

**The Killingworth Library Association
Board of Directors
April 27, 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, April 27, 2026, 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:

Regular Governance/Management Tasks by Month

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

April 27, 2026

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

From the President and Treasurer

The Board of Selectmen recommended restoring the \$5,000 they had previously cut from our requested budget.

From the Treasurer

Reports attached.

The Board of Finance is having its annual budget meeting for the public at the same exact time as our meeting. I see from the minutes of their meeting last week that they put back in the \$5,000 that the Board of Selectmen cut (due to misunderstanding the boiler expenses.)

Building & Grounds

The outdoor Library sign light has been repaired . Thanks, Jim

Fundraising

Annual appeal update

Recognition

National Library Week was April 19th - 25th, 2026 and luncheon for staff provided April 23.

The Killingworth Library Association

Board of Directors

Meeting Minutes - Monday, March 23, 2026

Directors Present: Chris Larson, Lucinda Hogarty, Jan O’Sullivan, Tim Emerson, Lise Brule, Isabelle Chen, Mariah Miesel, Bini Freeman, Jim McDonald, Holly Perry

Excused: Gwenne Celmer

The meeting was called to order at 7:01 pm.

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

Minutes of Feb. meeting: Approved as submitted.

President’s report:

Library board representatives will attend the Board of Finance meeting on Monday, March 30. The Board of Selectmen cut our budget request by \$5000. There seemed to be some confusion about where the boiler costs fall. Chris will write to Eric Couture to clarify this.

Ben has communicated with Chris Mello about outdoor work. He will update Chris M. about the leak in the roof.

There will be a discussion with the Greenaways in April about the solar flower idea and using NAA funds to contribute to the cost.

Library Director Report:

Ben’s report was distributed before the meeting. He provided updates about the new video games, the sapling program, the May 9 townwide tag sale, the tai chi program, and Passport to CT Libraries.

Budget and Finance:

Jan’s reports were submitted before the meeting. The January cash report was submitted again since it was mislabeled as December in last month’s board packet. The Finance Committee will be meeting with our Morgan Stanley advisor on Thursday.

Fundraising:

Annual appeal to date has raised \$19,390.

Second mailing to previous donors who have not yet contributed will go out soon. Tasks were assigned.

We should take opportunities to engage out-of-town patrons in both volunteering as “Friends/helpers” and donating. We will explore ways to identify high-income residents for targeted mailings.

Mariah is doing more research into a mini golf event.

Grants:

We will notify the town that we are planning to pursue NAA funding for our solar flower project, as well as for an upgrade to the server space.

Mariah is working on the Dollar General grant application with Ben.

Governance:

The process of reviewing the Strategic Plan was discussed. Members can edit the Google Doc. Another method is to provide hard copy edit suggestions to be incorporated into the overall draft for later discussion.

Recognition:

In observance of National Library Week, we will provide a catered lunch (sandwiches from Café Laurel) for the staff on April 23.

Meeting adjourned at 8:20 pm.

