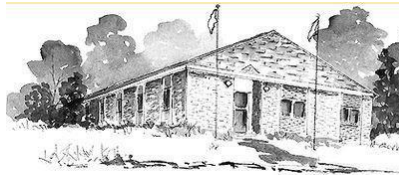


Georgia Public Library
1697 Ethan Allen Highway
Georgia, Vermont 05454
(802) 524-4643
www.georgiapubliclibraryvt.org
gplvt@yahoo.com



Library Trustees
Nicole Jamison, Chair
Debbie Mann, Vice Chair
Kollene Caspers, Secretary
Terry Cleveland, Treasurer
Craig Volatile-Wood, Trustee

Georgia Public Library Trustee Meeting
Wednesday, December 17, 2025 at 4:45 pm
Georgia Public Library Community Room

Zoom Details:

<https://us06web.zoom.us/j/88569251240?pwd=UxkDQQ3nO3ZlW3qZJYhVQFhkku8FwR.1>
Meeting ID: 885 6925 1240 | **Passcode:** 5244643 | **Dial by your Location:** 1 929 205 6099 (New York)

AGENDA

1. Call to Order
2. Additions, deletions, or changes to the agenda
3. Public Comment
4. Approve Minutes from the 11/19/2025 Library Meeting
5. Treasurer's Report
 - a. Monthly Report
 - b. Grant Update
 - c. 2026 Budget
 - d. Bond Update
6. Library Director's Report
 - a. Personnel
 - b. Facilities
 - c. Programming
7. Old Business
 - a. Memo of Understanding with the Town of Georgia
 - b. "What does a Library Trustee Do?"
 - c. Personnel Issue
8. New Business
 - a. Annual Evaluations
9. Executive Session (*if needed*)
10. Plan Next Meeting Agenda: Date/Time TBD
11. Adjourn

Posted to the Town website and designated places within the Town (Town Offices, Georgia Elementary and Middle School, Library & Georgia Market)

EXECUTIVE SESSION (if needed, pursuant to 1 V.S.A sec 313)

I would entertain a motion to enter into executive session to discuss _____ which premature disclosure or discussion may be detrimental to the board in itself and/or individuals involved.

I move that we enter into executive session to discuss _____ with (state names of attendees) under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes. (State Time.)

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Library Trustees
Nicole Jamison, Chair
Debbie Mann, Vice Chair
Kollene Caspers, Secretary
Terry Cleveland, Treasurer
Craig Volatile-Wood, Trustee

Georgia Public Library Trustee Meeting
Wednesday, November 19, 2025 4:45pm
Location: Georgia Public Library
MINUTES

Trustees Present: Kollene Caspers, Terry Cleveland, Nicole Jamison, Debbie Mann & Craig Volatile-Wood

Staff Present: none

Guests Present: Kellie Bosenberg, Ray Mann, Edward Smith

1. Call to order: 4:47pm
2. Additions, deletions, or changes to the Agenda
 - T. Cleveland requested adding a potential purchase from the Building Bright Futures grant, this will be added to Treasurer's report.
 - T. Cleveland requested to add an update from the Building Revitalization Committee, this will be added to Old Business.
 - K. Caspers requested a discussion on personnel from the 11/12/25 GPL Meeting, this will be added to the Library Director's report under Personnel.
3. Public Comment: Edward (Ted) Smith introduced himself as a member of the Building Revitalization Committee.
4. Minutes:
 - (a) Approve Minutes from the 10/15/2025 Library Trustee Meeting
Motion to approve minutes with a change in the date the BBF grant is to be completed made by T. Cleveland, Seconded by C. Volatile-Wood.
Voting Yea: Chair Jamison, Vice Chair Mann, K. Caspers, T. Cleveland, C. Volatile-Wood
 - (b) Approve Minutes from the 10/31/2025 Library Trustees Special Meeting for Purchase.
Motion to approve minutes as written. Motion made by Vice Chair Mann, Seconded by C. Volatile-Wood.
Voting Yea: Chair Jamison, Vice Chair Mann, K. Caspers, T. Cleveland, C. Volatile-Wood
 - (c) Approve Minutes from the 11/12/2025 Library Trustees Special Meeting for 2026 Budget.
Motion to approve minutes as written. Motion made by Vice Chair Mann, Seconded by T. Cleveland.
Voting Yea: Chair Jamison, Vice Chair Mann, K. Caspers, T. Cleveland, C. Volatile-Wood
5. Treasurer's Report:
 - (a) Monthly Report- T. Cleveland introduced the October 2025 budget documents listing expenses and income to date. 83% of the budget has been spent, with 17% remaining for 2025.
 - T. Cleveland answered Trustee questions on expenses and line items.
 - There is \$628.59 available to spend on books until the end of the year. The Trustees agreed to spend this on Adult books, given the BBF grant has allowed for many Children's books to be purchased.

- The Trustees discussed the use of approximate \$13,000 in salary funds offset by the grants. Items identified for purchase include a reading tree for the children's area of the library.
- The Trustees also discussed the potential Teen area of the library and future purchases for this space. C. Volatile-Wood will speak with the Historical Society to see when they are available to pick up items from the library's historical corner.

(b) Grant Update-

- Expenditures in September were \$14,708.84 and October \$5,093.78 toward the Building Bright Futures Grant. The remaining \$11,493.14 of the \$37,000 grant must be spent by December 15, 2025.

Motion to approve the purchase of a reading tree for the children's library area in the amount of \$7,999.16. Motion made by K. Caspers, Seconded by C. Volatile-Wood.

Voting Yea: Chair Jamison, Vice Chair Mann, K. Caspers, T. Cleveland, C. Volatile-Wood

- (c) 2026 Budget- T. Cleveland will meet with the Town of Georgia Selectboard and Treasurer to present a draft budget on November 20th at 7:30pm. The meeting is warned so all available Trustees can attend and participate. T. Cleveland will also ask about \$3,000 in impact fees to be used towards books in 2026.

6. Library Director's Report: Read via email message by Chair Jamison, as Library Director was not present at the meeting:

- Background checks will be contracted out to AmeriWide Screeners at the approximate cost of \$30 per application.
- The library director has scheduled a staff meeting on 11/21/25 to begin the screening process.
- The initial background checks for employees and volunteers will be funded by the United Way Grant, with a line item in the Library budget for the future.

- (a) Personnel- K. Caspers questioned the November 11, 2025 meeting action outside of executive order, where an employee's hours were increased to 25 hours a week. The employee is participating in an online program paid for by the library with BBF Grant Funds and is being compensated with their hourly wage while taking the class. K. Caspers wanted more details on the class, and why the class or the employee's participation level was never mentioned in last week's meeting. As the library director was not present, no one could answer these questions. Tabled for the next meeting.

- (b) Facilities- The cleaning company continues to do a subpar cleaning job. At the time of the meeting the Town offices have not responded to the complaints. The Trustees considered asking the Town to add the cleaning funds to the Library budget and the library hire their own cleaning company.

(c) Programs-

- A Teen Advisory Board is being created. They will meet on Tuesdays at 4pm. Teens are encouraged to apply. K. Caspers offered to speak with the teens she knows and give the fliers to Ms. Wieland at GEMS for the Junior High students.
- There were no updates to other GPL programming provided.

7. Old Business

- (a) Mission Statements- Trustees read Mission Statements researched from other libraries and compiled by Chair Jamison. These, in addition to vision and guiding principles statements, will be included in future discussions to update GPL's Mission Statement.

