

## JTEL Board Meeting

Aug. 26, 2025

- I. Call to order: 6:35 pm  
Persons present: ST, Kristin, Cat, Devta, Darwin & Kathy; guests: Elizabeth & Doug Dawson
- II. Approval of agenda: Approved by unanimous consent
- III. Approval of July 28, 2025 BOD minutes: Approved by unanimous consent
- IV. Committee & Program updates
  - A. Facilities – ST – Sauna, white house wiring, railing
    1. White house: ST is looking for a contractor to put a ground wire to the new fuse box. The open panel on the outside of the electric box needs to be closed, sealed. ST to remind Darwin to do this.
    2. Front porch railing: Stanley (Rogers) is measuring for a materials list for the new railing. We discussed and passed by unanimous consent approval to purchase building materials for this
  - B. Marketing –Newsletter - Kathy  
Kristin will provide seed collection and garlic sales date; Kristin is waiting for garlic to dry in order to set the date for the sales
  - C. Treasurer’s budget & report – ST – see attached  
Community Revenue Sharing Grant was less this year and split 3 ways between the EVFD, ECA and the Library (our portion: \$3,536)
  - D. Seed catalog on internet – Kristin & Cat  
On hold ‘til winter
  - E. GEB – Kristin  
Kristin did a seed saving presentation, which was recorded for future use.  
She gets to go to the Circumpolar Agricultural Conference in Tromso, Norway Sept. 20-Oct. 5
  - F. Historical photos – Kathy & Devta  
On hold ‘til winter
  - G. Children’s Program – Kathy
    1. Ester Fest: gave away several boxes of books and got \$22 in donations
    2. Kids are back to school, so I expect to see most of them more regularly.
    3. Thursday Paint Ins: there are a couple regulars
    4. The Library will observe a holiday closure on Monday (Labor Day), and I’ll use that time to organize crafts and storage on new shelves in white house
  - H. Collections & Volunteers – Darwin
    1. Cat presented her findings on how other small libraries manage collections, donations and current trends.

2. Darwin has been updating our volunteer list - many of those people are no longer active.
3. Darwin & Claire put together and placed storage shelves in the White House, allowing more space and better organization.
4. Elizabeth is taking ST and Sarah's Saturday shifts until mid-October

V. Old Business

1. Proposed Bylaws and Articles of Incorporation changes for the annual meeting - The Board reviewed and created final wording for the proposed changes. ST to create the flyer notifying the public of these changes
- A. ADA Outhouse –status and deck issues
1. ST will meet with contractor Friday: added support where ADA outhouse will sit on deck
  2. Golden Heart Community Foundation is a clearing house of grants, and might fund this project. ST to write this proposal
- B. LiBerry Festival
1. We discussed and approved by unanimous consent purchasing 3 directional signs for pie deliveries (\$113 through DateLine copies).
  2. ST is still having problems getting a sound person, but Kristin said she'll ask Mo (Musick) as she may have someone
  3. Logistics – Darwin given a list of things to procure
  4. Personnel – Cat may not be present, Kristin is out of country, Sarah may not be present. Elizabeth and Doug have volunteered to staff the front table
  5. Posters are printed and distributed, to be hung 2 weeks prior to event, on 9/15

VI New Business

- A. Annual meeting
1. Date: Sunday October 19, at 4 pm
  2. ST to post flyers at least 10 days prior.
  3. Committee heads need to get a brief synopsis of what they did this past year to ST by our next board meeting
  4. Our next board meeting will be Monday October 6 (not Sept. 29) at 6:30 PM
  5. P.O. bulletin board – it doesn't get updated and isn't easily seen, so we'll just take it down. Not sure if it belongs to the P.O. or to the Library. ST to find out.
  6. Lynda Sather (Fbks. author) talk – Lynda will present at our monthly book club meeting, Sat 9/6 at 4 pm. Library members were invited via email.
  7. September Board meeting will be postponed to Oct 6

