



Jericho Underhill Library District
8 River Road
Jericho, VT 05465

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Official Warning Annual Meeting - Jericho Underhill Library District

The legal voters of the towns of Jericho and Underhill in the County of Chittenden and the State of Vermont are hereby warned and notified to meet at the Deborah Rawson Memorial Library in Jericho, Vermont on Thursday, January 21, 2016 at 7:00 PM to act on the following articles:

- Article 1. Election of a Moderator
- Article 2. Act on Report of Trustees
- Article 3. Shall the District authorize the Trustees to borrow money for the temporary needs of the District?
- Article 4. Adoption of a budget
- Article 5. Other business thought proper when met

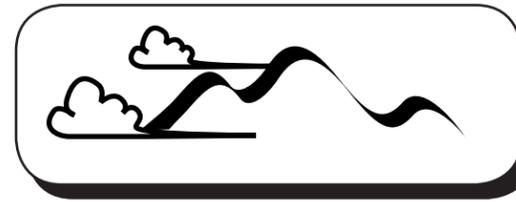
Dated at Jericho, Vermont, November 18, 2015

Joann Osborne, Chair		Kathie Russell	
Ann Broekhuizen		Gail Schermer	
Anne Exler		Laura Wolf	
Ann Messier		Lauren Montgomery-Rinehart	
Bev Frank			

The Board of Trustees, Jericho Underhill Library District

ANNUAL MEETING

The Annual meeting will be held at the Deborah Rawson Memorial Library in Jericho, Vermont on Thursday, January 21, 2016 at 7:00 PM.



Jericho Underhill Library District Annual Report For the year ending December 31, 2015

Library Director's Report

by Holly Hall

MISSION STATEMENT

The Deborah Rawson Memorial Library encourages a love of reading and lifelong learning by providing diverse collections of books and materials in various formats, and programming for all ages in an inviting space and fostering community interaction and a vibrant digital presence.

Library Statistics:

The Deborah Rawson Memorial library had 26,886 people visited the library this past year. 51,680 items were checked out. The library had programs for all ages including 158 programs for youth, 80 programs for adults and several multigenerational programs. The library continues to provide books to the XYZ Senior Luncheon as well as the Jeri-Hill Apartments thanks to the volunteer efforts of Nancy Craig.

The Library Collection:

Currently the library has 25,599 items that include books, magazine subscriptions, DVDs, Books on CD and Music CDs. Downloadable audiobooks and ebooks are also available using our website and a current library card.

The library has of Oct 20, 2015 completed its first full year using the Koha circulation system. How nice it is to have full access from home. Even better is the ability to manage your account. You can see your current checkouts, keep a list of what you have read, receive email reminders of when items are due, place holds on items from both the Deborah Rawson library and the other libraries in the network. Items from other libraries are mailed to DRML and you are notified when the item is available for pick up. Access is very easy through our updated web page! Stop by or call the library for more information 899-4962.

Please visit the library soon; we look forward to seeing you. The library hours are Tues. and Thurs. 12-8, Wed. and Fri. 10-6, Sat. 10-2 and Sun. 1-4 (Sept through May). The library is closed on Mondays.

Board of Trustees report:

The Trustees of the Deborah Rawson Memorial Library and the Jericho Underhill Library District are pleased to announce the creation of the Dr. Burnett Rawson Fund. Named in honor of one of the Library's first benefactors, the fund will be supported by annual earnings from the Jessie Rawson Endowment Fund left to the Deborah Rawson Memorial Library at the time of Dr. Rawson's death in 2014. Libraries held a special place in Dr. Burnett and Jessie Rawson's hearts, and their passion and generosity led to the creation of the Deborah Rawson Memorial Library, named in memory of their daughter. We now have both an opportunity and an obligation to steward this gift for future generations and to support our mission. Benefitting from this endowed gift, our fund will grow each year and continue the Rawson legacy. The public may also contribute through bequests, through individual or corporate donations, or through memorial donations.

In setting up the fund we hope that others will follow in his footsteps and support the endowment fund whenever possible.

To contribute to the Dr. Burnett Rawson Memorial Investment Fund, make checks payable to the Deborah Rawson Memorial Library. Checks may be dropped off or mailed to Deborah Rawson Memorial Library, 8 River Road, Jericho, VT 05465.

