

Library Director's Report Continued...

open to the general public and when it is not. Talk to you soon.

Friends of DRML report by Christine Ryan

The Friends of the DRML meet once a month at the library to collaborate and coordinate resources and programming with our local library Board and library Director. An Annual meeting is held each November to review the Friends of the DRML current financials and

discuss the current year of activities. Both the monthly meetings and the Annual meeting are posted at the library and are open to the public.

The Friends of the DRML provide the library with requested and needed programs, supplies, and equipment that enhance and strengthen our local library. The Friends group sponsors a variety of engaging programs and speakers, reflective of youth and adult interests. Recently, the Friends group

has purchased multiple museum memberships.

Revenues are raised by way of donations to the Friends of DRML, the sale of books, buttons, bumper stickers, tote bags, and puppets. Opportunities to attend a Friends of the DRML meeting and support the important and valuable asset of our community library are posted on the Friend's bulletin board above the library photo copier. Please join us!

Treasurer's Report

General Fund

by Laura Wolf

Fiscal year:	17/18		18/19			Proposed 19/20			
	Budget	Actual	Budget	Actual	% Change	% of Total	Budget	% Change	% of Total
Income									
Tax income, Jericho	159,760.95	159,761.00	157,320.32		-1.53%	60.0%	166,245.79	5.67%	60.00%
Tax income, Underhill	106,507.30	106,507.30	104,880.21		-1.53%	40.0%	110,830.52	5.67%	40.00%
Total tax income	266,268.25	266,268.30	262,200.53		-1.53%	100.0%	277,076.31	5.67%	100.00%
Other income									
Fundraising and Donations (1)	13,000.00	9,889.10	13,500.00		3.85%	4.1%	13,500.00	0.00%	4.12%
Interest	75.00	30.71	80.00		6.67%	0.0%	31.00	-61.25%	0.01%
Printer and copier fees	1,200.00	720.40	800.00		-33.33%	0.2%	750.00	-6.25%	0.23%
Grant Income	200.00	585.00	200.00		0.00%	0.1%	300.00	50.00%	0.09%
Carryover	29,799.60	29,799.60	53,062.80		78.07%	16.1%	36,100.33	-31.97%	11.01%
Miscellaneous Income									
Total Income	310,542.85	307,293.11	329,843.33		6.22%	100.0%	327,757.64	-0.63%	100.00%
Expenses									
Staffing									
Salaries	151,227.85	146,638.30	158,018.36		4.49%	47.9%	166,712.64	5.50%	50.86%
Benefits	25,000.00	17,116.96	28,179.97		12.72%	8.5%	31,000.00	10.01%	9.46%
Recruitment	50.00	0.00	50.00		0.00%	0.0%	50.00	0.00%	0.02%
Payroll services	4,800.00	4,167.40	4,800.00		0.00%	1.5%	4,800.00	0.00%	1.46%
Staff development	1,000.00	2,136.45	1,000.00		0.00%	0.3%	2,100.00	110.00%	0.64%
Building									
Electricity	4,900.00	4,212.31	4,900.00		0.00%	1.5%	4,500.00	-8.16%	1.37%
Fuel	3,500.00	3,610.46	3,500.00		0.00%	1.1%	3,700.00	5.71%	1.13%
Insurance	7,500.00	6,228.00	7,500.00		0.00%	2.3%	7,000.00	-6.67%	2.14%
Janitor	4,500.00	4,864.05	4,800.00		6.67%	1.5%	4,900.00	2.08%	1.50%
Lease	200.00	200.00	200.00		0.00%	0.1%	200.00	0.00%	0.06%
Maintenance	7,000.00	6,497.10	7,200.00		2.86%	2.2%	6,500.00	-9.72%	1.98%
Storage	715.00	770.00	720.00		0.70%	0.2%	770.00	6.94%	0.23%
Telephone	2,500.00	2,399.40	2,500.00		0.00%	0.8%	2,500.00	0.00%	0.76%
Water	300.00	329.25	400.00		33.33%	0.1%	350.00	-12.50%	0.11%
Office									
Supplies	5,000.00	3,982.76	5,000.00		0.00%	1.5%	5,000.00	0.00%	1.53%
Postage	4,000.00	2,142.38	2,000.00		-50.00%	0.6%	2,500.00	25.00%	0.76%
Mileage	1,200.00	602.54	750.00		-37.50%	0.2%	750.00	0.00%	0.23%
Technology									
Internet	1,100.00	600.00	700.00		-36.36%	0.2%	700.00	0.00%	0.21%
Automation support	3,300.00	2,051.50	2,100.00		-36.36%	0.6%	2,200.00	4.76%	0.67%
Computer support	1,200.00	1,136.00	3,000.00		150.00%	0.9%	2,000.00	-33.33%	0.61%
Hardware upgrade	2,000.00	3,257.21	8,000.00		300.00%	2.4%	6,000.00	-25.00%	1.83%
Software upgrade	500.00	24.00	500.00		0.00%	0.2%	500.00	0.00%	0.15%
Collection and Programming									
Books/AV/Periodicals	32,000.00	31,479.90	32,000.00		0.00%	9.7%	32,000.00	0.00%	9.76%
Special programs	5,500.00	4,200.86	5,500.00		0.00%	1.7%	5,500.00	0.00%	1.68%
District expenses									
Legal & Professional	5,000.00	0.00	5,000.00		0.00%	1.5%	5,000.00	0.00%	1.53%
Dues	1,100.00	1,054.00	1,100.00		0.00%	0.3%	1,100.00	0.00%	0.34%
Warning	100.00	120.00	125.00		25.00%	0.0%	125.00	0.00%	0.04%
Fundraising expense	1,750.00	225.00	1,500.00		-14.29%	0.5%	500.00	-66.67%	0.15%
Annual report	1,000.00	912.00	1,200.00		20.00%	0.4%	1,200.00	0.00%	0.37%
Misc.	250.00	0.00	250.00		0.00%	0.1%	250.00	0.00%	0.08%
Contingency (2)	12,000.00	0.00	12,000.00		0.00%	3.6%	12,000.00	0.00%	3.66%
Conferences Board	250.00	175.50	250.00		0.00%	0.1%	250.00	0.00%	0.08%
Bank Charges	100.00	59.45	100.00		0.00%	0.0%	100.00	0.00%	0.03%
Interest Expense	0.00	0.00	0.00		0.00%	0.0%	0.00	0.00%	0.00%
Capital Improvements Reserve	20,000.00	20,000.00	25,000.00		25.00%	7.6%	15,000.00	-40.00%	4.58%
Total Operating Expenses	310,542.85	271,192.78	329,843.33		6.22%	100.0%	327,757.64	-0.63%	100.00%
Net Income		\$36,100.33							
Net income w/o carryover									

