

**VILLAGE OF ESSEX JUNCTION
TRUSTEES
REGULAR MEETING AGENDA**

2 Lincoln Street
Essex Junction, VT 05452
Tuesday, October 8, 2019
6:30 PM

E-mail: manager@essexjunction.org

www.essexjunction.org

Phone: (802) 878-6951

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE TO FLAG** [6:30 PM]
2. **AGENDA ADDITIONS/CHANGES**
3. **APPROVE AGENDA**
4. **PUBLIC TO BE HEARD**
 - a. Comments from Public on Items Not on Agenda
5. **BUSINESS ITEMS**
 - a. * Interview for Planning Commission: Philip Batalion
 - b. * Interview for Planning Commission: Patrick Scheld
 - c. Adopt ordinance revision for no parking on Lincoln Street north of Prospect Street
 - d. Discuss schedule of budget work sessions—Sarah Macy
6. **CONSENT ITEMS**
 - a. Approve minutes: September 24, 2019
 - b. Check Warrants #17166—09/27/19; #17167—10/04/19
7. **READING FILE**
 - a. Board Member Comments
 - b. Brownell Library Staff and Director's Reports
 - c. Memo from Greg Duggan re: Advertising for an alternate on Economic Development Commission
 - d. Upcoming meeting schedule
8. **EXECUTIVE SESSION**
 - a. *An executive session may be necessary for appointment of a public officer
9. **ADJOURN**


This agenda is available in alternative formats upon request. Meetings of the Trustees, like all programs and activities of the Village of Essex Junction, are accessible to people with disabilities. For information on accessibility or this agenda, call the Unified Manager's office at 878-6951.

Certification: 10/04/2019

Date Posted

Mitchell
Initials

Memorandum

To: Village Trustees
From: Tammy Getchell, Assistant to the Manager 
Re: Appointment of volunteers to the Planning Commission
Date: October 3, 2019

Issue

The issue is whether the Trustees will fill two vacant seats on the Village Planning Commission.

Discussion

Four residents have stepped forward for consideration to join the Planning Commission. Philip Batalion and Patrick Scheld will be interviewed during the regular meeting on October 8th.

The two other candidates, Ned Daly and James Wicks, were interviewed during the regular Trustees meeting on September 24th. The volunteers are prepared to interview with the Trustees and expect a notification of decision at a later date after all interviews have taken place.

In case Trustees want to review the interviews with Mr. Daly and Mr. Wicks, I have provided the link to view the Channel 17 coverage of the meeting on September 24th. The interviews begin at 6:05 minutes into the video. LINK: <https://www.cctv.org/watch-tv/municipalities/essex-junction>

For reference, the following seats are vacant on the Village Planning Commission.

Committee/Board	Open seats	Term(s) ending	Status
Village Planning Commission	2	June 30, 2021 June 30, 2020	Advertised since 3/26/19

The appointment of public officials can be a protected discussion during the interview, provided that the Trustees make a final decision to appoint a public official in an open meeting and shall explain the reasons for its final decision during the open meeting.

Cost

None.

Recommendation

If the Trustees wish to enter executive session, the following motion is recommended:

"I move that the Trustees enter into executive session to discuss the proposed public official appointment(s) in accordance with 1 V.S.A. Section 313(a)(3) and to include the Unified Manager, the Assistant Manager and the candidate(s)."

To appoint Planning Commissioners, the following motions are recommended:

"I move that the Trustees appoint _____ to the Village Planning Commission for a term ending June 30, 2020," and

"I move that the Trustees appoint _____ to the Village Planning Commission for a term ending June 30, 2021."

Request to Join the Village Planning Commission

To the Essex Junction Board of Trustees,

Members of the board, thank you very much for giving me the opportunity to join the Planning Commission. Although my wife and I only moved to the Junction 2 years ago, we have quickly settled into the village and are looking forward to planting our roots and continuing to grow here.