Please include a note indicating it is for the Dr. Burnett Rawson Fund. Additionally, the Board has set up a Pay Pal Account to simplify giving for those of you who wish to do so on-line, www.drml.org

It is with sadness that we report that our Underhill Board member, John Michael McKnight, passed away this year. He supported our library over time by leading book discussions and giving lectures in cooperation with the Underhill Historical Society. He was a loyal supporter of our library. In October, we welcomed Laura Wolf who stepped up to fill John Michael McKnight's seat on the Board. She has been a regular volunteer particularly supporting children's programs. She delights patrons when she arrives with her Therapy Dog. She lives in Underhill with her husband Greg and daughter Lily.

The Board of Trustees meets the third Thursday of the month. We invite you to come, share what you love about the library and what areas you think we could improve upon. Please come to the annual meeting on January 21, 2016. Ask the Trustees questions about the FY 16/17 budget before you vote on it. We welcome your thoughts and ideas.

Bev Frank, Vice-Chair

Treasurer's Report

General Fund

by Kathie Russell

Fiscal year:	13/14		14/15		15/16		Proposed 16/17		
Income	Budget	Actual	Budget	Actual	Budget	Actual	Budget	%Change	% of Total
Tax income, Jericho	\$142,588.00	\$142,588.00	\$143,152.63	\$143,153.00	\$147,364.85	\$156,771.50	\$156,771.50	6.4%	60.0%
Tax income, Underhill	\$95,058.00	\$95,058.00	\$95,435.08	\$95,435.08	\$98,243.24	\$104,514.34	\$104,514.34	6.4%	40.0%
Total tax income	\$237,646.00	\$237,646.00	\$238,587.71	\$238,588.08	\$245,608.09	\$0.00	\$261,285.84	6.4%	100.0%
Other income									
Fundraising and Donations (1)	\$12,500.00	\$18,258.85	\$12,500.00	\$12,444.71	12,500.00	12,500.00	12,500.00	0.0%	4.3%
Interest	\$35.00	\$46.05	\$35.00	\$69.44	45.00	75.00	75.00	66.7%	0.0%
Printer and copier fees	\$1,600.00	\$1,083.35	\$1,600.00	\$790.55	1,600.00	800.00	800.00	-50.0%	0.3%
Grant Income	\$200.00	\$349.00	\$200.00	\$100.00	200.00	100.00	100.00	-50.0%	0.0%
Jessie S. Rawson Endowment Fund				\$23,506.00					0.0%
Carryover	\$19,889.00	\$19,889.34	\$32,812.29	\$32,812.29	26,899.91	13,939.16	13,939.16	-48.2%	4.8%
Miscellaneous Income		\$48.08							0.0%
Total Income	\$271,870.00	\$277,320.67	\$285,735.00	\$308,311.07	\$286,853.00	\$0.00	\$288,700.00	0.6%	100.0%
Expenses									
Staffing									
Salaries (2)	\$145,760.00	\$136,801.69	\$140,400.00	\$139,888.18	144,228.00	149,350.00	149,350.00	3.6%	51.7%
Benefits	\$12,500.00	\$12,250.50	\$16,000.00	\$18,042.62	25,000.00	25,500.00	25,500.00	2.0%	8.8%
Recruitment	\$500.00	\$0.00	\$250.00	\$0.00	250.00	50.00	50.00	-80.0%	0.0%
Payroll services	\$3,800.00	\$3,077.18	\$3,800.00	\$4,553.85	3,800.00	4,800.00	4,800.00	26.3%	1.7%
Staff development	\$2,100.00	\$660.00	\$2,100.00	\$370.00	2,100.00	1,000.00	1,000.00	-52.4%	0.3%
Building									
Electricity	\$4,800.00	\$4,445.16	\$4,900.00	\$4,665.20	4,900.00	4,900.00	4,900.00	0.0%	1.7%