Treasurer's Report

Restricted Funds

by Laura Wolf

Restricted Funds														
Capital Improvements Reserve Fund	04/05	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18
Beginning balance	\$0.00	\$5,130.39	\$9,021.29	\$32,933.98	\$32,897.12	\$2,357.22	\$18,741.36	\$16,646.18	\$12,381.92	\$26,391.72	\$38,338.79	\$38,845.56	\$47,845.56	\$54,867.61
Budget approved income	\$5,000.00	\$5,000.00	\$23,000.00	\$6,000.00	\$26,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$14,000.00	\$14,000.00	\$21,000.00	\$9,000.00	\$7,000.00	\$20,000.00
Donations	\$0.00	\$250.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sale of bookshelves	\$0.00	\$0.00	\$0.00	\$0.00	\$1,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total income	\$5,130.39	\$10,537.29	\$32,933.98	\$39,632.24	\$62,399.53	\$23,381.36	\$40,759.02	\$37,665.81	\$26,391.72	\$40,401.59	\$59,381.12	\$47,845.56	\$54,867.61	\$74,867.61
Expenses	\$0.00	-\$1,516.00	\$0.00	-\$6,735.12	-\$60,042.31	-\$4,640.00	-\$24,112.84	-\$25,283.89	\$0.00	-\$2,062.80	-\$20,535.56	\$0.00	\$0.00	\$0.00
Ending balance, 06/30	\$5,130.39	\$9,021.29	\$32,933.98	\$32,897.12	\$2,357.22	\$18,741.36	\$16,646.18	\$12,381.92	\$26,391.72	\$38,338.79	\$38,845.56	\$47,845.56	\$54,867.61	\$74,867.61