- (b) Rules of Order- The Trustees discussed different Rules of Order to be referred to in the Bylaws to help when clarifications are needed. The adoption of a governing Rules of Order will be revisited after the budgeting process is completed.

(c) Memo of Understanding with the Town of Georgia- Library Trustees discussed tabling this until after the budget process is complete. K. Bosenberg suggested the Trustees prioritize this document in tandem with the budget, as the budget goes hand in hand with the division of responsibilities.

(d) Building Revitalization Committee Update-

- T. Cleveland and Vice Chair Mann updated the Trustees on the committee meeting with the architect/engineers 11/18/2025. They passed around site plans and quotes for the parking lot project. Site plans and quotes for the interior work are currently in process.
- The following meetings are scheduled: November 29th for public input, December 2nd public meeting, December 16th Committee meeting, December 22nd or 29th Selectboard Bond approval. There will also be public meetings held in January and February.
- T. Cleveland will create a narrative for public feedback.
- Ted Smith spoke on his support for the library and the board.
- Vice Chair Mann read an email from Sarah Savich, committee member who was unable to attend, in support of the library director and assurances the renovation will not be in her charge. In a response email, K. Caspers explained that the renovation will have a project manager who will be put in charge, with input from Selectboard, Trustees, Library and Public Works.
- K. Caspers will research the HUD grant.
- Vice Chair Mann will collect suggestions from the public.

8. New Business

(a) What Does a Library Trustee Do?– Requested by library director, tabled for next meeting.

(b) Bond on the ballot. Discussed with the Building Revitalization Committee update, see 7(d) above.

(c) Engineer Vote. T. Cleveland said the Committee had voted at the 11/18/2025 meeting.

9. Executive Session- not needed.

10. Plan Next Meeting:

- Wednesday, December 17, 2025 at 4:45pm: GPL Trustee Regular Meeting. Agenda items to include: Memo of Understanding, 2026 Budget, Bond amount, Library Trustee handout and the personnel issue 6(a).

11. Adjourn

Vice Chair Mann made a motion to adjourn at 6:13 p.m.

Voting Yea: Chair Jamison, Vice Chair Mann, K. Caspers, T. Cleveland, C. Volatile-Wood

GEORGIA PUBLIC LIBRARY

October

2025 Budget

% of Year=
Remainder

83%
17%

Line Item	Town Budget	Town YTD	Remainder in Town Budget	Remainder Variance %	Other Income	Grant Income Collected/Billed	BBF Grant Money remaining
Town Appropriation	\$ 181,898.62	\$ 162,519.88	\$ 19,378.74	11%			
Other Revenue					\$ 4,338.62		
Library Impact Fees			\$ -				
Grants:			\$ -			\$ 34,343.23	\$ 6,871.18
			\$ -				
Total Revenue	\$ 181,898.62	\$ 162,519.88	\$ 19,378.74	11%	\$ 4,338.62	\$ 34,343.23	\$ 6,871.18
1-7-05-70-10.00 Library Salaries	\$ 119,464.00	\$ 107,690.25	\$ 11,773.75	10%			
1-7-05-70-11.00 Library Social Security	\$ 9,139.00	\$ 8,027.98	\$ 1,111.02	12%			
1-7-05-70-12.00 Library Retirement	\$ 5,837.62	\$ 5,486.72	\$ 350.90	6%		\$ -	
1-7-05-70-14.00 Library Health Insurance	\$ 25,218.00	\$ 22,925.42	\$ 2,292.58	9%		\$ -	
1-7-05-70-14.05 Library HRA Funding	\$ 1,250.00	\$ 1,250.00	\$ -	0%		\$ -	
1-7-05-70-16.00 Library Dental Insurance	\$ 445.00	\$ 410.47	\$ 34.53	8%		\$ -	
Sub Total Salaries and Benefits	\$ 161,353.62	\$ 145,790.84	\$ 15,562.78	10%	\$ -	\$ -	\$ -
1-7-05-70-21.00 Library Postage	\$ -	\$ 22.95	\$ (22.95)			\$ -	
1-7-05-70-22.00 Library Supplies	\$ 1,500.00	\$ 1,904.12	\$ (404.12)	-27%		\$ 2,702.89	
1-7-05-70-22.05 Library Adult Books	\$ 3,500.00	\$ 4,233.88	\$ (733.88)	-21%	\$ 657.62		
1-7-05-70-22.10 Library Childrens Books	\$ 2,500.00	\$ 1,206.48	\$ 1,293.52	52%		\$ 1,504.93	\$ 3,779.05
1-7-05-70-22.2 Library Audio Visual	\$ 750.00	\$ 107.07	\$ 642.93	86%		\$ 1,029.00	
1-7-05-70-22.25 Library Young Adult Books	\$ 500.00	\$ 457.59	\$ 42.41	8%		\$ 1,423.36	
1-7-05-70-22.30 Library Interlibrary Loan	\$ 1,645.00	\$ 1,837.32	\$ (192.32)	-12%		\$ 475.18	
1-7-05-70-22.35 Library Online/Electronic	\$ 6,000.00	\$ 3,466.34	\$ 2,533.66	42%		\$ -	
1-7-05-70-22.36 Library Tech Support	\$ 450.00	\$ 366.48	\$ 83.52	19%		\$ -	
1-7-05-70-22.40 Library Copier Lease	\$ 1,200.00	\$ 129.58	\$ 1,070.42	89%		\$ -	
1-7-05-70-44.00 Library Training/Workshop	\$ 500.00	\$ 721.97	\$ (221.97)	-44%		\$ 2,681.20	
1-7-05-70-44.05 Library Educational Progr	\$ 1,000.00	\$ 798.86	\$ 201.14	20%	\$ 350.00	\$ 1,025.00	\$ 1,575.00
1-7-05-70-52.05 Library Purch - current year	\$ -	\$ 529.97	\$ (529.97)		\$ 3,331.00	\$ 23,140.33	\$ 759.28
1-7-05-70-63.00 Library Equipment Repair	\$ 500.00	\$ -	\$ 500.00	100%		\$ -	
1-7-05-70-99.00 Library Miscellaneous	\$ 500.00	\$ 946.43	\$ (446.43)	-89%		\$ 361.34	\$ 757.46
Sub Total Operating Expenses	\$ 20,545.00	\$ 16,729.04	\$ 3,815.96	19%	\$ 4,338.62	\$ 34,343.23	\$ 6,870.79
Total Expenses	\$ 181,898.62	\$ 162,519.88	\$ 19,378.74	11%	\$ 4,338.62	\$ 34,343.23	\$ 6,870.79

agrees with reporting

Diff \$ - \$

Total of Indirect costs charged to BBF

July BBF	\$ 145.60
August BBF	\$ 372.97
September BBF	\$ 1,337.17
October BBF	\$ 463.07
November BBF	\$ 420.18
December BBF	
Total Indirect Collect	\$ 2,738.99

Total allowed indirect BBF \$ 3,360.00

Remainder \$ 621.01 Agrees with reporting

Current Balance of BBF, Georgia Mkt, UW funds that we can spend on assets for the library:

\$ 2,738.99	Indirect	Thru Nov
\$ 18,951.54	Salaries	Thru Nov
\$ 1,449.81	Personnel exp	Thru Nov
\$ 23,140.34		Agrees with reporting
\$ 3,331.00	G Market	
\$ (529.97)	Bridget's Desk	
\$ (6,566.04)	End caps	
\$ 19,375.33		
\$ (3,855.98)	Computers	
\$ 15,519.35		
\$ (7,682.15)	Tree	
\$ 7,837.20		

\$ (3,322.17) Bill for November won't be in our fund until January
\$ 4,582.00 UW Grant funds (salaries, personnel exp, indirect) to be received in the next week.