I currently work as the Operations Coordinator for a small business in Williston. I have been with the company for 8 years and have been part of its growth since the beginning. My wife and I also own a duplex in Burlington, that we bought 7 years ago, and lived in until we purchased our house here in the Junction. I believe this experience in work, and as a residential property owner would be a benefit on the commission. I feel I have a unique perspective on how development and planning can both impact business, residents, and landlords.

Along with my work experience, I think it is very important to be involved in local government, and I am grateful to live in a state where local government is easily accessible. As a member of the commission I am eager to learn how the various processes of development and planning take place. I am a very logical thinker and understand the many challenges communities face to continue to grow and serve the needs of its residents. I feel that government should be planning for future generations of the community, and so as a member of the commission I will always keep that in mind.

Thank you again for the opportunity and I look forward to meeting with you on the 8th.

Philip Batalion

41 Pleasant St.

Dear Evan and Robin,

Evan – It was great to meet you last week and briefly discuss the open positions on the Village Planning Commission following the CHT and VFOR discussion about recovery housing.

Robin - It was great to meet you this afternoon, and I appreciate your time as you took me on a brief walking tour of the Village.

I would like to officially put my name in for consideration for one of the open seats on the Village Planning Commission. I am resident of Essex Junction and saw the ad on Front Porch Forum back in August seeking Village residents to volunteer. Yes, it's taken me a few weeks to consider it, but I would like to answer that call and be a part of not only developing a community vision, but also implementing that vision to progress the Village forward with positive, well thought development projects.

I work for the Vermont Department of Housing and Community Development which is a division within the Agency of Commerce and Community Development. My role as a Community Development Specialist is to perform consultative and administrative work assisting municipalities throughout Vermont with numerous community development initiatives. Specifically, I assist the municipalities in accessing federal HUD Community Development Block Grant funding for projects such as affordable housing, infrastructure (water/sewer), public facilities (childcare facility, community centers..), and economic development projects that result in job creation.

I hope you will consider me for one of the open seats on the Planning Commission.

I look forward to your response.

Sincerely,
Patrick Scheld
Village resident

Memorandum

To: Board of Trustees; Evan Teich, Unified Manager
Cc: Rick Jones, Superintendent of Public Works
From: Greg Duggan, Deputy Manager *GS*
Re: Revising no parking ordinance for Lincoln Street
Date: October 4, 2019

Issue

The issue is whether the Trustees will adopt revisions to Chapter 8, Section 802 of the Village Municipal Code to expand the no parking area on Lincoln Street north of Prospect Street.

Discussion

The Trustees reviewed a proposal at their last meeting to remove three parking spaces on Lincoln Street, north of the intersection with Prospect Street. Staff believes the removal of the parking spaces (along with speed enforcement) is needed to improve traffic safety at the intersection.

Removing the parking spaces requires the following change to Municipal Code Chapter 8, An Ordinance Relating to Motor Vehicle Regulations, Section 802:

SECTION 802:

There shall be no parking of motor vehicles, of any kind, within the public right-of-way on the side of the street so designated on the following streets:

...

Lincoln Street – on the west side from Prospect Street to a point northerly for a distant of ~~75~~
150 feet.

Within 14 days of adoption, the revised ordinance needs to be posted at least 5 places in the municipality and published in a local paper. If no one petitions the change, the ordinance takes effect 60 days after adoption.

Cost

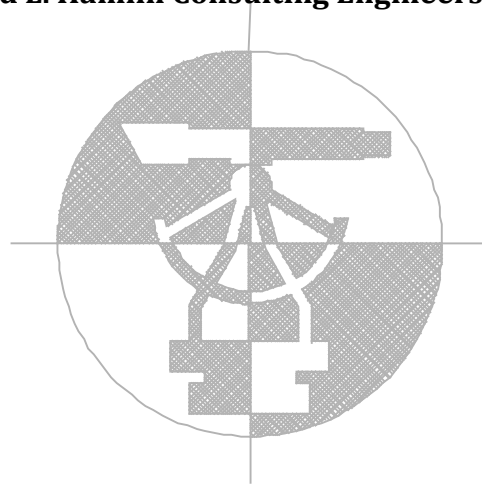
Approximately \$200 to publish the ordinance change; staff time; nominal costs for paint.

