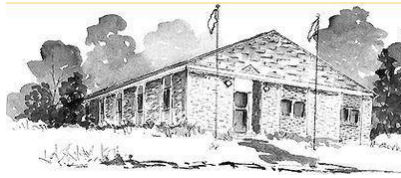


Georgia Public Library
1697 Ethan Allen Highway
Georgia, Vermont 05454
(802) 524-4643
www.georgiapubliclibraryvt.org
gplvt@yahoo.com



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, January 21, 2026 at 4:45 pm
Georgia Public Library Community Room**

Zoom Details:

<https://us06web.zoom.us/j/88569251240?pwd=UxkDQQ3nO3ZlW3qZlYhVQFhkku8FwR.1>
Meeting ID: 885 7206 4322 | **Passcode:** 923293 | **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:
 - a. December 17, 2025 Regular Trustee Meeting
 - b. January 9, 2026 Special Trustee Meeting
5. Treasurer's Report
 - a. Monthly Report
 - b. Grants Update
 - c. Budget/Actuals Report for 2025
6. Library Director's Report
 - a. Personnel
 - b. Facilities
 - c. Programming
7. Old Business
 - a. Memo of Understanding with the Town of Georgia
 - b. Background Checks
 - c. Employee Evaluations
8. New Business
 - a. GPL Staff Job Descriptions
9. Executive Session (*if needed*)
10. Plan Next Meeting Agenda: February 18, 2026
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.)

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
MINUTES

Trustees Present: Kollene Caspers, Terry Cleveland, Nicole Jamison, Debbie Mann & Craig Volatile-Wood
Staff Present: Bridget Stone
Guests Present: None

** Zoom video is available, but without sound.

1. Call to order: 4:52pm
2. Additions, deletions, or changes to the Agenda
 - N. Jamison requested adding an update to the background checks in old business (7d).
 - K. Caspers let the Trustees know she will leave the meeting at 5:30pm.
3. Public Comment: None.
4. Approve Minutes from the 11/19/2025 Library Trustee Meeting
Motion to approve minutes as written made by T. Cleveland, Seconded by Vice Chair Mann.
Voting Yea: Chair Jamison, Vice Chair Mann, K. Caspers, T. Cleveland, C. Volatile-Wood
5. Treasurer’s Report:
 - (a) Monthly Report- T. Cleveland prepared budget documents listing expenses and income to date, with 17% of the budget available at the end of November.
 - T. Cleveland answered Trustee questions on expenses and line items.
 - The Trustees were in agreement that any money left in the budget towards the end of the year will be spent on e-books from Overdrive.
 - There was discussion on spending \$3,000 for chairs for the new Teen space. The library trustees were not consulted nor was approval requested prior to the purchase, given it was over \$1,000 and not a regular expense.
 - (b) Grant Update-
 - The Building Bright Futures Grant has ended. The baby yoga classes, baby massage classes, pediatric dentist visit, staff retention development and library visits were completed by the December 15, 2025 deadline.
 - (c) 2026 Budget- The Town of Georgia has level funded the GPL for FY26. Discussion was had on putting a new budget together for 2026. T. Cleveland will reach out to the Town Treasurer to ask if \$3,000 in impact fees can be used towards books in 2026.
 - (d) Bond Update. No updates from the engineer. The potential bond may be presented to the community in the August or November 2026 election.
6. Library Director’s Report:
 - (a) Personnel- A part-time staff member has resigned and will be missed. Her hours have been reallocated to existing staff.

(b) Facilities- There are still problems with the cleaning staff not fully cleaning the library. The end units that were purchased arrived to the library and thanks go out to Suzanna Brown, Ben Ebert and Tom Cleveland for putting the units together.

(c) Programs-

- A Teen Advisory Board has been assembled; they met to discuss the future teen space.

Secretary K. Caspers left the meeting at 5:30pm.

7. Old Business

- (a) Memorandum of Understanding – The Trustees went through the Draft MOU to provide edits and suggestions to the Town.
- (b) What Does a Library Trustee Do?–
- (c) Personnel Issue – At the last meeting K. Caspers asked what class the Library paid for M. Grange to take while receiving her hourly wage. B. Stone explained she is taking a marketing and Facebook class.
- (d) Background Checks Update – AmeriWide Screeners will do the background checks for the library employees and volunteers. Payment Agreement paperwork will be completed by the Town.

Library Director B. Stone left the meeting at 6:10pm.

8. New Business

- (a) Annual Evaluations – A meeting will be set in the near future to discuss job descriptions and evaluations.

