

Cobleigh Public Library Annual Report 2016

The Cobleigh Public Library had another busy year. Our most popular library services continue to be assisting people with their computing needs, providing entertainment material, programming for adults and children, life enriching endeavors, and of course circulating a wide range of books to our diverse community of eager readers. Our bookmobile continues to provide children's literacy programming to daycares and schools in the area as well as bringing books to those who cannot come to the library. Many think of the bookmobile as a library on wheels, which it is, but it has also now become an integral part of our community's early education program. We are constantly looking for ways to improve all our services so please feel free to contact us if you have a request or a suggestion that will help us serve you.

In 2016 the library embarked on a new project for young people known as STEM (Science, Technology, Engineering and Math). This is through a grant partnership with the Vermont Dept. of Libraries and the Vermont Center for the Book through the Institute of Museum and Library Services (IMLS). Much of the focus this year was on force and motion, but it was not limited to that. Our children's librarian, Abby Johnson, was able to bring STEM programming to preschools throughout the community as well as to children in our summer reading programs. The Foundry, which is located at Lyndon Institute, played a large role last summer in helping with this programming. Their unique space and talented volunteers were available to our community's families at no cost. Abby was also able to share what she learned with Gerrick McLaren, our bookmobile librarian, so that he could bring STEM programming to childcare providers and their families. These childcare centers were able to keep STEM books and materials to use with their children. It was exciting to see children eagerly sharing what they had learned with their parents. We have high hopes that these activities will continue with the same success and enthusiasm in 2017.

Of course we cannot forget to mention our volunteers. These generous people help with repairs and services that enable library staff to spend more time on special requests. The volunteers in our Friends of the Library group help to raise bookmobile funds. Since the bookmobile is strictly funded by gifts, grants and donations the Friends fundraising efforts allow us to keep our bookmobile on the road. When our old bookmobile broke down in 2011, 100% of respondents to our survey wanted bookmobile services to continue. If you would like to help support our Books on Wheels you can do so by responding to our annual fundraising letter, or you can come to a Friends meeting to see what else you can do to help. Other volunteers assist with day to day needs such as shelving, covering and repairing books, keeping periodicals up to date and helping at the front desk. Still others help with building maintenance and outdoor work and programming. Our library volunteers save taxpayers money and make the Cobleigh Library a true community center, and we thank them for all of their hard work. Last, but not least, our library trustees are also volunteers. Trustees help with developing and writing library policies, long-range planning, library advocacy, budgeting and are our town representatives. The library would not exist without their community mindedness and enthusiastic dedication.

The Cobleigh Library has one of the very best library staffs in Vermont, and this is not just our opinion. Our dedicated staff will go above and beyond to find the answers people are looking for and even help people find information they didn't know existed in order to help them make their own informed decisions from accurate and valid sources. Our staff continually adds to their own knowledge with webinars, workshops and conferences to further educate themselves. We then share that knowledge with one another so that all staff can help the people we serve.

Not everyone knows that I personally have had a challenging year with my husband's illness. I would like to thank all the people that enabled me to be with him in his final months. Words cannot express how important that precious time was to us. I will be forever grateful and, try as I may in the future, I doubt I can repay all the kind thoughts, gifts, prayers, and love that were generously bestowed upon my family. Please accept my many thanks.

Sincerely,

Cindy Karasinski,
Library Director

2016 Statistics

Library Circulation

Library	38,611
Library Outreach Bookmobile	11,464
Listen Up Vermont Audio books	<u>14,074</u>
	64,149

Library Card Holders	2,787
Bookmobile Card Holders	<u>126</u>
	2,913

Library Programs & Meetings

Library Meetings	273	Attendance	2,588
In Library Programs	162	Attendance	2,069
Bookmobile Programs	<u>1,301</u>	Attendance	<u>12,882</u>
	1,736		17,539

Interlibrary Loan Requests:	831
Interlibrary Loan Items Sent to other libraries:	781

Adult Education

Computer Class Participants	250	GED Tutoring	42
Computer Intern Participants	180	Distance Learning	12

Library Home Deliveries – Adult

Individuals	76
Group Settings	<u>32</u>
Total	108

Video Conferencing Equipment

Programs	25
Attendance	314

Library Visitors	36,968
Bookmobile Site Stops	764
Computer Use	23,088
Volunteer Hours	872

Cobleigh Public Library
Revenues and Expenditures – Actual Versus Budgeted With Proposed 2017 Figures