Collections Fund	Dr Burnett Rawson Fund	Collections	Delaporte Endowment	Jessie Rawson Memorial	Jennie Hendricks Fund	Trask Fund	Expansion Fund
Ending Cash Balance, 6/30/09	\$183.35	\$10,958.11	\$7,273.91			\$1,024.14	
FY 09/10 Income		\$1,754.46	\$48.30	\$5,040.20		\$500.00	
FY 09/10 Expenses		\$1,734.30	\$450.24			\$357.77	
Ending Cash Balance, 6/30/10		\$203.51	\$10,556.17	\$12,314.11		\$1,166.37	\$0.00
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
FY 10/11 Expenses		\$1,021.15	\$857.18			\$372.58	
Ending Cash Balance, 6/30/11		\$1,164.23	\$9,766.21	\$12,355.47	\$5,000.00	\$1,293.79	\$0.00
FY 11/12 Income		\$1,508.73	\$46.80	\$34.94		\$500.00	
FY 11/12 Expenses		\$421.28	\$210.00			\$478.36	
Ending Cash Balance 6/30/12		\$2,251.68	\$9,603.01	\$12,390.41	\$5,000.00	\$1,315.43	
FY 12/13 Income		\$1,174.38	\$33.00	\$17.20		\$500.00	\$18,001.97
FY 12/13 Expenses		\$814.97	\$0.00	\$0.00	\$5,000.00	\$1,001.30	\$16,660.57
Ending Cash Balance 6/30/13		\$2,611.09	\$9,636.01	\$12,407.61	\$0.00	\$814.13	\$1,341.40
FY 13/14 Income		\$1,440.85	\$19.83	\$0.00	\$0.00	\$500.00	\$1,717.00
FY 13/14 Expense		\$430.72	\$0.00	\$0.00		\$493.14	\$0.00
Ending Cash Balance 6/30/14		\$3,621.22	\$9,655.84	\$12,407.61	\$0.00	\$820.99	\$3,058.40
FY 14/15 Income	\$23,506.00	\$1,236.18	\$19.67	\$5.86		\$500.00	\$0.00
Unrealized Gains or Losses		-\$168.24					
FY14/15 Expense		\$22.96	\$451.92			\$492.65	
Ending Cash Balance 6/30/15	\$23,314.80	\$4,405.48	\$9,675.51	\$12,413.47		\$828.34	\$3,058.40
FY 15/16 Income	\$23,158.00	\$1,377.95	\$19.73	\$29.10		\$500.00	\$0.00
Unrealized Gains or Losses		\$2,373.37					
FY15/16 Expense		\$359.47	\$494.41	\$25.95	\$0.00	\$355.32	\$0.00
Ending Cash Balance 6/30/16	\$48,486.70	\$5,289.02	\$9,669.29	\$12,442.57		\$973.02	\$3,058.40
FY 16/17 Income	\$21,641.00	\$1,051.75	\$23.27	\$29.13		\$500.00	\$0.00
Unrealized Gains or Losses		\$7,062.92					
FY16/17 Expense		\$401.24	\$692.07	\$0.00	\$0.00	\$73.50	\$0.00
Ending Cash Balance 6/30/17	\$76,789.38	\$5,648.70	\$9,692.56	\$12,471.70		\$1,399.52	\$3,058.40
FY 17/18 Income	\$23,672.27	\$1,380.84	\$1.82	\$7.24			\$0.00
Unrealized Gains or Losses		\$3,474.52					
FY 17/18 Expense	\$454.45	\$705.65	\$0.00	\$0.00		\$1,406.52	\$0.00
Ending Cash Balance 6/30/18	\$103,481.72	\$6,323.89	\$9,694.38	\$12,478.94	\$0.00	-\$7.00	\$3,058.40

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. 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.



