

LIBRARY BOARD OF DIRECTORS

LOWER LEVEL OF THE LIBRARY

November 3, 2025 – 7:00 P.M.

REGULAR MEETING

MINUTES

NOTE: These are summary minutes. A tape recording of this meeting is on file in the Commission Secretary's office in the Town Hall

MEETING CALLED TO ORDER

Meeting called to order at: 7:01

PLEDGE OF ALLEGIANCE

BOARD MEMBERS PRESENT: Chairperson; William O'Brien, Janet Tynan, Dawn Bertrand, Sue Ouellette, Pat Najarian & Regina Lynch

BOARD MEMBERS ABSENT: Lori Conant, Crystal Caouette and Lauresha Xhiani

ALSO PRESENT: Library Director; Matt Earls

APPROVAL OF MINUTES: October 6, 2025

MOTION: made by Janet Tynan to accept October 6, 2025, minutes, seconded by Pat Najarian, all in favor, no one opposed. **MOTION CARRIED**

Taxpayer's Time: No one came forward

Correspondence and Communications: There was none

Friends of the Library Report:

Mrs. Tynan reported the following:

- Book Sale was a successful event. Came very close to the goal of \$5000.00. With sales from the book barn, they may reach the goal.
- New people stepped up to work the sale.
- Boy Scouts, with weather permitting will take care of the landscaping this Saturday at 8:30 Nov. 8th, rain date the following Saturday.
- Will be present at the Craft Fair on Nov. 15th 11:00-2:00, will be selling Christmas books and new puzzles for the children to purchase for gifts. Gift wrapping services will also be available.

- Discussion was had about TD Bank closing the Wolcott branch. Concerns whether they will still be keeping the program with the library.

Library Director's Reports and Financial Report/Bills for October 2025

Matt Earls reported on the following:

- Had over 5000 patrons this month.
- Children's Department had a great month.
- New staff are doing well and happy.
- New leak was discovered in the children's room.
- Grants: New computers were purchased and applied for a new grant for more lectures.
- Dave and Matt will be going to a Vendor conference on Thursday Nov. 13th.
- ASL interpreters will be available if requested.
- Expenditure Budget Balance Report: **(See attached)**
- Financial Report- Was discussed. **(See attached)**

Committee Reports:

Programs: There were none

Facilities and Grounds: There were none

Finance and Budget: draft of 2026-2027 proposed budget went over and discussed in detail. **(See attached)**

At some point the roof needs to be discussed.

Long Range Plan: There was none

Personnel: There were none.

Technology:

Renovations: update on architects' plans.

- Plan B1-a was selected, and we need to inform the State library about any changes. They were submitted and there was an extension submitted as they need to hire a general contractor by early December to the architects and unsure of that timeline.
- Some changes were made keeping close to the original plans.

Old Business: There was none

New Business:

Discussed a yearly evaluation needs to be addressed.

Recommend Motion: “that board go into executive session”

MOTION: made by Janet Tynan and seconded by Pat Najarian “**that board go into executive session**” all in favor, no one opposed **MOTION CARRIED**

Adjournment of Executive Session

MOTION: made by Janet Tynan and seconded by Regina Lynch “**that board come out of executive session**” at **8:23 p.m.** All in favor, no one opposed **MOTION CARRIED**

Adjournment

MOTION TO ADJOURN: made by Pat Najarian and seconded by Dawn Bertrand to adjourn meeting. No one opposed. **MOTION CARRIED**

ADJOURN: 8:23 P.M.

