new directors and a slate of officers to the Board of Directors at the October meeting. All directors will be residents of the town of Killingworth; however, at the discretion of the Board, the residency requirement may be waived. The Nominating Committee will consider persons of proven judgment, special achievement, and differing perspectives, as well as those with knowledge of financial, community, or library matters. Voting to accept the nominations will occur at the November meeting of the Board of Directors for a vote at the December Annual Meeting. New directors' terms will begin with the January meeting.
- (f) Attendance at Board meetings is an obligation of Board membership. Failure to attend 3 scheduled meetings in one 12-month period, without due notification, will be acknowledged as a de facto resignation from the Board.

- (g) Each member should serve on at least one standing committee.

### **Section 3: Vacancy**

- (a) The Board of Directors may fill any vacancy on the Board at any regular meeting providing names for such vacancies have been submitted by the Nominating Committee at a previous meeting or written notification has been sent to each member at least ten days in advance.
- (b) The Board of Selectmen will fill vacancies of any town-appointed members. The town-appointed members will be the primary liaisons with the town government and as such must have familiarity with both the library's physical plant and its finances.
- (c) A director elected to fill a vacancy will serve out the term of the director whose place he/she was elected to fill. This term will be considered as the first term of the new director.

### **Section 4: Requirements and Training**

- (a) All newly elected directors will be provided an informal orientation program which will consist of a brief description of the library's goals and the duties and purpose of the Board. In addition, each member will receive a Board of Directors manual.

### **Section 5: Committees**

- (a) The Board of Directors will include the Standing Committees designated in these bylaws and may, by resolution of a majority of the entire Board, constitute one or more other Standing or Special Committees. By resolution adopted by a majority of the entire Board, the Board of Directors may terminate any committee, Standing or Special. Any Standing or Special Committee will have and may exercise all authority of the Board of Directors to the extent provided in these bylaws or by any Board resolution constituting such committee, or otherwise dealing with the scope of its powers.
- (b) The following Standing Committees of the Board of Directors will be established and maintained by the Board, and the president will designate directors to serve on these committees:
  - (i) Executive Committee: The Executive Committee will consist of the officers of the Board of Directors. The Executive Committee will have full power and authority to transact and conduct the business and affairs of the corporation in the interim between the meetings of the Board of Directors, provided, however, that any action so taken will not contravene the corporation's objectives, purposes, policies or any express direction of the Board of Directors. At each meeting of the full Board of Directors, any actions taken by the Executive Committee since the last meeting of the full Board of Directors will be communicated to the Board of Directors.

The Executive Committee serves as the Personnel Committee, comprising the officers of the Board and any other Board members with relevant expertise. This committee will be responsible for those matters that directly concern the library staff and will annually evaluate the Library Director.

The Executive Committee will also be responsible for working with library staff to develop and update the Library's strategic plan for the management of the library's collection, programs, and facilities.

The Executive Committee will be responsible for assuring the orientation of each new director in accordance with Article III, Section 4. If it is found that a director is not capable of carrying out the mission of the library, the president

will discuss the same with the director in an effort to allow for improvement. If improvement does not occur, the Executive Committee may then request the resignation of the director.

(ii) Fundraising Committee: The Fundraising Committee will participate in the implementation of a fundraising plan that supports the short- and long-term financial needs of the library; establish subcommittees as needed to assist in various fundraising activities and campaigns; and promulgate and review annually the policies and procedures which govern the operation of fundraising activities to ensure that all activities meet applicable standards for fundraising.

(iii) Nominating Committee: The Nominating Committee will recommend new directors and a slate of officers to the Board of Directors. Qualifications and procedures for nomination are outlined in Article III, Section, 2e.

(iv) Governance and Bylaws Committee: The Governance and Bylaws Committee will review and oversee the revision of bylaws. This committee will also have the responsibility of reviewing and proposing amendments to these bylaws as set forth in Article XII and Article XIII.

This committee will also have the responsibility of working with staff to create, review, and revise a comprehensive set of policies for the library. Policies will be reviewed on an ongoing basis and will be revised as necessary or desired for the efficient operation of the library.