	2015	2016	2016	2017
Income	Actual	Proposed	Actual	Proposed
Cash on Hand Beginning		\$24,511.00	\$24,511.00	\$21,594.00
Endowment Fund	\$14,415.13	\$20,000.00	\$18,240.00	\$27,473.00
Town of Lyndon	\$235,000.00	\$235,000.00	\$235,000.00	\$235,000.00
Gifts	\$2,034.89	\$1,900.00	\$2,185.36	\$2,200.00
Donations	\$2,468.27	\$2,380.00	\$2,853.00	\$2,500.00
Annual Fund Raiser	\$6,070.00	\$7,000.00	\$6,655.00	\$7,000.00
Book Sale	\$867.50	\$700.00	\$792.00	\$800.00
Lyndonville Chamber	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00
Other Town Donations	\$4,800.00	\$4,800.00	\$4,800.00	\$4,800.00
Copier Income	\$288.35	\$300.00	\$265.00	\$250.00
Town of Lyndon Loan	\$53,227.00			
Total Income	\$324,718.83	\$302,091.00	\$300,801.36	\$307,117.00
Expenditures				
Librarian/Staff Salaries	\$144,651.72	\$146,001.00	\$138,688.94	\$148,463.00
FICA Payroll Tax	\$10,889.21	\$11,169.00	\$10,599.65	\$11,357.00
Health Insurance	\$32,728.38	\$35,183.00	\$30,975.27	\$40,052.00
Life Insurance	\$500.00	\$360.00	\$332.50	\$360.00
Workers' Comp Insurance	\$1,100.00	\$1,200.00	\$6,317.00	\$6,400.00
Unemployment Insurance	\$1,683.00	\$1,780.00	\$1,566.31	\$1,600.00
VT Municipal Retirement	\$6,248.81	\$5,597.00	\$5,195.52	\$5,707.00
Custodian Salaries	\$12,115.34	\$11,873.00	\$11,298.52	\$12,054.00
FICA Payroll Tax	\$926.63	\$908.00	\$874.01	\$922.00
Books	\$3,360.93	\$26,862.00	\$18,836.76	\$25,000.00
Periodicals	\$1,773.88	\$2,200.00	\$1,451.96	\$1,800.00
Programs	\$1,670.37	\$2,000.00	\$924.21	\$1,500.00
Audio & Video Supplies	\$3,980.40	\$4,500.00	\$4,015.09	\$4,000.00
Technology Equipment	\$6,858.91	\$8,500.00	\$7,911.96	\$7,000.00
Technology Supplies	\$286.72	\$1,200.00	\$976.55	\$1,000.00
Internet Access	\$360.00	\$500.00	\$1,272.00	\$2,400.00
Library Supplies	\$2,782.06	\$2,600.00	\$2,549.84	\$2,700.00
Copier Expense	\$300.00	\$420.00	\$420.00	\$420.00
Postage	\$3,352.80	\$3,976.00	\$2,892.67	\$3,000.00
Custodian Supplies	\$1,693.12	\$1,600.00	\$1,727.77	\$1,700.00
Building Repairs	\$65,609.13	\$10,000.00	\$10,589.68	\$8,000.00
Dues	\$120.00	\$300.00	\$270.00	\$300.00
Conferences	\$280.00	\$900.00	\$428.69	\$700.00
Mileage	\$0.00	\$400.00	\$504.35	\$500.00
Fund Raising	\$0.00	\$500.00	\$106.49	\$300.00
Property & Casual Ins.	\$5,716.00	\$4,411.00	\$4,830.00	\$4,732.00
Telephone	\$798.13	\$850.00	\$1,047.95	\$850.00
Fuel	\$8,318.92	\$8,500.00	\$5,802.80	\$7,000.00
Electricity	\$5,236.19	\$6,000.00	\$5,388.46	\$5,500.00
Water/Wastewater	\$1,434.36	\$1,600.00	\$1,174.06	\$1,600.00
Miscellaneous Expenses	\$426.48	\$200.00	\$238.35	\$200.00
Cash on Hand Ending			\$21,593.65	
Total Expenses	\$324,718.83	\$302,091.00	\$300,801.36	\$307,117.00

**Cobleigh Public Library
Expense Statement**

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	Actual	Proposed	Actual	Proposed
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Cash on Hand Ending			\$21,593.65	
Total Expenses	\$324,718.83	\$302,091.00	\$300,801.36	\$307,117.00

