



***Alice M. Ward Memorial Library Board of Trustees***  
***Minutes***  
***February 06, 2017***

**I. Open Meeting:**

The 02/06/18 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 5:30 pm by Chairman Sue Gosselin.

**II. Attendees:**

Sue Gosselin, Nancy Petro, Sharon Belleville, Craig Varley

\*Due to lack of a quorum no items were voted on at this meeting.

**III. Approval of Minutes from Previous Meeting:**

Minutes of the January meeting were reviewed.

**IV. Additions/Deletions to Agenda:**

None

**V. General Public Comments:**

None

**VI. Building Maintenance/Concerns:**

Window restoration will begin next week. The restorer will remove several (4-5) windows and close and seal the openings. Windows will be restored and reinstalled in stages.

One estimate was obtained for the stair railing to the second floor. More estimates will be sought. It has been a challenge getting estimates.

Craig will schedule furnace maintenance and cleaning.

**VII. Budget Review:**

The 2018 budget and library report have been submitted to the town for inclusion in the town report. Copy attached.

January warrants were reviewed. Craig has created a new spreadsheet with detailed accounting to cross reference with copies of invoices. Quarterly printouts will be requested from the town clerk to crosscheck against the libraries numbers.

**VIII. Policy/Bylaw Review:**

None- lack enough trustees for vote

**IX. Library Activity:**

See Librarian's report

**X. Ongoing/Future Goals:**

An elevator company came in to look at options for handicapped access to the second floor/historical society. The current stairs are not wide enough to accommodate a chair lift. Contractor suggested the possibility of a lift (a sort of mini-elevator). The space needed is 65.5" deep x 53.5" wide and 80" ceiling clearance upstairs. A quick general estimate was approximately \$20,000. Craig emailed the contractor to inquire the stair width required. 41" is the minimum width. Craig and the trustees will continue to explore the options and when a decision is made seek a grant in conjunction with the historical society for this purpose. Better accessibility for patrons to enjoy the historical society is a solid future goal of this board.

**XI. Other Business:**

There will be no AWML Trustees Meeting in March due to Town Meeting. Next meeting will occur on April 3, 2018.

**XII. Adjournment:**

Meeting adjourned at 6:50 pm.

**Next Meeting:** The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 5:30 pm on 04/03/2018

## Alice M. Ward Memorial Library

### 2018 Proposed Budget

	2017 Proposed	2017 Actual	2018 Proposed
<b>Building:</b>			
Telephone/Fax	\$1,700.00	\$628.97	\$700.00
Electricity	\$1,600.00	\$1,412.64	\$1,600.00
Water & Sewer	\$700.00	\$692.00	\$700.00
Maintenance	\$1,500.00	\$306.00	\$1,500.00
Fuel	\$4,500.00	\$2,816.73	\$4,500.00
Internet	\$950.00	\$592.12	\$700.00
Building Repairs and Supplies	\$15,000.00	\$15,000.00	\$9,000.00
<b>Total Building:</b>	<b>\$25,950.00</b>	<b>\$21,448.46</b>	<b>\$18,700.00</b>
<b>Renovations:</b>			
Preservation Trust Restoration Grant	\$50,000.00	\$0.00	\$0.00
Preservation Trust Mini Grant	\$0.00	\$0.00	\$0.00
Neil & Louise Tillotson Grant	\$10,901.88	\$8,400.69	\$0.00
<b>Total Renovations:</b>	<b>\$60,901.88</b>	<b>\$8,400.69</b>	<b>\$0.00</b>
<b>Library Operations:</b>			
Unemployment	\$0.00	\$0.00	\$0.00
Contracted Library Services	\$0.00	\$0.00	\$0.00
Salaries	\$34,500.00	\$33,447.82	\$38,200.00
FICA	\$1,700.00	\$2,558.69	\$3,000.00
<i>*Operations &amp; Collections</i>	\$16,000.00	<b>\$20,567.55</b>	\$0.00
Admin. Expenses	\$0.00	\$364.24	\$400.00
<i>Books</i>	\$0.00	\$0.00	\$13,000.00
<i>DVDs</i>	\$0.00	\$0.00	\$1,000.00
<i>Materials and Supplies</i>	\$0.00	\$0.00	\$4,500.00
<i>Robotics</i>	\$0.00	\$0.00	\$2,500.00
<i>Programming</i>	\$0.00	\$0.00	\$3,500.00
<i>Professional Development</i>	\$0.00	\$0.00	\$1,500.00
Building Property Insurance	\$2,415.00	\$2,412.86	\$2,100.00
Workman's Comp	\$462.00	\$461.26	\$300.00
<b>Total Library Operations:</b>	<b>\$55,077.00</b>	<b>\$59,812.42</b>	<b>\$70,000.00</b>
<b>Grants:</b>			
Building Bright Futures	\$0.00	\$0.00	\$0.00
VT Community Foundation	\$702.18	\$697.12	\$0.00
NH Charitable Foundation	\$247.97	\$239.27	\$0.00
VCF Small & Inspiring	\$2,000.00	\$1,970.00	\$0.00
VT Libraries Grant	\$0.00	\$3,250.00	\$0.00
VT Children's Trust	\$0.00	\$0.00	\$0.00
VT Humanities Council Grant	\$0.00	\$1,128.17	
Tillotson Donation	\$1,905.95	\$2,158.25	\$0.00
FLL Robots	\$0.00	\$575.00	\$0.00
<b>Total Grants:</b>	<b>\$4,856.10</b>	<b>\$10,017.81</b>	<b>\$0.00</b>

<b>Total Accounts:</b>	<b>\$146,784.98</b>	<b>\$99,679.38</b>	<b>\$88,700.00</b>

*\*Operations & Collections in 2017 budget as one item- broken out in 2018 for clarity*

