



Whitingham Free Public Library
P.O. Box 500
Jacksonville, VT 05342

Board of Trustees Meeting

Minutes October 4, 2023

Present: Edi Brigham, Catherine Bell, Tanya Bernard, Adam Ranslow, Wendy Sergeant, Kristine Sweeter,

1. Call to order: 5:35 pm
2. No Public comments
3. August 2, 2023 Minutes, approved; (Adam motioned, Catherine seconded, all approved), no corrections.
4. **Director's Report - Attached**

VT Capital Project Grants

1. Attended VLA conference – Completed early 2023
"Needs Assessment" was completed; awaiting feedback regarding eligibility for funding and application.

Windham Foundation Grant -2024 summer camp enrichment – applied (Foundation account set-up completed)

Fundraising

Annual Appeal 2023-2024

1. (cost of appeal approx. \$750-800; Remit Envelop cost: Printing: 2,500= \$713; 5,000=\$999)
2. Printing in process, grand lists being modified for labels, Remittance envelopes ordered/received, new address stamp ordered/received, order labels. We will use the town folding machine.
3. Board approved the added cost- see below.
4. Funding for postage comes from Fundraising account
5. Flyer ‘Library Happenings’ to send in the appeal.

Fundraising Goal: \$8,525

Board approved expenditures (Adam Motioned, Tanya Seconded, all approved):

- a. SPC invoice for remittance annual appeal envelopes \$1,052
- b. Expenditure to replace window blinds \$390

Accounting statements for Community Bank: Money Market Acct. - Attached

- a. Beginning balance: 7/1/2022 \$25,095.75
- b. Ending balance: 6/30/2023 \$31,926.03

f. Budget

i. 2022-2023

- 1. Receipts: Approved \$85,134; Expended \$86,800
- 2. Expenses: Approved \$85,134; Expended \$86,800

ii. 2023-2024

- 1. Current: Receipts \$92,294; Expenses \$92,294

iii. 2024-2025

- 1. Cost of Living increase has not been factored in
- 2. Budget due December 2023; Trustee approval at December 6, 2023 meeting

Circulation Statistics - Attached

Board of Trustees

- a. Need Trustees for 2024 – 2 Whitingham and 1 Halifax
- b. Board approved new appointments: Edi as President, Wendy as Secretary (Adam motioned, Tanya seconded; all approved)
- c. Evaluations of Library Director due in the next meeting.

Strategic Plan – Available upon request

- a. Revised 2019-2022: expanded with examples into new plan
- b. Adam motioned to accept Plan 2023-2026; new motion to modify Plan to 2023-2028, all approved.
- c. Strategic Plan 2023-2028

Director's Report
Kristine Sweeter
October 4, 2023

- ❖ Programming:
 - Rhyme time Mondays – Thursdays beginning November
 - Adult Craft Group 3rd Thursday
 - Monday Yoga class 6 pm
 - EES Playgroup Wednesdays 10:30 am
 - Homeschool Group - Mondays
 - Book Group 2nd Wednesday

- ❖ Specials:
 - Wednesday 9/13 6 pm - Visiting the Beyond: An interactive paranormal investigation
 - *excellent turn out 34 people!
 - Saturday 10/14 Children's Harvest Party
 - Thursday October 12th 6pm – Cleansing stick workshop with native Vermont plants
 - Tuesday 10/31 Halloween
 - Saturday December 16 Children's Holiday Party (Grinch visit)

- ❖ Grants:
 - Afterschool Grant**
 - June \$6,616.33 - Received**
 - *May & June reimbursements were deposited into library mm account, as the expenditures dispersed thru this account at the fiscal's years end.
 - July \$2,292.67 – Received**
 - * Deposited into our general fund account as, expenditure's will be dispersed from that account.
 - August \$876.01**
 - * Will be deposited into our general fund account as, expenditure's will be dispersed from that account.

Windham Foundation Grant – 2024 summer camp enrichment

*Foundation account set-up completed

- ❖ Fundraising:
 - 2023-2024 Annual Appeal – Printing in process, grand lists being modified for labels, Remittance envelopes ordered/received, new address stamp ordered/received, order labels, will use town folding machine.
 - Remit envelope cost:
 - Printing: 2,500 - \$713.00 / 5,000 - \$999.00

- ❖ Account balance:
 - M&T Bank Money Mkt Account \$40,158
 - 9/28 Deposit 100.00
 - *approve SPC invoice for remittance annual appeal envelopes \$1,052
 - *approve expenditure to replace window blinds - \$390

- ❖ Staff
 - Kristine – 9/26 attended Windham County Directors meeting
 - Lisa – 9/26 attended Windham County Youth Librarian meeting
 - Lois – Vacation 10/7 – 10/14
 - *staff evaluations due

- Trustee's
 - *need 2 Whitingham
 - 1 Halifax

- ❖ 2024-2025 Budget due December – Trustee approval December 6, 2023 meeting
- ❖ 2023 – 2024 Strategic Plan

