

# Town of Greensboro, Vermont

## Appropriation Request Application — Fiscal Year 2027

(for submission to the Greensboro Selectboard / Budget Committee)

Submission deadline: Thursday, December 1, 2025

### Authority under Vermont State statute:

The authority for making appropriations for social service agencies is in 24 VSA § 2691 as follows:

*At a meeting duly warned for that purpose, a town or incorporated village may appropriate such sums of money as it deems necessary for the support of social service programs and facilities within that town for its residents. Social service programs, for which a town or incorporated village may appropriate sums of money, include, but are not limited to: transportation, nutrition, medical, childcare, and other rehabilitative services for persons with low incomes, senior citizens, children, disabled persons, drug and alcohol abusers, and persons requiring employment to eliminate their need for public assistance. The authority herein granted is not in derogation of other local powers to allocate funds.*

### Section A: Organization / Applicant Information

1. Name of Organization/Agency: GREENSBORO FREE LIBRARY
2. Mailing Address: 53 WILSON STREET, GREENSBORO, VT 05841
3. Physical Address (if different): \_\_\_\_\_
4. Contact Person / Authorized Representative: JENNIFER LUCAS
5. Title / Role: TRUSTEE, TREASURER
6. Telephone: 802-324-0956
7. Email: jflucas@gmail.com, treasurer@greensborofreelibrary.org
8. Website (if any): GREENSBOROFREELIBRARY.ORG

### Section B: Request Summary

9. Amount of Appropriation Requested: \$50,000.00

10. Purpose / Program(s) for which funds will be used:

OPERATION OF THE LIBRARY FOR CALENDAR YEAR 2026, TOWN FY 2027;  
TOWN'S SHARE OF 31% REMAINS THE SAME AS PAST YEAR

11. Is this a new request or a renewal / continuation?  New  Renewal / Continuation

NOTE: New requests must be accompanied by a petition signed by 5% of Greensboro registered voters. Contact the Town Clerk for more details.

12. If renewal / continuation, amount received in FY 2026 (or most recent year): \$44,000.00

13. If requesting an increase, please explain reason(s) for the increase. Note that only in unusual circumstances will requests for increases be granted.:

THE \$6,000 INCREASE IN THE REQUEST IS DUE TO A PROJECTED \$21,000 INCREASE IN PAYROLL COSTS.

### Section C: Service Area & Beneficiaries

14. Geographic area served (town, region, etc.): **Greensboro and surrounding towns**

15. Approximate number of individuals served in the last full year: **10,500 individuals visited the library or used our services. We have over 900 active patrons.**

16. Of those, how many were Greensboro residents? **We have 300 registered patrons listed as Greensboro residents but this does not include patrons with second homes in Greensboro or residents who use library services that are not registered patrons. Additional residents are supported through community partnerships, programming, use of meeting space, and more.**

17. Types of services provided (check all that apply):

- Social services (food, counseling, transportation, etc.)
- Youth / children's programs
- Senior / elder services
- Cultural / arts / historic
- Environmental / conservation
- Other: Information Services

18. Describe how Greensboro residents benefit from your services:

**Greensboro residents benefit from the library every day as a welcoming public space and a reliable source of information, learning, and connection. The library provides free access to books, technology, printing, Wi-Fi, and online resources, along with year-round programs for children, families, and adults. Residents use the library for everything from printing and completing job or housing applications, to exploring local art, meeting with community and civic groups, attending educational events, or staying connected when internet access is limited at home. It is one of the few free, year-round indoor spaces in town, offering warmth, safety, and support to everyone who walks through the door.**

### **Section E: Financial Information & Budget**

19. Total operating budget of your organization (last full fiscal year): YEAR 2025 BUDGET  
\$142,550

26. Do any funding sources require a municipal match or other local commitment?

Yes     No

If Yes, explain:

TO DATE, NO GRANT REQUIRES MUNICIPAL MATCH, ALTHOUGH MOST ASK TO SEE TOWN SUPPORT OF LIBRARY.

