

# Agenda Packet 11-11-2014

Sunday, November 9, 2014 12:43 PM

Roxbury Free Library  
Board of Trustees Meeting  
November 11, 2014  
5:30 PM  
Agenda

Call to Order

Additions/Postponement of Agenda Items

Review and approval of minutes of 10/14/2014 and  
10/20/2014

Review of Treasurer's Report

Director's Report

Old Business

- Friends Letter
- Gifts Policy
- Delegation of Payroll processing
- Arts Bus

New business

- Draft - Budget

## ROXBURY FREE LIBRARY TRUSTEES MEETING, TUESDAY OCTOBER 14, 5 PM

*Present:* Elizabeth Carney, Carl Ellis, Sandra Carrillo, Jane Pincus, Ryan Zajac

*Absent:* Don Breivogel-Williams     *Visitors:* Cynthia Sandusky, Robin Russell

**SEPTEMBER MINUTES:** Reviewed and Approved

**TREASURER'S REPORT:** Reviewed and Approved

**LIBRARY DIRECTOR'S REPORT** (See attachment): Reviewed and Approved

**ART BUS PRESENTATION** (Cynthia Sandusky, Robin Russell): They described the Art Bus's origins and history, and the imaginative services offered to Washington County children and their families, which are hosted by artists and innovative community members in each town. Would Roxbury want to become involved as partners? To be discussed.

**MEETING WITH SELECTBOARD RE: STORAGE OF EXTRA BOOKS IN THE COMMUNITY HALL** (Ryan and Elizabeth): Books will be stored upstairs. The Town will supply the necessary floor materials and cut a doorway into the area.

**REPORTS RE: LIBRARY-RELATED SESSIONS:** Turning the Page Webinar (Elizabeth) contains information about how to reach out to communities. 5-Day Collection Development workshop (Ryan): Ryan has successfully completed his Library Director certification requirements. Edge (Carl): A 1/2 day conference, sponsored by library and governmental associations, dealing with uncovering communities' needs and determining the reach of libraries' offerings.

**LOGO RECONSIDERED:** It was unanimously moved to seek a graphic designer to create a simpler logo the one submitted, along with thanking Anne for her efforts and time and reimbursing her for any expenses she incurred.

**DELEGATION OF PAYROLL AUTHORIZATION:** Carl will talk with Tammy about the specific items needed to be verified.

**DONATION POLICY:** Ryan will draft a donation policy.

**FRIENDS LETTER:** Sandra and Jane will draft the letter.

**CONTRACT NEGOTIATIONS** WILL BE DISCUSSED AT AN EXTRA MEETING, to take place Monday, October 20<sup>th</sup>, at 5:45 pm.

SPECIAL MEETING, ROXBURY FREE LIBRARY TRUSTEES, *October 20, 2014, 5:45 pm*

Present: Elizabeth Carney, Don Breivogel-Williams, Carl Ellis, Jane Pincus, Sandra Carrillo, Ryan Zajac

5:45 Meeting called to order.

A motion was made by Carl Ellis to enter executive session to discuss personnel matters.

5:50 Entered Executive Session.

6:45 Exited Executive Session

Ryan has received his evaluation and has been provided with an updated contract.

1. It was decided, moved and passed unanimously that a bonus of \$540 will be given to Ryan, Library Director, having achieved certification as a Vermont Public Librarian. The bonus will be paid on November 30<sup>th</sup>, 2014. (5-0-0)
2. It was decided, moved and passed unanimously that the total annual allotment of CTO may be carried over into the following year. (5-0-0)
3. It was decided, moved and passed unanimously to increase the Library Director's hourly wage to \$16.50 per hour for fiscal year 2015-2016. (5-0-0)

The intent of this Board is to increase the hourly wage of the Library Director to \$19 per hour in the year 2016-2017.

