

**The Killingworth Library Association
Board of Directors
June 1, 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, June 1, 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

June 1, 2026

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

From the President and Treasurer

Chris will discuss meeting with First Selectman.

From the Treasurer

Reports attached.

Building & Grounds

Fundraising

Annual appeal update

The Killingworth Library Association

Board of Directors

Meeting Minutes - Monday, April 26, 2026

Directors Present: Chris Larson, Lucinda Hogarty, Tim Emerson, Lise Brule, Isabelle Chen, Bini Freeman, Jim McDonald, Holly Perry

Excused: Gwenne Celmer, Jan O'Sullivan, Mariah Miesel

The meeting was called to order at 7:03 pm.

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

Minutes of March meeting: Approved as submitted.

President's report:

Board of Finance public hearing tonight. Jan is attending. The Board of Selectmen restored the budget cut of \$5000. There seemed to be some confusion about where the boiler costs fall. There will be a discussion with the Greenaways about the solar flower idea and using NAA funds to contribute to the cost, as well as the possibility of making application to EBSCO, which is offering solar panel grants. There was discussion about updating the logo. Ben is pursuing this with a local graphic designer who has done volunteer work for the library in the past and whose work has a vintage, analog look that might work well. We are known as the "quilt library" and may incorporate that theme.

Library Director Report

Ben's report was distributed before the meeting. He will add info on library card renewals to his periodic reporting.

Building and Grounds

Jim repaired the sign light, damaged by snow. Next winter, he will put out protective box at same time as new flexible driveway stakes. Jim cleaned up around the edges of the property with a brush hog.

Tim is meeting with solar contractor this Friday. He will address issue of leak when snow accumulates in valley of roof.

Budget and Finance

Jan's reports were submitted before the meeting.

Fundraising

Annual appeal donations continuing to come in. We should take opportunities to engage out-of-town patrons to donate. 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 and Ben are working on this.

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.

Deadline for suggestions is our next meeting, which is Tuesday, May 26. Note the Tuesday date because of Memorial Day.

Recognition:

In observance of National Library Week, we provided a catered lunch (sandwiches from Café Laurel) for the staff on April 23, which was much appreciated.

Meeting adjourned at 8:04 pm.

Respectfully submitted,

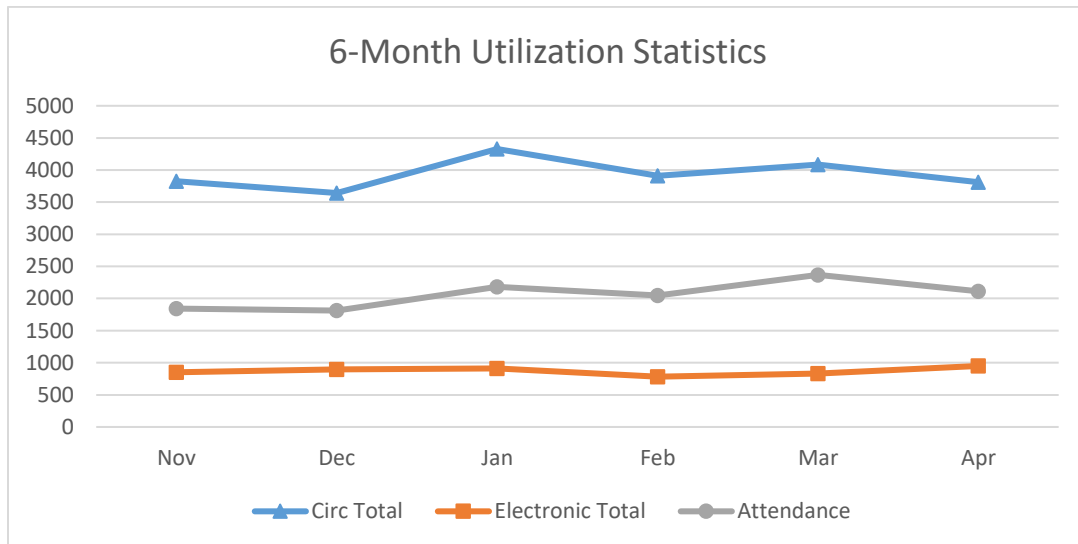
Lucinda Hogarty

Killingworth Library

May Library Director's Report

April Utilization Statistics:

Type	Service	Nov	Dec	Jan	Feb	Mar	Apr
Patron Stats	In-House Attendance	1,841	1,812	2,182	2,045	2,368	2,112
	PC Use	47	51	48	47	51	43
	Patrons Added (Killingworth Residents)						13
	Patrons Added (Non-Residents)						11
Circulation	Adult books	1,116	1,037	1,303	1,158	1,263	1,149
	Juvenile/Tween books	1,261	1,019	1,241	1,265	1,268	1,025
	YA books	29	26	38	35	46	40
	DVDs	271	326	396	302	205	248
	Audio CD Books	54	56	68	64	81	63
	Magazines	13	10	24	17	15	29
	Other (puzzles, passes, etc)	67	56	108	92	94	87
	Loaned to Other Libraries	161	218	240	196	278	219
Electronic	E-Checkouts Hoopla	381	342	309	327	379	363
	E-Checkouts Libby	279	316	385	279	294	353
	E-Checkouts Magazines	192	236	215	177	161	234
	BookFlix (Juv)		1 N/A	N/A	N/A	N/A	N/A
		Nov	Dec	Jan	Feb	Mar	Apr
Circ Total		3825	3642	4327	3912	4084	3810
Electronic Total		853	894	909	783	834	950
Attendance		1,841	1,812	2,182	2,045	2,368	2,112



Top 3 Facebook Posts for April:

- Paul Revere's Ride video (4/19) - 798 people reached, 14 likes, 5 shares
- Love2Sign update: Jaye out one week, returning the next (4/13) - 741 people reached, 4 likes, 4 shares
- Third Round of Trees Arriving (4/26) - 738 people reached, 6 likes, 4 shares

April Program Attendance:

Program	Date	Attendance	Age Group
Paws 2 Read	-	8	Children
Passport to CT Libraries	-	272	All
Adult Movie Night: The Six Triple Eight	4/1	8	Adults
Minecraft Club	4/2, 23, 30	28	Tweens
Surprise Saturday	4/4, 11, 25	20	Children
Tales for Tots	4/7, 14, 21	38	Children
Library Renewal	4/7	13	Adults
Pajama Storytime	4/7	5	Children
Love2Sign	4/9, 23	27	Children
Music w/ Margie	4/10, 24	36	Children
Writers Writing	4/10, 24	20	Adults
Tweens Writing	4/10	3	Tweens
Tuesday Book Discussion	4/14	10	Adults
LEGO STEM Club	4/14	7	Children
Storytime – Week of the Young Child	4/15	13	Children
Drive-In Movie Night	4/16	0	Children
Mystery Book Club	4/16	10	Adults
The Midnight Ride of Paul Revere	4/18	14	Children
American Girl Doll Club	4/21	9	Children
Math Mania	4/23	0	Children
Mosaic Tiles for Special Needs Patrons	4/25	5	Adults
	Total:	546	

Refreshed Capital Plan: Eric Couture asked that we redo our capital plan to better match the town’s 10-year format, and to add price estimates for each item. I’m attaching a tentative plan based on his feedback. These price estimates are intended to be worst-case scenarios, based on what I was able to find online. The pavilion and solar projects have not yet been priced out.

The specific years for each item are also tentative. It was recommended that we avoid any projects in years 5, 6, and 7, since the town plans on paying for a few other very large capital projects in those years.

Toy Library Opening: Our Toy Library is scheduled to open on June 9th, at 11:00, right after our morning storytime. Some people from Traveling Toys and CFMC will be joining us so we can thank them for their support.

Summer Programming Highlights: Our summer reading theme for this year is “Plant a Seed, Read!” We’ll be kicking off summer reading with our life-sized Candyland game, for the fourth year running. KWO is bringing back their very popular Read and Eat program, and we have a couple of special presenters who will be joining us during their lunches. Mrs. Fig has a variety of nature-themed children’s programs prepared.

For tweens and teens, we’re going to be running a biweekly Magic the Gathering program using free materials from the MagiKids nonprofit. This may become a permanent program, depending on interest. We’ll also be running a new escape room during the last week of July, this time themed around “The Secret Garden”.

