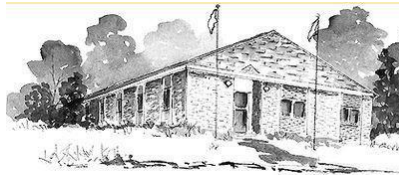


Georgia Public Library
1697 Ethan Allen Highway
Georgia, Vermont 05454
(802) 524-4643
www.georgiapubliclibraryvt.org
gplvt@yahoo.com



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, October 15, 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 9/24/2025 & 10/1/2025 Library Meetings
5. Treasurer's Report
 - a. Monthly Report
 - b. Grant Update
 - c. 2026 Budget
 - d. Pay rate adjustment for an employee
6. Library Director's Report
 - a. Personnel
 - b. Facilities
 - c. Programming
7. Old Business
 - a. Mission Statement
 - b. Rules of Order for the Bylaws
 - c. Online Programming Vote
 - d. Background Checks
8. New Business
 - a. Grant Spending Covering Salaries
9. Executive Session (*if needed*)
10. Plan Next Meeting Agenda: November 19, 2025
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, September 24, 2025 4:45pm
Location: Georgia Public Library
MINUTES

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

Staff Present: Bridget Stone

Guests Present: Kellie Bosenberg, Ray Mann

1. Call to order: 4:46pm
2. Additions, deletions, or changes to the Agenda
 - K. Caspers will have to step out of the meeting for a few minutes at 5:50pm.
3. Public Comment:
 - R. Mann spoke on the need for the Trustees to recognize the weakness in the Bylaws and adopt a set of rules of order, such as Roberts Rules of Order, that should be specified in the Bylaws and followed in the event the Bylaws do not give direction in particular instances. Not doing so would be a failure to the library and the community that voted the Trustees into office.
4. Minutes:
 - (a) Approve Minutes from the 8/20/2025 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
 - (b) Approve Minutes from the 8/26/2025 Library Trustees Special Meeting
Motion to approve minutes with addition of R. Mann to the "guests present" section and changes made to the wording of the disagreement with D. Mann serving as Trustee Chair.
Motion made by D. 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 August 2025 budget documents listing expenses and income to date. 67% of the budget has been spent, with 33% remaining for 2025.
 - T. Cleveland answered Trustee questions on expenses and line items.
 - Discussion was had on transparency of reporting funds, having a conversation in meetings and on record for larger expenses that are not in the original budget or outside of usual expenses.
 - Discussion on offering services for e-books, such as Hoopla, was revisited and tabled again for the next regular meeting.
 - (b) Grant Update-
 - Expenditures in August were \$4,600 toward the Building Bright Futures Grant. This grant must be completed by December 31, 2025. Baby Yoga will have 8 classes, with 4 baby massage sessions to complete the 12 classes presented in the grant.

- United Way Grant will need to be completed by June 30, 2026. Discussion was had on the background checks that are a condition of the grant.
- (c) Capital Budget- Discussion was had on a new circulation desk and other furniture for the library. Capital budget funds are available for use in 2026. This was tabled for the Trustee Special meeting for the 2026 budget.
- (d) Pay rate adjustment for an employee- Tabled for next regular meeting due to lack of specific information for the Trustees to take action.

6. Library Director's Report:

- (a) Conference Update- B. Stone attended the Association for Rural and Small Libraries conference in Albuquerque, NM September 17-20, 2025. The conference was worthwhile, with workshops on Building Bridges, Constructive Dialog in Small Libraries, and Strategic Plans and Creating Useful Strategies. Networking with colleagues in Vermont and across the country was invaluable.
- (b) Personnel- The Town's online payroll system is not calculating employee sick and vacation time, it was addressed at the Selectboard meeting.
- (c) Background Checks- In addition to the United Way grant requiring background checks as a condition of the grant funding, a new Background Check policy was approved by the Town of Georgia Selectboard last month which mandated background checks for all employees and volunteers working with vulnerable populations. This policy affects the GPL and any future Recreation programs.
 - B. Stone had questioned who bears the responsibilities executing the background checks, receiving and storing information. The Trustees referred to the language in the Personnel Policy Addendum on Background checks, where library employees would send results to the Town Administrator and library volunteers send results to the Library Director.
 - B. Stone requested background check training or paying a service to take care of background checks.
 - B. Stone will send a letter in for the GPL to be identified as an agency that serves vulnerable populations for fingerprinting purposes.
 - K. Caspers and K. Bosenberg said they would work with the Town Administrator to create background check packets for employees and volunteers to get fingerprinted.