Respectfully submitted,

Laurie Morrone, Secretary

William O’Brien, Chair

Wolcott Library Board of Trustees

2026-27 Library Budget

Account Number Ref# - Account Title

Account Number	Ref# - Account Title	2025-2026			2025-2026			2026-2027			JUSTIFICATION	% Incr	
		TOTAL	REQUESTED	Adopted	TOTAL	REQUESTED	Adopted	TOTAL	REQUESTED				
551 - LIBRARY, Pg. 35													
01-5-551-1-1100	370 - SALARY/ADMINISTRATIVE									Director	2,870	0.038	
01-5-551-1-1140	372 - WAGES-OPERATIONS	75,000		73,130		76,000					10,316	0.035	
		288,043		288,043		298,359							
01-5-551-1-1150	371 - WAGES-CLEANING	-		-		-				See maintenance & repair (below)	-		
01-5-551-2-2200	3683 - SOCIAL SECURITY	27,773		27,630		28,638				1.45% medicare + 6.2% FICA	1,008	0.04	
01-5-551-2-2305	4187 - DEFINED CONTRIBUTION PENSION PLA	19,876		19,763		20,192				Pension/401B	429	0.02	
01-5-551-2-2600	377 - WORKERS COMPENSATION INS	2,400		2,400		2,400					-	-	
01-5-551-4-4100	378 - ELECTRICITY	31,500		31,500		31,500				based on 2024 actuals	-	-	
01-5-551-4-4105	3721 - FUEL, HEATING	11,400		11,400		11,400					-	-	
01-5-551-4-4420	379 - MAINTENANCE & REPAIR - BUILDINGS	38,500		36,425		38,500				Includes cleaning of library	2,075	0.054	
01-5-551-4-4710	375 - TELE-COMMUNICATIONS	7,000		7,000		7,000					-	-	
01-5-551-4-4900	376 - LIABILITY INSURANCE	8,595		8,595		8,595				Based on actuals	-	-	
01-5-551-4-4950	3901 - OPERATION EXPENSE	3,672		3,672		4,500					828	0.18	
01-5-551-5-5100	373 - OFFICE SUPPLIES	4,600		4,600		4,600					-	-	
01-5-551-5-5900	374 - BOOKS, MAGAZINES & PERIODICALS	45,000		45,000		45,000					-	-	
01-5-551-6-6100	380 - DUES AND FEES	2,230		2,230		4,000					1,770	0.44	
01-5-551-7-7300	382 - CAPITAL OUTLAY	15,000		-		15,000				Paint & replace damaged flooring	15,000		
01-5-551-7-7312	383 - AUTOMATION-LIBRARY	46,000		46,000		46,000				Bibliomation	-	-	
01-5-551-8-8910	4321 - CAPITAL - BUILDING	-				-					-		
01-5-551-8-8910	381 - CULTURAL PROGRAM	10,000		10,000		12,000				Increased programming	2,000	0.17	
(Sub) 551 - LIBRARY		636,589		617,388		653,684					36,296	0.056	
		363,043		361,173		374,359				wages	13,186	0.035	
		15,000		-		15,000				capital	15,000		
		258,546		256,215		264,325				Non Salary/Capital	8,110	0.031	

Proposed Library Budget 2026-2027 Personnel Expenditures

2023 Minimum wage \$15.00/hr
 2024 Minimum wage \$15.69/hr
 2025 Minimum wage \$16.35/hr
 2026 Minimum wage \$16.94/hr

3.5% incr

Account Number
 01-5-551-1-1140

Adopted
2025-2026
 288,043

Proposed
2026-2027
 298,359

Hire Date

Old Rate	New Rate	Hrs.							
\$17.25	\$18.00	572	\$	8,970	\$	10,296	Jill	\$	0.75
\$17.25	\$18.00	936	\$	16,146	\$	16,848	Will	\$	0.75
\$18.25	\$19.00	1040	\$	18,980	\$	19,760	Elaine	\$	0.75
\$17.25	\$18.00	1040	\$	25,272					
	\$18.00	1040			\$	18,720	Laura		
\$18.00	\$19.00	1040	\$	19,656	\$	19,760	Amber	\$	1.00
\$17.75	\$18.50	1040	\$	18,460	\$	19,240	Ryan	\$	0.75
6 Library Specialists			\$	107,484	\$	104,624			
	\$18.00	208	\$		\$	3,744	Tuesday 4 hrs		
\$18.00	\$19.00	260	\$	4,680	\$	4,940	Add 5 hours/Sat		
			\$	112,164	\$	113,308			

\$22.05	\$23.00	2080	\$	45,858	\$	47,840	David	06/26/12	Tech Svcs	\$	0.95	4.32%
\$24.12	\$25.00	2080	\$	50,174	\$	52,000	Meghan	07/09/18	Childrens Librarian	\$	0.88	3.64%
\$18.68	\$19.50	1080	\$	19,422	\$	21,060	Kate	11/21/22	Adult Programmer	\$	0.82	4.42%
\$19.45	\$20.25	1118	\$	21,749	\$	22,640	Joanna	05/02/16	Childrens Assistant	\$	0.80	4.10%
\$17.64	\$19.00	2080	\$	36,686	\$	39,520	Carrigan	08/14/23	Digital Navigator	\$	1.36	7.73%
\$26.55	\$26.55	75	\$	1,991	\$	1,991	Laurie Morrone	07/01/23	Board Secretary			
Totals			\$	288,043	\$	298,359						