Killingworth Library Assoc., Inc. CASH REPORT

April 30, 2026

WEBSTER CHECKING ACCOUNT

Beginning Balance \$11,811.30

	<u>Current Month</u>	<u>Prior Months</u>	<u>Total to Date</u>
REVENUES			
Book Sales	237.00	2,730.25	2,967.25
Fund Raising			
Annual Fund	1,375.00	20,380.00	21,755.00
In House Sales Items			0.00
Amazon Smile/iGive/PayPalGiving			0.00
Miscellaneous		56.00	56.00
Gifts Received	75.50	2,237.50	2,313.00
Grant Income	2,601.00	2,300.00	4,901.00
Meeting Room Rental		525.00	525.00
Miscellaneous Income		137.86	137.86
Town Contribution		285,000.00	285,000.00
User Fees	292.50	1,677.50	1,970.00
TOTAL RECEIPTS	\$4,581.00	\$315,044.11	\$319,625.11

DISBURSEMENTS			
Books	3,041.77	25,059.23	28,101.00
Computers	369.00	1,894.07	2,263.07
Consortium Expenses		9,164.00	9,164.00
Copier Lease	205.75	2,160.33	2,366.08
Dues & Professional Dev.		1,635.00	1,635.00
Fundraising Expenses		1,822.99	1,822.99
Goodwill/Public Relations		1,286.17	1,286.17
Earmarked Expenses	573.05	703.62	1,276.67
Insurance			
Health	2,535.16	22,130.46	24,665.62
Liability/WC/D&O	16.00	2,546.00	2,562.00
Library of Things		177.09	177.09
Maintenance	811.04	11,120.44	11,931.48
Museum Passes		1,040.00	1,040.00
Office (supplies, equipment, fees)	128.75	4,512.23	4,640.98
2 Payroll Expenses	18,317.91	172,900.74	191,218.65
Programs - Adult	38.54	1,582.85	1,621.39
Programs - Children	669.33	3,520.50	4,189.83
Seed Library			0.00
Subscriptions	102.00	2,927.36	3,029.36
Unemployment Compensation	563.07	731.24	1,294.31
Utilities			
Electric	514.47	6,733.94	7,248.41
Oil	1,063.16	6,913.47	7,976.63
Telephone	77.38	1,053.79	1,131.17
TOTAL DISBURSEMENTS	\$29,026.38	\$281,615.52	\$310,641.90

Transfer from Endowment			
Transfer from/to Money Market	15,000.00		
Transfer from/to Encumbered Savings			
Ending Checking Balance	\$2,365.92		

WEBSTER BUSINESS MONEY MARKET		Beginning Balance	\$58,506.18
Deposits	0.00		
Withdrawals	15,000.00		
Interest Income	103.82		
Bank Charges			
		Ending Balance	\$43,610.00

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	144.60	Beginning Balance	\$48,894.02
Withdrawals	0.00	Ending Balance	\$49,038.62

BUILDING FUND

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

Interest Income	140.26	Total Ending E.S. Balance	\$62,971.60
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KILLINGWORTH LIBRARY ASSOCIATION, INC.
Endowment Report for Morgan Stanley Smith Barney
For the Period ending April 30, 2026

ACCOUNT SUMMARY

Bond Account	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$700.05	\$1,281.41	\$1,981.46
Certificates of Deposit	\$0.00	\$0.00	\$0.00
Taxable Bonds	\$472,760.22	\$743.81	\$473,504.03
Mutual Bond Funds	\$0.00	\$0.00	\$0.00
	\$473,460.27		\$475,485.49

Stock Account	Begin. Value	Account Activity	Ending Value
Cash and Money Fund	\$2,864.78	(\$292.42)	\$2,572.36
Equities	\$462,898.93	\$5,818.47	\$468,717.40
EFTs (Exchange-Traded Funds)	\$133,058.68	\$14,710.92	\$147,769.60
Mutual Funds	\$59,321.03	\$4,100.67	\$63,421.70
	\$658,143.42		\$682,481.06

TOTAL ENDOWMENT \$1,157,966.55

INCOME SUMMARY - Interest and Dividends

Bond Account:	\$1,281.41
Stock Account:	\$383.75
<u>TOTAL INCOME THIS PERIOD:</u>	\$1,665.16
TOTAL INCOME PRIOR MONTHS:	\$29,719.52
<u>TOTAL INCOME THIS FISCAL YEAR:</u>	<u>\$31,384.68</u>
75% of Income To Date:	\$23,538.51