(d) Programs-

- Building Bright Futures Baby Yoga began on Tuesday September 9th from 10:15 to 11:15am and will run every-other-week for 8 weeks. Valerie Keller is running the program. There will also be 4 sessions of baby massage to reach the total of 12 sessions, to fulfill the requirements of the grant. This is limited to 15 participants/baby pairs, and 7 participants came with their babies for the first class.
- Weaving Program: There will be a free Weaving Program at the library on October 1. This is part of the popular Fiber Arts program at the library.
- Courier Grant: B. Stone explained the courier grant, which would cover a quarter of the costs of the Interlibrary Loan service, is open to applications and requested Trustee approval.

Motion to approve the Library Director apply for the courier grant made by C. Volatile-Wood, Seconded by T. Cleveland.

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

- Reading Buddies Program: A retired GEMS teacher reached out to the GPL to host a "Reading Buddies" volunteer program on Tuesdays for early learning with

children. B. Stone questioned if the volunteer could start immediately, instead of waiting for background checks. It was suggested that GPL staff could oversee the volunteer as she met individually with children in the main library area.

Motion to allow a new volunteer to start without a background check made by T. Cleveland, Seconded by C. Volatile-Wood.

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

Voting Nay: K. Caspers

- K. Caspers stated it was against the Town of Georgia Personnel Policy Addendum 2, Background Checks Policy for any employee or volunteer to start without a background check.
- N. Jamison recognized allowing a volunteer to work with children before completing a background check was against the Town's Personnel Policy.
- B. Stone will run the new volunteer's name through the Sex Offender Registry as well as a Google search until the background check can be completed.

7. Old Business

(a) Georgia Market Funds- \$3,331 was raised by Georgia Market's Serving Sunday to benefit the Georgia Public Library. Together with other income and donations, there is approximately \$4,500 available for the Trustees to allocate towards library purchases.

- B. Stone stated the library's computers were no longer able to run Windows 11. It would be \$2,800 to purchase two new desktop computers and a laptop. Together with a new hard drive, cables and IT support, approximate cost could run \$3,300.

Motion to approve Georgia Market funds up to \$3,300 for two new desktop computers, one laptop, hard drive, cables and IT support made by C. Volatile-Wood, Seconded by T. Cleveland.

- Policies Update- The updated GPL policies voted on June 18, 2025 are still not posted to the website. K. Caspers will email the documents to B. Stone to upload to the website.

8. New Business

(a) Mission Statement- K. Caspers read the GPL Mission Statement aloud. There was discussion on whether the Mission Statement should be updated. B. Stone requested the Trustees look at other library Mission Statements before this is revisited at the next regular library meeting.

(b) Bylaws and Rules of Order- Revisiting R. Mann's suggestion of adopting rules of order to the GPL Bylaws, discussion was had on adding rules of order to the Bylaws, the verbiage and where it might be added to the Bylaws.

- K. Caspers asked, even if rules of order were adopted into the Bylaws, what would stop a vote from a Trustee majority to suspend the Bylaws before vote again?
- The Trustees agreed to include rules of order in the Bylaw language for use in the absence of direction from the Bylaws.
- K. Caspers will prepare draft language in the Bylaws for Board review and possible vote at the next regular Trustee meeting.

9. Executive Session- not needed.

10. Plan Next Meeting:

- Wednesday, October 1, 2025 Special Meeting for Budget discussion.
- Wednesday, October 15, 2025 at 4:45pm: GPL Trustee Regular Meeting. Agenda items to include: Hoopla/ other e-book subscription service options, Pay rate adjustment for an employee, Background checks, Mission Statement, Bylaws, and the 2026 budget.

