

**The Killingworth Library Association
Board of Directors
Nov. 24, 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, Nov. 24, 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:

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)
 - Develop budget request
 - Budget request submission to town
- 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
- 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
- January:
- Review bylaws

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

Nov. 24, 2025

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

Fundraising

Wrap and Yap event being planned for 3 dates in Dec
Annual appeal letter at printer.

Building and grounds

From Gwenne:

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 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.
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.

Governance

Slate of member re-election and officers to be presented for vote at December meeting

The Killingworth Library Association

Board of Directors

Meeting Minutes - Monday, Oct. 27, 2025

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

- Directors Excused: Dave Meixell, Holly Perry
- Staff present: Ben Sodergren, Library Director

The meeting was called to order at 7:08 pm

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

Minutes of Sept. 22, 2025 meeting: Approved as submitted.

President’s report:

Chris is revising the annual appeal letter to add detail and to have the payment coupon as a separate detached piece. Jan will edit, and Lucinda will get it to the printer.

There was discussion about options for types of solar panels: roof-mounted, ground-mounted, “sunflower” rotating on pillars. More investigation into costs is needed.

Chris has invited the Greenaways again to meet with the Board or with him to discuss the solar project. Discussion about the status of the project ensued. More details will be shared with the Greenaways.

Library Director Report:

Ben’s report was distributed before the meeting.

He is looking into Frontier fiber phone lines to improve service and reliability. They will not work in the event of a power outage, but the copper lines are failing anyway. There will be a cost saving on our monthly bill. Also, he will be painting the wall in the teen area.

He discussed the policies required by state legislation. The following votes were taken:

- Collection policy: Gwenne moved and Jim seconded to approve the policy. Passed.
- Display policy: Gwenne moved and Jim seconded to approve the policy. Passed.
- Materials policy: Gwenne moved and Jim seconded to approve the policy. Passed.
- Program policy: Gwenne moved and Jim seconded to approve the policy. Passed.

Budget and Finance: Jan’s reports were submitted before the meeting. She noted that Helen Mahoney will be stepping down from her volunteer role of tallying the checks and maintaining the annual donation spreadsheet that Bini uses to create thank you letters. Mariah has volunteered to take that on. Jim and Ben also offered to help with that if needed.

Fundraising:

Mariah reported that her corporate sponsorship requests have already yielded positive results with 4 support commitments so far.

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.

Building and Grounds

The town has the tree cutting on its to do list for the dead maple on the south side of the parking lot.

We would like to clarify with the Town what the next steps are to proceed with planned pavilion.

Friends of the Library/Recognition:

The Friends of the Library organization/launch event was discussed and well received at yesterday's Recognition event. It will be scheduled for January. Lucinda will see if we can get a speaker from another library to talk about successful approaches to organizing Friends activities and structure.

Governance:

The slate of officers will be nominated in Nov.

The 2026 schedule of meetings was presented, moved to accept made by Gwenne, seconded by Jim and passed.

- Jan. 26
- Feb. 23
- March 23
- April 27
- May 26--Tuesday
- June 22
- July 27
- August 24
- Sept. 28
- Oct. 26
- Nov. 23
- Dec. --TBD

There are openings on the board.

Meeting adjourned at 8:23 pm.

Respectfully submitted,

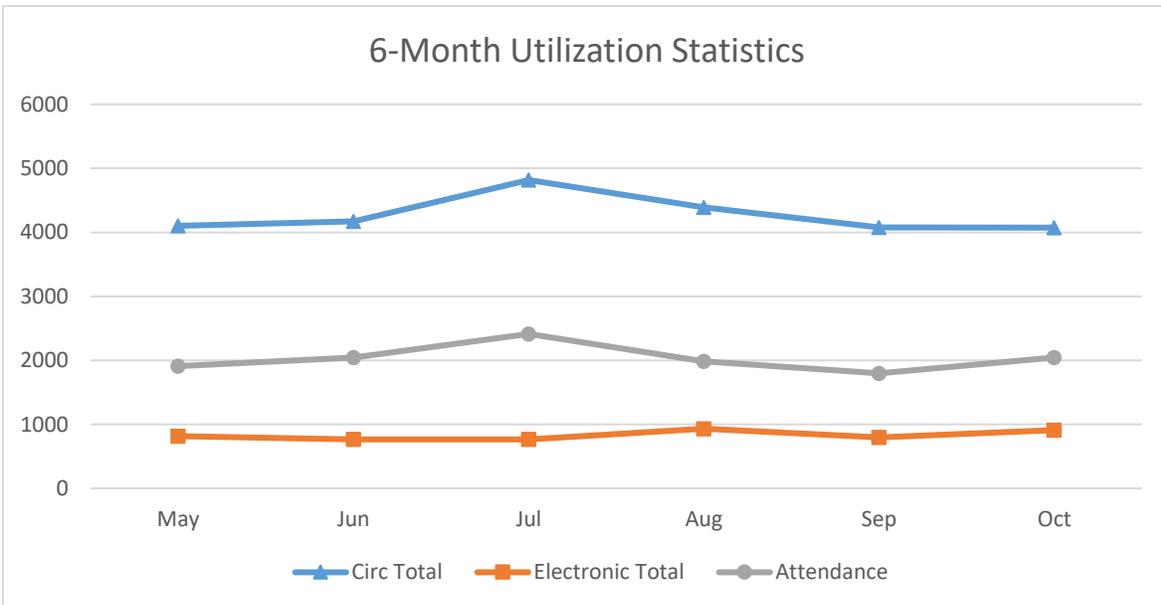
Lucinda Hogarty

Killingworth Library

November 2025 Library Director's Report

October Utilization Statistics:

Type	Service	May	Jun	Jul	Aug	Sep	Oct
Patron Stat	In-House Attendance	1,911	2,043	2,413	1,986	1,798	2,044
	PC Use	18	39	51	53	45	42
Circulation	Adult books	1,189	1,247	1,452	1,418	1,280	1,122
	Juvenile/Tween books	1,267	1,326	1,707	1,285	1,292	1,335
	YA books	30	30	50	54	58	46
	DVDs	371	363	419	296	234	261
	Audio CD Books	81	82	77	90	79	68
	Magazines	29	19	25	23	18	18
	Other (puzzles, passes, etc)	77	100	95	63	61	74
	Loaned to Other Libraries	239	239	228	230	260	240
Electronic	E-Checkouts Hoopla	300	282	314	368	343	356
	E-Checkouts Libby	261	274	261	369	304	306
	E-Checkouts Magazines	227	200	190	196	151	247
	BookFlix (Juv)	29	9	0	0	0	1
		May	Jun	Jul	Aug	Sep	Oct
Circ Total		4100	4171	4818	4392	4080	4074
Electronic Total		817	765	765	933	798	910
Attendance		1,911	2,043	2,413	1,986	1,798	2,044



Top 3 Facebook Posts for October:

- Halloween Costume Drop-Off reminder (10/13) - 926 people reached, 4 likes, 5 shares
- Relationship Abuse flyer (10/6) - 798 people reached, 3 likes, 13 shares
- Bath Bomb flyer (10/8) - 546 people reached, 1 like, 4 shares

October Program Attendance:

Program	Date	Attendance	Age Group
Adult Movie Night: American Fiction	10/1/25	0	Adults
Love2Sign	10/2, 23, 30	26	Children
Music w/ Margie	10/3, 10, 17, 24	50	Children
Speaking Up: A Banned Book Discussion	10/3	0	YA
Halloween Masks	10/4	11	Children, YA
Surprise Saturday	10/4, 11, 18, 25	24	Children
Spook-tacular Graham Cracker Houses	10/7	23	Children
Bath Bomb Crafting Night	10/8	9	Adults
Minecraft Club	10/9, 23, 30	18	Children
Writers Writing	10/10, 24	10	Adults
Author Talk: Pearls from Carol	10/10	0	Adults
Art for All: Falling Leaves	10/13	10	Adults
Tales for Tots	10/14, 21, 28	49	Children
Tuesday Book Discussion	10/14	7	Adults
American Girl Doll Club	10/14	7	Children
Pajama Storytime	10/16	3	Children
Mystery Book Club	10/16	10	Adults
Halloween Costume Swap	10/18	4	Family
Monster Heads	10/21	5	Children, YA
LEGO STEM Club	10/21	17	Children
Tips and Tricks w/ Tammy	10/22, 29	1	Adults
Seeds of Dissent Talk	10/22	33	Adults
Drive-In Movie Nite	10/28	0	Children
Fractured Fairytales (Grove School)	10/29	16	Children
Halloween Story Hour	10/31	3	Children
	Total:	336	

Phone Upgrade: Last month, we had our phones upgraded from copper to fiber (using the fiber connection we already had from CEN). This has been a huge improvement: our connection is better, and we no longer have issues with the fax line failing in bad weather.

New Policies: Now that our new state-mandated policies have been approved, all that remains is for the Board to approve the minutes from last month's meeting. We will then send the State Library the finalized minutes and upload the new policies on our website in order to remain eligible for the Incentive Grant.

YA Area: We've finished painting the outside wall of the YA area, and we've received the beanbags we ordered. This completes the items that we requested in our CFMC grant. There are a few hundred dollars left over from the grant; we will need approval from CFMC to use it for anything else, so either we can get back to them with an updated request, or we can just return the remainder.