### **Section F: Reporting, Oversight & Accountability**

28. If your organization has received municipal appropriations from Greensboro before, provide a report or summary of how those funds were used (SEE ATTACHED).

29. Person(s) responsible for oversight and compliance within your organization:

Name: FAN WATKINSON/JENNIFER LUCAS / Title: ACTING CHAIR/TREASURER

Contact: 802-533-2531 (library)\_

## Section G: Certification & Signature

I hereby certify that the information in this application is true, accurate, and complete to the best of my knowledge. If funds are granted, I agree to use them for the stated purpose(s) and to provide the required reports and oversight to the Town of Greensboro.

Signature: Jennifer Lucas

Name (printed): Jennifer Lucas

Title / Role: TREASURER

Date: 4 NOVEMBER 2025

## Section H: Attachments (please indicate those included)

(Only for requests of \$500 or more)

- ~~Audited~~ financial statements (most recent year) or if no audit was conducted, financial statements prepared by the organization
- Organizational annual report or summary-SEE TOWN REPORT
- Letters of support or endorsements, if helpful

GREENSBORO FREE LIBRARY

10.21.25	2026
	DRAFT BUDGET
<b>REVENUE</b>	
Annual Appeal	\$ 70,000
Other Fundraising	\$ 6,500
Grants & Appropriation	\$ 55,200
Interest & Dividends	\$ 13,000
<b>TOTAL REVENUE</b>	<b>\$ 144,700</b>
<b>EXPENSES</b>	
Administrative	\$ 2,700
Treasury-QB/tax prep	\$ 3,000
Books, Periodicals, Audios	\$ 6,000
Copier, Printers, Laminator	\$ 600
Fundraising	\$ 3,500
Furnishings	\$ 2,000
Maintenance & Lease	\$ 9,000
Payroll	\$ 102,000
Professional Development	\$ 450
Programs	\$ 1,700
Technology	\$ 2,500
Utilities	\$ 10,200
Depreciation	\$ 17,000
<b>TOTAL EXPENSES</b>	<b>\$ 160,650</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -15,950</b>
<b>ENDOWMENT</b>	
Capital Gain	\$ 0
Endowment Donations	\$ 2,000
Endowment Interest & Div	\$ 14,000
Restricted Books expense	\$ -3,000
Stock Donation/Taxes pd	\$ -350
<b>NET ENDOWMENT</b>	<b>12,650</b>
Restricted Grants	\$ 5,000
Restricted Grant Expense	\$ -5,000
<b>NET RESTRICTED GRANTS</b>	<b>0</b>
<b>NET INCOME PER TAX RETURN</b>	<b>\$ -3,300</b>
<b>GRANTS</b>	
GA	1,000
TURRELL	3,000
E-RATE FIBER	0
DOL/NELA	700
<b>APPROPRIATIONS</b>	
GREENSBORO	<b>50,000</b>
STANNARD	500
<b>TOTAL GRANTS &amp; APPROPRIATIONS</b>	<b>55,200</b>



# Greensboro Free Library

## Statement of Financial Position

As of December 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	\$22,951
Accounts Receivable	\$500
Other Current Assets	
Owed to Unrestricted Account	15,312
Petty Cash	50
Prepaid Expenditures	754
Prepaid Fuel	2,264
Vanguard Brokerage Account	345,284
<b>Total Other Current Assets</b>	<b>\$363,665</b>
<b>Total Current Assets</b>	<b>\$387,115</b>
Fixed Assets	
Building, Land Improv. & Equip.	639,818
Depreciation Accumulated	-279,824
<b>Total Fixed Assets</b>	<b>\$359,995</b>
Other Assets	
Owed from Endowment	-15,312
Vanguard Endowment Investments	386,244
Endowment Money Market	30,510
Unrealized Gain/(Loss) - Endowment	18,430
<b>Total Vanguard Endowment Investments</b>	<b>435,184</b>
<b>Total Other Assets</b>	<b>\$419,872</b>
<b>TOTAL ASSETS</b>	<b>\$1,166,982</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	\$7,521
Equity	
Endowment	419,872
Retained Earnings	607,700
Temporarily Restricted Funds	13,942
Unrealized G/L Equity	5
Unrestricted Funds	87,737
Net Revenue	30,206
<b>Total Equity</b>	<b>\$1,159,460</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,166,982</b>