11. Adjourn

N. Jamison made a motion to adjourn at 6:07 p.m.

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

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Library Trustees
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Kollene Caspers, Secretary
Terry Cleveland, Treasurer
Craig Volatile-Wood, Trustee

Georgia Public Library Special Trustee Meeting: 2026 Budget
Wednesday, October 1, 2025 4:30pm
Location: Georgia Public Library
MINUTES

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

1. Call to order: 4:33pm
2. Additions, deletions, or changes to the Agenda:
 - D. Mann requested to add the Revitalization Meeting overview for capital budget background information.
3. Revitalization Committee Update:
 - D. Mann and T. Cleveland recounted the Committee's meeting with the architect and engineer on September 30th and shared the site plans for potential changes for ADA compliance. This was necessary for the discussion on budgeting capital funds for the potential project.
4. 2026 Budget Discussion
 - T. Cleveland shared budgeting documents with the Trustees.
 - Trustees participated in budget discussion of existing line items. New line items for background checks and legal were suggested.
 - The Selectboard has requested the GPL budget for a 3.5% increase in all areas but salaries and benefits. Budgeting for increases in books and programming budgets would push this budget to 10%-15% or higher.
 - Budgeting to add Hoopla or other e-book services was discussed by the Trustees again.
 - B. Stone provided the 2024 Vermont Department of Library statistics excerpts for comparison of GPL among other libraries of similar size and population.
 - GPL has 1,137 total registered borrowers, with 11,143 annual library visits every year and 19,044 total physical items (books/video/audio/nontraditional items).
 - The Trustees discussed how a large increase in the 2026 budget would be received by the Georgia community if there would also be a bond for the library renovation project.
 - A *Friends of the Library* group discussion was revisited, as this is an opportunity for additional funding for GPL.
 - Discussion was had about the possibility of adding another full-time librarian and the costs associated with a full-time hire.
 - Budget documents included a 5.5% raise for the Library Director, a 5.26% raise for the Library Assistant, and 3.5% raises for the other staff and substitutes. Discussion on salaries for specific employees was moved into Executive Session.
5. Executive Session

D. Mann would entertain a motion to enter into executive session to discuss Personnel & salaries for budgeting purposes, which premature disclosure or discussion may be detrimental to the board in itself and/or individuals involved.

Motion to Move into Executive Session at 6:07pm

Motion made by T. Cleveland, Seconded by N. Jamison

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

D. Mann would entertain a motion to enter into Executive Session to discuss the above with Library Director B. Stone under the provisions of Title 1, Section 313(a)(1)(A) of the Vermont Statutes.

Motion to invite B. Stone to join the Executive Session

Motion made by T. Cleveland, Seconded by N. Jamison

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

Motion to Exit out of Executive Session at 6:30pm

Motion made by N. Jamison, Seconded by T. Cleveland

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

No action taken out of Executive Session.