VII Adjournment at 8:11 PM

	Oct 1, '24 - Aug 26, 25	Budget	\$ Over Budget	% of Budget	This Month	
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
Non-Cash donations	0.00	0.00	0.00	0.0%		
<b>Direct Public Support</b>						
GEB Donations and Sales	3,156.00	5,800.00	-2,644.00	54.41%		
Individ, Business Contributions	1,813.22	2,000.00	-186.78	90.66%	\$	143.93
Li-Berry Music Festival	10.00	3,500.00	-3,490.00	0.29%		
SuperHeroes Fundraiser	4,820.25	5,500.00	-679.75	87.64%		
Direct Public Support - Other	0.00	0.00	0.00	0.0%		
<b>Total Direct Public Support</b>	<b>9,799.47</b>	<b>16,800.00</b>	<b>-7,000.53</b>	<b>58.33%</b>	<b>\$</b>	<b>143.93</b>
Grants, other	5,397.00	5,397.00	0.00	100.0%		
Government Grants	5,263.00	5,263.00	0.00	100.0%		
Interest Income	41.39	100.00	-58.61	41.39%		
Membership Dues	360.00	1,050.00	-690.00	34.29%	\$	25.00
<b>Other Types of Income</b>						
Cash Back Rewards	114.28	150.00	-35.72	76.19%		
Merchandise Sales	15.00	0.00	15.00	100.0%		
Miscellaneous Revenue	0.00	50.00	-50.00	0.0%		
Other Types of Income - Other	0.00	0.00	0.00	0.0%		
<b>Total Other Types of Income</b>	<b>129.28</b>	<b>200.00</b>	<b>-70.72</b>	<b>64.64%</b>	<b>\$</b>	<b>25.00</b>
Special Events	0.00	0.00	0.00	0.0%		
<b>Total Income</b>	<b>20,990.14</b>	<b>28,810.00</b>	<b>-7,819.86</b>	<b>72.86%</b>	<b>\$</b>	<b>168.93</b>
<b>Expense</b>						
<b>Contract Services</b>						
Legal Fees	0.00	0.00	0.00	0.0%		
Accounting Fees	385.00	785.00	-400.00	49.05%		
Contract Services - Other	0.00	0.00	0.00	0.0%		
<b>Total Contract Services</b>	<b>385.00</b>	<b>785.00</b>	<b>-400.00</b>	<b>49.05%</b>		
<b>Facilities</b>						
Clausen Renovation	5,296.63	5,297.00	-0.37	99.99%		
Depreciation Expense	0.00	0.00	0.00	0.0%		
Maintenance	36.23	1,000.00	-963.77	3.62%	\$	11.97
Passive House Construction	0.00	0.00	0.00	0.0%		
Property Insurance	2,085.00	3,000.00	-915.00	69.5%		
Rent	0.00	0.00	0.00	0.0%		
Taxes	473.26	500.00	-26.74	94.65%	\$	235.04
Facilities - Other	0.00	0.00	0.00	0.0%		
<b>Total Facilities</b>	<b>7,891.12</b>	<b>9,797.00</b>	<b>-1,905.88</b>	<b>80.55%</b>	<b>\$</b>	<b>247.01</b>
<b>Operations</b>						
Marketing	0.00	144.00	-144.00	0.0%		
<b>Fundraising Expenses</b>						
Throwdown Cookbook Expenses	0.00	0.00	0.00	0.0%		
SuperHeroes Expenses	734.67	400.00	334.67	183.67%		
Li-Berry Festival Expenses	50.00	500.00	-450.00	10.0%		
Fundraising Expenses - Other	0.00	0.00	0.00	0.0%		

Total Fundraising Expenses	784.67	900.00	-115.33	87.19%		
<b>Programming expenses</b>						
Children's Program Expenses	57.00	200.00	-143.00	28.5%		
<b>GEB Expenses</b>						
Microgrant Expenses	0.00	0.00	0.00	0.0%		
GEB Expenses - Other	1,531.51	1,500.00	31.51	102.1%		
<b>Total GEB Expenses</b>	1,531.51	1,500.00	31.51	102.1%		
Programming expenses - Other	0.00	0.00	0.00	0.0%		
<b>Total Programming expenses</b>	1,588.51	1,700.00	-111.49	93.44%		
<b>Administrative fees</b>	747.00	450.00	297.00	166.0%		
<b>Bank and Credit Card fees</b>	2.34	200.00	-197.66	1.17%		
<b>State and Borough Fees</b>	325.00	300.00	25.00	108.33%		
<b>Books, Professional memberships</b>	338.62	250.00	88.62	135.45%		
<b>Office Equipment</b>	0.00	40.00	-40.00	0.0%		
<b>Postage</b>	0.00	100.00	-100.00	0.0%		
<b>Printing and Copying</b>	32.85	100.00	-67.15	32.85%		
<b>Supplies</b>						
Canteen Items	57.41	200.00	-142.59	28.71%		
Supplies - Other	411.75	400.00	11.75	102.94%	\$ 321.36	Bench and shelves
<b>Total Supplies</b>	469.16	600.00	-130.84	78.19%	\$ 321.36	
<b>Utilities</b>						
Electricity	648.37	600.00	48.37	108.06%	\$ 54.00	
Heating Oil	841.37	2,000.00	-1,158.63	42.07%		
Telephone, Telecommunications	1,792.17	2,200.00	-407.83	81.46%	\$ 162.82	
Web fees	370.23	500.00	-129.77	74.05%	\$ 76.36	
Utilities - Other	0.00	0.00	0.00	0.0%		
<b>Total Utilities</b>	3,652.14	5,300.00	-1,647.86	68.91%	\$ 293.18	
Operations - Other	0.00	0.00	0.00	0.0%		
<b>Total Operations</b>	7,940.29	10,084.00	-2,143.71	78.74%	\$ 614.54	
<b>Other Types of Expenses</b>	0.00	0.00	0.00	0.0%		
<b>Payroll Expenses</b>	0.00	0.00	0.00	0.0%		
<b>Training</b>	0.00	0.00	0.00	0.0%		
<b>Total Expense</b>	16,216.41	20,666.00	-4,449.59	78.47%	\$ 861.55	
<b>Net Ordinary Income</b>	4,773.73	8,144.00	-3,370.27	58.62%	\$ (692.62)	
<b>Other Income/Expense</b>						
<b>Other Income</b>						
In Kind	0.00	0.00	0.00	0.0%		
<b>Total Other Income</b>	0.00	0.00	0.00	0.0%		
<b>Net Other Income</b>	0.00	0.00	0.00	0.0%		
	<b>4,773.73</b>	<b>8,144.00</b>	<b>-3,370.27</b>	<b>58.62%</b>		

Balances:	Checking:	\$1,549.36
	Savings:	\$57,800.31
	PH	
	Savings:	\$608.50
	E	
	checking	\$2.00
	CD	\$14,000
	Credit	
	card	(\$821.25)