\$ 9,097.03

Dated 12/11/25

This needs to be spent before the last warrant is ready by the town

12/22/2025

To be purchased:

Chairs Sound proof	3912 x
Book processing supplies	1978 x
Amazon games, etc	1807 x
Phoenix	1400 x
	9097

Section 5. Item #A.

Itemization of Expenses																
To use to reconcile to town																
		January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec		Total	
1-7-05-70-10.00 Library Salaries		\$ 8,508.45	\$ 7,257.24	\$ 7,750.05	\$10,330.26	\$11,049.28	\$ 9,675.76	\$12,528.35	\$10,856.92	\$ 8,727.30	\$11,213.99	\$ 9,792.65			\$ 107,690.25	
1-7-05-70-11.00 Library Social Security		\$ 622.06	\$ 514.60	\$ 572.03	\$ 766.24	\$ 834.93	\$ 725.67	\$ 951.13	\$ 819.83	\$ 649.89	\$ 836.71	\$ 734.89			\$ 8,027.98	
1-7-05-70-12.00 Library Retirement		\$ 537.30	\$ 429.84	\$ 429.84	\$ 564.15	\$ 521.17	\$ 451.32	\$ 580.25	\$ 464.20	\$ 464.20	\$ 580.25	\$ 464.20			\$ 5,486.72	
1-7-05-70-14.00 Library Health Insurance		\$ 2,105.01	\$ 1,994.34	\$ 2,105.01	\$ 2,105.01	\$ 2,105.01	\$ 2,105.01	\$ 2,105.01	\$ 2,105.01	\$ 2,105.01	\$ 2,105.01	\$ 1,985.99			\$ 22,925.42	
1-7-05-70-14.05 Library HRA Funding		\$ 100.14	\$ 650.00	\$ 102.95	\$ 51.00	\$ 258.46	\$ 50.21	\$ 37.24							\$ 1,250.00	
1-7-05-70-16.00 Library Dental Insurance		\$ 48.80	\$ 58.62	\$ 47.78	\$ 44.72	\$ 44.72	\$ (18.18)	\$ 51.13	\$ 30.62	\$ 51.13		\$ 51.13			\$ 410.47	
1-7-05-70-21.00 Library Postage				\$ 22.95											\$ 22.95	
1-7-05-70-22.00 Library Supplies		\$ 252.75	\$ 30.26	\$ 2.12			\$ 29.71	\$ 129.28	\$ 43.00	\$ 138.91	\$ 154.52		\$ 1,123.57		\$ 1,904.12	
1-7-05-70-22.05 Library Adult Books			\$ (155.18)	\$ 57.94				\$ 2,227.50	\$ 28.00	\$ 520.65	\$ 136.35	\$ 48.29	\$ 1,370.33		\$ 4,233.88	
1-7-05-70-22.10 Library Childrens Books				\$ 28.81				\$ 1,151.37					\$ 26.30		\$ 1,206.48	
1-7-05-70-22.2 Library Audio Visual							\$ 21.99					\$ 85.08			\$ 107.07	
1-7-05-70-22.25 Library Young Adult Books				\$ 12.31				\$ 92.14				\$ 353.14			\$ 457.59	
1-7-05-70-22.30 Library Interlibrary Loan				\$ 398.44	\$ 225.52			\$ 501.48		\$ 216.88	\$ 245.34	\$ 249.66			\$ 1,837.32	
1-7-05-70-22.35 Library Online/Electronic		\$ 100.00	\$ 402.57					\$ 100.00	\$ 686.87			\$ 2,176.90			\$ 3,466.34	
1-7-05-70-22.36 Library Tech Support								\$ 80.00			\$ 206.48	\$ 80.00			\$ 366.48	
1-7-05-70-22.40 Library Copier Lease							\$ 7.09			\$ 122.49					\$ 129.58	
1-7-05-70-44.00 Library Training/Workshop			\$ (41.27)		\$ 91.84	\$ 145.00	\$ 338.80			\$ 187.60					\$ 721.97	
1-7-05-70-44.05 Library Educational Progr			\$ 7.05				\$ 545.99		\$ 116.82	\$ 129.00					\$ 798.86	
1-7-05-70-52.05 Library Purch - current year										\$ 529.97					\$ 529.97	
1-7-05-70-63.00 Library Equipment Repair															\$ -	
1-7-05-70-99.00 Library Miscellaneous			\$ (218.71)		\$ 176.21		\$ 32.50		\$ 112.00		\$ 803.27	\$ 41.16			\$ 946.43	
(Inc mileage reimbursement)															\$ -	
Totals		\$12,274.51	\$10,922.31	\$11,537.28	\$14,354.95	\$14,988.28	\$18,217.93	\$16,324.11	\$15,851.83	\$13,474.34	\$16,039.34	\$18,535.00	\$ -		\$ 162,519.88	

Original Budget

Remainder
to be spent

TOWN BUDGET
Expected Dec
Expenses

Total (over)
or under

\$ 11,773.75	\$10,000.00	\$ 1,773.75
\$ 1,111.02	\$ 765.00	\$ 346.02
\$ 350.90	\$ 475.00	\$ (124.10)
\$ 2,292.58	\$ 1,968.00	\$ 324.58
\$ -		\$ -
\$ 34.53	\$ 50.00	\$ (15.47)
\$ (22.95)		\$ (22.95)
\$ (404.12)	\$ 33.19	\$ (437.31)
\$ (733.88)	\$ 67.43	\$ (801.31)
\$ 1,293.52	\$ 12.00	\$ 1,281.52
\$ 642.93	\$ -	\$ 642.93
\$ 42.41	\$ -	\$ 42.41
\$ (192.32)	\$ 164.28	\$ (356.60)
\$ 2,533.66	\$ 2,626.74	\$ (93.08)
\$ 83.52		\$ 83.52
\$ 1,070.42	\$ 362.16	\$ 708.26
\$ (221.97)		\$ (221.97)
\$ 201.14		\$ 201.14
\$ 11,538.13	\$11,538.13	\$ -
\$ 500.00		\$ 500.00
\$ (446.43)	\$ 100.10	\$ (546.53)
\$ -		\$ -
\$ 31,446.84	\$28,162.03	\$ 3,284.81

From BBF and Georgia Mkt funds

To be purchased
2500 Overdrive
650 Phoenix

\$10330.26 reflects raises and an extra pay period

\$11049.28 reflects bonus pay

\$252.75 was a 2024 expense that didn't hit the town book until 2025. This cost was for the NCCS grant. We are moving here to keep the 2025 grant only representing 2025 expenses.