6. Adjourn

D. Mann made the motion to adjourn at 6:30pm.

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

GEORGIA PUBLIC LIBRARY

September

2025 Budget

% of Year=
Remainder

75%
25%

Line Item	Town Budget	Town YTD	Remainder in Town Budget	Remainder Variance %	Other Income	Grant Income Collected/Billed	BBF Grant Money remaining	Remainder to spend, all inclusive
Town Appropriation	\$ 181,898.62	\$ 133,480.97	\$ 48,417.65	27%				\$ 48,417.65
Other Revenue					\$ 4,456.18			\$ 4,456.18
Library Impact Fees			\$ -					\$ -
Grants:			\$ -			\$ 22,485.33	\$ 16,902.00	\$ 16,902.00
			\$ -					\$ -
Total Revenue	\$ 181,898.62	\$ 133,480.97	\$ 48,417.65	27%	\$ 4,456.18	\$ 22,485.33	\$ 16,902.00	\$ 69,775.83
1-7-05-70-10.00 Library Salaries	\$ 119,464.00	\$ 86,683.61	\$ 32,780.39	27%		\$ 12,226.83	\$ 5,767.17	\$ 38,547.56
1-7-05-70-11.00 Library Social Security	\$ 9,139.00	\$ 6,456.38	\$ 2,682.62	29%		\$ 935.36	\$ 441.64	\$ 3,124.26
1-7-05-70-12.00 Library Retirement	\$ 5,837.62	\$ 4,442.27	\$ 1,395.35	24%		\$ -		\$ 1,395.35
1-7-05-70-14.00 Library Health Insurance	\$ 25,218.00	\$ 18,834.42	\$ 6,383.58	25%		\$ -		\$ 6,383.58
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	\$ 359.34	\$ 85.66	19%		\$ -		\$ 85.66
Sub Total Salaries and Benefits	\$ 161,353.62	\$ 118,026.02	\$ 43,327.60	27%	\$ -	\$ 13,162.19	\$ 6,208.81	\$ 49,536.41
1-7-05-70-21.00 Library Postage	\$ -	\$ 22.95	\$ (22.95)			\$ -		\$ (22.95)
1-7-05-70-22.00 Library Supplies	\$ 1,500.00	\$ 780.55	\$ 719.45	48%		\$ 2,702.89	\$ (325.02)	\$ 394.43
1-7-05-70-22.05 Library Adult Books	\$ 3,500.00	\$ 2,815.26	\$ 684.74	20%	\$ 775.18	\$ -		\$ 1,459.92
1-7-05-70-22.10 Library Childrens Books	\$ 2,500.00	\$ 1,180.18	\$ 1,319.82	53%		\$ 846.02	\$ 4,153.98	\$ 5,473.80
1-7-05-70-22.2 Library Audio Visual	\$ 750.00	\$ 21.99	\$ 728.01	97%		\$ 1,029.00		\$ 728.01
1-7-05-70-22.25 Library Young Adult Books	\$ 500.00	\$ 104.45	\$ 395.55	79%		\$ 1,423.36		\$ 395.55
1-7-05-70-22.30 Library Interlibrary Loan	\$ 1,645.00	\$ 1,342.32	\$ 302.68	18%		\$ 475.18		\$ 302.68
1-7-05-70-22.35 Library Online/Electronic	\$ 6,000.00	\$ 1,289.44	\$ 4,710.56	79%		\$ -		\$ 4,710.56
1-7-05-70-22.36 Library Tech Support	\$ 450.00	\$ 80.00	\$ 370.00	82%		\$ -		\$ 370.00
1-7-05-70-22.40 Library Copier Lease	\$ 1,200.00	\$ 129.58	\$ 1,070.42	89%		\$ -		\$ 1,070.42
1-7-05-70-44.00 Library Training/Workshop	\$ 500.00	\$ 721.97	\$ (221.97)	-44%		\$ 2,432.99	\$ 67.01	\$ (154.96)
1-7-05-70-44.05 Library Educational Progr	\$ 1,000.00	\$ 798.86	\$ 201.14	20%	\$ 350.00	\$ 350.00		\$ 551.14
1-7-05-70-52.05 Library Purch - current year	\$ -	\$ 6,065.40	\$ (6,065.40)		\$ 3,331.00	\$ -		\$ (2,734.40)
1-7-05-70-63.00 Library Equipment Repair	\$ 500.00	\$ -	\$ 500.00	100%		\$ -		\$ 500.00
1-7-05-70-99.00 Library Miscellaneous	\$ 500.00	\$ 102.00	\$ 398.00	80%		\$ 63.70	\$ 3,761.30	\$ 4,159.30
Sub Total Operating Expenses	\$ 20,545.00	\$ 15,454.95	\$ 5,090.05	25%	\$ 4,456.18	\$ 9,323.14	\$ 7,657.27	\$ 17,203.50
Total Expenses	\$ 181,898.62	\$ 133,480.97	\$ 48,417.65	27%	\$ 4,456.18	\$ 22,485.33	\$ 13,866.08	\$ 66,739.91