Acct. Number
 01-5-551-1-1100

\$34.38

\$36.54

2080

\$

73,130

\$

76,000

Matt

Director

\$

2.16

6.28%

\$

361,173

\$

374,359

Avg Incr

4.8%

Ref# - Account Title	FY24-25	FY25-26	FY25-26	FY25-27	FY25-28	FY25-29	FY25-30
	Actuals-unaudited	Requesting	Recommended				
551 - LIBRARY, Pg. 35							
370 - SALARY/ADMINISTRATIVE	\$71,500	\$0	\$75,000	\$73,130			
372 - WAGES-OPERATIONS	\$249,119	-\$2,108	\$288,043	\$288,043			
371 - CUSTODIANS	\$0						
3683 - SOCIAL SECURITY -FICA	\$23,756	-\$939	\$27,773	\$27,630			
4187 - DEFINED CONTRIBUTIO	\$7,926	-\$7,223	\$19,876	\$19,763			
377 - WORKERS COMPENSATIO	2170	-\$160	2330	\$2,400			
378 - ELECTRICITY	30048.67	\$5,849	27000	\$31,500			
3721 - FUEL, HEATING	10554.34	-\$846	11400	\$11,400			
379 - MAINTENANCE & REPAIR	31221.51	-\$3,128	38500	\$36,425			
375 - TELE-COMMUNICATIONS	6572.97	\$1,073	7000	\$7,000			
376 - LIABILITY INSURANCE	8309.12	-\$31	8340	\$8,595			
3901 - OPERATION EXPENSE	4194.51	\$523	3672	\$3,672			
373 - OFFICE SUPPLIES	3524.16	-\$1,076	4600	\$4,600			
374 - BOOKS, MAGAZINES & PE	33774.31	-\$11,226	45000	\$45,000			
380 - DUES AND FEES	2301.56	\$72	2230	\$2,230			
382 - CAPITAL OUTLAY	\$0	\$0	15000				
383 - AUTOMATION-LIBRARY	45979.6	-\$20	46000	\$46,000			
381 - CULTURAL PROGRAM	10445.24	\$555	10000	\$10,000			
(Sub) 551 - LIBRARY total ex	\$541,397	-\$18,686	\$631,764	\$617,388			
	\$0						
Library Fines and fees							

Town of Wolcott

Expenditure Budget Balance Report

Fiscal Year: 2025-2026

Account Number / Description

☐ Summary Only

From Date: 7/1/2025

To Date:

10/31/2025

Budget Balance

% Remaining Bud

Budget

Range To Date

YTD

Balance

Encumbrance

% Remaining Bud

Fund: 1005 GENERAL FUND

1005.45.4501.000000.51610.00000

\$73,130.00

\$22,150.03

\$22,150.03

\$50,979.97

\$0.00

\$50,979.97

SALARY - ADMIN

1005.45.4501.000000.51615.00000

\$288,043.00

\$86,684.93

\$86,684.93

\$201,358.07

\$0.00

\$201,358.07

WAGES - OPERATIONS

1005.45.4501.000000.52200.00000

\$27,630.00

\$8,053.79

\$8,053.79

\$19,576.21

\$0.00

\$19,576.21

FICA

1005.45.4501.000000.52305.00000

\$19,763.00

\$3,956.48

\$3,956.48

\$15,806.52

\$0.00

\$15,806.52

PENSION - DEF CONTR

1005.45.4501.000000.52700.00000

\$2,400.00

\$1,162.18

\$1,162.18

\$1,237.82

\$1,162.22

\$75.60

WORKERS' COMP

1005.45.4501.000000.53550.00000

\$46,000.00

\$35,830.91

\$35,830.91

\$10,169.09

\$2,039.00

\$8,130.09

AUTOMATION - LIBRARY

1005.45.4501.000000.54301.00000

\$36,425.00

\$8,024.47

\$8,024.47

\$28,400.53

\$15,379.89

\$13,020.64

REP & MAINT - BUILDINGS

1005.45.4501.000000.55200.00000

\$8,595.00

\$3,291.02

\$3,291.02

\$5,303.98

\$3,269.10

\$2,034.88

LIABILITY INSURANCE

1005.45.4501.000000.55300.00000

\$7,000.00

\$2,377.25

\$2,377.25

\$4,622.75

\$1,282.70

\$3,340.05

TELE-COMMUNICATIONS

1005.45.4501.000000.55995.00000

\$3,672.00

\$2,305.33

\$2,305.33

\$1,366.67

\$1,264.91

\$101.76

OPERATIONS

1005.45.4501.000000.56120.00000

\$4,600.00

\$1,897.10

\$1,897.10

\$2,702.90

\$1,799.51

\$903.39

OFFICE SUPPLIES

1005.45.4501.000000.56220.00000

\$31,500.00

\$10,350.17

\$10,350.17

\$21,149.83

\$21,149.83

\$0.00

ELECTRICITY

1005.45.4501.000000.56240.00000

\$11,400.00

\$444.23

\$444.23

\$10,955.77

\$0.00

\$10,955.77

FUEL - HEATING

1005.45.4501.000000.56420.00000

\$45,000.00

\$11,787.64

\$11,787.64

\$33,212.36

\$9,543.28

\$23,669.08

BOOKS, MAGS & PRDCLS

1005.45.4501.000000.58100.00000

\$2,230.00

\$606.59

\$606.59

\$1,623.41

\$766.00

\$857.41

DUES & FEES

1005.45.4501.000000.58910.00000

\$10,000.00

\$2,840.32

\$2,840.32

\$7,159.68

\$525.34

\$6,634.34

CULTURAL PROGRAM

Fund 1005 Total:

\$617,388.00

\$201,762.44

\$201,762.44

\$415,625.56

\$58,181.78

\$357,443.78

Fund: 2822 MISCELLANEOUS GRANTS

Printed: 11/03/2025

12:26:12 PM CST

Report: rptGLExpenditureBudBal

DR:2025.3.0109

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