Respectfully submitted,

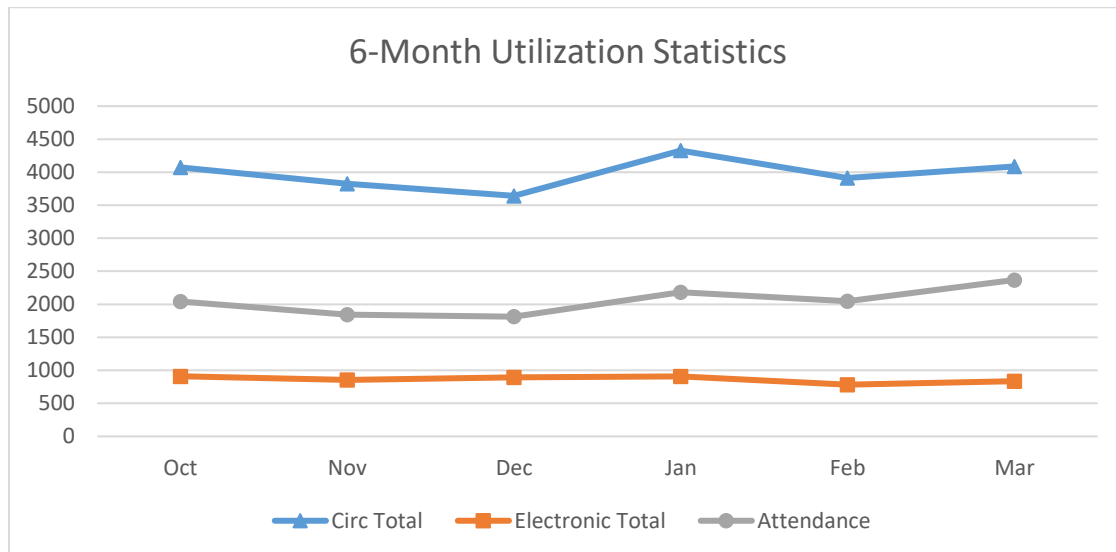
Lucinda Hogarty

Killingworth Library

April Library Director's Report

March Utilization Statistics:

Type	Service	Oct	Nov	Dec	Jan	Feb	Mar
Patron Stat	In-House Attendance	2,044	1,841	1,812	2,182	2,045	2,368
	PC Use	42	47	51	48	47	51
Circulation	Adult books	1,122	1,116	1,037	1,303	1,158	1,263
	Juvenile/Tween books	1,335	1,261	1,019	1,241	1,265	1,268
	YA books	46	29	26	38	35	46
	DVDs	261	271	326	396	302	205
	Audio CD Books	68	54	56	68	64	81
	Magazines	18	13	10	24	17	15
	Other (puzzles, passes, etc)	74	67	56	108	92	94
	Loaned to Other Libraries	240	161	218	240	196	278
Electronic	E-Checkouts Hoopla	356	381	342	309	327	379
	E-Checkouts Libby	306	279	316	385	279	294
	E-Checkouts Magazines	247	192	236	215	177	161
	BookFlix (Juv)	1	1	N/A	N/A	N/A	N/A
		Oct	Nov	Dec	Jan	Feb	Mar
	Circ Total	4074	3825	3642	4327	3912	4084
	Electronic Total	910	853	894	909	783	834
	Attendance	2,044	1,841	1,812	2,182	2,045	2,368



Top 3 Facebook Posts for March:

- Evergreen Garden Club Flower Arranging Contest (3/15) - 1,382 people reached ; 1 comment ; 16 likes ; 4 shares
- Plant-a-Tree Reminder (3/26) - 778 people reached ; 6 likes ; 5 shares
- Video Game Library promo (3/24) - 803 people reached ; 3 comments ; 17 likes ; 7 shares

March Program Attendance:

Program	Date	Attendance	Age Group
Homeschool Book Clubs	-	16	Children/Tweens
Paws to Read	-	3	Children
Tales for Tots	4/3, 10, 17, 24, 31	63	Children
Adult Movie Night: Chicago	4/4	3	Adults
Minecraft Club	4/5, 12	21	Tweens
Drive-In Movie Night	4/5	0	Children
Music w/ Margie	4/6, 13, 20, 27	74	Children
Tweens Writing	4/6	3	Tweens
YouthAstroNet	4/7, 14, 21, 28	52	Tweens
Surprise Saturday	4/7, 14, 21, 28	64	Children
Tuesday Book Discussion	4/10	11	Adults
Seuss-a-Palooza	4/10	3	Children
Writers Writing	4/13, 27	21	Adults
Squid Dissection	4/14	19	Tweens/YA
LEGO STEM Club	4/17	3	Children
Flower Lanterns Craft	4/18	9	Adults
Math Mania	4/19	3	Children
Mystery Book Club	4/19	10	Adults
American Girl Doll Club	4/26	5	Children
	Total:	383	

BorrowIT: Our BorrowIT reimbursement for this year is \$1,348. This is an annual payment from the State Library; the sum is based on the number of non-resident patrons that come to the library in-person and borrow our items.

Tree Program: Since we started our Plant a Tree program last month, we've given out the first 100 saplings we've received, and we've gotten enough donations to order another 50.

Tag Sale: As a reminder, the town-wide tag sale is on May 9th, and the library is signed up as a participant. We're light on tag-sale-able items, so please spread the word to anyone who might be willing to do some spring cleaning and donate unwanted items to us.