(v) Budget and Finance Committee: The Budget and Finance Committee will develop, approve, and oversee the implementation of the annual budgets for library operations and capital expenditures; and will develop and oversee the implementation of policies for investment of library funds.

(vi) Building and Grounds Committee: The Building and Grounds Committee will be responsible for various aspects of construction, renovation, maintenance, improvement, or expansion of the physical plant, grounds, property, and equipment of the library. The committee will abide by the lease agreement with the Town of Killingworth dated August 30, 1993.

(vii) Grants Committee: The Grants Committee will work with library staff on grant applications and the distribution of monies made available to the library through grants.

## **Section 6: Record of Proceedings; Other Responsibilities**

(a) The Board of Directors will ensure that accurate and complete records of its proceedings are made. Such records will be retained for future reference.

(b) The Board of Directors will approve an annual operating budget and long-range plans and monitor implementation of both.

## **Article IV OFFICERS**

### **Section 1: Election of Officers**

The officers of the corporation will consist of the president of the Board of Directors, one or more vice-presidents, a recording secretary, a corresponding secretary, and a treasurer. These officers will be members of the Board and will be elected at the Annual Meeting of the Board to serve for a one-year term or until their successors have been duly elected and qualified. If an opening occurs during the year, a nomination to fill the position may be made by any Board member 7 days in advance of a vote being taken at a meeting or by email.

**Section 2: Powers and Duties**

The respective officers of the corporation will perform such duties and have such powers as are ordinarily performed and possessed by similar officers of similar corporations and will perform such other duties and have such powers as may from time to time be conferred or assigned to them by the Board of Directors.

**Article V ADMINISTRATIVE STAFF**

**Section 1: Duties of the Library Director**

- (a) The Board of Directors will select and appoint a Library Director who will be the chief staff person and who will serve at the pleasure of the Board of Directors. The person selected will be qualified by education and training or experience to serve as Library Director.
- (b) The Library Director will be delegated the responsibility for overall supervision of the library. The Library Director will act as the duly authorized representative of the Board of Directors in all matters in which the Board of Directors has not formally delegated some other person to so act.
- (c) The Library Director will have the responsibility for assuring the Board of Directors that the quality of library services is the highest achievable.

**Article VI MEETINGS**

**Section 1: Regular and Special Meetings**

There will be a regular meeting of the Board of Directors each month of the calendar year, unless otherwise determined by the Board of Directors. Special meetings of the Board of Directors may be called by the president. Special meetings must be called at the written request of one-quarter of the members of the Board.

**Section 2: Annual Meeting**

The Annual Meeting of the Board of Directors will be held on a date in December, determined by the Board, to elect officers and directors.

**Section 3: Quorum**

The quorum for a Board meeting will consist of fifty-one percent of the duly qualified members of the Board of Directors listed at the date of the Board meeting.

**Article VII NON-PROFIT**

No director, trustee, officer, agent or employee of this corporation will at any time receive or be entitled to receive any compensation or pecuniary profit from the operation of the corporation or upon its liquidation or dissolution, except reasonable compensation for services rendered to the corporation in effecting one or more of its objects or purposes, or as a direct or indirect beneficiary of its said non-profit purposes.

**Article VIII OFFICE**

The principal operation of the corporation in the State of Connecticut will be located in Killingworth, Connecticut 06419.

**Article IX FISCAL YEAR**

The fiscal year will be from July 1 to June 30.

**Article X      ACCOUNTING**

The financial records for the corporation will be kept in compliance with generally accepted accounting principles. The Treasurer will prepare monthly reports on income and expenditures (Cash Report) and investments (Endowment Report) and provide these to the Board. At the end of the fiscal year, a full year's income and expense report will be prepared and provided to the Finance Committee. The Treasurer will also ensure that all required IRS filings, payroll tax payments and filings, unemployment tax payments and filings, and state tax payments and filings are completed in a timely manner. A review of the financial records may be requested by the Board at any time.

**Article XI      DISSOLUTION**

In the event of dissolution of the corporation, the assets will be assumed by the Town of Killingworth if approved at a town meeting. If the town does not assume the assets, then the Board of Directors will determine the disposition and distribution of the assets to established educational or charitable organizations.