Grant Expenses

To reconcile to town

		Total NCSS	Total BBF	Total UW	Total Courier	N L of M	Total All Grants
1-7-05-70-10.00 Library Salaries		\$ -	\$ 18,951.54	\$ -	\$ -	\$ -	\$ 18,951.54
1-7-05-70-11.00 Library Social Security		\$ -	\$ 1,449.81	\$ -	\$ -	\$ -	\$ 1,449.81
1-7-05-70-12.00 Library Retirement		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-7-05-70-14.00 Library Health Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-7-05-70-14.05 Library HRA Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-7-05-70-16.00 Library Dental Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-7-05-70-21.00 Library Postage		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-7-05-70-22.00 Library Supplies		\$ -	\$ 1,766.02	\$ 936.87	\$ -	\$ -	\$ 2,702.89
1-7-05-70-22.05 Library Adult Books		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-7-05-70-22.10 Library Childrens Books		\$ -	\$ 1,504.93	\$ -	\$ -	\$ -	\$ 1,504.93
1-7-05-70-22.2 Library Audio Visual		\$ 1,029.00	\$ -	\$ -	\$ -	\$ -	\$ 1,029.00
1-7-05-70-22.25 Library Young Adult Books		\$ -	\$ -	\$ 1,423.36	\$ -	\$ -	\$ 1,423.36
1-7-05-70-22.30 Library Interlibrary Loan		\$ -	\$ -	\$ -	\$ 475.18	\$ -	\$ 475.18
1-7-05-70-22.35 Library Online/Electronic		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-7-05-70-22.36 Library Tech Support		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-7-05-70-22.40 Library Copier Lease		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-7-05-70-44.00 Library Training/Workshop		\$ -	\$ 2,681.20	\$ -	\$ -	\$ -	\$ 2,681.20
1-7-05-70-44.05 Library Educational Progr		\$ -	\$ 675.00	\$ -	\$ -	\$ 350.00	\$ 1,025.00
1-7-05-70-52.05 Library Purch - current year		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-7-05-70-63.00 Library Equipment Repair		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1-7-05-70-99.00 Library Miscellaneous		\$ -	\$ 361.34	\$ -	\$ -	\$ -	\$ 361.34
						\$ -	\$ -
Total per month		\$ 1,029.00	\$ 27,389.84	\$ 2,360.23	\$ 475.18	\$ 350.00	\$ 31,604.25

NCSS Grant
To reconcile to town

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
1-7-05-70-10.00 Library Salaries													\$ -
1-7-05-70-11.00 Library Social Security													\$ -
1-7-05-70-12.00 Library Retirement													\$ -
1-7-05-70-14.00 Library Health Insurance													\$ -
1-7-05-70-14.05 Library HRA Funding													\$ -
1-7-05-70-16.00 Library Dental Insurance													\$ -
1-7-05-70-21.00 Library Postage													\$ -
1-7-05-70-22.00 Library Supplies													\$ -
1-7-05-70-22.05 Library Adult Books													\$ -
1-7-05-70-22.10 Library Childrens Books													\$ -
1-7-05-70-22.2 Library Audio Visual						\$ 1,029.00							\$ 1,029.00
1-7-05-70-22.25 Library Young Adult Books													\$ -
1-7-05-70-22.30 Library Interlibrary Loan													\$ -
1-7-05-70-22.35 Library Online/Electronic													\$ -
1-7-05-70-22.36 Library Tech Support													\$ -
1-7-05-70-22.40 Library Copier Lease													\$ -
1-7-05-70-44.00 Library Training/Workshop													\$ -
1-7-05-70-44.05 Library Educational Progr													\$ -
1-7-05-70-52.05 Library Purch - current year													\$ -
1-7-05-70-63.00 Library Equipment Repair													\$ -
1-7-05-70-99.00 Library Miscellaneous													\$ -
													\$ -
Total per month	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,029.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,029.00

Grant Expenses - BBF

To reconcile to town

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
1-7-05-70-10.00 Library Salaries	\$ -						\$ 1,023.62	\$ 3,188.87	\$ 8,049.84	\$ 3,603.13	\$ 3,086.08		\$ 18,951.54
1-7-05-70-11.00 Library Social Security	\$ -						\$ 78.31	\$ 243.95	\$ 615.82	\$ 275.64	\$ 236.09		\$ 1,449.81
1-7-05-70-12.00 Library Retirement	\$ -												\$ -
1-7-05-70-14.00 Library Health Insurance	\$ -												\$ -
1-7-05-70-14.05 Library HRA Funding	\$ -												\$ -
1-7-05-70-16.00 Library Dental Insurance	\$ -												\$ -
1-7-05-70-21.00 Library Postage	\$ -												\$ -
1-7-05-70-22.00 Library Supplies	\$ -						\$ 290.40		\$ 1,475.62				\$ 1,766.02
1-7-05-70-22.05 Library Adult Books	\$ -												\$ -
1-7-05-70-22.10 Library Childrens Books	\$ -							\$ 296.83	\$ 549.19	\$ 142.20	\$ 516.71		\$ 1,504.93
1-7-05-70-22.2 Library Audio Visual	\$ -												\$ -
1-7-05-70-22.25 Library Young Adult Books	\$ -												\$ -
1-7-05-70-22.30 Library Interlibrary Loan	\$ -												\$ -
1-7-05-70-22.35 Library Online/Electronic	\$ -												\$ -
1-7-05-70-22.36 Library Tech Support	\$ -												\$ -
1-7-05-70-22.40 Library Copier Lease	\$ -												\$ -
1-7-05-70-44.00 Library Training/Workshop	\$ -								\$ 2,681.20				\$ 2,681.20
1-7-05-70-44.05 Library Educational Progr	\$ -									\$ 450.00	\$ 225.00		\$ 675.00
1-7-05-70-52.05 Library Purch - current year	\$ -												\$ -
1-7-05-70-63.00 Library Equipment Repair	\$ -												\$ -
1-7-05-70-99.00 Library Miscellaneous	\$ -						\$ 63.70			\$ 159.74	\$ 137.90		\$ 361.34
													\$ -
Total per month	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,456.03	\$ 3,729.65	\$ 13,371.67	\$ 4,630.71	\$ 4,201.78	\$ -	\$ 27,389.84
Grant BBF												Grant Total	\$ 37,000.00
					Indirects		145.6	372.96	1337.17	463.07	420.18		\$ 2,738.98
												Remainder	\$ 6,871.18
					Total Bill to BBF		\$ 1,601.63	\$ 4,102.61	\$ 14,708.84	\$ 5,093.78	\$ 4,621.96		

National Library of Medicine
To reconcile to town

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
1-7-05-70-10.00 Library Salaries	\$ -												\$ -
1-7-05-70-11.00 Library Social Security	\$ -												\$ -
1-7-05-70-12.00 Library Retirement	\$ -												\$ -
1-7-05-70-14.00 Library Health Insurance	\$ -												\$ -
1-7-05-70-14.05 Library HRA Funding	\$ -												\$ -
1-7-05-70-16.00 Library Dental Insurance	\$ -												\$ -
1-7-05-70-21.00 Library Postage	\$ -												\$ -
1-7-05-70-22.00 Library Supplies	\$ -												\$ -
1-7-05-70-22.05 Library Adult Books	\$ -												\$ -
1-7-05-70-22.10 Library Childrens Books	\$ -												\$ -
1-7-05-70-22.2 Library Audio Visual	\$ -												\$ -
1-7-05-70-22.25 Library Young Adult Books	\$ -												\$ -
1-7-05-70-22.30 Library Interlibrary Loan	\$ -												\$ -
1-7-05-70-22.35 Library Online/Electronic	\$ -												\$ -
1-7-05-70-22.36 Library Tech Support	\$ -												\$ -
1-7-05-70-22.40 Library Copier Lease	\$ -												\$ -
1-7-05-70-44.00 Library Training/Workshop	\$ -												\$ -
1-7-05-70-44.05 Library Educational Progr	\$ -								\$ 350.00				\$ 350.00
1-7-05-70-52.05 Library Purch - current year	\$ -												\$ -
1-7-05-70-63.00 Library Equipment Repair	\$ -												\$ -
1-7-05-70-99.00 Library Miscellaneous	\$ -												\$ -
													\$ -
Total per month	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350.00	\$ -	\$ -	\$ -	\$ 350.00