Fuel	\$3,500.00	\$3,518.27	\$3,500.00	\$3,867.85	3,500.00	3,500.00	3,500.00	0.0%	1.2%
Insurance	\$5,850.00	\$7,142.00	\$6,200.00	\$6,603.00	7,500.00	7,000.00	7,000.00	-6.7%	2.4%
Janitor	\$3,500.00	\$2,889.14	\$3,500.00	\$3,001.84	3,500.00	3,500.00	3,500.00	0.0%	1.2%
Lease	\$200.00	\$200.00	\$200.00	\$200.00	200.00	200.00	200.00	0.0%	0.1%
Maintenance	\$6,000.00	\$6,906.66	\$8,000.00	\$4,245.34	8,000.00	7,000.00	7,000.00	-12.5%	2.4%
Storage	\$650.00	\$715.00	\$750.00	\$715.00	750.00	750.00	750.00	0.0%	0.3%
Telephone	\$1,200.00	\$1,147.48	\$1,400.00	\$1,177.66	1,400.00	2,600.00	2,600.00	85.7%	0.9%
Water	\$250.00	\$243.50	\$275.00	\$277.58	275.00	300.00	300.00	9.1%	0.1%
Office									
Supplies	\$5,500.00	\$4,827.95	\$6,000.00	\$3,679.18	6,000.00	5,000.00	5,000.00	-16.7%	1.7%
Postage	\$4,200.00	\$3,753.88	\$5,200.00	\$4,202.65	5,200.00	4,500.00	4,500.00	-13.5%	1.6%
Mileage	\$1,000.00	\$626.50	\$1,000.00	\$917.50	1,000.00	1,000.00	1,000.00	0.0%	0.3%
Technology									
Internet	\$200.00	\$120.00	\$1,200.00	\$120.00	1,200.00	1,100.00	1,100.00	-8.3%	0.4%
Automation support	\$1,000.00	\$1,230.00	\$2,000.00	\$3,394.79	2,000.00	2,500.00	2,500.00	25.0%	0.9%
Computer support	\$1,200.00	\$75.00	\$1,200.00	\$0.00	1,200.00	1,200.00	1,200.00	0.0%	0.4%
Hardware upgrade	\$750.00	\$860.50	\$3,000.00	\$238.00	2,000.00	2,000.00	2,000.00	0.0%	0.7%
Software upgrade	\$500.00	\$392.00	\$500.00	\$407.66	500.00	500.00	500.00	0.0%	0.2%
Collection and Programming									
Books/AV/Periodicals	\$32,000.00	\$30,807.08	\$32,000.00	\$29,423.56	32,000.00	32,000.00	32,000.00	0.0%	11.1%
Special programs	\$4,000.00	\$4,057.18	\$4,500.00	\$2,758.76	4,500.00	4,500.00	4,500.00	0.0%	1.6%
District expenses									
Legal	\$150.00	\$0.00	\$150.00	\$1,915.00	150.00	150.00	150.00	0.0%	0.1%
Dues	\$840.00	\$875.00	\$840.00	\$1,075.00	900.00	1,000.00	1,000.00	11.1%	0.3%
Warning	\$250.00	\$86.52	\$250.00	\$0.00	100.00	100.00	100.00	0.0%	0.0%
Fundraising expense	\$1,500.00	\$1,259.91	\$1,500.00	\$1,233.78	1,500.00	1,500.00	1,500.00	0.0%	0.5%
Annual report	\$1,000.00	\$912.81	\$1,000.00	\$843.38	1,000.00	1,000.00	1,000.00	0.0%	0.3%
Misc.	\$500.00	\$200.00	\$500.00	\$0.00	500.00	500.00	500.00	0.0%	0.2%
Contingency (3)	\$12,000.00		\$12,000.00	\$0.00	12,000.00	12,000.00	12,000.00	0.0%	4.2%
Conferences Board	\$500.00	\$272.00	\$500.00	\$55.00	500.00	500.00	500.00	0.0%	0.2%
Bank Charges	\$120.00	\$178.51	\$120.00	\$181.24	200.00	200.00	200.00	0.0%	0.1%
Interest Expense	\$50.00		\$0.00		0.00	0.00	0.00		0.0%
Capital Improvements Reserve	\$14,000.00	\$14,000.00	\$21,000.00	\$21,000.00	9,000.00	7,000.00	7,000.00	-22.2%	\$0.02
Total Operating Expenses	\$271,870.00	\$244,531.42	\$285,735.00	\$259,053.62	\$286,853.00	\$0.00	\$288,700.00	0.6%	\$1.00
Net Income	\$0.00	\$26,899.91	\$13,939.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net income w/o carryover		\$7,010.57							
Transfer: Dr. Burnett Rawson Fund Trust Account				\$23,506.00					