9. Executive Session- not needed.

10. Plan Next Meeting: _____

11. Adjourn

_____ made a motion to adjourn at ____ p.m.

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

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



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

Georgia Public Library Special Trustee Meeting: 2026 Budget
Wednesday, January 9, 2026 4:30pm
Location: Georgia Public Library

MINUTES

Trustees Present: Kollene Caspers, Terry Cleveland, Nicole Jamison, Debbie Mann
Staff Present:

1. Call to order: 4:46pm
2. Additions, deletions, or changes to the Agenda:
 - D. Mann requested to add a discussion about an employee leaving GPL, she asked if it would be possible to schedule an exit interview. Chair Jamison said she would request that an exit interview be scheduled.
3. 2026 Budget Discussion
 - The Selectboard has level funded the GPL, allocating \$181,898.62 again in 2026.
 - GPL's Operating expenses in 2025 was budgeted at \$20,545.00
 - Salaries account for \$119,464 of the budget.
 - The remaining \$41,889.62 account for the library director's health and retirement benefits.
 - T. Cleveland shared proposed 2026 GPL budgeting documents with the Trustees.
 - Trustees participated in budget discussion of existing line items. Budget documents included potential raises for the Library Director and staff, totaling \$14,603.70. This would reduce the operating expenses to just \$5,495.00
 - K. Caspers reminded the Board of the State of Vermont minimum standards for libraries, where 15% of the total budget or \$1 per capita shall be spent on library materials. This would be roughly \$4,800 necessary to budget for books, periodicals, online resources, and other library materials. Under the proposed budget, only half that is budgeted for materials.
 - Anticipated supplemental income to the GPL in 2026 include \$4,675 in impact fees and at least \$17,141 in grant funding that can be used towards books, programs and other materials for the library.
 - Discussion was had on putting forth a budget where \$134,067.70 of the appropriated \$181,898.62 of Georgia tax dollars would go to salaries, and only \$5,495 for materials, programs and operating expenses.
 - D. Mann questioned the number of staff hours, staff duties and library hours open to the public. A reduction in staff or staff hours may mean a reduction in hours the library is open to the public.
 - K. Caspers recommended duplicating the line items in the 2025 GPL budget for the 2026 budget. The Trustees can make adjustments to the GPL budget after Town Meeting Day and/or when the 2026 Town budget is approved. This would give the

Trustees a better indication of what grant funds are available in 2026 and how they may be best used for the library.

Motion to approve the Georgia Public Library 2026 budget follow the same line-item amounts as FY2025 GPL budget.

K. Caspers made the motion. T. Cleveland seconded the motion.

Voting Yea: D. Mann, K. Caspers, T. Cleveland, N. Jamison

4. Adjourn

T. Cleveland made the motion to adjourn the meeting at 5:21pm.

Voting Yea: D. Mann, K. Caspers, T. Cleveland, N. Jamison

DRAFT

GEORGIA PUBLIC LIBRARY

December

2025 Budget

% of Year=
Remainder

100%
0%

Line Item	Town Budget	Town YTD
Town Appropriation	\$ 181,898.62	\$ 185,452.52
Other Revenue		
Library Impact Fees		
Grants:		
Total Revenue	\$ 181,898.62	\$ 185,452.52

1-7-05-70-10.00 Library Salaries	\$ 119,464.00	\$ 119,819.99
1-7-05-70-11.00 Library Social Security	\$ 9,139.00	\$ 9,017.44
1-7-05-70-12.00 Library Retirement	\$ 5,837.62	\$ 6,089.47
1-7-05-70-14.00 Library Health Insurance	\$ 25,218.00	\$ 22,925.42
1-7-05-70-14.05 Library HRA Funding	\$ 1,250.00	\$ 1,250.00
1-7-05-70-16.00 Library Dental Insurance	\$ 445.00	\$ 441.09
Sub Total Salaries and Benefits	\$ 161,353.62	\$ 159,543.41
1-7-05-70-21.00 Library Postage	\$ -	\$ 22.95
1-7-05-70-22.00 Library Supplies	\$ 1,500.00	\$ 4,582.88
1-7-05-70-22.05 Library Adult Books	\$ 3,500.00	\$ 5,077.53
1-7-05-70-22.10 Library Childrens Books	\$ 2,500.00	\$ 1,317.99
1-7-05-70-22.2 Library Audio Visual	\$ 750.00	\$ 107.07
1-7-05-70-22.25 Library Young Adult Books	\$ 500.00	\$ 1,891.68
1-7-05-70-22.30 Library Interlibrary Loan	\$ 1,645.00	\$ 2,001.60
1-7-05-70-22.35 Library Online/Electronic	\$ 6,000.00	\$ 6,138.02
1-7-05-70-22.36 Library Tech Support	\$ 450.00	\$ 366.48
1-7-05-70-22.40 Library Copier Lease	\$ 1,200.00	\$ 491.74
1-7-05-70-44.00 Library Training/Workshop	\$ 500.00	\$ 747.17
1-7-05-70-44.05 Library Educational Progr	\$ 1,000.00	\$ 2,085.13
1-7-05-70-52.05 Library Purch - current year	\$ -	\$ -
1-7-05-70-63.00 Library Equipment Repair	\$ 500.00	\$ -
1-7-05-70-99.00 Library Miscellaneous	\$ 500.00	\$ 1,078.87
Sub Total Operating Expenses	\$ 20,545.00	\$ 25,909.11
Total Expenses	\$ 181,898.62	\$ 185,452.52