Grant Expenses - United Way																
To reconcile to town																
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		Total	
1-7-05-70-10.00 Library Salaries		\$ -													\$ -	
1-7-05-70-11.00 Library Social Security		\$ -													\$ -	
1-7-05-70-12.00 Library Retirement		\$ -													\$ -	
1-7-05-70-14.00 Library Health Insurance		\$ -													\$ -	
1-7-05-70-14.05 Library HRA Funding		\$ -													\$ -	
1-7-05-70-16.00 Library Dental Insurance		\$ -													\$ -	
1-7-05-70-21.00 Library Postage		\$ -													\$ -	
1-7-05-70-22.00 Library Supplies		\$ -								936.87					\$ 936.87	
1-7-05-70-22.05 Library Adult Books		\$ -													\$ -	
1-7-05-70-22.10 Library Childrens Books		\$ -													\$ -	
1-7-05-70-22.2 Library Audio Visual		\$ -													\$ -	
1-7-05-70-22.25 Library Young Adult Books		\$ -						\$ 1,168.27	\$ 255.09						\$ 1,423.36	
1-7-05-70-22.30 Library Interlibrary Loan		\$ -													\$ -	
1-7-05-70-22.35 Library Online/Electronic		\$ -													\$ -	
1-7-05-70-22.36 Library Tech Support		\$ -													\$ -	
1-7-05-70-22.40 Library Copier Lease		\$ -													\$ -	
1-7-05-70-44.00 Library Training/Workshop		\$ -													\$ -	
1-7-05-70-44.05 Library Educational Progr		\$ -													\$ -	
1-7-05-70-52.05 Library Purch - current year		\$ -													\$ -	
1-7-05-70-63.00 Library Equipment Repair		\$ -													\$ -	
1-7-05-70-99.00 Library Miscellaneous		\$ -													\$ -	
															\$ -	
Total per month		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,168.27	\$ 255.09	\$ 936.87	\$ -	\$ -	\$ -		\$ 2,360.23	

Grant Expenses - Courier

To reconcile to town

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
1-7-05-70-10.00 Library Salaries	\$ -												\$ -
1-7-05-70-11.00 Library Social Security	\$ -												\$ -
1-7-05-70-12.00 Library Retirement	\$ -												\$ -
1-7-05-70-14.00 Library Health Insurance	\$ -												\$ -
1-7-05-70-14.05 Library HRA Funding	\$ -												\$ -
1-7-05-70-16.00 Library Dental Insurance	\$ -												\$ -
1-7-05-70-21.00 Library Postage	\$ -												\$ -
1-7-05-70-22.00 Library Supplies	\$ -												\$ -
1-7-05-70-22.05 Library Adult Books	\$ -												\$ -
1-7-05-70-22.10 Library Childrens Books	\$ -												\$ -
1-7-05-70-22.2 Library Audio Visual	\$ -												\$ -
1-7-05-70-22.25 Library Young Adult Books	\$ -												\$ -
1-7-05-70-22.30 Library Interlibrary Loan	\$ -						\$ 197.06	\$ 278.12					\$ 475.18
1-7-05-70-22.35 Library Online/Electronic	\$ -												\$ -
1-7-05-70-22.36 Library Tech Support	\$ -												\$ -
1-7-05-70-22.40 Library Copier Lease	\$ -												\$ -
1-7-05-70-44.00 Library Training/Workshop	\$ -												\$ -
1-7-05-70-44.05 Library Educational Progr	\$ -												\$ -
1-7-05-70-52.05 Library Purch - current year	\$ -												\$ -
1-7-05-70-63.00 Library Equipment Repair	\$ -												\$ -
1-7-05-70-99.00 Library Miscellaneous	\$ -												\$ -
													\$ -
Total per month	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 197.06	\$ 278.12	\$ -	\$ -	\$ -	\$ -	\$ 475.18

MEMORANDUM OF UNDERSTANDING
By and Between the
TOWN OF GEORGIA SELECTBOARD
and the
GEORGIA PUBLIC LIBRARY

The following Memorandum of Understanding (MOU) is established to define the roles and responsibilities between the **Town of Georgia Selectboard** (“**Town**”) and the **Georgia Public Library Board of Trustees** (“**LBOT**”) for the benefit of the **Georgia Public Library** (“**Library**”). The role of the LBOT is significant regarding the operations of the Library, as it is unique to other Town of Georgia Departments. Defining the roles and responsibilities of all parties will foster collaboration and shared responsibilities between the LBOT and the Town.

The Library is a “Public Library” as defined under 22 VSA §101; and LBOT for the Library are voted in by the community and are responsible to oversee library operations, ensure adequate library funding, set policies for the Library, oversee personnel and encourage the use and growth of the Library. LBOT manage the public library and any property that shall come into the hands of the municipality (22 VSA §105 & 22 VSA §143).

The Town is responsible to appropriate money as necessary for suitable facilities and for the foundation of a public library; and shall appropriate money annually for the maintenance, care, and increase of the library in an amount voted at its annual meeting (22 VSA §142). The Library building was originally built as a Regional Library but was subsequently purchased by the Town of Georgia for the specific purpose of housing the Library.

The Town, LBOT and Library desire to continue to maintain a cordial and cooperative working relationship in order to maintain a high-quality free public library for the citizens of Georgia. To this end, the Town and the Library have agreed to the following roles and responsibilities with regards to administration of the Library:

1. Library Director and Staff

- a. Library staff will be deemed Town employees and subject to the rights and responsibilities in the Town Personnel Policy. The LBOT voted to adopt and follow the Town Personnel Policy as approved on June 9, 2025.
- b. The LBOT will be responsible for hiring, evaluating annually and managing the Library Director.
- c. The LBOT will be responsible for creating, adopting, and changing the job description for the Library Director as necessary.
- d. The Library Director will hire library personnel and appoint volunteers in cooperation with the LBOT. The Library Director will oversee library personnel and volunteers.

2. Financial Management and Budgetary Process

- a. The Town will work cooperatively with the LBOT and the Library Director to provide financial management services that include payroll services, process

payments to Library vendors, provide monthly reports, provide assistance with the management of grants, and will include the Library in the annual financial audit.

- b. Consistent with 22 VSA §142, the LBOT will prepare an annual budget indicating what support and maintenance of the Library will be required out of public funds which will be included in the budget presented by the Town on Town Meeting Day. It is understood that the Town retains the right and ability to offer a budget recommendation to the Library on the proposal submitted by the Library.
- c. The LBOT will review the Library's annual budget expenditures and revenues at every regular meeting through financial reports provided by the LBOT Treasurer and Town Treasurer.
- d. The LBOT will work with the Library Director to make adjustments as necessary within the annual budget line items, so long as such adjustments meet the intent of the voter-approved annual budget.
- e. The Library, through the LBOT and Library Director, will adhere strictly to all applicable financial policies, procedures, and regulations established by the Town, as well as all relevant local, state, and federal laws governing financial practices. This includes, but is not limited to, compliance with accounting standards, financial reporting requirements, tax obligations, and anti-fraud measures.
- f. For any potential grant application, the LBOT and Library Director will work with the Town in accordance with the Grants Management Policy.
- g. For new construction or capital improvements, the LBOT will meet and confer with the Town. The Town retains the right and ability to offer its own budget recommendations on any capital budget item.
- h. The LBOT will present, with the Library Director, the Annual Report of the Library to the Town and community through the annual Town Report.

