

Ester Village Library Board Meeting

March 2, 2026

- I. Call to order: 6:36pm
Persons present: ST, Elizabeth, Darwin & Kristin. Sarah, Devta and Kathy via WhatsApp.
- II. Approval of agenda: Approved by Unanimous Consent
- III. Approval of Feb's BOD minutes: Approved by Unanimous Consent
- IV. Committee & Program updates
 - A. Policies
 1. ST recommended removing the Social Networking Policy and the Programs Policy (for creating new programs at the library), the first is detailed on the Board of Members' Responsibilities, and the second seems unnecessary. The Board voted to remove both policies by unanimous consent.
 2. Two Policy updates approved by unanimous consent:
 - a. Found Property
 - b. Procurement Policy (The board discussed and added an amendment for the need to keep up to date on Federal Guidelines)
 - B. Trigg Celebration - put on the backburner till summer.
 - C. Historic walkway: ST held a conversation with a possible resource for local history, Matt Reckard, and he declined to offer his help or support for the walkway project. Devta brings up that we should consider the Borough's Comprehensive Plan because that plan lacks information and consideration of local area history. Sarah suggests having help by working with the ECA on the walkway project.
 - D. ST has begun the process of calling up people on our volunteer list in order to update it.
- B. Treasurer's budget, survey update – Elizabeth
 1. Current account balances: Checking - \$1,458.74, eTransfers - \$2, Savings - \$60,927.78, Credit Card - \$867.62.
 2. Question from ST, curious about snow plowing costs.
 3. Survey update - Elizabeth suggests having a separate meeting on the Survey results for better discussion. Results are as follows: received 37 responses, 14 comments, feedback listed things people liked, didn't like, and would like to see more of. Elizabeth suggests grabbing three actionable items we can work on and make happen, ST suggests we should come back to the topic in the future.
- C. Marketing – website and newsletter – Kathy, ST

1. Kathy reminded ST to send out March's newsletter to the email list and to add GEB info to it.
- D. GEB, Seed catalog on internet – Kristin
1. Kristin mentioned that she thought that Seedy Saturday was the last weekend of March (note: it is on the 21st). No one made it to the catalog party due to bad weather. She informed me that the group lock box is frozen outside of the back door. Saturday she will give a 15 minute talk at the Folk School 1-4 PM during their seed swap.
- E. Children's Program, Clausen expansion – Kathy
1. Nothing new for Kids Program, it will resume the next week. And had also missed some weeks due to bad weather.
 2. Clausen Expansion: Talked with Gary, and he said there were already plans drawn up for renovating the bathroom, they will take a look at these later.
 3. 2 contractors have visited to look at the cabin, 3 in total have been contacted for quotes, but it would be good to have a more specific plan so they can offer a better quote.
- F. Facilities & Collections– Darwin
1. Plowed once this month and did a lot of shoveling, wanted to make sure driveway was accessible.
 2. ST reminds that board members aren't responsible for clearing the entire driveway, and offers to give Darwin the number of the snow plow company to inform them if it has already plowed.
 3. Discussion on the need to keep the path to the ADA outhouse clear on the back porch as requested by a patron. Also that the basin in the outhouse didn't have enough salt added and is solid ice.
- V. Old Business
- A. ST: date set for spring fundraiser to be April 18th, Darwin will request/confirm this with the Golden Eagle owner, Doug. ST suggests there to be no costume contest, board agrees. Discussion on the theme, 'Earth Day' is proposed, Board agrees on a theme of something like 'Dress as your favorite library Genre'. Devta suggests having a photobooth set up for costume people, and Kristin offers to research Photobooth options/kits. Discussion held on whether it is a good idea to host a 50/50, and the board wonders if we should request someone with a gaming license to run it for us, perhaps the EFD. ST to ask Karyn (Holder) of EVFD who knows about gaming permits.

- B. A long discussion was held to detail the things we will need to do for the upcoming fundraiser. Donation instructions, individual duties and responsibilities document, and the Donation Request Letter was handed out to the board. Board members' roles and zones for donations are as follows: Darwin - Logistics Lead, West College. Devta - Entertainment, internet donations. Elizabeth - Treasurer, downtown. Kathy - East Fairbanks. Kristin - Ester. Sarah - Auction Wrangler. ST - Marketing, Emcee, Southwest Fairbanks.
- C. The board decides that auctions shall close 30 minutes prior to the end of the event.
- D. The date for auction items to be collected is set for April 13th.

VI. New Business

A. Odds and Ends

- 1. ST informed us that she and Sarah will indeed be moving out of state, and to look into recruiting for a new President. The Foraker Group has a new website for potential board members - ST to look into using that as a resource for finding a new president. Also, per the new bylaws, the board can drop down to only 5 members, but must have a president.