*Meeting adjourned at 7:20 pm.*

# Roxbury Free Library Monthly Financial Report

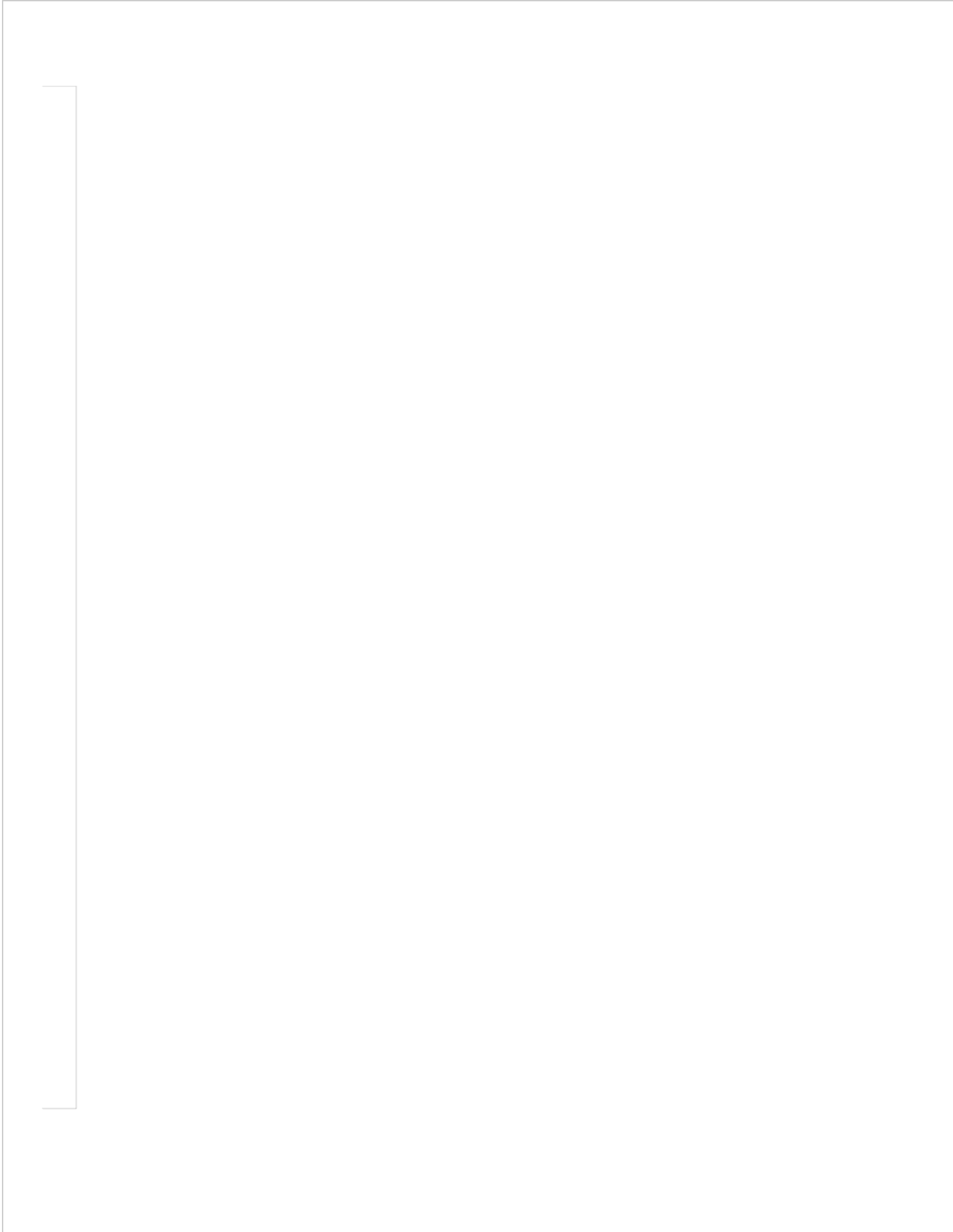
Tuesday, November 11, 2014

Carl Ellis, Treasurer

Thursday, November 6, 2014

			Change
NSB Checking Account Balance	\$ 740.22		\$ 115.00
Library Operating Fund	\$ 6,256.40		\$ 3,310.38
Capital Improvement Fund	\$ 925.51		\$ -
Unexpended Annual Budget	\$ 16,320.12		\$ (3,155.42)
YTD Fundraising	\$ 254.29		\$ -
YTD Donations	\$ 1,719.15		\$ 1,140.00
Total:		\$ 1,973.44	\$ 1,140.00
Budgeted Fundraising FY 2015	\$ 1,000.00		
Budgeted Donations FY 2015	\$ 2,700.00		
Total:		\$ 3,700.00	
Remaining to Be Earned FY 2015:		\$ 1,726.56	\$ (1,140.00)

	FY 2014		FY 2015	
	(Per Month)	(Cumulative)	(Per Month)	(Cumulative)
Jul	\$ 621.50	\$ 621.50	\$ -	\$ -
Aug	\$ -	\$ 621.50	\$ 579.15	\$ 579.15
Sep	\$ 25.00	\$ 646.50	\$ 254.29	\$ 833.44
Oct	\$ 50.00	\$ 696.50	\$ 1,140.00	\$ 1,973.44
FUNDRAISING	Nov	\$ 500.00		
COMPARISON	Dec	\$ 2,001.00		
	Jan	\$ 598.00		
	Feb	\$ 330.00		
	Mar	\$ 461.00		
	Apr	\$ 200.00		
	May	\$ 617.00		
	Jun	\$ 30.00		



