

Cobleigh Public Library Annual Report 2017

During the holiday season I was in the grocery store when I saw someone I knew who I had not seen for many years. I asked this woman how her children were and, as time flies, they were already grown up. Some of them lived in other states and the youngest, at 18, was still at home. I attributed her children's success as adults to the time she took with them when they were little. I commended this parent as she always took out armful after armful of books to read aloud to them. She, in turn, told me she only took that time because of a library program that encouraged her to read aloud to her children. We both *agreed that* reading aloud contributed to *her* children's success.

The library has taken on Early Literacy Science Technology Engineering and Math (STEM) programming in the children's room and on the bookmobile. Last summer STEM in a Bag was popular at the bookmobile stops at Powers Park and the Farmer's Market. Like our reading programs, STEM programming is vital in getting kids curious and excited about science which is an important 21st century skill.

In addition to the books we also provide a variety of library programs. For example, we have weekly computer classes and the library can also provide individual technology help by appointment. Interested in learning a new skill or updating a current skill? The library can help with Universal Class, a free online non-credited course program. Our community has access to over 500 courses in a variety of study areas, such as, engineering, business, computers, the arts and so much more. The bookmobile *continues to provide* outreach programs for child care sites and for after school programs and summer programs. The Adult Day Center gets a stop and some stories to read aloud. We have home delivery to adults in group and individual settings done through a seasoned volunteer.

Need an audio book? "Listen Up Vermont" another free library service is available for everyone with a Cobleigh Library card. There is also "Vermont Online Library" that you can use for research anytime, anywhere. Need to fix your car? The "Vermont Online Library" gives you access to Chilton's manuals. Or you can study a foreign language through Powerspeak, get up-to-date alternative and traditional health information, business advice, career information or online homework help for school age children. All free and all available 24 hours a day with an Internet connection. By the way, all of the Cobleigh Library's online Internet services are made available through our high-speed Internet connection that is partially funded through a Federal program called E-Rate. The Vermont Department of Libraries applies for this funding on our behalf so the library ends up paying about \$40 per month for a high speed fiber line. The normal cost without E-rate funds is \$200 per month. Our library Wi-Fi is available 24/7.

Our library is also a meeting place for educational activities that are open to the public. Many groups meet at the library for free and use the library space when we are closed. I think it is well known that the library is also a drop off spot for people wanting to leave documents or small items for someone else. The library answers the phone for the Lyndon Area Chamber of Commerce and hosts their meetings. This past December the library had international visitors from the Republic of Georgia. This delegation of librarians and translators were interested in an exchange of outreach ideas for working with youth, literacy, and cultural engagement. The eight member delegation and their translators are visiting libraries across America, including the Library of Congress, the New York Public Library and libraries in Philadelphia, Atlanta and Colorado.

It was interesting to learn that each of these librarians has an "American Corner" in their libraries in Georgia. These are small American-style libraries that promote cooperation and understanding between the United States and Georgia by providing accurate information on the U. S. The materials are used by students, teachers and Peace Corps volunteers.

The group researched which libraries they felt were worth visiting and it was an honor that our small, rural Cobleigh Library was chosen. They came to visit to find out about outreach programs and to tour our bookmobile. After touring the bookmobile and the library the group was asked if they found what

they needed. They enthusiastically said they got what they wanted and more! They told us we do more than many larger libraries! It was a wonderful opportunity and an honor to connect and exchange information with people from another culture on a global scale.

Perhaps we do more because we have such dedicated staff and volunteers. Our small staff goes above and beyond each day to help people find what they need, make informed decisions based on good information, and to, perhaps, find what they didn't know existed. We have the best staff in the state! Our volunteers help in many ways. These volunteers include the Friends of the Library and the Cobleigh Trustees. The dedication and community mindedness of all the volunteers help the library serve the community in a host of ways and they deserve our gratitude. They put in a little over 1000 hours. If you know who they are, please thank them! I'm thankful for them each and every day for working together to make things happen for our community! The library has something for everyone from birth, through adults for finding a good book, online services, help with technology, attending a program or just to have a place to hang out. The library also travels via the bookmobile or home delivery. Everything the library does is inclusive and a true community service.