Recommendation

Staff recommends the Trustees adopt revisions to Chapter 8, Section 802 of the Village Municipal Code to prohibit parking within the public right-of-way on the side of the street so designated on Lincoln Street, on the west side from Prospect Street to a point northerly for a distant of 150 feet.

memorandum

Date: 08/27/2019
To: Rick Jones
From: Jeffrey P. Kershner, P.E.
RE: Prospect / Lincoln Street intersection



In response to the email from a resident you forwarded to our office on 07/30/2019 expressing visibility concerns for left turning vehicles from Prospect Street onto Lincoln Street, we investigated the available sight distance for this movement and the impact parked vehicles on the west side of Lincoln Street have on the available sight distance to the north on Lincoln Street. For our analysis, we utilized the criteria for intersection and stopping sight distance as presented in the 2011 edition of "A Policy on Geometric Design of Highways and Streets" as published by the American Association of State Highway and Transportation Officials (AASHTO).

Speed Data

Speed data obtained from VTrans, collected in 2016.

Southbound traffic on Lincoln Street:

85% speed = 34 mph.

Slightly more than 1% over 40 mph.

Posted speed limit is 25 mph, commencing at St. James Church in southbound direction.

Sight Distance

Intersection Sight Distance (ISD)

AASHTO criteria:

Eye location = 14.5' back from edge of travel-way

Eye height = 3.5'

Object height = 3.5'

Recommended ISD at 25 mph = 280'

Available ISD until first parked vehicle measured at 140'

Available ISD with vehicle in fourth parking space (three empty spaces) measured at 280'.

Stopping Sight Distance (SSD)

AASHTO criteria:

Eye height = 3.5'

Object height = 2.0'

Required SSD at 25 mph = 155'

Available SSD along Lincoln measured at 285'

Accidents

Based on information obtained from the VTrans Public Crash Query Tool, between the period from July 24, 2014 to August 23, 2019, there have been five reported accidents at this intersection; three of which involved left turning vehicles.

Summary

Vehicle speeds along Lincoln Street in southbound direction exceed 25 mph speed limit by more than 30%.

Three reported accidents have occurred at this intersection in the last five years involving left turning vehicles. With vehicle speeds in excess of the posted speed limit, reduced sight distance may be a contributor to accidents of this type.

Available ISD to the first parked vehicle is just below required SSD at 25 mph (140' measured vs 155' required).

Three parking spaces must be removed to provide the recommended ISD of 280' at 25 mph.

Recommendations

- 1) Implement a targeted speed enforcement program to reduce vehicle speeds in this area to respect the current 25 mph posted speed limit.
- 2) Prohibit parking in the first three parking spaces closest to Prospect Street to provide an available ISD of 280' at 25 mph.

MEMORANDUM

TO: Trustees; Evan Teich, Unified Manager
FROM: Sarah Macy, Finance Director/Assistant Manager
DATE: October 3, 2019
SUBJECT: FY21 Budget Schedule

Issue

The issue is to decide on a budget meeting schedule for the Trustees.

Discussion

At the 9/24/19 Joint Board meeting a request was made to further discuss the Trustees' practice of reviewing the budget during a special full day budget meeting planned for Wednesday, December 4, 2019 from 8:30-3:30 at 2 Lincoln Street.

The Trustees should discuss whether or not this practice remains the best option and if not what alternatives exist.

Cost

No cost

Recommendation

It is recommended that the Trustees make a final decision on the budget meeting schedule for the FY21 budget process.

**VILLAGE OF ESSEX JUNCTION
BOARD OF TRUSTEES
MINUTES OF MEETING
September 24, 2019**

TRUSTEES PRESENT: Andrew Brown, Chair; George Tyler; Dan Kerin; Amber Thibeault; Raj Chawla

ADMINISTRATION and STAFF: Evan Teich, Unified Manager; Sarah Macy, Finance Director/ Assistant Manager; Rick Garey, Police Chief

OTHERS PRESENT: Diane Clemens; Ned Daly; John Ganorecki; John Sheppard; Ken Signorello; Al Villa; James Wicks; Irene Wrenner

1. CALL TO ORDER and PLEDGE OF ALLEGIANCE

Mr. Brown called the meeting to order at 6:33 p.m. and led the assemblage in the Pledge of Allegiance.