Diff	\$ -	\$ -			Indirect:	\$ 3,035.91	\$ 3,035.91
				Total of Indirect costs charged to BBF		\$ 16,901.99	\$ 69,775.82

Notes:

Lori has not made any adjustments to our Library Purchase account to reflect money for the book drop (\$6065)

July BBF	\$ 145.60
August BBF	\$ 372.97
September BBF	\$ 1,308.52
October BBF	
November BBBF	
December BBF	
Total Indirect Collect	\$ 1,827.09
Total allowed indirect BBF	\$ 4,863.00
Remainder	\$ 3,035.91

Current balance of BBF funds that we can spend on assets for the library:

\$ 1,827.09
\$ 12,226.83
\$ 935.36
\$ 14,989.28

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					\$ 86,683.61
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					\$ 6,456.38
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					\$ 4,442.27
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					\$ 18,834.42
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					\$ 359.34
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					\$ 780.55
1-7-05-70-22.05 Library Adult Books			\$ (155.18)	\$ 57.94			\$ 2,227.50	\$ 28.00	\$ 520.65	\$ 136.35					\$ 2,815.26
1-7-05-70-22.10 Library Childrens Books				\$ 28.81			\$ 1,151.37								\$ 1,180.18
1-7-05-70-22.2 Library Audio Visual							\$ 21.99								\$ 21.99
1-7-05-70-22.25 Library Young Adult Books				\$ 12.31			\$ 92.14								\$ 104.45
1-7-05-70-22.30 Library Interlibrary Loan				\$ 398.44	\$ 225.52		\$ 501.48			\$ 216.88					\$ 1,342.32
1-7-05-70-22.35 Library Online/Electronic		\$ 100.00	\$ 402.57				\$ 100.00		\$ 686.87						\$ 1,289.44
1-7-05-70-22.36 Library Tech Support							\$ 80.00								\$ 80.00
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										\$ 6,065.40					\$ 6,065.40
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						\$ 102.00
(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	\$ 19,009.77	\$ -	\$ -	\$ -		\$ 133,480.97

\$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 NCSS 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	\$ -	\$ 12,226.83	\$ -	\$ -	\$ -	\$ 12,226.83
1-7-05-70-11.00 Library Social Security	\$ -	\$ 935.36	\$ -	\$ -	\$ -	\$ 935.36
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	\$ -	\$ 846.02	\$ -	\$ -	\$ -	\$ 846.02
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	\$ -	\$ 2,432.99	\$ -	\$ -	\$ -	\$ 2,432.99
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	\$ -	\$ 63.70	\$ -	\$ -	\$ -	\$ 63.70
					\$ -	\$ -
Total per month	\$ 1,029.00	\$ 18,270.92	\$ 2,360.23	\$ 475.18	\$ 350.00	\$ 22,485.33

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	\$ 8,014.34				\$ 12,226.83
1-7-05-70-11.00 Library Social Security	\$ -						\$ 78.31	\$ 243.95	\$ 613.10				\$ 935.36
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				\$ 846.02
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	\$ -								\$ 2,432.99				\$ 2,432.99
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	\$ -						\$ 63.70						\$ 63.70
													\$ -
Total per month	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,456.03	\$ 3,729.65	\$ 13,085.24	\$ -	\$ -	\$ -	\$ 18,270.92
Grant BBF													
							Indirects	145.6	372.96	1308.52		Grant Total	\$ 37,000.00
												Remainder	\$ 1,827.08
													\$ 16,902.00
													Reconciles to BBF Billing

National Library of Medicine
To reconcile to town

	Jan	Feb	Mar	Apr
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	\$ -			
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	\$ -	\$ -	\$ -	\$ -

MayJuneJulyAugSeptOctNovDec

\$ 350.00

\$ - \$ - \$ - \$ - \$ 350.00 \$ - \$ - \$ -

Total

\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	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