**Article XII      AMENDMENTS**

These bylaws may be amended, altered, or repealed at any duly called and constituted meeting of the Board of Directors, regular or other, by a two-thirds vote of the Board, providing notice of the proposed alteration, amendment or repeal has been given in writing in the notice of the meeting at least ten days prior to the scheduled date of the meeting, provided, however, that there is no power to alter, amend, or repeal the bylaws in such manner as to permit any director, officer, trustee, agent or employee of the corporation ever to receive any compensation or any pecuniary profit from its operation (except reasonable compensation for services actually rendered to the corporation in effecting one or more of its purposes) nor to receive any part of the property or assets of the corporation upon its dissolution or termination.

**Article XIII      REVIEW OF THE BYLAWS**

These bylaws will be reviewed annually at a meeting of the Board of Directors by the Governance and Bylaws Committee designated under Article III Section 5(b)viii. Any recommendation for amendment will be presented to the Board according to the procedure outlined in Article XII.

# Appendix A

## Qualifications of Board of Directors Members

Every new director brings to the Board of Directors his/her personal experience, skills, and talents which can benefit the library. Common sense, clear-sighted political know-how, and leadership lead the valued assets one can bring to the Board.

Good directors will qualify themselves as they serve. Experience is a great asset; however, effective performance is based on the following traits:

- Willingness to learn about the library and to devote time and effort to the duties of a director
- Reasonably good health and stamina to attend the required meetings and to carry out designated tasks
- Realization of the importance of the library and its role in the community
- Rapport with the community and the forces that affect the library
- Ability to work well with others and to listen effectively
- Ability to plan, carry out plans, and demonstrate skills in Board management
- An open mind, intellectual curiosity, sound judgment, a sense of fiscal responsibility, legal understanding, and political awareness
- Willingness to participate with local, state, and national library leaders and directors to improve library service on all levels
- Willingness to serve on at least one Board committee
- Meeting attendance is an obligation of Board membership. Failure to attend 3 or more meetings without proper notification will be considered a de facto resignation



January 15, 2026

TO: Members of the Killingworth Board of Selectmen and Board of Finance

On behalf of all the staff, board members, volunteers, and patrons of the Killingworth Library, I want to thank you for the Town's continued financial support and maintenance our beautiful library building and grounds.

Enclosed is our proposed budget, along with supporting materials (2024-2025 annual report, filed with the town a few months ago, and a more detailed spreadsheet of that same fiscal year's financials). The 2024-2025 Annual Report has a summary of our key activities and achievements. The Library Director and the Board of Directors continue to work diligently to raise funds and actively pursue grant opportunities.

We are also submitting our capital improvements document that lists a schedule of yearly maintenance, as well as a five-year outlook on projects and potential facilities work, notably HVAC and roof replacement. This document is only an overview of future work and needs to be discussed with the Library Board of Directors at our January meeting. At that point we will have a more detailed capital plan to submit to the Town.

We are requesting that the Town contribute \$295,000 to support the \$402,500 operating budget of the Killingworth Library for the 2025-2026 fiscal year. This would be an increase of \$10,000 (3.5%) over what we requested last year. This request is based on four factors:

- **Salary Increases:** As is the case every year, we wish to give our staff increases that are roughly in line with the cost of living index, and in some cases, we need to make sure we are paying at least minimum wage. (This added \$6,100 to the budget.)
- **Health Insurance:** We anticipate an increase in our health insurance rates when our policy renews in November. (Additional \$3,200 over current year)
- **Boiler:** We have seen our annual cost to maintain and repair the heating system increase. In the last full fiscal year, we spent over \$2,000, and in the current fiscal year, we have spent over \$1,000 already with heating season just begun. (We have added \$1,000 more to what we usually budget.)



- Electronic media: We have seen usage of electronic media increase, which is a good thing! However, our Hoopla Digital bill has gone up \$200 a month. (Additional \$2,400)

As you can see, these increased costs add up to \$12,700, which is more than the \$10,000 increase that we are requesting.

The Library Board will raise the additional \$107,500 necessary to operate the library (mostly from the Annual Fund drive, the release of endowment earnings, and a necessary release of what might be the last of our encumbered funds).