3. Setting Library Policy

- a. The LBOT will work with the Library Director to set policies and procedures that are in the best interest of the residents of the community and that are in compliance with all state and federal laws and regulations.
- b. The LBOT shall follow the Town's policies while setting policies and procedures.

4. Library Facilities & Town Provided Services

- a. The Library Director and Town Administrator will meet at least annually to review and update the services provided and budgeted amounts for the maintenance categories listed below.
- b. The Town Departments where applicable, may provide the following maintenance services to the Library:
 - Snow removal from the access road, parking lot and walkways. It shall be noted that this obligation is secondary to maintaining the Town roads which are a priority.
 - Lawn care, including trimming and edging.
 - Heating and cooling maintenance.
 - Plumbing services.
 - Water quality testing at required intervals.
 - Lighting maintenance.

- Trash and recycling removal and disposal.
- Fire extinguisher and AED machine maintenance.
- Parking lot repainting and restriping, as needed.
- c. The Town will schedule and pay for weekly custodial service to include complete bathroom cleaning and basic cleaning of the Library areas. The Town will also provide cleaning supplies and floor mat service.
- d. The Town will include CPR/First Aid/AED Training for the Library employees annually.
- e. The Town will provide phone and internet services, email addresses for Library Director and LBOT, security monitoring, select software licenses, and website management should the Library decide to utilize the Town website in the future.
- f. Any other items historically covered, and/or for which there is an advantage for both the Town and Library to properly maintain the building.

5. HR/Background Checks

- a. The Library will organize and fund the background checks for all Library personnel and regular volunteers in accordance with the Town's Personnel Policy.
- b. The Town will assist in the collection and filing of the background checks for the Library in accordance with the Town's Personnel Policy.

6. Legal Support

- a. The Town shall provide to the Library support on legal matters concerning questions, claims or suits involving property, casualty, liability and personnel issues.
- b. Requests for legal advice or opinions should be brought to the attention of the Town by the LBOT prior to receiving services.
- c. The Town shall be made aware, as soon as practically possible, any lawsuits filed against the Library, Library personnel or LBOT except personal civil suits unrelated to the Library or its operations.

7. Risk Management

- a. The Town shall provide property and liability insurance as it does for all other buildings and Departments.

8. Cooperative Agreement with the Town shall be consistent with Vermont State Statutes.

- a. The overriding goal of the agreement herein is to promote the Town and the LBOT working together in the spirit of cooperation.
- b. The Town shall continue to provide financial, administrative and human resources services in adherence to those policies and procedures as are currently in place and as may be amended from time to time.
- c. The LBOT may delegate to the Town the administration of matters which do not involve discretion or policy with regard to the Library.

- d. On matters involving discretion or policy regarding the Library, the LBOT and the Library Director will consult with the Town before taking actions affecting the fiscal interests of the Town or the Library. The LBOT and the Library will seek Town approval when necessary prior to taking any action on such matters.
9. This MOU will be reviewed by both entities annually, prior to budget discussions, or when otherwise requested in writing by either party. Any necessary amendments will be considered in a timely manner. The Agreement shall not be modified without the written approval of both parties.
10. The LBOT will meet with the Town semi-annually to for budget, services, capital improvements, goals and strategic planning.
11. This MOU shall remain in effect until substantially modified by the parties, unless terminated earlier by mutual written consent of the parties. Either party may terminate this MOU by providing six months' written notice to the other party. Termination of this MOU shall not affect any rights or obligations accrued prior to the effective date of termination. This MOU represents the entire understanding between the parties and supersedes all prior negotiations, representations, or agreements, whether written or oral, relating to its subject matter.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of understanding as of the _____ day of _____ 2025.

Georgia Public Library Board of Trustees:

Nicole Jamison, Chair

Kollene Caspers, Secretary

Debbie Mann, Vice Chair

Terry Cleveland, Treasurer

Craig Volatile-Wood, Member at Large

Town of Georgia Selectboard:

Kris Senna, Chair

Carl Rosenquist

Brian Dunsmore, Vice Chair

Kellie Bosenberg

Judith Nasca

DRAFT

Summary

	Library Managed Budget 2025	Town's Library Expense	Total Collaborative Library Expenses
FY 2025 Budget	\$ 181,898.62	\$ 89,025.71	\$ 270,924.33

Library Board Managed Expenses

	2025 Budget	2025 Library Allocation	Library Boards Budget for FY25-managed by LBOT
1-7-05-70 LIBRARY			
1-7-05-70-10.00 Library Salaries	\$ 119,464	\$ 119,464	
1-7-05-70-11.00 Library Social Security	9,139	9,139	
1-7-05-70-12.00 Library Retirement	5,838	5,838	
1-7-05-70-14.00 Library Health Insurance	25,218	25,218	
1-7-05-70-14.05 Library HRA Funding	1,250	1,250	
1-7-05-70-16.00 Library Dental Insurance	445	445	
1-7-05-70-22.00 Library Supplies	1,500	1,500	
1-7-05-70-22.05 Library Adult Books	3,500	3,500	
1-7-05-70-22.10 Library Childrens Books	2,500	2,500	
1-7-05-70-22.20 Library Audio Visual	750	750	
1-7-05-70-22.25 Young Adult Books	500	500	
1-7-05-70-22.30 Library Interlibrary Loan	1,645	1,645	
1-7-05-70-22.35 Library Online/Electronic	6,000	6,000	
1-7-05-70-22.36 Library Tech Support	450	450	
1-7-05-70-22.40 Library Copier Lease	1,200	1,200	
1-7-05-70-44.00 Library Training/Workshop	500	500	
1-7-05-70-44.05 Library Educational Progr	1,000	1,000	
1-7-05-70-52.05 Library Prchse-Current yr	0	0	
1-7-05-70-63.00 Library Equipment Repair	500	500	
1-7-05-70-99.00 Library Misc Expense	500	500	
Total Library	\$ 181,899	\$ 181,899	

Town Portion of Library Expense

2025 Budget

2025 Library Allocation

Notes:

Section 7. Item #A.

1-7-05 GENERAL GOVERNMENT

Library is 6.6% of Total General Government Expenses

1-7-05-05 SELECTBOARD

6.6%

1-7-05-05-10.05 Selectboard Salaries	\$	5,500	\$	363	general support
1-7-05-05-10.10 Administrative Salaries		222,736	\$	14,701	general support
1-7-05-05-10.21 Gen Gov Social Security		18,156	\$	1,198	
1-7-05-05-10.22 Gen Gov Retirement		14,605	\$	964	
1-7-05-05-10.23 Gen Gov Insurance Benefit		44,716	\$	2,951	
1-7-05-05-10.24 Gen Gov HSA		1,250	\$	83	
1-7-05-05-10.25 Gen Gov Insurance Dental		1,334	\$	88	
1-7-05-05-43.00 Legal Expenses		30,000	\$	1,980	
1-7-05-05-45.00 Admin Contracted Services		13,850	\$	914	Paychex
1-7-05-05-48.00 Property & Casualty Ins		70,000	\$	4,620	
1-7-05-05-51.00 Town Audit		28,000	\$	1,848	

Total Selectboard	\$	450,147	\$	29,710
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1-7-05-15 TOWN TREASURER