As the bookmobile is funded with gifts, grants, and donations the library has to evaluate what it does for funders. We do that through surveys and observations. However, it is hard to measure the success of children or families over time. I've seen kindergarten teachers tell parents read aloud to your children to prepare them for school. And even more than that, like the Mom I was telling you about, it's right up there with love and nurturing to prepare children for life.

Sincerely,

Cindy Karasinski
Library Director

2017 Statistics

Library Circulation

| | | | |
|-------------------------------|---------------|-------------------------|------------|
| Library | 38,039 | Library Card Holders | 2,840 |
| Library Outreach Bookmobile | 10,475 | Bookmobile Card Holders | <u>148</u> |
| Listen Up Vermont Audio Books | <u>13,729</u> | | 2,988 |
| | 62,243 | | |

Library Programs and Meetings

| | | | |
|---------------------|-------|------------|--------|
| Library Meetings | 291 | Attendance | 3,010 |
| In Library Programs | 184 | Attendance | 2,511 |
| Bookmobile Programs | 1,383 | Attendance | 13,464 |

| | |
|---|-----|
| Interlibrary Loan Requests | 785 |
| Interlibrary Loan Items Sent to Other Libraries | 431 |

Adult Education

| | |
|------------------------------|-----|
| Computer Class Participants | 240 |
| Computer Intern Participants | 190 |
| GED Tutoring and Tutoring | 70 |

Library Home Delivery - Adults

| | |
|----------------|-----------|
| Individuals | 78 |
| Group Settings | <u>34</u> |
| Total | 112 |

| | |
|---------------------------------------|-----|
| Video Conferencing Equipment Programs | 17 |
| Attendance | 127 |

| | |
|-----------------------|--------|
| Library Visitors | 40,404 |
| Bookmobile Site Stops | 775 |
| Computer Use | 13,468 |
| Volunteer Hours | 1,006 |

COBLEIGH PUBLIC LIBRARY

BALANCE SHEET

December 31, 2017

ASSETS

Current Assets

Checking Account

Checking CNB 21,032.77

Bookmobile Savings Account

Bookmobile Account (Unrestricted Use) 36,042.04

Bookmobile Account (Restricted Use- Manton) 33,741.60

Total Checking/Savings **\$90,816.41**

Total Current Assets **\$90,816.41**

Restricted Endowment Investment Accounts:

Dr. Copeland Fund 343,388.17

Isaac W. Sanborn Fund 64,623.07

Shores Fund 27,147.07

Juniper Branch 6,243.30

Total Restricted Endowment Investment Accounts **\$441,401.61**

Unrestricted Endowment Investment Accounts

General Account 49,587.76

Total Unrestricted Endowment Investment Accounts **\$49,587.76**

Fixed Assets

Computer Equipment/Software 39,678.00

Bookmobile 103,108.00

Repairs/Maintenance 41,967.00

Furnaces 29,924.00

Less Accumulated Depreciation 80,051.00

Total Fixed Assets **\$134,626.00**

TOTAL CURRENT AND FIXED ASSETS **\$716,431.78**

LIABILITIES AND FUND BALANCE

Fund Balance:

Reserved for Restricted Accounts 69,783.64

Reserved for Restricted Endowment Accounts 416,714.34

Net Change in Fair Value Restricted Endowment Accounts 24,687.27

Endowment Investment Account 78,473.56

Net Change in Fair Value of Endowments Accounts (28,885.80)