If you have any questions or would like further information, please do not hesitate to reach out to me or to one of the two town representatives on the KLA Board of Directors. Thank you again for your support of our programs and facilities.

Respectfully submitted,

Christopher Larson  
on behalf of The Killingworth Library Association, Inc. Board of Directors

Encs.

## Proposed Killingworth Library Budget for 2026-2027 Fiscal Year

### EXPENSES

<u>Salaries</u>	\$229,710	
<u>Payroll Taxes</u>		
S/S and Medicare	17,573	
CT Unemployment Comp	1,861	
Subtotal	<u>\$19,433</u>	
<b><u>TOTAL SALARIES AND PAYROLL TAXES</u></b>		\$249,143
<u>Health Insurance</u>		
Insurance Premiums	30,000	
Reimbursement	<u>0</u>	
Subtotal		30,000
<u>Maintenance</u>		
Boiler	2,000	
Cleaning	8,000	
Repairs, Trash, Supplies	<u>4,000</u>	
Subtotal		14,000
<u>Occupancy</u>		
Oil	8,000	
Electricity	12,000	
Telephone	<u>1,000</u>	
Subtotal		21,000
<u>Insurance expenses</u>		
Liability	8,200	
D & O Insurance	2,000	
Workers Comp	<u>1,000</u>	
Subtotal		11,200
<u>Subscriptions</u>		3,500
<u>Dues &amp; Professional Development</u>		1,600
<u>Office (Supplies and Expenses)</u>		5,000
<u>Fundraising Expenses - Annual Fund</u>		1,500
<u>Books &amp; Electronic Media</u>		38,400
<u>Library of Things</u>		500
<u>Programs</u>		
Children and Youth Programs		7,500
Adult Programs		1,250
<u>Museum Passes</u>		1,000
<u>Technology</u>		
Maintenance and Service Contracts		2,500
Copier Lease and Copy Expenses		3,000
Equipment and Supplies		1,000
Bibliomation/Consortium		9,000
<u>Goodwill</u>		<u>1,407</u>
<b>TOTAL EXPENSES</b>		<b>\$402,500</b>

### INCOME

Town Grant	\$295,000
Annual Fund	23,000
Fundraising Income	8,000
Nonfundraising Income (including bank interest)	3,000
Endowment Income - Interest and Dividends	28,000
Book Sales	2,500
User Fees (copier charges - no more fines)	2,000
Gifts and Grants	6,000
Release of Encumbered Funds	<u>35,000</u>
<b>TOTAL INCOME</b>	<b>\$402,500</b>

## Killingworth Library FY 2024-2025 Actuals

<b><u>EXPENSES</u></b>		
<b><u>Salaries</u></b>	\$192,768	
<b><u>Payroll Taxes</u></b>		
S/S and Medicare	14,747	
CT Unemployment Comp	1,160	
Subtotal	\$15,907	
<b><u>TOTAL SALARIES AND PAYROLL TAXES</u></b>		\$208,675
<b><u>Health Care Insurance</u></b>		
Insurance expenses	24,443	
Reimbursement	0	
Subtotal		24,443
<b><u>Maintenance</u></b>		
Boiler	2,121	
Cleaning	7,515	
Other	2,925	
Subtotal		12,561
<b><u>Occupancy</u></b>		
Oil	6,570	
Electricity	9,328	
Telephone	1,563	
Subtotal		17,461
<b><u>Insurance expenses</u></b>		
Liability	8,733	
D & O Insurance	1,918	
Workers Comp	686	
Subtotal		11,337
<b><u>Subscriptions</u></b>		3,599
<b><u>Dues &amp; Professional Development</u></b>		1,657
<b><u>Office (Supplies and Expenses)</u></b>		5,253
<b><u>Fundraising expenses</u></b>		1,791
<b><u>Books &amp; Electronic Media</u></b>		37,044
<b><u>Programs</u></b>		
Children and Youth Programs		4,446
Adult Programs		621
<b><u>Museum Passes</u></b>		740
<b><u>Technology</u></b>		
Maintenance		2,707
Copier Lease and expenses		2,403
Equipment and supplies		326
Bibliomation/Consortium		8,956
<b><u>Earmarked Expenses from Grants and Gifts</u></b>		11,622
<b><u>Goodwill</u></b>		433
<b>TOTAL EXPENSES</b>		<b>\$356,075</b>
<b><u>INCOME</u></b>		
Town Grant	\$273,750	
Annual Fund	18,056	
Big Ticket Fundraising - 60 for 60	1,468	
Miscellaneous Fundraising	5,058	
Miscellaneous Income (including bank account interest)	2,997	
Endowment Income - from interest and dividends	23,474	
Book Sales	2,567	
User Fees	1,751	
Miscellaneous Gifts and Grants	10,573	
<b>TOTAL INCOME</b>		<b>\$339,694</b>
Earmarked funds from last year spent this year		\$9,477