2. AGENDA ADDITIONS/ CHANGES

Mr. Teich added:

- Consent Item 6f, Accept resignation letter from Andrew Brown from the Capital Program Review Committee.
- Two documents for item 5c, Open Container Ordinance draft and EPD Open Coordinator draft
- A document for item 6b, Memo to Rick Jones from Jeffrey Kershner re: Prospect/ Lincoln street intersection

3. APPROVE AGENDA

GEORGE TYLER made a motion, and RAJ CHAWLA seconded, to approve the meeting agenda, as amended. VOTING: 5-0; motion carried.

4. PUBLIC TO BE HEARD

a. Comments from public on items not on the agenda.

John Ganorecki and Al Villa, contracted Amtrak Station caretakers, spoke about regularly occurring vandalism at the Essex Junction railroad station. They said that, over the past 4-5 months, people have trashed a picnic table and fence, urinated and defecated on the platform, and uprooted rocks from a wall, which they threw on the tracks. Mr. Villa said they have informed the police department about this and believe the damage is taking place in the afternoons and the defecation is happening late at night. Mr. Ganorecki said that they do not have access to security cameras and Amtrak, and the Northeast Central Railroad have not been able to resolve the issue. He requested that the police monitor the station in the afternoons. Mr. Brown suggested a follow up on this issue be added to the next meeting's agenda.

5. BUSINESS ITEMS

a. *Interview for Village Planning Commission: Ned Daly

* Mr. Daly agreed to an open session interview by the Trustees for a position on the Village Planning Commission. Mr. Brown asked Mr. Daly to explain his interest in serving. Mr. Daly described his life-long interest in development and master's degree in city planning. He said he cares about what is built in the Village and wants to be involved with the Design 5 Corners efforts. He also expressed interest in looking forward to a time in the future when the Town and Village Commissions combine efforts. Mr. Tyler asked Mr. Daly his thoughts on the current Commission's direction. Mr. Daly expressed concerns about the new 5 corners building because 60% of the

ground floor has been empty and he suspects there may be structural defects related to panel movement on the outside of the building. He suggested that the Village start thinking outside the box about their needs over the next 15 years, and intentionally include the development of affordable housing and updated energy and zoning codes into planning. He talked about how the design of the Village Center buildings can incorporate attractive, affordable and market rate housing. Mr. Kerin wondered about Mr. Daly's thoughts on the current Land Development Code. Mr. Daly discussed that variability of aesthetics from following the code could be eased with the implementation of a design review board, if it is careful to not restrict developers too much in their designs. Mr. Daly illustrated his skills facilitating diverse architectural stakeholders toward a shared product by describing his career experience leading the Design Team of an architect firm.

b. *Interview for Village Planning Commission: James Wicks

* Mr. Wicks agreed to an open session interview by the Trustees for a position on the Village Planning Commission. Mr. Brown asked Mr. Wicks to explain his interest. Mr. Wicks said that he has lived in Essex for 20 days but always wanted to live here. He wants to be involved with the community and thought the position looked interesting. Mr. Tyler asked Mr. Wicks about his thoughts on the way Essex has changed over time. Mr. Wicks said that the Village design supports walking and biking and he was attracted to this so he could raise his young family with conveniences and accessibility. Mr. Kerin asked if Mr. Wicks would be available during the meeting times and he said he would be. Mr. Teich requested he talk about his work experience and Mr. Wicks explained that he sells cleaning and food service supplies and has a background working with plumbers. Mr. Tyler explained to Mr. Wicks that planning commissioners sometimes handle hard decisions that can be controversial. He also explained that the role is responsible for ensuring the revisions of the code book. Mr. Wicks said he was aware of this based on his meetings with Community Development Director Robin Pierce.