Unrestricted Fund Balance 155,658.77

Total Fund Balance **\$716,431.78**

TOTAL LIABILITIES AND EQUITY **\$716,431.78**

Proposed Cobleigh Public Library Budget for 2018

| | 2016 | 2017 | 2017 | 2018 |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| Income | Actual | Proposed | Actual | Proposed |
| Cash on Hand Beginning | \$24,511.00 | \$21,594.00 | \$21,032.77 | \$19,181.00 |
| Endowment Fund | 18,240.00 | 27,473.00 | 57,300.00 | 27,200.00 |
| Town of Lyndon | 235,000.00 | 235,000.00 | 235,000.00 | 235,000.00 |
| Gifts | 2,185.36 | 2,200.00 | 3,471.22 | 2,500.00 |
| Donations | 2,853.00 | 2,500.00 | 3,063.66 | 2,900.00 |
| Annual Fund Raiser | 6,655.00 | 7,000.00 | 8,215.00 | 7,000.00 |
| Book Sale | 792.00 | 800.00 | 800.00 | 700.00 |
| Lyndonville Chamber | 5,500.00 | 5,500.00 | 5,500.00 | 5,500.00 |
| Other Town Donations | 4,800.00 | 4,800.00 | 4,700.00 | 4,800.00 |
| Copier Income | 265.00 | 250.00 | 242.00 | 300.00 |
| Total Income | \$300,801.36 | \$307,117.00 | \$339,324.65 | \$305,081.00 |
| Expenditures | | | | |
| Librarian/Staff Salaries | \$138,688.94 | \$148,463.00 | \$147,692.17 | \$156,411.00 |
| FICA Payroll Tax | 10,599.65 | 11,357.00 | 11,298.23 | 11,965.00 |
| Health Insurance | 30,975.27 | 40,052.00 | 43,994.70 | 41,754.00 |
| Life Insurance | 332.50 | 360.00 | 342.00 | 340.00 |
| Workers' Comp Insurance | 6,317.00 | 6,400.00 | 721.00 | 1,259.00 |
| Unemployment Insurance | 1,566.31 | 1,600.00 | 1,486.49 | 1,500.00 |
| VT Municipal Retirement | 5,195.52 | 5,707.00 | 6,016.97 | 5,871.00 |
| Copier Expense | 420.00 | 420.00 | 385.00 | 420.00 |
| Books | 18,836.76 | 25,000.00 | 18,159.34 | 17,000.00 |
| Audio & Video Supplies | 4,015.09 | 4,000.00 | 4,153.31 | 4,500.00 |
| Technology-Equipment | 7,911.96 | 7,000.00 | 7,018.19 | 9,000.00 |
| Technology- Supplies | 976.55 | 1,000.00 | 985.60 | 1,000.00 |
| Periodicals | 1,451.96 | 1,800.00 | 1,507.37 | 1,500.00 |
| Library Supplies | 2,549.84 | 2,700.00 | 2,671.33 | 2,700.00 |
| Postage | 2,892.67 | 3,000.00 | 3,085.27 | 3,000.00 |
| Programs | 924.21 | 1,500.00 | 1,514.05 | 1,600.00 |
| Custodian Salaries | 11,298.52 | 12,054.00 | 11,029.60 | 10,209.00 |
| FICA Payroll Tax | 874.01 | 922.00 | 840.51 | 781.00 |
| Insurance-Property& Casual. | 4,830.00 | 4,732.00 | 000.00 | 4,427.00 |
| Telephone | 1,047.95 | 850.00 | 781.86 | 806.00 |
| Fuel | 5,802.80 | 7,000.00 | 4,225.74 | 5,000.00 |
| Electric | 5,388.46 | 5,500.00 | 6,080.44 | 5,500.00 |
| Water and Waste Water | 1,174.06 | 1,600.00 | 1,154.48 | 1,400.00 |
| Internet Access | 1,272.00 | 2,400.00 | 1,400.00 | 1,480.00 |
| Custodian Supplies | 1,727.77 | 1,700.00 | 2,256.64 | 2,200.00 |
| Repairs Building | 10,589.68 | 8,000.00 | 9,122.14 | 7,397.00 |
| Furnace Replacement | | | 29,924.00 | |
| Miscellaneous Expenses | 238.35 | 200.00 | 542.18 | 361.00 |
| Dues | 270.00 | 300.00 | 195.00 | 300.00 |
| Conferences | 428.69 | 700.00 | 1,148.74 | 600.00 |
| Mileage | 504.35 | 500.00 | 411.69 | 500.00 |
| Fund Raising | 106.84 | 300.00 | | 300.00 |
| Cash on Hand Ending | 21,593.65 | | 19,180.61 | |
| Reinvestment | | | | 4,000.00 |
| Total Expenses | \$300,801.36 | \$307,117.00 | \$339,324.65 | \$305,081.00 |