1-7-05-15-10.00 Treas/ Tax Collect Salary	\$	72,100	\$	4,759	General Support
1-7-05-15-10.01 Treasurer Social Security		5,516	\$	364	
1-7-05-15-10.02 Treasurer Retirement		6,399	\$	422	
1-7-05-15-10.03 Treasurer Insurance Benef		8,000	\$	528	
1-7-05-15-10.04 Treasurer HSA Acct.		0	\$	-	
1-7-05-15-10.05 Treasurer Ins. Dental		0	\$	-	
1-7-05-15-99.00 Treas. Misc. Expenses		0	\$	-	

Total Town Treasurer	\$	92,015	\$	6,073
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1-7-05-20 ADMINISTRATIVE

1-7-05-20-21.00 Admin Postage		7,600	\$	502	We pay the postage to mail out a
1-7-05-20-22.00 Admin Office Supplies		6,000	\$	396	Town provides the envelopes, an
1-7-05-20-22.10 Admin Copier Expense		4,500			
1-7-05-20-25.00 Printing/Publishing		8,400	\$	554	Town provides the cost of printir
1-7-05-20-29.00 Admin Mileage		600	\$	-	
1-7-05-20-44.00 Admin Training		2,500	\$	-	
1-7-05-20-44.05 Admin Computer Support		0	\$	-	
1-7-05-20-44.06 Computer Hardware		0	\$	-	???????????????????????????
1-7-05-20-44.07 Computer Software & Licen		40,995	\$	2,706	Microsoft Licensencing, Email sei
1-7-05-20-44.08 Web Services		8,319	\$	549	Town has Library listed in the de
1-7-05-20-44.09 Security Monitoring		660	\$	330	
1-7-05-20-44.11 IT Labor Services		3,000	\$	198	
1-7-05-20-99.00 Admin Misc Expenses		0	\$	-	

Total Administrative		82,574	\$	5,235
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1-7-05-28 PUBLIC WORKS

1-7-05-28-10.00 Public Works Salaries	\$	116,519	\$	7,690	general support
1-7-05-28-10.01 Public Works Sick Pay		8,442	\$	557	
1-7-05-28-10.02 Public Works Social Secur		8,914	\$	588	
1-7-05-28-10.03 Public Works Retirement		8,568	\$	565	
1-7-05-28-10.04 Public Works Insurance Be		36,716	\$	2,423	
1-7-05-28-10.05 Public Works Ins. HSA Acc		0	\$	-	
1-7-05-28-10.06 Public Works Ins. Dental		0	\$	-	
1-7-05-28-30.30 Library Utilities		12,000		12,000	At 100% of Budget, all Library
1-7-05-28-45.30 Library Building Maint.		9,000		9,000	At 100% of Budget, all Library
1-7-05-28-45.60 Janitorial Supply/Svs.		17,500		5,800	floor mats - \$60/month, cleaning
1-7-05-28-51.00 Municipal Trash		2,000	\$	132	trash pick up - \$50/month

Total Public Works	\$	219,659	\$	38,756
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1-7-05-75 BENEFITS

1-7-05-75-13.00 Unemployment	\$	1,300	\$	86	
1-7-05-75-15.00 Insurance - Cobra		500	\$	33	
1-7-05-75-20.00 Worker Comp. Insurance		40,000	\$	3,523	Calculated (See Worksheet

Total Benefits	\$	41,800	\$	3,642
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Other Expenditures Shared

1-7-05-60-05.00 Reginal County Tax		75,000	\$	4,950	
Town Appropriation to Library		180,000			Town's FY25 Appropriation
1-7-05-65-22.05 Recreational Pool Expenses		10,000	\$	660	

Total Other Expenditures Shared		265,000	\$	6,610
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Total General Government Expenses Town Provides to Library @ 6.6%	\$	89,026
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WHAT DOES A LIBRARY TRUSTEE DO?

“Trustees [of municipal public libraries] ... have full power to manage the public library, make bylaws, elect officers, establish a library policy and receive, control and manage property which shall come into the hands of the municipality by gift, purchase, devise or bequest for the use and benefit of the library. The board may appoint a director for the efficient administration and conduct of the library.” (22 VSA §143a) These powers are basic to most trustees, whether their libraries are municipal or incorporated.

Basic trustee responsibilities include:

- Creating by-laws
- Setting library policy
- Hiring and regularly evaluating the library director
- Long range planning, in cooperation with the library director
- Financial management
- Promoting library use
- Serving as a link with the community

You don't need to know a lot about how libraries operate to be a trustee because your job is not to run the library day-to-day. You should be willing to be discreet, fair, open-minded and honest during policy decisions and group discussions. You bring a great deal to trusteeship in addition to your willingness to serve. Your background – education, employment, heritage, family and other ties – will be as useful to you as community contacts and other involvements. Your past experiences as a library user will also serve you well. Be aware of particular biases or opinions that might affect your decision making or the way you view your library's effectiveness. Knowing yourself will help you be a more productive trustee.

There are a number of additional, ongoing duties you will want to attend to:

- Prepare for, attend, and participate in all board meetings
- Be familiar with state and federal laws relating to managing the library, such as those relating to employment, operating a public building, etc.
- Monitor and evaluate the library's overall effectiveness
- Support library services and participate in library programs
- Advocate for library support in the community and statewide
- Learn as much as possible about issues affecting library service

In 1991, attorney Andrew H. Maass of Ryan Smith & Carbine of Rutland said that besides responsibilities outlined in statute, library trustees also have some more general responsibilities that originate in Common Law:

- The Duty of Care or Diligence: Directors and trustees must act with the care that a reasonably prudent person in a similar position would use under similar circumstances. They must perform their duties in good faith and in a manner they reasonably believe to be in the best interests of the organization. Prior to making a business decision, directors and trustees must inform themselves of all material information reasonably available to them. This duty requires not only reasonable behavior with respect to matters submitted for approval, but also requires reasonable inquiry and monitoring of organizational affairs. Although directors

and trustees are not insurers of the integrity of their employees or of general organization performance, they are required to implement reasonable programs to promote appropriate conduct and to identify improper conduct.

- **Duty of Loyalty:** Directors and trustees are required to refrain from engaging in personal activities which would injure or take advantage of the organization. They are prohibited from using their position of trust and confidence to further their private interests. This duty requires an undivided and unselfish loyalty and demands that there be no conflict between one's duty to the organization and self-interest....
- **Duty of Obedience:** Directors and trustees are required to perform their duties in accordance with applicable statutes and the terms of the organization's charter and by-laws. Trustees may be liable if they authorize an act which is beyond the powers conferred upon an organization by its charter or by the laws of the state.

The Vermont statute relating to general standards for directors and officers of non-profit corporations reflect these duties in 11B VSA § 8.3

What about liability?

As a general proposition, directors, officers and trustees of corporations may be sheltered from liability by the corporate shell. Actions taken by corporate officers and directors within the scope of authority and in good faith should be protected from personal liability. It is the corporation that bears the burden. This applies equally to duly constituted non-profit corporations and municipal corporations. Thus, it is incumbent upon trustees to assure that their library has either been properly incorporated and continuously maintained, or, if municipal, has been properly created or adopted by the municipality.

A further protection may be found in 12 VSA § 5781 which provides immunity from liability for directors, officers and trustees who serve, without compensation, organizations that have IRS recognition as non-profit under Section 501(c)(3) of the Internal Revenue Code. Directors, officers and trustees of organizations that do not have this recognition, even though non-profit, do not have this immunity.