Mr. Brown explained to the candidates that there are two openings on the Planning Commission and four applicants so other interviews will be conducted at a future meeting and a decision will be made by mid-October.

c. Discussion about Open Container Ordinance—Rick Garey

Mr. Brown explained that the Open Container Ordinance idea first came up 4-6 years ago. More recently, with inappropriate behaviors and public intoxication concerns being reported to the Trustees, about people on the local multi-use path, the ordinance is being considered again. Chief Garey discussed the fact that this would be a new ordinance, but police already have authority to intervene on public intoxication, if people call this in. He suggested that the Essex Community Justice Center be involved discussing enforcement and fine deterrents that do not criminalize the behavior. He said that, if the Trustees decide to adopt an Open Container Ordinance that the same ordinance should also be adopted by the Town. Mr. Kerin pointed out that the ordinance could strengthen Multi-Use path enforcement. Chief Garey pointed out that one of the challenges of currently understaffing on the police force is that proactive monitoring of places like the Multi-use path is not prioritized over reactive policing. He said that the department appreciates when people call in their concerns when there is a problem. Chief Garey provided a draft open container ordinance and asked the Trustees to send him questions that will help inform this process.

d. Discussion about security cameras at Maple Street Park—Rick Garey

Mr. Kerin said that the idea of implementing security cameras at Maple Street Park began when he was on the Recreation Advisory Council. He reasoned that, with only one entrance and exit at the pool, cameras could help with potential Amber Alerts. Mr. Tyler compared Maple Street Park camera installations with cameras at schools, noting that the parents he talked to already assume there are cameras. Chief Garey pointed out that there has not been an increase of crime in the park and discussed a cost of over \$100,000 to install an effective camera system, noting that a

less expansive system may cost less. He said alternate strategies for safety may be more effective, such as the recent implementation of a School Golf Cart monitor at the park. He cautioned that putting up cameras in Maple Street Park may set a precedence for other parks to follow and talked about public expectations of privacy. Mr. Chawla expressed concern that camera monitoring could eventually end up in nature parks, if the cameras are installed in the Maple Street Park. He said the studies he looked at suggest that installing cameras does not deter crime. Mr. Brown asked staff to research what other communities are doing with camera installations in parks and for the Trustees to conduct independent research on the issue. He invited Chief Garey to come back with guidance about what is allowed and parameters for installation.

e. Waive no alcoholic beverages policy at Maple Street Park for event

Ms. Macy explained that the Essex Junction Recreation and Parks (EJRP) requested a waiver of the no alcoholic beverages policy for their second annual Battle of The Barbeque at the Maple Street Park on October 12. Mr. Brown stated his personal dissent on the issue, based on his belief that alcohol should not be allowed in public parks.

GEORGE TYLER made a motion, and DAN KERIN seconded that the Trustees waive the no alcoholic beverages policy (Chapter 3, Section 303(a)) at Maple Street Park for the Battle of the BBQ event on October 12, from 12-2 p.m.

Ms. Macy commented that the event would be held in the parking lot and vendors hold liquor licenses. She said similar events take place in other communities and that last year's event was a success.

Mr. Brown reiterated his opinion that alcoholic beverages should not be near playgrounds.

VOTING: 3-2; motion carried, dissenting vote by ANDREW BROWN and RAJ CHAWLA

f. Capital Program Review Committee report on Local Option Tax—Andrew Brown

Mr. Brown provided background for why the Capital Program Review Committee researched the Local Option Tax. He pointed out that calculations of capital need expenses, as compared to revenue predicted to be available, comes up significantly short, over time. A Local Option tax could offset this and would allow people who frequent the area, but are not residents, to help pay a share of the wear and tear on infrastructure. The tax would need to be reported to the state from the Village and Town but the committee would like the money to go to Essex Junction. He explained that splitting the tax revenue between the municipalities could result in unresolved revenue needs for the Village capital expenses. Mr. Tyler pointed out that the capital needs in the Village, vs. outside the Village, are higher due to the older infrastructure. Mr. Kerin added that area communities all have already adopted Local Option Taxes. Mr. Brown suggested, and the board members agreed, that they would bring the LOT research and proposal to the Town Selectboard for discussion.