PROPOSED BOOKMOBILE BUDGET

2018

| INCOME | ACTUAL 2016 | BUDGET 2017 | ACTUAL 2017 | BUDGET 2018 |
|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| 615-635 Turrell Fund | \$2,000.00 | \$2,000.00 | 2,000.00 | \$2,000.00 |
| 615-636 Building Bright Futures | 3,580.00 | 3,580.00 | 4,000.00 | 2,030.00 |
| 615-637 Appeal Letter | 5,190.00 | 5,200.00 | 5,679.00 | 5,000.00 |
| 615-638 Manton Foundation | 2,960.68 | 3,500.00 | 2,655.22 | 7,000.00 |
| 615-639 Windham Foundation | 3,500.00 | | | |
| Bookmobile Unrestricted Acct | | 8,346.00 | 10,683.43 | 5,000.00 |
| Scholarship | | | 325.00 | |
| VT Community Foundation | 6,500.00 | | | 2,000.00 |
| State of Vermont Grant | | | 200.00 | |
| Coin Drop | 1,283.34 | 1,300.00 | 1,401.10 | 1,300.00 |
| VT Dept. of Libraries | 100.00 | | | |
| Donations | 699.50 | 400.00 | | 371.00 |
| PakRat | | 4,000.00 | | |
| Lyndonville Rotary | 1,000.00 | | | |
| Thaddeus Stevens | 750.00 | | | 750.00 |
| Interest | 90.35 | 90.00 | 90.83 | 85.00 |
| Hazlehurst Memorial | | | 174.00 | |
| Programing/Resource Sharing | | | 575.00 | |
| 615-641 Friends of Cobleigh | | | | 7,568.00 |
| Bolduc | 250.00 | | | |
| TOTAL INCOME | <u>\$27,903.87</u> | <u>\$28,416.00</u> | <u>\$27,783.58</u> | <u>\$33,104.00</u> |
| | | | | |
| EXPENSES | ACTUAL 2016 | BUDGET 2017 | ACTUAL 2017 | BUDGET 2018 |
| 615-601 AmeriCorp | \$7,496.50 | \$7,500.00 | \$6,096.50 | \$7,300.00 |
| 615-601 AmeriCorp Stipend/Library | 322.00 | 500.00 | | |
| 615-610 Part Time 20 Hours | 4,950.00 | 13,590.00 | 16,269.20 | 16,167.00 |
| 615-602 Payroll Taxes | 378.68 | 1,026.00 | 1,226.35 | 1,237.00 |
| 615-662 Cell Service | | | | |
| 615-683 Fuel | 1,378.21 | 2,000.00 | 1,468.39 | 2,000.00 |
| Maintenance | 1,582.47 | 2,500.00 | 1,186.83 | 5,000.00 |
| 615-627 Computers/Programing | 135.85 | 500.00 | | 600.00 |
| Books | 790.89 | 800.00 | 601.31 | 700.00 |
| Supplies | 300.00 | | 35.00 | 100.00 |
| Surplus (Deficit) | 10,569.27 | | 900.00 | |
| TOTAL EXPENSES | <u>\$27,903.87</u> | <u>\$28,416.00</u> | <u>\$27,783.58</u> | <u>\$33,104.00</u> |