# Greensboro Free Library

## Statement of Activity

January - December 2024

	TOTAL
Revenue	
Donations	65,135
Grants and Appropriations	48,054
Interest & Dividends	20,708
<b>Total Revenue</b>	<b>\$133,898</b>
GROSS PROFIT	<b>\$133,898</b>
Expenditures	
Administrative	2,555
Administrative - Treasurer	2,721
Books,Periodicals,Audios,Videos	5,552
Copier/Printer/Laminator	218
Depreciation	16,384
Fundraising and Other Trustee Expense	4,739
Furnishings	1,089
Maintenance and Lease	7,880
Payroll Expense	77,758
Professional Development	300
Programs	1,364
Technology	1,415
Utilities	10,482
<b>Total Expenditures</b>	<b>\$132,456</b>
NET OPERATING REVENUE	<b>\$1,442</b>
Other Revenue	
Endowment Income	30,435
Income, Restricted	18,417
<b>Total Other Revenue</b>	<b>\$48,852</b>
Other Expenditures	
Restricted Endowment Books	2,745
Restricted Income Expense	16,953
Taxes Paid	391
<b>Total Other Expenditures</b>	<b>\$20,088</b>
NET OTHER REVENUE	<b>\$28,764</b>
NET REVENUE	<b>\$30,206</b>



## **Greensboro Free Library FY2026 Appropriations Statement (Operations Manager)**

Thank you for the opportunity to speak on behalf of the Greensboro Free Library.

This year, we are requesting an increase in the town appropriation from **\$44,000 to \$50,000**. This is not a request for expansion, but for stability. It allows us to maintain the essential services the community relies on and to move toward fair compensation for the staff who keep the library running.

This annual appropriation from the town allows the library to operate as a true public resource. It helps support core expenses such as salaries, utilities, and building maintenance, and ensures that the library remains open, accessible, and welcoming to everyone. Without this public investment, the library could not function at its current level of service.

The library functions as much more than an information hub. While every day looks a little different, we often help residents with things like printing job and housing applications, submitting online forms for benefits, and learning to use technology. People come in to take online courses, attend diverse programs, and use our Wi-Fi to stay connected when they do not have service at home. We provide a warm, safe space for those who may be experiencing housing challenges or simply need a quiet place to work.

Behind all of this is a small but dedicated team. **Emily**, our Youth Librarian, runs children's programs, storytimes, and afterschool activities while working closely with local schools and preschools to support literacy and learning. **Bianca** manages adult programs and interlibrary loans, connecting patrons to books and resources across the state. Together they oversee our collections, order new materials, and ensure our shelves reflect the interests and needs of the community.

As Operations Manager, I oversee the building, technology systems, and safety, while also coordinating volunteers, managing grants, and maintaining policies and records. I handle communications, state data reporting, and coordination with the Town and Library Trustees. All of these moving parts ensure that the library remains safe, efficient, and welcoming for everyone who walks through the door.

These services are not luxuries. They are essential resources that make daily life possible for many people.

The library's impact also extends beyond those who come through our doors. In a small town with few public resources, the library serves as part of Greensboro's civic infrastructure, offering a free and accessible space that benefits both residents and visitors. The people who come to the library - whether residents, seasonal visitors, or those just passing through - are the same ones who keep our local economy vibrant. They stay at the Highland Lodge, visit the Highland Center for the Arts, stop at Willey's Store or Hill Farmstead Brewery, and explore nearby farms

and artist studios. During community events such as the Fourth of July celebration and the Art Festival, the library is open and active, quietly supporting the same ecosystem that keeps Greensboro's small businesses and institutions strong.