**COBLEIGH PUBLIC LIBRARY
BALANCE SHEET
DECEMBER 31, 2016**

ASSETS

Current Assets

Checking Account

Checking CNB 21,593.65

Bookmobile Savings Account

Bookmobile Account (Unrestricted Use) 47,698.52

Bookmobile Account (Restricted Use) 35,715.28

Total Checking/Savings 105,007.45

Total Current Assets **\$105,007.45**

Restricted Endowment Investment Accounts:

Dr. Copeland Fund 326,364.50

Isaac W. Sanborn Fund 60,520.13

Shores Fund 24,364.98

Juniper Branch -- 5,464.73

Total Restricted Endowment Investment Accounts **\$416,714.34**

Unrestricted Endowment Investment Accounts

General Account (Consolidated) 78,473.56

Total Unrestricted Endowment Investment Accounts **\$78,473.56**

Fixed Assets

Computer Equipment 38,650.00

Bookmobile 103,108.00

Renovations 38,622.00

Less Accumulated Depreciation 97,924.00

Total Fixed Assets **\$82,456.00**

TOTAL CURRENT AND FIXED ASSETS **\$682,651.35**

LIABILITIES AND FUND BALANCE

Fund Balance:

Reserved for Restricted Accounts 83,413.80

Reserved for Restricted Endowment Accounts 403,869.02

Net Change in Fair Value Restricted Endowment Accounts 12,845.32

Endowment Investment Account 75,189.38

Net Change in Fair Value of Endowments Accounts 3,284.18

Unrestricted Fund Balance 104,049.65

Total Fund Balance **\$682,651.35**

TOTAL LIABILITIES AND EQUITY **\$682,651.35**

PROPOSED BOOKMOBILE BUDGET

2017

INCOME	ACTUAL 2015	BUDGET 2016	ACTUAL 2016	BUDGET 2017
615-635 Turrell Fund	\$3,000.00	\$2,000.00	\$2,000.00	\$2,000.00
615-636 Building Bright Futures	\$3,780.00	\$3,580.00	\$3,580.00	\$3,580.00
615- 637 Appeal Letter	\$2,630.00	\$6,800.00	\$5,190.00	\$5,200.00
615-638 Manton Foundation	\$3,463.70	\$3,500.00	\$2,960.68	\$3,500.00
615-639 Windham Foundation		\$10,000.00	\$3,500.00	
Bookmobile Unrestricted Acct				\$8,346.00
Henderson Fund	\$10,092.00			
VT Community Foundation			\$6,500.00	
United Way	\$250.00			
Coin Drop	\$1,106.00		\$1,283.34	\$1,300.00
VT Dept. of Libraries			\$100.00	
Donations	\$305.00		\$ 699.50	\$400.00
PakRat	\$936.91			\$4,000.00
Lyndonville Rotary			\$1,000.00	
Thaddeus Stevens			\$750.00	
Interest	\$36.03		\$90.35	\$90.00
615-641 Friends	\$185.62	\$1, 570.00		
Bolduc			\$250.00	
TOTAL INCOME	<u>\$25,785.26</u>	<u>\$27,450.00</u>	<u>\$27,903.87</u>	<u>\$28,416.00</u>
EXPENSES	ACTUAL 2015	BUDGET 2016	ACTUAL 2016	BUDGET 2017
615-601 AmeriCorp	\$7,305.00	\$7,455.00	\$7,496.50	\$7,500.00
615-601 AmeriCorp Stipend/Library	\$1,812.50	\$500.00	\$322.00	\$500.00
615-610 Part Time 20 Hours	\$9,640.00	\$13,000.0	\$4,950.00*	\$13,590.00
615-602 Payroll Taxes	\$737.46	\$995.00	\$378.68	\$1,026.00
615-662 Cell Service	\$53.04			
615-683 Fuel, Mileage, Main.	\$3,463.70	\$3,500.00	\$2,960.68	\$4,500.00
615-627 Computers/Programing	\$500.00	\$500.00	\$135.85	\$500.00
615-620 Books (Baker, Ingram)	\$1,230.83	\$500.00	\$790.89	\$800.00
Vermont League	\$1,000.00			
Supplies	\$42.73		\$300.00	
Insurance		\$1,000.00		
Surplus (Deficit)			\$10,569.27	
TOTAL EXPENSES	<u>\$25,785.26</u>	<u>\$27,450.00</u>	<u>\$27,903.87</u>	<u>\$28,416.00</u>

- The difference between 2016 Budget Part Time Hours and 2016 Actual Part Time Hours is because there was no designated Bookmobile driver for the first 7 months of 2016.