### Alice M. Ward Memorial Library

#### 2018 Proposed Budget - Revenues

	2017 Proposed	2017 Actual	2018 Proposed
<b>Revenues:</b>			
Property Taxes	\$81,637.15	\$81,637.15	\$83,360.00
Donations	\$100.00	\$1,076.30	\$100.00
Trust Fund	\$0.00	\$13.60	\$0.00
Reimbursement Funds	\$0.00	\$65.71	\$0.00
E-Rate	\$0.00	\$0.00	\$0.00
Rental	\$0.00	\$0.00	\$0.00
Fund Raiser	\$150.00	\$0.00	\$150.00
Savings Interest	\$90.00	\$129.97	\$90.00
NH Charitable Foundation	\$0.00	\$0.00	\$0.00
Misc. Book sales, faxes, etc	\$0.00	\$723.75	\$0.00
Preservation Trust Restoration Grant	\$50,000.00	0 (rec'd 12/16)	\$0.00
Preservation Trust Mini Grant	\$0.00	\$0.00	\$0.00
Tillotson Donation	\$1,905.95	0 (rec'd 2016)	\$5,000.00
VT Community Foundation Grant	\$0.00	\$0.00	\$0.00
VCF Small & Inspiring Grant	\$2,000.00	0 (rec'd 2016)	\$0.00
Vermont Children's Trust	\$0.00	\$0.00	\$0.00
Building Bright Futures Grant	\$0.00	\$0.00	\$0.00
Neil & Louise Tillotson Grant	\$10,901.88	0 (rec'd 2016)	\$0.00
VT Libraries Grant	\$0.00	\$3,250.00	\$0.00
VT Humanities Council Grant	\$0.00	\$1,400.00	\$0.00
First Grant-Robotics	\$0.00	\$500.00	\$0.00
Year End Surplus			
<b>Total:</b>	<b>\$146,784.98</b>	<b>\$88,796.48</b>	<b>\$88,700.00</b>

2017 Tax Rate: 0.0934

**2018 Suggested Tax Rate: 0.0946**

Grand List: \$881,079

## 2018 Librarian Report

Here are some encouraging 2017 statistics:

2015 3,199 checkouts

2016 3,684 checkouts

2017 3,830 checkouts + 862 eBook/audiobook checkouts = 4,692 total

As you can see, there was a 15% increase in hard copy circulation from 2015 to 2016, and a 4% increase from 2016 to 2017. Now that we are able to track our online checkouts through our eBook/audiobook provider Overdrive we can add another 862 to that total. While this year's increase was lower than the previous. I believe this shows that I am moving the library in a positive direction to engage the community in reading. I have repeatedly ordered individual books for repeat patrons and tried to upgrade our aging nonfiction collection and weeding the increasingly irrelevant vogueish books (older cookbooks, diets, etc.). We are always willing to purchase or interlibrary loan any book you may require.

Some more encouraging statistics:

2016 New Cards	51
2017 New Cards	61
2016 Adult Program Attendance	444
2017 Adult Program Attendance	514
2016 Kids Program Attendance	486
2017 Kids Program Attendance	1286

This is a 16% increase of adult attendance and a remarkable 265% increase for the kids' programs, due to our successful robotics, Minecraft and Virtual Reality programs, with a 19% increase in new cards. Three successful live animal programs from the Vermont Institute of Natural Sciences also added to that total.

We had a small drop in computer use:

2016 Hours of Computer Use 1681 hours

2017 Hours of Computer Use 1484 hours

But this is likely due to the lack of four computers over the past six weeks of 2017, relying on three, then two due to hardware failures. We now have two brand new computers to replace those.

Finally:

2016 Adult Visits	5709
2017 Adult Visit	5118
2016 Kids Visits	2373
2017 Kids Visits	3462

That's a small decrease for adults but a 46% increase for kids' attendance. This is a meaningful increase and I hope to build on it for the next year. Adult programs in 2018 will involve a monthly book-to-film screening, a monthly board game night, as well as art and genealogy programs. Our monthly book club continues as always and a weekly quilting/knitting/crocheting group meets every Tuesday afternoon. I am always open to new programs and suggestions. Please don't hesitate to contact me if there is something you would like to see in your town's library.

Respectfully,

Craig Varley

Librarian, Alice M. Ward Memorial Library

2018 Trustee note:

We are very appreciative of the continued support of our patrons and strive to continue improving your library and keep it an active part of the community. We are very pleased with the participation of community members in the various programs offered and strongly encourage patrons to share with us their ideas for books and programs that interest them so that we may keep your library up to date and relevant to your interests. We will continue with our renovations and repairs in 2018, using the remainder of a Tillotson Foundation grant and a VT Preservation Trust grant that are for that purpose. We have reflected those funds below for your information. Please stop by your library to see what we have done, and learn what we are doing. Soon to come: window restoration!

Again, thank you for your support and patronage.

Respectfully,

AWML Trustees:

Sharon Belleville

Georgiana Carr

Susan Gosselin

Nancy Petro

Nancy Renaudette

Katie Sawicki

**Alice M. Ward Memorial Library**

**Grants/Donations Carryover**

**2016 Remaining Funds**

**2017 Remaining Funds**

	<b>2016 Remaining Funds</b>	<b>2017 Remaining Funds</b>
<b>Reserves:</b>		
Donations		
Fundraisers		
Preservation Trust Grant	\$50,000.00	\$50,000.00
Tillotson Grant	\$10,901.88	\$2,501.19
Tillotson Fund Donation	\$1,905.95	\$0.00
VT Libraries Grant		
VCF Small and Inspiring	\$2,000.00	\$30.00
VT Humanities Council Grant		\$271.83