## SUPPORTED NON-MUNICIPAL ORGANIZATIONS

*Name of organization:* **Killingworth Library Association**

### **Board of Directors (as of June 30, 2025)**

Chris Larson – President  
Mariah Miesel – Vice President  
Jan O’Sullivan – Treasurer  
Lucinda Hogarty – Recording Secretary  
Bini Freeman – Corresponding Secretary  
Lise Brule  
Gwenne Celmer  
Tim Emerson  
Jim McDonald  
Dave Meixell  
Richard Otto  
Holly Louise Perry

### **Staff (as of June 30, 2025)\***

Ben Sodergren – Library Director  
Tammy Eustis – Assistant Library Director  
Jennifer Figurelli – Part-time Child & Youth Services Specialist  
Sharyn Nelson – Part-time Library Technical Assistant/Circulation Desk Staff  
Sherry Johnson – Part-time Library Technical Assistant/Circulation Desk Staff  
Meghan Freeman – Part-time Library Technical Assistant/Circulation Desk Staff

*\*In addition to the work of full-time and part-time staff, we have volunteers who work at the circulation desk and in the back room, students and others who perform community service, and a volunteer board whose members provide governance and operational support. Our volunteers logged approximately 70 hours of service per week to the library, the equivalent of two full-time employees.*

*Location:* 301 Route 81, Killingworth, CT

## FINANCIAL HIGHLIGHTS

### **Fiscal Year July 1, 2024 – June 30, 2025**

#### **Income**

<b>Town of Killingworth Operating Budget Allocation:</b>	<b>\$273,750</b>
Annual Fund Campaign Contributions	18,056
Endowment Income – from interest and dividends	23,474
60 for 60 anniversary campaign	1,468
Misc. Gifts & Income	7,370
Fundraising Activities (e.g. book sales, incl. sale of rare book)	7,625
User Fees	1,751
Grants	<u>6,200</u>
<b>Total Income</b>	<b>\$339,694</b>
Earmarked income from last fiscal year spent this year	\$ 9,477

## Expenditures

Salaries & Payroll Taxes	\$208,675
Health Insurance	24,443
Insurance (other than health)	11,337
Maintenance & Occupancy	30,022
Operating Expenses	69,976
Earmarked Expenses from Grants and Gifts	<u>11,622</u>
<b>Total Expenditures</b>	<b>\$356,075</b>

### CT Neighborhood Assistance Act Program

Neighborhood Assistance Act funding from 2014-24*	\$59,565
NAA funding 2024-2025	1,300
NAA project expenditures 2015-24	(57,139)
NAA project expenditures 2024-25	0
Remaining NAA balance	\$ 3,726

\* Encumbered for specified energy upgrades, community service enhancements to the town-owned building.

## KEY ACTIVITIES AND ACCOMPLISHMENTS

### General

- We have continued to expand our Library of Things, which gives patrons free access to tools, games, and equipment. To date, our 70+ items – including a leaf blower, sewing machine, and pressure washer – have been checked out over 300 times, saving Killingworth residents money by letting them borrow instead of purchasing.
- Using grant funds, we have completed an upgrade of our Internet service, improving security for the library and Wi-Fi coverage for patrons. Our patrons now have more reliable access to free Internet and WIFI both inside and outside the building, at all hours.