Remainder in Town Budget agrees with town	Remainder Variance %	Other Income
\$ (3,553.90)	-2%	\$ 4,338.62
\$ -		
\$ -		
\$ -		
\$ (3,553.90)	-2%	\$ 4,338.62
\$ (355.99)	0%	
\$ 121.56	1%	
\$ (251.85)	-4%	
\$ 2,292.58	9%	
\$ -	0%	
\$ 3.91	1%	
\$ 1,810.21	1%	\$ -
\$ (22.95)		
\$ (3,082.88)	-206%	
\$ (1,577.53)	-45%	\$ 657.62
\$ 1,182.01	47%	
\$ 642.93	86%	
\$ (1,391.68)	-278%	
\$ (356.60)	-22%	
\$ (138.02)	-2%	
\$ 83.52	19%	
\$ 708.26	59%	
\$ (247.17)	-49%	
\$ (1,085.13)	-109%	\$ 350.00
\$ -		\$ 3,331.00
\$ 500.00	100%	
\$ (578.87)	-116%	
\$ (5,364.11)	-26%	\$ 4,338.62
\$ (3,553.90)	-2%	\$ 4,338.62

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	\$ 610.96
Total Indirect Collect	\$ 3,349.95
Total Indirects charged to UW	
UW July - Dec	\$ 1,412.00
Total Indirects charged	\$ 4,761.95

\$ 4,761.95	Indirect	BBF and UW
\$ 21,059.70	Salaries	BBF and UW
\$ 1,611.01	Personnel exp	BBF and UW
\$ 27,432.66	Total to use in our budget for assets, etc	
\$ 3,331.00	G Market	
\$ 3,742.35	Nov salary/indirect from unexpected BBF payment on 12/31	
\$ (3,364.82)	December UW and BBF salary/indirect not rec'd	
\$ 31,141.19	Total to use	
\$ (23,979.37)	Library grant purchases, agrees with town	
\$ 7,161.82	Remainder to use on budget overages	
\$ (3,553.90)	Budget overages	
\$ 3,607.92	Returned to general fund	
	(Due to unexpected payment for BBF November)	

This will be less as Lori has further adjustments to make to our budget expenses as of 01/21 (about \$120)
 Asked SB to allow this to be used in our Capital Budget. Denied.

Original Budget

FINAL
(over)/under

1-7-05-70-10.00 Library Salaries	\$ 119,464.00	\$ (355.99)
1-7-05-70-11.00 Library Social Security	\$ 9,139.00	\$ 121.56
1-7-05-70-12.00 Library Retirement	\$ 5,837.62	\$ (251.85)
1-7-05-70-14.00 Library Health Insurance	\$ 25,218.00	\$ 2,292.58
1-7-05-70-14.05 Library HRA Funding	\$ 1,250.00	\$ -
1-7-05-70-16.00 Library Dental Insurance	\$ 445.00	\$ 3.91
1-7-05-70-21.00 Library Postage	\$ -	\$ (22.95)
1-7-05-70-22.00 Library Supplies	\$ 1,500.00	\$ (3,082.88)
1-7-05-70-22.05 Library Adult Books	\$ 3,500.00	\$ (1,577.53)
1-7-05-70-22.10 Library Childrens Books	\$ 2,500.00	\$ 1,182.01
1-7-05-70-22.2 Library Audio Visual	\$ 750.00	\$ 642.93
1-7-05-70-22.25 Library Young Adult Books	\$ 500.00	\$ (1,391.68)
1-7-05-70-22.30 Library Interlibrary Loan	\$ 1,645.00	\$ (356.60)
1-7-05-70-22.35 Library Online/Electronic	\$ 6,000.00	\$ (138.02)
1-7-05-70-22.36 Library Tech Support	\$ 450.00	\$ 83.52
1-7-05-70-22.40 Library Copier Lease	\$ 1,200.00	\$ 708.26
1-7-05-70-44.00 Library Training/Workshop	\$ 500.00	\$ (247.17)
1-7-05-70-44.05 Library Educational Progr	\$ 1,000.00	\$ (1,085.13)
1-7-05-70-52.05 Library Purch - current year	\$ -	
1-7-05-70-63.00 Library Equipment Repair	\$ 500.00	\$ 500.00
1-7-05-70-99.00 Library Miscellaneous	\$ 500.00	\$ (578.87)
	\$ 181,898.62	\$ (3,553.90)