Killingworth Library Assoc., Inc. CASH REPORT

March 31, 2026

WEBSTER CHECKING ACCOUNT

Beginning Balance \$4,310.34

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales	269.25	2,461.00	2,730.25
Fund Raising			
Annual Fund	990.00	19,390.00	20,380.00
In House Sales Items			0.00
Amazon Smile/iGive/PayPalGiving			0.00
Miscellaneous		56.00	56.00
Gifts Received	127.00	2,110.50	2,237.50
Grant Income	2,300.00		2,300.00
Meeting Room Rental	525.00		525.00
Miscellaneous Income		137.86	137.86
Town Contribution		285,000.00	285,000.00
User Fees	187.75	1,489.75	1,677.50
TOTAL RECEIPTS	\$4,399.00	\$310,645.11	\$315,044.11

DISBURSEMENTS			
Books	2,983.51	22,075.72	25,059.23
Computers	224.27	1,669.80	1,894.07
Consortium Expenses		9,164.00	9,164.00
Copier Lease	585.65	1,574.68	2,160.33
Dues & Professional Dev.	880.00	755.00	1,635.00
Fundraising Expenses	88.75	1,734.24	1,822.99
Goodwill/Public Relations		1,286.17	1,286.17
Earmarked Expenses		703.62	703.62
Insurance			
Health	2,535.16	19,595.30	22,130.46
Liability/WC/D&O	2,595.00	(49.00)	2,546.00
Library of Things		177.09	177.09
Maintenance	7.49	11,112.95	11,120.44
Museum Passes		1,040.00	1,040.00
Office (supplies, equipment, fees)	485.30	4,026.93	4,512.23
Payroll Expenses	18,192.47	154,708.27	172,900.74
Programs - Adult		1,582.85	1,582.85
Programs - Children	484.17	3,036.33	3,520.50
Seed Library			0.00
Subscriptions	354.64	2,572.72	2,927.36
Unemployment Compensation		731.24	731.24
Utilities			
Electric	530.03	6,203.91	6,733.94
Oil	1,874.00	5,039.47	6,913.47
Telephone	77.60	976.19	1,053.79
TOTAL DISBURSEMENTS	\$31,898.04	\$249,717.48	\$281,615.52

Transfer from Endowment			
Transfer from/to Money Market	35,000.00		
Transfer from/to Encumbered Savings			
Ending Checking Balance	\$11,811.30		

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$93,325.18
Deposits	0.00		
Withdrawals	35,000.00		
Interest Income	181.06		
Bank Charges			
		Ending Balance	\$58,506.24

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	130.32	Beginning Balance	\$48,763.70
Withdrawals	0.00	Ending Balance	\$48,894.02

BUILDING FUND

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

Interest Income	144.60	Total Ending E.S. Balance	\$62,831.34
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KILLINGWORTH LIBRARY ASSOCIATION, INC.
Endowment Report for Morgan Stanley Smith Barney
For the Period ending March 31, 2026

ACCOUNT SUMMARY

Bond Account

	<u>Begin. Value</u>	<u>Account Activity</u>	<u>Ending Value</u>
Cash and Money Fund	\$4,934.13	(\$4,234.08)	\$700.05
Certificates of Deposit	\$0.00	\$0.00	\$0.00
Taxable Bonds	\$483,736.85	(\$10,976.63)	\$472,760.22
Mutual Bond Funds	\$0.00	\$0.00	\$0.00
	\$488,670.98		\$473,460.27

Stock Account

	<u>Begin. Value</u>	<u>Account Activity</u>	<u>Ending Value</u>
Cash and Money Fund	\$3,460.53	(\$595.75)	\$2,864.78
Equities	\$485,214.96	(\$22,316.03)	\$462,898.93
EFTs (Exchange-Traded Funds)	\$141,484.75	(\$8,426.07)	\$133,058.68
Mutual Funds	\$63,442.68	(\$4,121.65)	\$59,321.03
	\$693,602.92		\$658,143.42

TOTAL ENDOWMENT \$1,131,603.69

INCOME SUMMARY - Interest and Dividends

Bond Account:	\$4,217.55
Stock Account:	\$1,998.12
<u>TOTAL INCOME THIS PERIOD:</u>	\$6,215.67
TOTAL INCOME PRIOR MONTHS:	\$23,503.85
<u>TOTAL INCOME THIS FISCAL YEAR:</u>	<u>\$29,719.52</u>
<i>75% of Income To Date:</i>	\$22,289.64