### Programming

- We have expanded our offerings of programs for adults and children. This year, we held programs on topics including history, science, art, self-defense, and baking. We've also launched several new recurring programs for adults, including our movie nights and writing clubs. Our gaming-themed summer programming this year targeted reluctant readers, and our Reading Dragons incentive program contributed to 208 hours of logged reading from kids (we plan to continue this program going forward).
- We have made the most of working with community partners to offer programs for free wherever possible. Madison's Grove School has put on several plays for children; Seward Outdoor Day school has led science and nature programming; the KWO has continued to work with us on their Read and Eat picnics throughout the summer; and talented locals have volunteered with us to offer crafts and

presentations. These have included presentations on moths, amphibians, nature journaling, and craft projects like art dolls, beading, and paper garlands.

### **Outreach**

- Community outreach efforts have been made, including our work with HK Youth and Family Services for Week of the Young Child, our attendance at (and loaning of lawn games to) the town picnic, and our Great Gatsby night at the BarrelHouse. We also work closely with Masonicare in Chester; we facilitate book ordering for their book club, and their residents rely on us for browsing, since Chester library is not accessible.
- We began formally offering a delivery option for homebound patrons this year. The library worked with Meals on Wheels to deliver pamphlets with information about the program to Killingworth residents.

### **Key Statistics**

- We have sustained growth in both physical and digital circulation, with 49,655 circulations total, a 5.6% increase from last year. Digital checkouts, specifically, have grown 21.5% year-over-year, continuing a steep increase that began with the Covid lockdowns. Given that our main platform for e-books and e-audios uses a pay-per-circulation model, this has become more difficult for the library to budget for, but we are committed to delivering materials in the formats that best meet the needs of our patrons.
- There were 23,306 visits to the library. Our new calendar software has made it easier for patrons to book our rooms for meetings and tutoring, and we've seen a strong adoption of our study room by tutors since opening it to the public last year. We've also provided space and promotion for town organizations: Killingworth's Committee on Aging filled our community room to capacity with their Healthy Brain and fraud awareness programs, and the local Veterans' group continues to meet here monthly.

**Respectfully submitted by:**

**Ben Sodergren  
Library Director**

**On behalf of the Killingworth Library Association Board of Directors**



**Christopher Larson  
Board President, Killingworth Library Association**

# Killingworth Library Association's Capital Plan (1-5+ years)

Library Building was built in 1995

<b>Building/Facilities</b>	<b><u>Year 1-3</u></b>	<b><u>Year 3-5</u></b>	<b><u>Year 5+</u></b>
<b>Annual Maintenance</b>	<p>Assess mechanical systems-life span and condition analysis:</p> <ul style="list-style-type: none"> <li>• Air Conditioning-</li> <li>• Heat/Furnace-</li> <li>• Well Pump-</li> <li>• Boiler (Hot Water)-</li> <li>• Dehumidifier-Basement Remediation</li> </ul> <p>Replace Carpeting &amp; Flooring</p> <ul style="list-style-type: none"> <li>• Children's area</li> <li>• Front entrance</li> </ul> <p>Outside curb work- ramp instead of curb step on front walkway. *****</p> <p>Service contracts-Annual:</p> <ul style="list-style-type: none"> <li>• Furnace/boiler-Cleaning, filters- checkup.</li> <li>• Air Conditioning-Filters and overall checkup</li> <li>• Window &amp; Carpet Cleaning</li> </ul>	<p>Plan for Solar adoption:</p> <ul style="list-style-type: none"> <li>• Placement</li> <li>• Size</li> <li>• Electrical capacity</li> </ul> <p>Replace Carpeting &amp; Flooring</p> <ul style="list-style-type: none"> <li>• Work Room &amp; Kitchen</li> <li>• Main Library carpet</li> </ul> <p>Plan for Outdoor Space:</p> <ul style="list-style-type: none"> <li>• Pavillion</li> <li>• Tree Service-to address side &amp; backyard perimeter encroachment of invasive plants, trees &amp; shrubs.</li> </ul> <p>*****</p> <p>Service contracts-Annual:</p> <ul style="list-style-type: none"> <li>• Furnace/boiler-Cleaning, filters- checkup.</li> <li>• Air Conditioning-Filters and overall checkup</li> <li>• Window &amp; Carpet Cleaning</li> </ul>	<p>Evaluate need for Interior &amp; Exterior painting.</p> <p>Evaluate roof shingles for replacement</p> <p>*****</p> <p>Service contracts-Annual:</p> <ul style="list-style-type: none"> <li>• Furnace/boiler-Cleaning, filters- checkup.</li> <li>• Air Conditioning-Filters and overall checkup</li> <li>• Window &amp; Carpet Cleaning</li> </ul>