## Trustee Meeting held – November 11<sup>th</sup> 2014

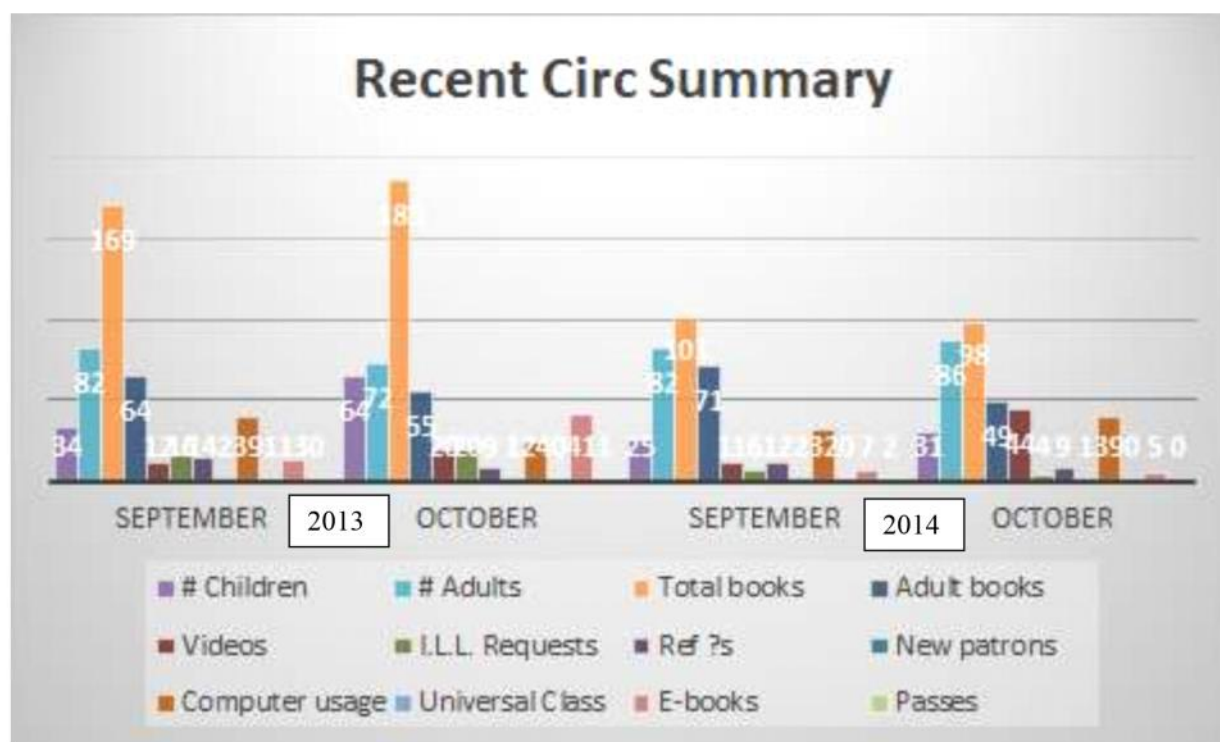
## DIRECTOR'S REPORT

October 2014

**Table 1.** Summary of library Statistics during the past 6 months

Month	# Children†	# Adults†	Total books	Adult books	Videos	I.L.L. Requests	Ref ?s	New patrons	Computer usage	Universal Class	E-books	Passes
4-2014	32	83	139	52	24	8	11	7	15	0	4	0
4-2013	28	76	150	71	5	3	6	0	25	0	0	0
5-2014	32	83	117	51	15	7	15	1	24	0	15	2
5-2013	42	71	115	44	29	5	8	5	23	0	2	1
6-2014	40	122	169	64	21	25	16	1	32	0	11	0
6-2013	51	115	148	50	19	9	10	2	53	0	0	4
7-2014	56	133	198	69	24	13	21	4	61	0	10	1
7-2013	60	126	171	66	36	8	7	7	59	0	0	4
8-2014	50	93	152	48	19	4	20	0	40	0	13	4
8-2013	49	121	150	66	22	10	16	4	74	0	16	4
9-2014	25	82	101	71	11	6	12	2	32	0	7	2
9-2013	34	82	169	64	12	16	14	2	39	1	13	0
10-2014	31	86	98	49	44	4	9	1	39	0	5	0
10-2013	64	72	185	55	20	20	9	1	24	0	41	1

† The data presented in these columns do not include individuals attending program events during the specified month.