6. CONSENT ITEMS

GEORGE TYLER made a motion, and DAN KERIN seconded, that the Trustees approve the Consent Items:

a. Agreement for shared use of Park Street dumpsters

Approve conditions of shared use of the Dumpsters at Park Street School Agreement between HANDY'S HOTELS & RENTALS, LLC, and the Village of Essex Junction.

b. Authorize removal of parking spaces at Prospect/Lincoln Street Intersection

Authorize the removal of three parking spaces on Lincoln Street, closest to Prospect Street, by replacing with cross hatched no parking. Mr. Teich explained that this procedural approval is needed in order for the ordinance to be on a future meeting agenda to be amended.

- c. ***Reappoint Capital Committee member—Tim Dall**
Reappointment of Timothy Dall to a three-year Village Capital Program Review committee term to expire June 30, 2022.
- d. **Approve minutes: September 10, 2019**
- e. **Check Warrants #17164—09/13/19; #17165—09/20/19**
- f. **Accept resignation letter from Andrew Brown from the Capital Program Review Committee**

VOTING: 5-0; motion carried.

7. READING FILE

- a. Board Member Comments
There were no comments from the board at this time.
- b. Email from Al Villa re: Vandalism at Amtrak Station
- c. Upcoming meeting schedule

8. EXECUTIVE SESSION

- a. *An executive session may be necessary to discuss the appointment of a public officer
No executive session transpired.

ADJOURN

ANDREW BROWN called a recess of the meeting to enter the Joint meeting of the Village of Essex Junction Board of Trustees and the Town of Essex Selectboard at 7:37 p.m.

Respectfully Submitted,
Cathy Ainsworth

09/27/19

10:52 am

Town of Essex / Village of EJ Accounts Payable

Page 1 of 9

Check Warrant Report # 17166 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 09/24/19 To 09/27/19 & Fund 2