# Killingworth Library Assoc., Inc. CASH REPORT

November 30, 2025

## WEBSTER CHECKING ACCOUNT

Beginning Balance

\$8,277.95

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
<b>REVENUES</b>			
Book Sales	187.25	1,691.50	1,878.75
Fund Raising			
Annual Fund	225.00	1,575.00	1,800.00
In House Sales Items			0.00
Amazon Smile/iGive/PayPalGiving			0.00
Art Sales			0.00
Miscellaneous			0.00
Gifts Received	70.00	576.50	646.50
Grant Income			0.00
Rental Income			0.00
Miscellaneous Income	0.31	72.40	72.71
Town Contribution		142,500.00	142,500.00
User Fees	171.00	707.75	878.75
<b>TOTAL RECEIPTS</b>	<b>\$653.56</b>	<b>\$147,123.15</b>	<b>\$147,776.71</b>
<b>DISBURSEMENTS</b>			
Books	3,457.10	10,727.09	14,184.19
Computers	184.50	487.83	672.33
Consortium Expenses		9,164.00	9,164.00
Copier Lease	201.63	864.58	1,066.21
Dues & Professional Dev.		656.00	656.00
Fundraising Expenses			0.00
Goodwill/Public Relations		656.36	656.36
Earmarked Expenses		538.87	538.87
Insurance			
Health	2,535.16	9,454.66	11,989.82
Liability/WC/D&O		(49.00)	(49.00)
Library of Things		117.09	117.09
Maintenance	714.00	3,584.91	4,298.91
Museum Passes		800.00	800.00
Office (supplies, equipment, fees)	860.18	1,796.18	2,656.36
Payroll Expenses	17,872.65	73,816.87	91,689.52
Programs - Adult	300.00	769.79	1,069.79
Programs - Children	378.56	1,354.58	1,733.14
Seed Library			0.00
Subscriptions		1,882.37	1,882.37
Unemployment Compensation		583.95	583.95
Utilities			
Electric	690.49	3,625.91	4,316.40
Oil	1,018.38	705.09	1,723.47
Telephone	52.39	690.78	743.17
To Petty Cash			
<b>TOTAL DISBURSEMENTS</b>	<b>\$28,265.04</b>	<b>\$122,227.91</b>	<b>\$150,492.95</b>
Transfer from Endowment			
Transfer from/to Money Market	20,000.00		
Transfer from/to Encumbered Savings			
Ending Checking Balance	<b>\$666.47</b>		

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<b>WEBSTER BUSINESS MONEY MARKET</b>		Beginning Balance	\$52,765.73
Deposits	0.00		
Withdrawals	20,000.00		
Interest Income	95.12		
Bank Charges			
		Ending Balance	<b>\$32,860.85</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	155.72	Beginning Balance	\$48,156.29
Withdrawals	0.00	Ending Balance	<b>\$48,312.01</b>

BUILDING FUND

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

Interest Income	151.07	Total Ending E.S. Balance	<b>\$62,255.80</b>
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# Killingworth Library Assoc., Inc. CASH REPORT