## Trustee Meeting held – November 11<sup>th</sup> 2014

### DIRECTOR'S REPORT

October 2014

Active Patrons – Currently we have 144 (+) active patrons using the RFL. Currently we have 46 patrons registered and using LUV.

#### Library operations

- Upcoming events
  - Crafter's Meeting 11/20/2014
  - Adult Book Club 12/4/2014
  - Home School Spanish Language Group TBA
  - 12/20/2014 is the official "Go Live" date for the launch of our automated system!

#### August outreach

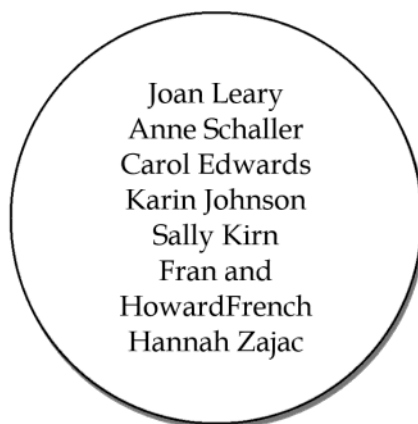
- In October the RFL hosted a total of 2 events. Attendance in these events included 41 children and 25 adults.
- Community members donated approximately 50 lbs. of non-perishable food items to the Roxbury Food Shelf during Trunk or Treat on the 31<sup>st</sup>.
- Our website was viewed 309 times in the month of October.

#### Circulation

- Number of collection items cataloged to date: 1,522
- Number of new items in the past month: 18. I have made an effort to expand our very weak graphic novel collections and many of the new materials are of that format for Adults and Young Adults.

#### Miscellaneous

- Our water system was tested during the past month and we passed the health contaminant tests.
- Notes on the use of an Amazon Marketplace for selling books to be shared.
- Volunteers providing service in the past month include:





## Trustee Meeting held – November 11<sup>th</sup> 2014

### **DIRECTOR'S REPORT**

*October 201*

#### **RFL Service description**

During the beginning of this past summer, and again during the past month, we helped a patron who works for a social-action non-profit devoted to working with at-risk youth by supplying books for reading groups that she wanted to create but was not able to find funding within her organization to accomplish.

### **FIRST DRAFT OF FRIENDS LETTER**

Dear Friends of the Roxbury Free Library,

We are asking you to consider donating to our library as generously as you have in the past. The library continues to be one of the centers of town, coordinating its yearly activities with the School, the Church, the Senior Center/Community Center, Historical Society and Firehouse. New residents check it out as a place to connect with others. Enjoying great town support, it brings together people from Roxbury and neighboring communities, as well as travelers just passing by.

Looking as trim as ever on the outside, the Library is growing and changing. For the first time in years, it is open for more hours than ever. Ryan Zajac, Library Director, his new assistant Lise and always helpful volunteers have been re-organizing and updating our collection and technology, computerizing each and every book to make reading via regular and e-books even more accessible. Staff and volunteers see to it that books ordered arrive quickly. We offer internet-based courses on every subject imaginable.

Increased activity made it necessary to hire a part-time assistant. In addition to our programs, which range from film showings to crafters' afternoons to the annual Hallowe'en party, we offer passes to the ECHO Science Center and opportunities to use the tennis courts at nearby Camp Teela-Wooket. The Book Group meets monthly. We also plan to honor Betsy Eckfeldt (a longtime library director and lover of books) by revamping the children's book space and naming it after her.

As always, the Library needs your support. Please consider donating any amount you can (see p.2). Let us know what else we can do to meet *your* needs.

*Thanks again!* **Roxbury Free Library Trustees: Elizabeth Carney, Don**

**Breivogel-Williams, Carl Ellis, Sandra Carrillo, Jane Pincus**

Turn page over -----

## **We'd like to donate**

**\$10**\_\_\_\_\_ **\$15**\_\_\_\_\_ **\$25**\_\_\_\_\_ **\$50**\_\_\_\_\_

**\$100**\_\_\_\_\_

**Other**\_\_\_\_\_

Please mail donations to Roxbury Free Library, P.O. Box 95, Roxbury, VT 05669. Thanks so much for your gift!

**A Friends of the Library group is forming. Would you like to join?  
Also, if you would like to suggest ideas for programs, or learn about  
upcoming events, check us out on Facebook or call 485-6860.**

Would you like to join us as a Library Trustee? Also, regular volunteers are always welcome. Let us know if either interests you.

<b>ID</b>	<b>Title</b>	<b>Frequency</b>	<b>Last Revision</b>
FINC-001	Gift & Donation Policy	Annually	Draft

## **Roxbury Free Library Gift & Donation Policy**

The Roxbury Free Library Board of Trustees welcomes and encourages gifts and bequests which are consistent with the Library's Mission Statement.