Killingworth Library Assoc., Inc. CASH REPORT

October 31, 2025

WEBSTER CHECKING ACCOUNT

Beginning Balance \$13,476.94

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales	332.00	1,359.50	1,691.50
Fund Raising			
Annual Fund	25.00	1,550.00	1,575.00
In House Sales Items			0.00
Amazon Smile/iGive/PayPalGiving			0.00
Art Sales			0.00
Miscellaneous			0.00
Gifts Received	117.50	459.00	576.50
Grant Income			0.00
Rental Income			0.00
Miscellaneous Income	25.96	46.44	72.40
Town Contribution		142,500.00	142,500.00
User Fees	278.00	429.75	707.75
TOTAL RECEIPTS	\$778.46	\$146,344.69	\$147,123.15
DISBURSEMENTS			
Books	5,330.11	5,396.98	10,727.09
Computers		487.83	487.83
Consortium Expenses		9,164.00	9,164.00
Copier Lease	187.36	677.22	864.58
Dues & Professional Dev.		656.00	656.00
Fundraising Expenses			0.00
Goodwill/Public Relations	261.54	394.82	656.36
Earmarked Expenses	538.87		538.87
Insurance			
Health	2,535.16	6,919.50	9,454.66
Liability/WC/D&O		(49.00)	(49.00)
Library of Things		117.09	117.09
Maintenance	1,552.76	2,032.15	3,584.91
Museum Passes	200.00	600.00	800.00
Office (supplies, equipment, fees)	618.72	1,177.46	1,796.18
Payroll Expenses	16,989.63	56,827.24	73,816.87
Programs - Adult	83.78	686.01	769.79
Programs - Children	752.23	602.35	1,354.58
Seed Library			0.00
Subscriptions	142.00	1,740.37	1,882.37
Unemployment Compensation	204.97	378.98	583.95
Utilities			
Electric	703.55	2,922.36	3,625.91
Oil	705.09		705.09
Telephone	171.68	519.10	690.78
To Petty Cash			
TOTAL DISBURSEMENTS	\$30,977.45	\$91,250.46	\$122,227.91
Transfer from Endowment			
Transfer from/to Money Market	25,000.00		
Transfer from/to Encumbered Savings			
Ending Checking Balance	\$8,277.95		

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$77,590.95
Deposits	0.00		
Withdrawals	25,000.00		
Interest Income	174.78		
Bank Charges			
		Ending Balance	\$52,765.73

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	150.32	Beginning Balance	\$48,005.97
Withdrawals	0.00	Ending Balance	\$48,156.29

BUILDING FUND

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

Interest Income	155.72	Total Ending E.S. Balance	\$62,104.73
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KILLINGWORTH LIBRARY ASSOCIATION, INC.
Endowment Report for Morgan Stanley Smith Barney
For the Period ending October 31, 2025

ACCOUNT SUMMARY

Bond Account

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$28,664.12	(\$24,407.38)	\$4,256.74
Certificates of Deposit	\$0.00	\$0.00	\$0.00
Taxable Bonds	\$449,718.85	\$25,666.89	\$475,385.74
Mutual Bond Funds	\$0.00	\$0.00	\$0.00
	\$478,382.97		\$479,642.48

Stock Account

	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$4,050.49	(\$128.90)	\$3,921.59
Equities	\$518,783.07	(\$2,516.04)	\$516,267.03
EFTs (Exchange-Traded Funds)	\$132,394.50	\$1,984.50	\$134,379.00
Certificates of Deposit	\$0.00	\$0.00	\$0.00
	\$655,228.06		\$654,567.62

TOTAL ENDOWMENT \$1,134,210.10

INCOME SUMMARY - Interest and Dividends

Bond Account:	\$750.29
Stock Account:	\$566.72
<u>TOTAL INCOME THIS PERIOD:</u>	\$1,317.01
TOTAL INCOME PRIOR MONTHS:	\$11,641.19
<u>TOTAL INCOME THIS FISCAL YEAR:</u>	<u>\$12,958.20</u>
<i>75% of Income To Date:</i>	\$9,718.65

Member		Elected/or town (Town is 3-year term)	Current Term ends (Dec. of year)	Phone	Email	Notes, Committee/ Role
1. Brule	Lise	E	2025	860.227.1235	Lmbrule@att.net	Book sales, Finance, Grounds
2. Celmer	Gwenne	town	2027	860.304.7477	gwenne@gcelmer.com	B and G, town liaison
3. Emerson	Tim	E	2027	203.530.4443	timothyemerson@hotmail.com	(Elected Nov. 2024)
4. Freeman	Bini	E	2026	860.834.6218	Bfreeman5@comcast.net	Cor. Sec., Exec.
5. Hogarty	Lucinda	E	2027	860.450.9570	lhogarty@gmail.com	Rec. sec, Exec, Governance
6. Larson	Chris	E	2026	631.896.3954	chris.larson.m@gmail.com	Pres., Exec.
7. McCormick	Nancy	E	2025	203.984.3518	mccormicknj1@gmail.com	Fundraising-resigned-April 2025
8. McDonald	Jim	E	2026	860.663.3097	jrmcdonald@snet.net	B and G, Finance, (860.663.1182)
9. Meixell	Dave	E	2026	860.682.2416	ddmeixell@gmail.com	B and G
10. Miesel	Mariah	E	2027	347.418.8094	bouchardmariah@gmail.com>	V.P., Grants
11. O'Sullivan	Jan	E	2026	203.710.4433	Danjan85@aol.com	Treas., Finance, Exec.
12. Otto	Dick	E	2025	860.876.4467	Richardt.otto@gmail.com	B and G
13. Perry	Holly	town	2027	508.269.7324	hollylouiseperry@pm.me	Town liaison

Updated Nov. 2025