GEORGIA PUBLIC LIBRARY

2025 Budget

Using 3.5 %

2025

2026

Line Item	Town Budget
Town Appropriation	\$ 181,898.62
Other Revenue	
Library Impact Fees	
Grants:	
Total Revenue	\$ 181,898.62
1-7-05-70-10.00 Library Salaries	\$ 119,464.00
1-7-05-70-11.00 Library Social Security	\$ 9,139.00
1-7-05-70-12.00 Library Retirement	\$ 5,837.62
1-7-05-70-14.00 Library Health Insurance	\$ 25,218.00
1-7-05-70-14.05 Library HRA Funding	\$ 1,250.00
1-7-05-70-16.00 Library Dental Insurance	\$ 445.00
Sub Total Salaries and Benefits	\$ 161,353.62
1-7-05-70-21.00 Library Postage	\$ -
1-7-05-70-22.00 Library Supplies	\$ 1,500.00
1-7-05-70-22.05 Library Adult Books	\$ 3,500.00
1-7-05-70-22.10 Library Childrens Books	\$ 2,500.00
1-7-05-70-22.2 Library Audio Visual	\$ 750.00
1-7-05-70-22.25 Library Young Adult Books	\$ 500.00
1-7-05-70-22.30 Library Interlibrary Loan	\$ 1,645.00
1-7-05-70-22.35 Library Online/Electronic	\$ 6,000.00
1-7-05-70-22.36 Library Tech Support	\$ 450.00
1-7-05-70-22.40 Library Copier Lease	\$ 1,200.00
1-7-05-70-44.00 Library Training/Workshop	\$ 500.00
1-7-05-70-44.05 Library Educational Progr	\$ 1,000.00
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
Sub Total Operating Expenses	\$ 20,545.00
Total Expenses	\$ 181,898.62

\$ 124,244.51
\$ 9,504.71
\$ 6,369.00
\$ 1,250.00
\$ 141,368.22
\$ 75.00
\$ 1,600.00
\$ 4,500.00
\$ 3,000.00
\$ 750.00
\$ 1,000.00
\$ 1,750.00
\$ 6,000.00
\$ 500.00
\$ 1,200.00
\$ 500.00
\$ 1,000.00
\$ 500.00
\$ 500.00
\$ 22,800.00
\$ 164,168.22

4.00%

increase 10.98%

assumes 9% of bridget's salary

TBD

TBD

Could offset with Impact Fees (\$1400 in 2025, a greater amount in 2026)
which would bring our % increase much lower.

GPL Personnel costs per person If this were based on a full 52 weeks in 2026

Jan - March

Using 2025 amounts

	Rate per week or hour	increase	new rate	hours/wk	annual
B Stone	\$ 1,290.00	5.50%	\$ 1,360.95		\$ 70,769.40
J Moore	\$ 19.00	5.26%	\$ 20.00	25	\$ 26,000.00
A Couturier	\$ 17.50	3.5%	\$ 18.11	16	\$ 15,069.60
A Bohan	\$ 17.75	3.5%	\$ 18.37	6	\$ 5,731.83
Substitutes	\$ 15.50	3.5%	\$ 16.04	8	\$ 6,673.68
Total					\$ 124,244.51
2024					\$ 119,464.00
Delta					\$ 4,780.51
% Increase					4.0%
SS and Med					\$ 9,504.71

Rate	Weeks
\$ 1,290.00	13

13 weeks

Total	New rate	remainder	over 39 weeks per week	per hour	
\$ 16,770.00	\$ 70,769.40	\$ 53,999.40	\$ 1,384.60		
					new rates for payroll as of 4/1/26
\$ 6,175.00	\$ 26,000.00	\$ 19,825.00	\$ 508.33	\$ 20.33	
\$ 3,640.00	\$ 15,069.60	\$ 11,429.60	\$ 293.07	\$ 18.32	
\$ 1,384.50	\$ 5,731.83	\$ 4,347.33	\$ 111.47	\$ 18.58	
\$ 1,612.00	\$ 6,673.68	\$ 5,061.68	\$ 129.79	\$ 16.22	

5.1 Purpose of the Board

To oversee library operations, ensure adequate library funding, set policies for the Library, oversee personnel, and encourage use and growth of the Library.