Grant Expenses

To reconcile to town

Does not include indirect charges

Total NCSS

Total BBF

Total UW

Total Courier

N L of M

Total All Grants

	Total NCSS	Total BBF	Total UW	Total Courier	N L of M	Total All Grants
1-7-05-70-10.00 Library Salaries	\$ -	\$ 19,241.70	\$ 1,818.00	\$ -	\$ -	\$ 21,059.70
1-7-05-70-11.00 Library Social Security	\$ -	\$ 1,472.01	\$ 139.00	\$ -	\$ -	\$ 1,611.01
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	\$ -	\$ 5,627.19	\$ -	\$ -	\$ -	\$ 5,627.19
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	\$ -	\$ -	\$ 2,636.36	\$ -	\$ -	\$ 2,636.36
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	\$ -	\$ 2,350.00	\$ -	\$ -	\$ 350.00	\$ 2,700.00
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	\$ 53.00	\$ -	\$ -	\$ 414.34
					\$ -	\$ -
Total per month	\$ 1,029.00	\$ 33,499.46	\$ 5,583.23	\$ 475.18	\$ 350.00	\$ 40,936.87

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	\$ 290.16	\$ 19,241.70
1-7-05-70-11.00 Library Social Security	\$ -						\$ 78.31	\$ 243.95	\$ 615.82	\$ 275.64	\$ 236.09	\$ 22.20	\$ 1,472.01
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	\$ 4,122.26	\$ 5,627.19
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	\$ 1,675.00	\$ 2,350.00
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	\$ -						\$ 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	\$ 6,109.62	\$ 33,499.46
Grant BBF													
					Indirects		145.6	372.96	1337.17	463.07	420.18	611.46	\$ 3,350.44
													\$ 36,849.90
					Total Bill to BBF		\$ 1,601.63	\$ 4,102.61	\$ 14,708.84	\$ 5,093.78	\$ 4,621.96	\$ 6,721.08	

Grant Total \$ 37,000.00

Underspent \$ 150.10

Please note that the December billing has not been accepted by BBF as of 1/19/25

\$ 12,785.75

12885.39

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

Section 5. Item #A.

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		\$ -											\$ 1,818.00		\$ 1,818.00				
1-7-05-70-11.00 Library Social Security		\$ -											\$ 139.00		\$ 139.00				
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				\$ 1,213.00		\$ 2,636.36				
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		\$ -											\$ 53.00		\$ 53.00				
															\$ -				
Total per month		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,168.27	\$ 255.09	\$ 936.87	\$ -	\$ -	\$ 3,223.00		\$ 5,583.23				
										928									
													484					Indirect	1412

Please note that the December invoice to UW has not been accepted as of 01/19

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 by gift, purchase, devise, or bequest for the use and benefit of the library (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-staff~~ 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 oversight~~ 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~~ requesting 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~~ adhere to Town policy on grants and grant requests, 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.

Commented [GZC1]: Ask Dave Rugh for suggested verbiage

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, Public Works Director and LBOT~~ 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~~ will 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 and other mandated trainings for the Library employees annually.
- e. The Town will provide phone and internet services, Town of Georgia email addresses for Library ~~Director~~ staff 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 Town will provide HR services to the Library, including key cards to the Library building, onboarding new employees, calculating time off, providing yearly insurance benefits information, and trainings in accordance with the Town's Personnel Policy.
- a-b. 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-c. The Town will assist in the collection and filing of the background checks for the Library for maintenance of employee personnel files 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 and approved by the Town 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 and open communication.
- 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~~ 90 days 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 _____ 20256.

Georgia Public Library Board of Trustees:

Nicole Jamison, Chair

Debbie Mann, Vice Chair

Kollene Caspers, Secretary

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

2.5 Job Descriptions

2.5.1 Librarian

Position: Librarian

Hours: 24 to 30 hours per week

Reports to: the Board of Trustees

General Description: This position is responsible for the daily operation of the Library in accordance with the policies adopted by the Board of Trustees. Detailed responsibilities include:

A. Managerial

Carry out Library Policies as adopted by the Board of Trustees.