In addition, 12 VSA § 5782 confers immunity on a person employed by a library with or without compensation. This is true, however, concerning the provision of: (1) information contained in any library materials, or (2) library services to library patrons in the course of his or her duties. The provisions of this statute likely afford protection to trustees in their board actions, but this will remain unclear until litigated.

Nonetheless, if a trustee is aware of a problem, it is his/her duty to see that it is taken care of. This includes, but it is not limited to, building deficiencies and staff and patron safety. In addition, it is wise practice to be aware of situations which could become problems in the future. Inspect the building and equipment for fire and safety violations at least annually. Make sure emergency procedures, equipment, and supplies are available and up-to-date. Discuss safety issues with your library director.

Library Director Evaluation

Description:

On an annual basis, the Board of Trustees will conduct an evaluation of the Library Director. It is a collaborative review process that:

- Focuses on the library
- Assumes a working Governance – Executive Partnership
- Is performance driven based on the established Strategic Goals
- Focuses on success measured by data and feedback
- Develops methods for improving the library
- Supports development of future library goals and service to the community

Process:

1. An evaluation tool will be used to document the self-evaluation and trustee review of the overall management of the Library.
2. The review process will assess and provide feedback on:
 - a. Customer service
 - b. Community relations
 - c. Administrative and Human Resource Management
 - d. Volunteer Management
 - e. Financial Management and Legal Compliance
 - f. Achievement of Strategic Goals
 - g. Board of Trustees relationship
3. The Director will complete the self-evaluation tool and provide it to trustees for review and assessment.
4. Determination of the Director goals for the upcoming year will be established collaboratively with Director and Board of Trustees. Goals will be based on the library strategic plan.
5. The final assessment document will be signed by the Director and the Board Chairperson.
6. The Director Evaluation will be maintained as a permanent library document.

Prepared by: Trustees of John G. McCullough Free Library

Initiated: November 18, 2020

Reviewed:

Revised:

Library Director Self-Evaluation Tool

Instructions: Provide a brief description on how the key director functions were met or not met. Provide a realistic goal/s to be achieved for each function in the upcoming year.

1. Customer Service

Provides a welcoming and open environment. Maintains a high level of patron satisfaction and addresses any complaints in a timely and customer-centric manner. The library collection and programming are responsive to community needs and meets the mission and values of the library. Policies are consistently applied across all patrons. Staff receive customer service training. There is a working knowledge of current library best practices and trends.

Self-Evaluation
Trustee Feedback
2021 Goals
1. 2.

2. Community relations

Development of positive relationships with the community and library members. There is an excellent rapport with legislators, town governance, select board, other libraries, Friends of the Library and Vermont Department of Libraries. The community is informed of library activities and programming on a regular basis. There is collaboration with other community and State-wide organizations and services.

Self-Evaluation
Trustee Feedback
2021 Goals
1. 2.

3. Administrative and Human Resource Management

Manages day to day operations of the library. Maintains building and grounds in good order and repair. Executes compliant human resource policy consistently across all staff and volunteers. Meets with staff on a regular basis. Holds self and others accountable for the library assets and customer service. Successful in developing a positive workplace culture. Responsible for maintaining a safe work space. Recruits and assigns the best available staff to meet the staffing need. Provides staff education and performs evaluations on a regular basis.

Self-Evaluation
Trustee Feedback
2021 Goals
1. 2.

4. Volunteer Management

Manages library volunteers and volunteer activities. Executes compliant human resource policy consistently across all volunteers. Meets with volunteers on a regular basis. Holds volunteers accountable for the library assets and customer service. Successful in developing a positive workplace culture. Responsible for maintaining a safe work space. Recruits and assigns the best available volunteer resources to meet the library need. Provides staff education and performs evaluations on a regular basis. Supports volunteer events and activities.

Self-Evaluation
Trustee Feedback
2021 Goals
1.
2.

5. Financial Management and Legal Compliance

Manages library operations within the approved budget. Ensures accurate reporting of revenue and expenses. Provides ongoing evaluation of library needs and making recommendations for adequate financing. Supervises operations and maintains compliance to all local, State and Federal guidelines.

Self-Evaluation
Trustee Feedback
2021 Goals
1. 2.

6. Achievement of Strategic Goals

Provides leadership in meeting the long- and short-term goals to accomplish the mission of the library. Keeps the public, staff and Board informed on the status of the strategic goals.
Participates in the development of Strategic Goals.

Self-Evaluation
Trustee Feedback
2021 Goals
1. 2.

7. Board of Trustee Relationship

Keeps the Board informed on issues, needs and operations of the library. Offers professional advice to the Board on items requiring Board action with appropriate recommendations based on thorough study and analysis, and provides decision-making options. Supports and executes Board policy and intent to public and staff. Seeks and accepts constructive feedback. Considers Board member suggestions.

Self-Evaluation
Trustee Feedback
2021 Goals
1.
2.

Signature: _____
Director, John G. McCullough Library

Date: _____

Signature: _____
Chairperson, Board of Trustees

Date: _____

Board of Trustees Self- Evaluation

Description:

On an annual basis, the Board of Trustees will conduct a self- evaluation. It is an individual self and overall Board preview process that:

- Focuses on the library
- Is performance-driven and based on the established Strategic Goals
- Identifies opportunities for self and board improvement
- Results in developing methods for improving the library
- Supports development of future library goals and service/s to the community

Process:

1. An evaluation tool will be used to document a self-evaluation and the overall functioning of the Board.
2. Each trustee will complete the self-evaluation tool and provide it the Chair for preparing a non-identifiable aggregate summary.
3. The self-evaluation summary will shared with all Trustees and used to determine any necessary improvements to the Board functioning.
4. The Trustee Self-Evaluation will be maintained as a permanent library document.

Prepared by: Trustees for John G. McCullough Free Library

Initiated: November 19, 2020

Reviewed:

Revised:

Instructions: Rate yourself in your role on the board. If you wish to comment, please check the comment box and number your comment in the area provided.

Rating scale: 1= Never 2 = On occasion 3 = Sometimes 4 = Most of the time 5 = Always

Self- Evaluation

	1	2	3	4	5	Check box if you have a comment
1. I am prepared and actively participate at meetings.						
2. I am a positive representative for the library to the community.						
3. I participate in library activities and programming.						
4. I find my Board member role and contributions to the library satisfying.						
5. I feel comfortable bring up ideas that may conflict with others.						
6. I believe my voice is heard.						
7. My participation on the Board is appreciated.						

Comments:

Instructions: Rate the functioning of the board. If you wish to comment, please check the comment box and number your comment in the area provided.

Rating scale: 1= Never 2 = On occasion 3 = Sometimes 4 = Most of the time 5 = Always

Board - Evaluation

	1	2	3	4	5	Check box if you have a comment
1. Minutes, Agendas and Reports are sent out in a timely manner.						
2. Everyone is encouraged to participate in meetings.						
3. Board meetings keep to the agenda.						
4. Board culture is positive and supports the library success.						
5. The Board is focused on the Strategic Goals of the library.						
6. Everyone has an equal voice at meetings.						
7. There is opportunity to bring up suggestions and give constructive feedback to library staff.						
8. The Board has made positive contributions to the success of the library.						
9. Board discussions are strategic goal focused.						
10 The Board is an effective ambassador to the community for the Library.						
11. The Board ensures that evaluations (Director, Board, Staff) happen on an annual basis.						
12. The Board communicates effectively with key stakeholders.						
13. Constructive feedback is appreciated.						
14. Board By-Laws and Policies are up to date and reviewed on a regular basis.						

Comments:

Please provide feedback on how the board can improve its effectiveness.