5.2 Membership on the Board

The Board of Trustees will consist of five (5) members: two (2) 3-year terms and three (3) 1-year terms to be elected at Town Meeting each year. If a vacancy occurs, the Trustees will select a person to fill the opening (pending that person's interest), and the Chairperson will submit this name to the Selectboard for appointment. This replacement trustee shall serve until the next town meeting. At the next Town Meeting, a new trustee may be elected to complete the term. New trustees will receive a welcome packet that includes the GPL Policies, Bylaws, Five-Year Plan, Freedom to Read Statement, Library Bill of Rights, Policy on Confidentiality of Library Records, ALA Code of Ethics, Trustee and Director contact information, and minutes from the previous trustee meeting.

5.3 Officers

5.3.1 Officers

The officers of the Board shall be a chairperson, a vice-chairperson, a secretary, a treasurer, and a member at large. They shall be elected at the first board meeting following Town Meeting each year. Officer terms are for one (1) year.

5.3.2 Compensation

No compensation shall be paid to members for their services, but members may be reimbursed for all reasonable expenses incurred only while attending "Board approved" activities.

5.4 Duties of Officers

5.4.1 Chairperson

1. Conduct board meetings
2. Coordinate board activities
3. Act as liaison between Board and Town officials
4. Draft meeting agenda

5.4.2 Vice-Chairperson

1. Carry out the duties of the Chairperson in their absence
2. Assume such duties as assigned by the Chairperson
3. Act as liaison between Board and Town officials in the absence of the Chairperson

5.4.3 Secretary

1. See that the regular meetings are warned as per Vermont's open meeting laws, 1 V.S.A. §§ 310-314
2. Record minutes of all meetings, with a draft available within 5 calendar days
3. Work with Board and Library Director to maintain and accurately update policies and procedures

5.4.4 Treasurer

1. Keep full and accurate accounts of income and expenditures, which shall be audited once a year by town auditors
2. Help prepare the annual budget providing necessary figures to use for this purpose and present to the Selectboard
3. Prepare financial report for the annual town report

5.5 Meetings

5.5.1 Frequency

Regular meetings will be held at least six (6) times a year on a regularly scheduled day. Special meetings may be held at other times, as determined by the Board Chair or three Board members. The Board will strive to meet on, or shortly thereafter, the Monday following Town Meeting to elect officers and reorganize the Board.

5.5.2 Quorum

A majority of the members will constitute a quorum. A majority of the quorum may transact business.

5.5.3 Order of Business

1. Reports of Officers
2. Librarian's Report
3. Old Business
4. New Business

5.5.4 Meeting Venue

Meetings may be held in person or through the use of a web conferencing platform, such as Zoom.

5.6 General Duties and Responsibilities

5.6.1 Trustees

1. Responsible for hiring, evaluating, and firing the Library Director. Evaluations will take place at least annually.

2. Adopt written policies and Board procedures to govern operation of the Library
3. Prepare the annual budget

5.6.2 Librarian

1. Facilitate the development and operation of the budget
2. Implement policies of the Board
3. Oversee library personnel and volunteers
4. Make budget recommendations
5. Conduct correspondence of the Board
6. Serve as publicity reporter unless another is appointed
7. Prepare report of library accomplishments and goals for annual town report
8. See Library Director's job description for additional duties

5.7 Budgetary and Financial Procedures

The Board is responsible for the budget, which shall be prepared by the October meeting and presented to the Selectboard by December 15. The fiscal year is January 1 to December 31.

Working with the Library's Director, the Board will use the financial and human resource services provided by the Town of Georgia, through its Selectboard. The Library Board is responsible for all contracts, grants, disbursements and deposits needed for the Library to perform its duties.

5.8 Board Committees

From time to time and in order to facilitate Library business, the Chair may authorize Committees be formed and may appoint Board members and/or the Library Director to serve on those committees. Committee members will be limited to no more than two Board members.