Treasurer's Report

Restricted Funds

by Kathie Russell

Restricted Funds

Capital Improvements Reserve Fund	Actual		Capital Plan					
	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16	FY 16/17
Starting Balance, 7/1	\$7,583.80	\$4,712.66	\$22,019.28	\$17,774.65	\$31,787.75	\$45,806.34	\$46,291.18	\$11,241.74
Income								
Interest	\$149.70	\$88.62	\$19.63	\$13.10	\$18.59	\$20.40	\$28.94	
Budgeted Income	\$21,000.00	\$21,000.00	\$21,000.00	\$14,000.00	\$14,000.00	\$21,000.00	\$9,000.00	
Donations								
Sale of removed shelving		\$950.00						
Total Income	\$21,149.70	\$22,038.62	\$21,019.63	\$14,013.10	\$14,018.59	\$21,020.40	\$9,028.94	\$0.00
Expenses								
Replace carpeting								
Replace adult/children's shelving	\$19,380.84							
Replace exterior siding	\$4,640.00							
Paint exterior							\$10,129.58	
Parking lot			\$25,264.26					
Paint interior		\$4,732.00						
Replace roof shingles							\$33,948.80	
Replace AC compressors						\$0.00		
New Bookshelves				\$0.00	\$0.00	\$20,535.56		
Total Expenses	\$24,020.84	\$4,732.00	\$25,264.26	\$0.00	\$0.00	\$20,535.56	\$44,078.38	
Ending Balance, 6/30	\$4,712.66	\$22,019.28	\$17,774.65	\$31,787.75	\$45,806.34	\$46,291.18	\$11,241.74	\$11,241.74

Collections Fund	Collections	Delaporte Endowment	Jessie Rawson Memorial	Dr Burnett Rawson Fund	Trask Fund	Expansion Fund	Total
Ending Cash Balance, 6/30/09	\$183.35	\$10,958.11	\$7,273.91		\$1,024.14		\$19,439.51
FY 09/10 Income	\$1,754.46	\$48.30	\$5,040.20		\$500.00		\$7,342.96
FY 09/10 Expenses	\$1,734.30	\$450.24			\$357.77		\$2,542.31
Ending Cash Balance, 6/30/10	\$203.51	\$10,556.17	\$12,314.11		\$1,166.37	\$0.00	\$24,240.16
Donations				\$5,000.00	\$500.00		
Lost & damaged book fees	\$1,981.87						
Interest		\$67.22	\$41.36				
FY 10/11 Income	\$1,981.87	\$67.22	\$41.36	\$5,000.00	\$500.00	\$0.00	\$7,590.45
FY 10/11 Expenses	\$1,021.15	\$857.18			\$372.58		\$2,250.91
Ending Cash Balance, 6/30/11	\$1,164.23	\$9,766.21	\$12,355.47	\$5,000.00	\$1,293.79	\$0.00	\$29,579.70
FY 11/12 Income	\$1,508.73	\$46.80	\$34.94		\$500.00		\$2,090.47
FY 11/12 Expenses	\$421.28	\$210.00			\$478.36		\$1,109.64
Ending Cash Balance 6/30/12	\$2,251.68	\$9,603.01	\$12,390.41	\$5,000.00	\$1,315.43		\$30,560.53
FY 12/13 Income	\$1,174.38	\$33.00	\$17.20		\$500.00	\$18,001.97	\$19,726.55
FY 12/13 Expenses	\$814.97	\$0.00	\$0.00	\$5,000.00	\$1,001.30	\$16,660.57	\$23,476.84
Ending Cash Balance 6/30/13	\$2,611.09	\$9,636.01	\$12,407.61	\$0.00	\$814.13	\$1,341.40	\$26,810.24
FY 13/14 Income	\$1,440.85	\$19.83	\$0.00	\$0.00	\$500.00	\$1,717.00	\$3,677.68
FY 13/14 Expense	\$430.72	\$0.00	\$0.00		\$493.14	\$0.00	\$923.86
Ending Cash Balance 6/30/14	\$3,621.22	\$9,655.84	\$12,407.61	\$0.00	\$820.99	\$3,058.40	\$29,564.06
FY 14/15 Income	\$1,236.18	\$19.67	\$5.86	\$23,506.00	\$500.00	\$0.00	\$25,267.71
Unrealized Gains or Losses				(\$168.24)			(\$168.24)
FY14/15 Expense	\$451.92			\$22.96	\$492.65		\$967.53
Ending Cash Balance 6/30/15	\$4,405.48	\$9,675.51	\$12,413.47	\$23,314.80	\$828.34	\$3,058.40	\$53,696.00

Comments

1. Thank you to both the many district residents who have generously responded to our annual fund drive and to our Fundraising Committee members.
2. The proposed salary line item budget includes 1% staff raise. It also adds 5 hours a week for our Program Assistant.
3. As explained previously, the Contingency line item is meant to function as both a rainy day fund and as a means to avoid borrowing in anticipation of tax income during the 1st half of each fiscal quarter. Since our expectation is that we should not need to report any expenses against this line item, it will thus result in a surplus at the end of the year which will be shown as Carryover income in the next proposed budget, basically self-funding itself. To avoid borrowing, the Contingency line item should be no more than 1/16th of the proposed general fund budget.