December 31, 2025

## WEBSTER CHECKING ACCOUNT

Beginning Balance \$666.47

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
<b>REVENUES</b>			
Book Sales	137.75	1,878.75	2,016.50
Fund Raising			
Annual Fund	7,090.00	1,800.00	8,890.00
In House Sales Items			0.00
Amazon Smile/iGive/PayPalGiving			0.00
Miscellaneous	56.00		56.00
Gifts Received	452.00	646.50	1,098.50
Grant Income			0.00
Miscellaneous Income	15.19	72.71	87.90
Town Contribution		142,500.00	142,500.00
User Fees	190.25	878.75	1,069.00
<b>TOTAL RECEIPTS</b>	<b>\$7,941.19</b>	<b>\$147,776.71</b>	<b>\$155,717.90</b>
<b>DISBURSEMENTS</b>			
Books	2,865.58	14,184.19	17,049.77
Computers	108.49	672.33	780.82
Consortium Expenses		9,164.00	9,164.00
Copier Lease	200.40	1,066.21	1,266.61
Dues & Professional Dev.	99.00	656.00	755.00
Fundraising Expenses	46.81		46.81
Goodwill/Public Relations	629.81	656.36	1,286.17
Earmarked Expenses	164.75	538.87	703.62
Insurance			
Health	2,535.16	11,989.82	14,524.98
Liability/WC/D&O		(49.00)	(49.00)
Library of Things	60.00	117.09	177.09
Maintenance	713.07	4,298.91	5,011.98
Museum Passes	175.00	800.00	975.00
Office (supplies, equipment, fees)	243.77	2,656.36	2,900.13
Payroll Expenses	24,252.85	91,689.52	115,942.37
Programs - Adult	59.09	1,069.79	1,128.88
Programs - Children	82.19	1,733.14	1,815.33
Seed Library			0.00
Subscriptions	278.35	1,882.37	2,160.72
Unemployment Compensation		583.95	583.95
Utilities			
Electric	658.74	4,316.40	4,975.14
Oil	875.37	1,723.47	2,598.84
Telephone	77.82	743.17	820.99
To Petty Cash			
<b>TOTAL DISBURSEMENTS</b>	<b>\$34,126.25</b>	<b>\$150,492.95</b>	<b>\$184,619.20</b>
Transfer from Endowment			
Transfer from/to Money Market	32,500.00		
Transfer from/to Encumbered Savings			
Ending Checking Balance	\$6,981.41		

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<b>WEBSTER BUSINESS MONEY MARKET</b>		Beginning Balance	\$32,860.85
Deposits	<b>0.00</b>		
Withdrawals	<b>32,500.00</b>		
Interest Income	<b>26.66</b>		
Bank Charges			
		Ending Balance	<b>\$387.51</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	151.07	Beginning Balance	\$48,312.01
Withdrawals	0.00	Ending Balance	<b>\$48,463.08</b>

BUILDING FUND

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

Interest Income	156.49	Total Ending E.S. Balance	<b>\$62,412.29</b>
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**KILLINGWORTH LIBRARY ASSOCIATION, INC.**  
**Endowment Report for Morgan Stanley Smith Barney**  
**For the Period ending December 31, 2025**

**ACCOUNT SUMMARY**

**Bond Account**

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$29,904.24	(\$28,717.75)	\$1,186.49
Certificates of Deposit	\$0.00	\$0.00	\$0.00
Taxable Bonds	\$452,604.28	\$28,908.07	\$481,512.35
Mutual Bond Funds	\$0.00	\$0.00	\$0.00
	<b>\$482,508.52</b>		<b>\$482,698.84</b>

**Stock Account**

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$3,779.13	(\$241.02)	\$3,538.11
Equities	\$515,482.72	(\$55,841.78)	\$459,640.94
EFTs (Exchange-Traded Funds)	\$138,096.00	(\$2,645.26)	\$135,450.74
Mutual Funds	\$0.00	\$60,072.57	\$60,072.57
	<b>\$657,357.85</b>		<b>\$658,702.36</b>

**TOTAL ENDOWMENT     \$1,141,401.20**

**INCOME SUMMARY - Interest and Dividends**

Bond Account:	\$1,856.36
Stock Account:	\$2,313.76
<b><u>TOTAL INCOME THIS PERIOD:</u></b>	<b>\$4,170.12</b>
<b>TOTAL INCOME PRIOR MONTHS:</b>	<b>\$14,135.74</b>
<b><u>TOTAL INCOME THIS FISCAL YEAR:</u></b>	<b><u>\$18,305.86</u></b>
<b>75% of Income To Date:</b>	<b>\$13,729.40</b>