5.9 Parliamentary Procedure

These Georgia Public Library Bylaws shall be the principal authority for Trustees while facilitating Library business. In the absence of direction from the Bylaws, or dispute as to how to interpret the Bylaws, _____ will be the ruling authority.

5.10 Amending Bylaws

These bylaws may be amended at any time during the year. An amendment will require an affirmative vote of 60% of the members. Any proposed Bylaws change

5 Bylaws for the Georgia Public Library Board of Trustees

Section 7. Item #A.

must be submitted to the Board for its review and then adopted at a subsequent meeting.

Adopted: 05/16/2016

Reviewed/Revised: 10/15/2025



Town of Georgia Personnel Policy

Addendum 2 – Background Check Policy

Effective Date: **August 25, 2025**

Addendum: Background Checks for Personnel Working with Vulnerable Populations

In accordance with Vermont State Statutes, including 33 V.S.A. § 4919 (Child Protection Registry), 33 V.S.A. § 6911 (Adult Abuse Registry), and 20 V.S.A. § 2056c (Criminal Records Access), the Town of Georgia hereby adopts this addendum to its Personnel Policy. This section establishes background check requirements for personnel who work with or have access to vulnerable populations, including minors and adults in care.

Background Checks for Library and Parks & Recreation Personnel

1. Purpose

To ensure the safety and protection of children and vulnerable adults participating in Town of Georgia programs, services, and facilities, this section mandates pre-employment and periodic (every 5 years) background checks for employees, contractors, and volunteers serving in the Library and Parks & Recreation Departments.

2. Applicability

This policy applies to all personnel, including but not limited to:

- Full-time and part-time staff of the Georgia Public Library and Georgia Parks & Recreation Department.
- Seasonal or temporary employees.
- Program instructors, coaches, camp counselors, and volunteers who may have unsupervised access to minors or vulnerable adults.

3. Required Screenings

All applicable personnel must undergo the following background checks (as applies):

- **Criminal History Record Check** through the Vermont Crime Information Center (VCIC) pursuant to 20 V.S.A. § 2056c;
- **Fingerprint-based FBI Record Check**, if required by statute or based on risk level;

- **Vermont Child Protection Registry Check** per 33 V.S.A. § 4919, for those working with children.
- **Adult Abuse Registry Check** per 33 V.S.A. § 6911, for those working with adults in care.
- **Sex Offender Registry Check**, as a standard part of criminal background screening.

4. **Consent and Confidentiality**

Individuals must sign written consent forms prior to any background screening. All information obtained through background checks will remain confidential and used solely for evaluating suitability for the position.

5. **Disqualification Criteria**

Any applicant or employee found to have a record of abuse, exploitation, or other disqualifying offenses may be ineligible for employment or service in roles involving vulnerable populations, subject to review by the Town Administrator and consistent with Vermont law.

6. **Timing and Renewal**

- Background checks must be completed **prior to hire or volunteer start date**.
- **Periodic re-checks** (every 5 years) may be conducted for continued service, particularly in long-term or recurring roles.

7. **Compliance and Recordkeeping**

The Town of Georgia will maintain background check documentation in accordance with state and federal law and applicable retention policies. The Town will ensure compliance with all legal requirements and update procedures as laws or standards change.

Approved by:



Kristina Senna-Chair

Date: 8/25/2025



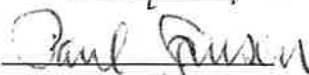
Brian Dunsmore Vice Chair

Date: 08/25/2025



Kellie Bosenberg-Member

Date: 8/25/23



Paul Jansen-Member

Date: _____



Carl Rosenquist-Member

Date: 8/25/2025

Adoption History

1. Agenda item at regular Town of Georgia Selectboard meeting held on August 25 2025 2025.
2. Read and approved at regular/special Town of Georgia Selectboard meeting on August 25 2025 2025 and entered in the minutes of that meeting which were approved on September 8, 2025