The people who make all of this possible, the staff, continue to do so for wages that remain below both the state average and a livable standard. It is becoming increasingly difficult to sustain operations when staff must stretch their paychecks each month to make ends meet. The library's strength depends on the people who keep it running, and fair compensation ensures that those who make it work can afford to live with stability and thrive in the community they serve.

Another important factor affecting our payroll budget is the need for more coverage. Our volunteers have long been an essential part of the library, but their numbers have declined steadily since COVID. At one time, we had close to 50 active volunteers; now we have close to 10. This trend is not unique to Greensboro, but it is especially challenging in small towns with aging populations and few long-term newcomers. With fewer volunteers, more responsibility falls on staff, and the hours needed for coverage continue to grow. This is not a complaint, but a reality we must plan for as we adapt to changing community needs.

All of this takes resources. Our operating budget covers the essentials that keep the library open each day: salaries, programming, utilities, building maintenance, and more. Town appropriations make up about one third of that total. The remaining two thirds come from community donations, grants, and ongoing fundraising. The town's contribution provides a stable foundation that allows the library to plan responsibly, sustain operations year round, and continue serving as a free and welcoming resource for everyone.

Your continued investment in the library helps keep Greensboro a place where everyone belongs. It ensures that anyone who walks through our doors can find warmth, learning, and connection - the things that make community life thrive.

Thank you for your time and for recognizing the essential role the Greensboro Free Library plays in keeping this community connected, informed, and supported.

# Greensboro Free Library – FY2026 Fact Sheet

Prepared by: Ed Lemery, Operations Manager | November 2025

## Request Summary

- FY2025 Town Appropriation: \$44,000
- FY2026 Request: \$50,000
- Increase: \$6,000 (14%)
- Purpose: To maintain operations, address rising costs, and move staff wages toward livable and competitive standards.

## By the Numbers

- 10,500+ annual visits
- 250+ programs each year for adults and children
- 17,000+ items circulated
- 14 community groups meet regularly at the library
- 1,000+ volunteer hours contributed last year
- 2 learning partnerships: *Lakeview Preschool* and *Four Seasons of Early Learning*

## What the Library Provides

The Greensboro Free Library is one of the few free, year-round indoor spaces in town that welcomes everyone - residents, visitors, and workers alike.

### Core Services Include:

- Books, audiobooks, and digital resources (eBooks, audiobooks, databases)
- Interlibrary loan access statewide
- Computer and Wi-Fi access
- Public meeting and study spaces
- Library of Things (snowshoes, birding kits, games, etc.)
- Printing, copying, and scanning
- Tax preparation help through community volunteers
- Workspace for remote work or study
- Public restroom access
- Children's programming and school partnerships
- Technology and research assistance

## Why an Increase Is Needed

- **Fair Compensation:** Staff wages remain below Vermont's 2022 livable wage standard.
- **Volunteer Decline:** Fewer volunteers since COVID have increased staff workload.
- **Rising Costs:** Utilities, insurance, and technology expenses continue to rise.
- **Stable Operations:** The appropriation helps maintain open hours, programming, and reliable services for the community.

## Livable Wage Comparison

Source: Vermont Legislative Joint Fiscal Office – [2022 Basic Needs Budget and Livable Wage Report](#)

- Vermont Livable Wage (2022): \$22.44 per hour (full-time)
- **Adjusted Livable Wage** (2025 estimate): approximately \$24.50–\$25.00 per hour, based on inflation since 2022
- **GFL Staff Average Wage:** \$20.70–\$23.50 per hour, all **half-time positions** (about 20 hours per week)

While staff hourly wages remain below both the 2022 and adjusted 2025 livable wage levels, total annual income is far lower due to **part-time** schedules. This results in take-home earnings that amount to less than half of a livable annual income.

Rising costs for housing, utilities, and food in Vermont since 2022 have widened this gap even further, making fair compensation increasingly difficult to achieve.