1. Reports directly to the Board of Trustees and keeps them informed of monthly statistics and daily operation issues.
2. Actively participates in policy development, planning and budgeting.
3. Prepare purchase orders for Board of Trustee treasurer to coincide with the Town's Accounts Payable schedule.
4. Attend and participate in all Board of Trustee meetings.
5. Maintain contact with the Department of Libraries (DOL) on a regular basis, including yearly reporting for standards.
6. Maintain contact with Franklin County libraries.
7. Supervise and evaluate library staff with the department head and advise the Board of Trustees on new hires.
8. Research grant opportunities/write grant applications.
9. Plan public relations and fundraising activities
10. Oversee Library Automation ongoing support.

B. Daily Operations

1. Responsible for collection development, including materials selection and weeding.
2. Responsible for effective organization of materials to meet patron's needs.
3. Instructional role: show patrons how to access information in the collection, on the Internet, and through VALS.
4. Fulfill Inter-Library Loan requests.
5. Maintain/rotate special displays such as the large print collection, tax documents, book club selections, etc.
6. Coordinate outreach service.
7. Strive to provide visually attractive displays for reading themes and programs to enhance the services the Library offers. Displays should be refreshed on a regular basis.
8. Collect overdue materials by following adopted policy. See Section 1.7 of Georgia Public Library Policies and Procedures.
9. Perform public relations and fund raising activities.
10. Maintain computer systems and oversee their usage.
11. Perform Opening/Closing procedures as defined. See Section 3.1 of Georgia Public Library Policies and Procedures.

C. Administrative

1. Answer email and phone messages.
2. Maintain the schedule for the Community Room.
3. Purchase Supplies.
4. Oversee maintenance of equipment, such as computers, copier, etc.

D. Knowledge Base

1. Remain current with reviewing tools
2. Possess a library science degree or a Vermont Certificate of Library Training, as per minimum standards for Vermont Public Libraries.
3. Attend at least two (2) professional development opportunities per year, as per minimum standards for Vermont Public Libraries.
4. Maintain adequate level of computer knowledge to: effectively assist patrons, report library statistics to trustees, create periodic attractive newsletters and advertisements and use an automation application.

2.5.2 Assistant Librarian

Position: Assistant Librarian

Hours: 14 to 20 hours per week

Reports To: The Librarian

General Description: This position is responsible for assisting the Librarian in the daily operation of the Library in accordance with the policies adopted by the Board of Trustees. Detailed responsibilities include:

A. Daily Operations

1. Collect overdue materials by following adopted policy (see Section 1.7 of Georgia Public Library Policies and Procedures).
2. Maintain all library statistics on a regular basis.
3. Maintain Patron records on a regular basis.
4. Responsible for effective organization of materials to meet patron's needs.
5. Fulfill Inter-Library Loan requests.
6. Instructional role: Show patrons how to access information in the collection, on the Internet and through VALS.
7. Perform public relations and fundraising activities.
8. Perform Opening/Closing procedures as defined (see Section 3.1 of Georgia Public Library Policies and Procedures).
9. Prepare books for delivery.
10. Prepare new materials for use.
11. Repair/mend materials as necessary.
12. Put out the garbage and recycling.

B. Administrative

1. Answer phone messages.
2. Maintain the schedule for the Community Room.

C. Knowledge Base

- 1. Attend at least one (1) professional development opportunity per year.**
- 2. Maintain adequate level of computer knowledge to: effectively assist patrons, report library statistics to trustees, and use an automation application.**

2.5.3 Children's Program Director

Position: Children's Program Director

Hours: 8 hours per week

Reports To: The Librarian

General Description: This position is responsible for developing and carrying out programs and activities for children ages 0-14. Detailed responsibilities include:

- 1. Plan and present weekly preschool story time consisting of several stories, related craft(s), finger plays, songs, etc.**
- 2. Coordinate and run the Summer Reading Program (SRP). This is a weekly program which lasts six (6) weeks in the summer for independent readers up to grade 6. The program has a theme supplied by the Department of Libraries (DOL), and group activities such as crafts, games, etc., ending with a party to celebrate.**
- 3. Maintain the display case in the children's area.**
- 4. Coordinate and present programs for children and their families.**
- 5. Assist the Librarian with materials selection decisions for the children's collection.**
- 6. Perform public relations and fund raising activities.**
- 7. Perform publicity visits to schools.**
- 8. Coordinate efforts with other area children's programming.**
- 9. When available, cover for the Librarian and/or Assistant Librarian when needed, carrying out all necessary operational tasks during that time.**