Whitingham Free Public Library			
2022-2023 Expended Budget			
	Approved	Expended	Current
	Operating	Operating	Operating
	Budget	Budget	Budget
RECEIPTS	2022-2023	2022-2023	2023-2024
Balance from previous year	\$ 2,538.00	\$ 2,538.00	\$2,103.00
Fund-raising & Donations	\$8,525.00	\$2,496.00	\$8,525.00
ARPA Grant Money			
Grants - VT Afterschool		\$ 7,443.00	
Interest Earnings	\$ 100.00	\$ 252.00	\$ 100.00
VT DOL Grant	\$200.00	\$300.00	\$300.00
Halifax Appropriation	\$4,500.00	\$4,500.00	\$5,000.00
Other			
Tax Appropriation	\$69,271.00	\$69,271.00	\$76,266.00
TOTAL RECEIPTS	\$ 85,134.00	\$ 86,800.00	\$92,294.00
EXPENSES			
Advertising	\$85.00	\$64.00	\$85.00
Association Dues	\$ 65.00	\$ 104.00	\$ 50.00
Audio/Visual	\$2,200.00	\$1,505.00	\$2,000.00
Automation Fees	\$500.00	\$495.00	\$500.00
Books/Magazine	\$10,000.00	\$10,084.00	\$10,000.00
Computer Maintenance	\$-	\$-	\$-
Computer Software	\$200.00	\$74.00	\$200.00
Contract Services	\$975.00	\$972.00	\$975.00
Equipment	\$500.00	\$1,190.00	\$800.00
Equipment Service	\$480.00	\$550.00	\$450.00
FICA	\$4,225.00	\$4,005.00	\$4,702.00
Maint/Cleaning Service	\$400.00	\$212.00	\$400.00
Mileage/Training	\$400.00	\$754.00	\$400.00
Miscellaneous	\$250.00	\$55.00	\$250.00
Periodicals	\$300.00	\$459.00	\$450.00
Postage	\$1,200.00	\$1,233.00	\$1,200.00
Program Supplies	\$1,000.00	\$785.00	\$1,000.00
Programs/Activities	\$2,800.00	\$6,891.00	\$2,800.00
Librarian's Retirement	\$2,025.00	\$1,881.00	\$2,271.00
*Librarian Assistants	\$25,239.00	\$24,457.00	\$27,810.00
Librarian Wages	\$29,990.00	\$28,938.00	\$33,651.00
Supplies	\$800.00	\$550.00	\$800.00
Telephone/Internet	\$1,200.00	\$1,350.00	\$1,200.00
Unemployment Compensation	\$300.00	\$192.00	\$300.00
VT On-Line Library	\$-	\$-	\$-
TOTAL EXPENSES	\$85,134.00	\$86,800.00	\$92,294.00

Whitingham Free Public Library 2022-2023 Community Bank- Municipal Library Account						
CK #	Date	description	CHK AMOUNT	Interest	Deposits	
	7/1/2022	beginning balance			\$ 25,095.75	
	7/13/2023	deposit			\$ 1,184.00	copy 27, appeal 1000, desk 157
	7/31/2023	interest		\$ 5.33		
	8/18/2023	deposit			\$ 194.00	copy 54, desk 55, bk sale 55, appeal 30
	8/31/2023	interest		\$ 5.32		
104	9/20/2023	J'vile Post Office	annal appeal postage	(\$532.54)		
	9/28/2023	deposit			\$ 1,934.00	copy 64, desk 32, bk sale 13, yoga 50, appeal 1775
	9/30/2023	interest		\$ 5.34		
	10/5/2023	deposit			\$ 891.39	appeal 845, misc 46.39
	10/13/2023	deposit			\$ 925.00	bk sale i15, 8i0 annual appeal
	10/31/2023	interest		\$ 6.47		
	11/7/2023	deposit			\$ 805.97	desk 49, copy 43, misc 33.97, appeal 680
	11/21/2023	deposit			\$ 193.00	50/50 raffle
	11/30/2023	interest		\$ 5.23		
	12/1/2023	deposit			\$ 746.50	desk 41, copy 28, yoga 90, misc 25, appeal 450, lion
	12/19/2023	deposit			\$ 855.00	desk 25, copy 30, appeal 800
	12/31/2023	deposit			\$ 2,660.00	desk 30, appeal 2630
	12/31/2023	interest		\$ 9.12		
	1/11/2023	deposit			\$ 440.00	desk 20, copy 10, yoga 75, appeal 335
	1/31/2023	interest		\$ 37.85		
	2/2/2023	deposit			\$ 300.00	appeal 845, misc 46.39
	2/16/2023	deposit			\$ 390.00	desk 40, copy 5, appeal 100, yoga 100, misc 145
	2/28/2023	interest		\$ 36.23		
	3/8/2023	deposit			\$ 470.00	desk 30, copy 30, yoga 20, misc 40, appeal 350
	3/27/2023	deposit			\$ 205.00	desk 48, copy 47, event 110
	3/31/2023	interest		\$ 36.39		
	4/19/2023	deposit			\$ 135.00	desk 85, copy 25, appeal 25
	4/30/2023	interest		\$ 37.92		
	5/1/2023	deposit			\$ 1,610.00	copy 30, appeal 50, auction 525, bingo 1005
	5/30/2023	interest		\$ 31.71		
	6/1/2023	deposit			\$ 200.00	desk 40, copy 110, appeal 50
	6/5/2023	deposit			\$ 163.00	plant swap
	6/12/2023	deposit			\$ 3,000.00	annual appeal
	6/30/2023	interest		\$ 34.97		
105	6/30/2023	Town of Whitingham	balance budget	(\$10,190.92)		grant 7443.04, fundraising 2496, interest 251.88
		Subtotal		\$ (10,723.46)	\$ 251.88	\$ 42,397.61
		Bank Balance				\$ 31,926.03