In accepting gifts and donations, the Library reserves the right to decide whether the donated materials should be added to the Library's collection, in accordance with the guidelines of the Roxbury Free Library policies. All gifts and donations become the property of the Roxbury Free Library, and the Library reserves the right to display, store, discard, or sell all gifts and donations for the benefit of the Library in accordance with the wishes of the Board of Trustees.

### **Print and Non-Print Materials**

The Library is pleased to accept print (books) and non-print (DVDs, CDs, etc.) materials when they comply with the Library's Collection Development Policy. All gifts are accepted with the understanding that if the Library is unable to use the materials, they will be donated to the Friends of the Library Book Sale. Unused donations cannot be returned to the donor.

We're sorry, but we cannot accept donations of the following items: Encyclopedias, Textbooks more than 5 years old, and Reader's Digest Condensed books.

## Monetary Donations

Monetary donations may be made in a number of ways:

- **Memorial gifts:** The Library will be pleased to select appropriate titles in memory of a relative or friend, as indicated on the donation form. A gift plate will be added to each purchased item with the name of the person being honored. Notification of the gift will be sent to the person designated on the donation form.
- **Roxbury Free Public Library Gift Fund:** These funds, donated by individuals, groups or corporations will be spent as requested on the donation form. A gift plate will be placed in each purchased item with the name of the donor. Funds can be designated to purchase materials:
  - In a particular subject area
  - For a particular department
  - Or as an unrestricted gift.
- **Roxbury Free Library Endowment Fund:** Funds will be preserved for future library needs, such as library expansion or capital improvements, that public funding alone cannot meet.
- **Gifts of Appreciated Assets:** Through gifts of publicly traded securities such as stocks, bonds, or mutual fund shares, you have the advantage of seeing your donation at work helping the Library. Gifts of highly appreciated stock or securities provide you with a charitable tax deduction, avoidance of capital gains tax, and the satisfaction of helping the Library. You can also receive similar benefits from gifts of appreciated real estate.
- **Bequests:** A bequest to the Roxbury Free Public Library creates a legacy for generations of children of families. Donors are encouraged to remember the Library as they prepare or revise their wills.

### **Other Gifts**

Gifts and donations other than items which can be used in the Library's collection (such as art, furniture, etc.) or monetary gifts (as listed above) must be discussed with the Library Director. All conditions pertaining to the donation must be clearly stated at that time. The Library Board of Trustees will make the final determination to accept or decline the gift.

These gifts will be considered in light of the following criteria:

- Relevance to the Library's Mission Statement
- Space required to house or store the gift(s)
- Cost to maintain or preserve the gift(s)

All gifts and donations accepted by the Board of Library Trustees become the property of the Roxbury Free Public Library and may be sold or discarded as the Board sees fit.

### **Gifts to Library Staff**

Individual Library staff cannot accept valuable gifts or any form of currency for the services they provide as library staff. Appreciative patrons are encouraged to make contributions to the library as a whole, or provide a gift that all staff can enjoy equally. This policy is to ensure that staff will treat all members of the public equally, and that no preferential treatment is shown or expected.

### **Receipts**

The Library can provide receipts for gifts only in the following cases:

- Cash or check donations: a receipt will be sent in the form of a letter stating the amount donated.
- Gifts of Appreciated Assets: a receipt will be sent in the form of a letter describing the assets. The donor is responsible for assigning and documenting monetary value for tax purposes.

- All other donations: a receipt will be given only at the time of the donation, if requested. The receipt will list the number and type of donation only. The Library is unable to give an evaluation of an item for tax purposes. Assessment of value is the responsibility of the donor.
- The Library cannot give receipts for previously donated material.

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Roxbury Free Library  
Post Office Box 95  
Roxbury, Vermont 05494

Date \_\_\_\_\_

Library Staff \_\_\_\_\_

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Signature)

We acknowledge with gratitude your donation of the following items to the Roxbury Free Library:

Paperback Books: \_\_\_\_\_

Hardcover Books: \_\_\_\_\_

Magazines: \_\_\_\_\_

Audio Visual Materials: \_\_\_\_\_

Monetary: \_\_\_\_\_

Other: \_\_\_\_\_

Thank you for your support,

The Roxbury Free Library Board of Trustees

Date of adoption 0-0-14 \_\_\_\_\_

Record of Adoption

Approved 0 \_\_\_\_\_

Abstentions 0 \_\_\_\_\_

Opposed 0 \_\_\_\_\_

DRAFT