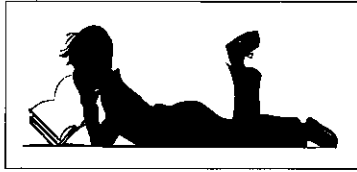


Approved 12-4-24



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

Board of Trustees Meeting Minutes
November 6, 2024
Meeting called to order 5:33pm

In attendance Tanya Bernard, Mark Halverson, Shandell Soumar, Wendy Sergeant,
Maryanne Johnson, Judith Bernard, Kristine Sweeter- Director

Public comments: None.

Maryanne made a motion to approve October 2024 Minutes.

Mark seconded, all approved.

Wendy made a motion to approve Christmas holiday days off Wednesday December 25 and
Thursday December 26.

Shandell seconded, all approved.

Maryanne made a motion to approve 5 weeks' vacation (25 days) to the employee that works twenty
years and more (Namely Kristine Sweeter – Librarian).

Shandell seconded, all approved.

Tanya made a motion to approve the Budget for 2025-2026. (attached)

Shandell seconded, all approved.

Discussions:

Halloween Trunk and Treat and Haunted House were very successful, there were 7 “trunks”.

Monday, November 25th -Movie “Inside Out 2” and Pizza is at noon at the library.

Saturday, December 14th – Kids Shopping Bazaar will be from 10am-4pm. Need help to set-up, and
during the event.

Possible for volunteers to come on Friday to set-up.

Also need a volunteer to wear the Gingerbread Man costume – must be 5’8” or shorter.

Planning for Celebration in January 2025 for Library Employees 15 year and 20-
year anniversaries (Lois, Kristine, respectively).

Director’s Report – See attached report.

Executive Session from 5:44pm- 6:03pm

Approved 12-4-24

Shandell made a motion to adjourn the meeting at 6:06pm,
Mark seconded, all approved.

Next Meeting is December 4, 2024

Director's Report

Kristine Sweeter

November 6, 2024

❖ Programming: Story Hour – BEGINNING Jan 4, 2025 – (1st Saturday of the month thru June)

Adult Craft Group – 3rd Thursday 10:30 am

Yoga Mondays 6 pm

Homeschool Group – 2024-2025 school year - Mondays; 9-11 am,

Book Group 2nd Wednesday 5 pm

❖ Specials:

Wed. Nov 20th - 2024 VT Reads – Gather by Kenneth Cadow - – community book discussion in partnership with Pettee Memorial Library.

Mon. Nov. 25th – Movie & Pizza / Inside Out 2

Sat. Dec. 14th - Kids Shopping Bazaar *NEED VOLUNTEERS -Set up / During/ Clean-up / Gingerbread Man / Completed: Halloween – Excellent success est. 170 kids, 300 adults

❖ Grants: TBD

❖ Finances: 2024-2025 Annual Appeal –

\$2,195

Account balance: M&T Bank Money Mkt Account \$49,246

2025-2026 Proposed Budget -attached

❖ Other

Christmas Holiday – consider Thursday Dec. 26th closure in lieu of Tuesday December 24th.

Vacation Policy – consider adding 5th week after 20 years of service.

❖ Staff

Kristine -Windham County Directors Meeting Nov. 6th

-Annual Staff reviews to be completed by the Library Director by Nov. 30, 2024.

-State Report Due Dec. 31st

Lois - off Nov. 30 & Dec. 2

Whitingham Free Public Library			
2025-2026 Prposed Budget			
	Expended	Current	Proposed
	Operating	Operating	Operating
	Budget	Budget	Budget
RECEIPTS	2023-2024	2024-2025	2025-2026
Balance from previous year	\$ 2,103.00		
Fund-raising & Donations	\$ 5,335.83	\$ 8,525.00	\$ 8,525.00
ARPA Grant Money			
Grants - Fiber Grant	\$ 3,168.68		\$ 3,000.00
VT DOL Grant	\$ 300.00	\$ 300.00	\$ 300.00
Halifax Appropriation	\$ 5,000.00	\$ 5,000.00	\$ 6,000.00
Interest Earnings	\$ 1,011.78	\$ 200.00	\$ 200.00
Other			
Tax Appropriation	\$ 76,266.00	\$ 80,155.00	\$ 85,265.00
TOTAL RECEIPTS	\$ 93,185.29	\$ 94,180.00	\$ 103,290.00
EXPENSES			
Advertising	\$ -	\$ 85.00	\$ 85.00
Association Dues	\$ 35.00	\$ 100.00	\$ 100.00
Audio/Visual	\$ 907.45	\$ 2,000.00	\$ 1,500.00
Automation Fees	\$ 495.00	\$ 500.00	\$ 550.00
Books/Magazine	\$ 9,815.77	\$ 10,000.00	\$ 10,000.00
Computer Maintenance	\$-	\$-	\$-
Computer Software	\$ 105.99	\$ 200.00	\$ 200.00
Contract Services	\$ 980.10	\$ 975.00	\$ 975.00
Equipment	\$ 1,648.46	\$ 800.00	\$ 800.00
Equipment Service	\$ 625.86	\$ 450.00	\$ 450.00
FICA	\$ 4,489.15	\$ 4,780.00	\$ 5,230.00
VT Childcare Contribution	\$ -	\$ 275.00	\$ 275.00
Maint/Cleaning Service	\$ 240.00	\$ 400.00	\$ 400.00
Mileage/Training	\$ 286.45	\$ 400.00	\$ 400.00
Miscellaneous	\$ 58.12	\$ 250.00	\$ 250.00
Periodicals	\$ 481.86	\$ 450.00	\$ 450.00
Postage	\$ 1,176.42	\$ 1,200.00	\$ 1,200.00
Program Supplies	\$ 1,007.37	\$ 1,000.00	\$ 1,000.00
Programs/Activities	\$ 5,726.34	\$ 3,000.00	\$ 3,500.00
Librarian's Retirement	\$ 2,146.44	\$ 2,280.00	\$ 2,670.00
*Librarian Assistants	\$ 28,710.50	\$ 28,700.00	\$ 31,600.00
Librarian Wages	\$ 31,558.03	\$ 33,735.00	\$ 36,775.00
Supplies	\$ 706.70	\$ 800.00	\$ 800.00
Telephone/Internet	\$ 1,688.94	\$ 1,500.00	\$ 3,780.00
Unemployment Compensation	\$ 295.34	\$ 300.00	\$ 300.00
VT On-Line Library	\$-	\$-	\$-
TOTAL EXPENSES	\$ 93,185.29	\$ 94,180.00	\$ 103,290.00

internet cost

\$780 phone + \$3000 internet