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 17, 2019 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 15, 2018

Joann Osborne, Chair

Elisabeth Lehr

Sven Lindholm

Sue Vaughn

Kristie Kapusta

Connell Gallagher

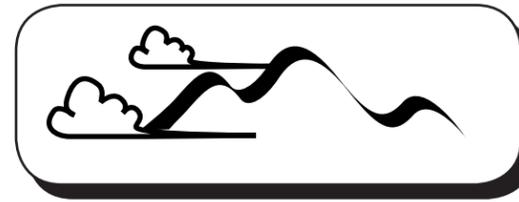
Bill McMains

Laura Wolf

Carolyn Greene

ANNUAL MEETING

The Annual meeting will be held at the Deborah Rawson Memorial Library in Jericho, Vermont on Thursday, January 17, 2019 at 7:00 PM.



Jericho Underhill Library District Annual Report For the year ending December 31, 2018

Library Director's Report

by Holly Hall

MISSION STATEMENT

The Deborah Rawson Memorial Library provides community access to information, ideas and enriching experiences.

Library Statistics and Information:

The Deborah Rawson Memorial library had 28,651 people visited the library this past year. 59,989 items were checked out. The library's programs continue to be well attended! Some of the more popular programs for adults include movie nights, Tai Chi and Mah Jongg. For the Youth story hour, afterschool movies and Legos are a hit! Our teens are enjoying movie nights with pizza and Magic the gathering evenings. There were 162 programs for youth and 210 programs for adults. 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. Homebound delivery is available if you physically are unable to come to the library. Just call to request a visit.

Currently the library has 25,955 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.

Sign up to receive our newsletter to see what is happening at the library. You can sign up for it on our website www.drml.org

If we don't have what you are looking for we are happy to borrow it from another library for you either from another library in Vermont or out of state. Call the library for more details or with questions. 899-4962.

No computer at home or your printer is not working? Stop by and use ours! WiFi is available 24/7 with no password needed. We also have a fax machine, a copier and a scanner available to use for a small fee.

Our Master Gardeners and volunteers again delivered to the Jericho Underhill food shelf and Jeri-Hill Apartments produce from the library gardens. This past year the theme of the garden was Emily Dickinson. Be sure to ask in the spring what the new theme is.

New this year the library in cooperation with Mills Riverside Park had a self-guided poetry walk in the park. It was a wonderful success and we look forward to putting up a new walk in the spring!

The library hours are Tues. and Thurs. 12-8, Wed. and Fri. 10-6, Sat. 10-2 and Sun. 1-4 (Sept to May). The library is closed on Mondays.

Board of Trustees report by Joann Osborne, Chair

Part of a Trustees job is to advocate for the library. This past year our focus shifted on this task. How do we go about this? Our specific goal has been to spread the **WORD**/message in the local community. And our objective was to identify ways and then tap the means of getting accomplished.

First we had to identify how we personally connected with people in our town. Each trustee made a list of the groups they participated in due to interests and individual talents. Then we dug deeper and asked ourselves how else did we use or time to meet different neighbors? What groups did other family members participate in that through that connection we also engaged more contact local citizens?

Next was to identify the resources available in the community to help us make this connection function. This broad topic needed to be explored,

ways named and specifics personalized. Previously Front Porch Forum, Clark's digital community sign on Rt 15, fliers placed on local business bulletin boards, and the library website/newsletter have been used. All of these resources will continue, but they aren't enough.

This year we tried to focus on spreading the word through individual people or groups of people. We have chosen to live in small communities. We decided to use the small town connections available to us. Each trustee renewed their knowledge about current programming as well as activities of the past.

For example did you know that for a number of summers the children's programming has been a joint project between the two local libraries: Jericho Town and the Deborah Rawson Memorial? The type of involvement varies from year to year but that long standing connection is there. So instead of competing with each other we take the higher road of support.

We hope to continue the home town approach by slipping information into our daily conversations.

There are nine trustees on the board serving from Underhill and Jericho. I hope that you have been a beneficiary of some of these tidbits through conversations with: Elisabeth Lehr, Bill McMains, Sue Vaughn & Sven Lindholm from Jericho and Connie Gallagher, Kristie Kapusta, Laura Wolf, & Carolyn Greene from Underhill. If not we sincerely hope to meet you soon.

Finally, what is that **WORD**/message? The ongoing message we want to spread is the amazing resources that our library has available both when

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