VII. Next meeting: March 23

VIII. Adjournment: 8:25 PM

John Trigg Ester Library Profit & Loss Budget vs. Actual

October 1, 2025 through March 2, 2026

	Oct 1, '25 - Mar 2, 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Non-Cash donations	0.00	0.00	0.00	0.0%
Direct Public Support				
GEB Donations and Sales	0.00	4,500.00	-4,500.00	0.0%
Individ, Business Contributions	2,492.28	2,500.00	-7.72	99.7%
Li-Berry Music Festival	0.00	4,000.00	-4,000.00	0.0%
SuperHeroes Fundraiser	0.00	5,000.00	-5,000.00	0.0%
Direct Public Support - Other	0.00	0.00	0.00	0.0%
Total Direct Public Support	2,492.28	16,000.00	-13,507.72	15.6%
Grants, other	0.00	0.00	0.00	0.0%
Government Grants	5,263.00	5,263.00	0.00	100.0%
Interest Income	13.92	50.00	-36.08	27.8%
Membership Dues	100.00	500.00	-400.00	20.0%
Other Types of Income				
Cash Back Rewards	59.60	175.00	-115.40	34.1%
Merchandise Sales	0.00	0.00	0.00	0.0%
Miscellaneous Revenue	0.00	50.00	-50.00	0.0%
Other Types of Income - Other	0.00	0.00	0.00	0.0%
Total Other Types of Income	59.60	225.00	-165.40	26.5%
Special Events	0.00	0.00	0.00	0.0%
Total Income	7,928.80	22,038.00	-14,109.20	36.0%
Expense				
Contract Services				
Legal Fees	0.00	0.00	0.00	0.0%
Accounting Fees	0.00	400.00	-400.00	0.0%
Contract Services - Other	0.00	0.00	0.00	0.0%
Total Contract Services	0.00	400.00	-400.00	0.0%
Facilities				
Clausen Renovation	2,150.00	8,693.00	-6,543.00	24.7%
Depreciation Expense	0.00	0.00	0.00	0.0%
Maintenance	219.93	500.00	-280.07	44.0%
Passive House Construction	0.00	0.00	0.00	0.0%
Property Insurance	0.00	2,200.00	-2,200.00	0.0%
Rent	0.00	0.00	0.00	0.0%
Taxes	235.04	500.00	-264.96	47.0%
Facilities - Other	0.00	0.00	0.00	0.0%
Total Facilities	2,604.97	11,893.00	-9,288.03	21.9%
Operations				
Marketing	0.00	500.00	-500.00	0.0%
Fundraising Expenses				
Throwdown Cookbook Expen...	0.00	0.00	0.00	0.0%
SuperHeroes Expenses	0.00	500.00	-500.00	0.0%
Li-Berry Festival Expenses	0.00	300.00	-300.00	0.0%
Fundraising Expenses - Other	0.00	0.00	0.00	0.0%
Total Fundraising Expenses	0.00	800.00	-800.00	0.0%
Programming expenses				
Children's Program Expenses	0.00	200.00	-200.00	0.0%
GEB Expenses				
Microgrant Expenses	0.00	0.00	0.00	0.0%
GEB Expenses - Other	13.36	2,000.00	-1,986.64	0.7%
Total GEB Expenses	13.36	2,000.00	-1,986.64	0.7%
Programming expenses - Other	0.00	0.00	0.00	0.0%
Total Programming expenses	13.36	2,200.00	-2,186.64	0.6%
Administrative fees	152.00	400.00	-248.00	38.0%
Bank and Credit Card fees	2.63	20.00	-17.37	13.2%
State and Borough Fees	307.75	350.00	-42.25	87.9%
Books, Professional membershi...	144.00	300.00	-156.00	48.0%
Office Equipment	19.00	500.00	-481.00	3.8%
Postage	78.00	50.00	28.00	156.0%
Printing and Copying	0.00	200.00	-200.00	0.0%
Supplies				
Canteen Items	24.40	175.00	-150.60	13.9%
Supplies - Other	253.05	0.00	253.05	100.0%
Total Supplies	277.45	175.00	102.45	158.5%
Utilities				
Electricity	291.00	800.00	-509.00	36.4%
Heating Oil	630.50	1,000.00	-369.50	63.1%
Telephone, Telecommunicatio...	814.66	2,000.00	-1,185.34	40.7%
Web fees	203.68	450.00	-246.12	45.3%
Utilities - Other	0.00	0.00	0.00	0.0%
Total Utilities	1,940.04	4,250.00	-2,309.96	45.6%

**John Trigg Ester Library
Profit & Loss Budget vs. Actual**

October 1, 2025 through March 2, 2026

	Oct 1, '25 - Mar 2, 26	Budget	\$ Over Budget	% of Budget
Operations - Other	0.00	0.00	0.00	0.0%
Total Operations	2,934.23	9,745.00	-6,810.77	30.1%
Other Types of Expenses	0.00	0.00	0.00	0.0%
Payroll Expenses	0.00	0.00	0.00	0.0%
Training	0.00	0.00	0.00	0.0%
Total Expense	5,539.20	22,036.00	-16,496.80	25.1%
Net Ordinary Income	2,389.60	0.00	2,389.60	100.0%
Other Income/Expense				
Other Income In Kind	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	2,389.60	0.00	2,389.60	100.0%