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
14400	ABOVE AND BEYOND	09/16/19 CLEANING SERVICES SEPTEMBER 4339	210-41943.020 Contractual Svc - 2 Linco	750.00	25158	09/27/19
14400	ABOVE AND BEYOND	09/16/19 CLEANING SERVICES SEPTEMBER 4339	210-41943.021 Contractual Svcs - Browne	2212.75	25158	09/27/19
05290	ADVANCE AUTO PARTS	09/20/19 RESPIRATOR PARTICULATE 1 22 926335291	210-43110.610 SUPPLIES	21.40	25159	09/27/19
42665	AMAZON/SYNCB	08/10/19 EJRP Amazon Supplies 0432266 819	210-45220.610 SUPPLIES	49.50	25162	09/27/19
42665	AMAZON/SYNCB	08/10/19 EJRP Amazon Supplies 0432266 819	210-45220.610 SUPPLIES	35.99	25162	09/27/19
42665	AMAZON/SYNCB	08/10/19 EJRP Amazon Supplies 0432266 819	210-45220.610 SUPPLIES	62.23	25162	09/27/19
42665	AMAZON/SYNCB	08/10/19 EJRP Amazon Supplies 0432266 819	210-45110.610 SUPPLIES	22.00	25162	09/27/19
00530	BRODART CO	08/28/19 BOOKS B5743683	210-45551.640 ADULT COLLECTION-PRINT &	22.39	25168	09/27/19
00530	BRODART CO	08/28/19 BOOKS B5743683	210-45551.610 SUPPLIES	0.20	25168	09/27/19
16030	BROWN ELECTRIC	09/16/19 Miscellaneous/ staples/sc 34197	210-43115.610 Street Lights Supplies/Ma	1772.64	25169	09/27/19
V9941	BUSINESSCARD SERVICES	08/06/19 MC McMaster Carr VEJ Fire 090619 A	210-42220.610 SUPPLIES	129.92	25173	09/27/19
V9941	BUSINESSCARD SERVICES	08/07/19 NEWSPAPER 090619B	210-45551.640 ADULT COLLECTION-PRINT &	46.00	25173	09/27/19
V9941	BUSINESSCARD SERVICES	09/06/19 Cory's coat, air compress 09062019D	210-43110.610 SUPPLIES	2069.97	25173	09/27/19
04940	COMCAST	09/12/19 TV , internet 0091811 9/12	210-43125.610 WINTER MAINTENANCE	28.68	25180	09/27/19
04940	COMCAST	09/12/19 TV , internet 0091811 9/12	210-43110.610 SUPPLIES	172.94	25180	09/27/19
25715	DONALD L. HAMLIN CONSULT	08/09/19 Engineering fees for August 080919 19-80	210-15102.000 EXCHANGE - ENGI/LEGAL	925.00	25185	09/27/19
25715	DONALD L. HAMLIN CONSULT	09/19/19 Rivendell/Woods End Dr. i 18-815	210-43110.330 Professional Services	192.48	25185	09/27/19
25715	DONALD L. HAMLIN CONSULT	09/19/19 engineering services 8/1- 19-810A	210-43110.330 Professional Services	2168.47	25185	09/27/19
05550	ESO SOLUTIONS INC	10/02/19 Annual Cloud Hosting Fee 00022813	210-42220.570 MAINTENANCE OTHER	1728.57	25189	09/27/19
05550	ESO SOLUTIONS INC	10/02/19 Annual Cloud Hosting Fee 00022813	210-14301.000 PREPAID EXPENSES	871.43	25189	09/27/19
23215	ESSEX EQUIPMENT INC	09/19/19 chain and pins 10727097-000	210-45220.610 SUPPLIES	63.69	25191	09/27/19
23215	ESSEX EQUIPMENT INC	09/20/19 mixing oil for shop 10727146-000	210-45220.610 SUPPLIES	110.98	25191	09/27/19
45400	FIRST NATIONAL BANK OMAHA	09/18/19 Lunch with Deb Billado 09/13/2019D	210-41970.500 TRAINING,CONF,DUES	25.05	25200	09/27/19
19005	FIRSTLIGHT FIBER	09/15/19 phone service 5926872	210-43110.530 Communications	35.67	25202	09/27/19
26375	GBIC	09/23/19 Municipal Support for FY2 740	210-41335.811 ANNUAL SUPPORT OF ORGNIZA	500.00	25205	09/27/19

09/27/19

Town of Essex / Village of EJ Accounts Payable

Page 2 of 9

10:52 am

Check Warrant Report # 17166 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 09/24/19 To 09/27/19 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	GREEN MOUNTAIN POWER CORP	09/13/19 electricity 8/13-9/12 02062000001C	210-43115.622 Electricity - St/Traffic	8885.34	25209	09/27/19
07010	GREEN MOUNTAIN POWER CORP	09/13/19 electricity 8/13-9/12 02062000001C	210-43115.622 Electricity - St/Traffic	592.58	25209	09/27/19
07010	GREEN MOUNTAIN POWER CORP	09/10/19 solar accounts 8/8/19-9/9 09/10/2019D	210-41947.020 Electricity - 2 Lincoln S	114.58	25211	09/27/19
07010	GREEN MOUNTAIN POWER CORP	09/10/19 solar accounts 8/8/19-9/9 09/10/2019D	210-41947.022 Electricity - Fire Statio	114.58	25211	09/27/19
07010	GREEN MOUNTAIN POWER CORP	09/10/19 solar accounts 8/8/19-9/9 09/10/2019D	210-43110.622 ELECTRICAL SERVICE	37.87	25211	09/27/19
07010	GREEN MOUNTAIN POWER CORP	09/10/19 solar accounts 8/8/19-9/9 09/10/2019D	210-41947.021 Electricity - Brownell	193.19	25211	09/27/19
07010	GREEN MOUNTAIN POWER CORP	09/10/19 solar accounts 8/8/19-9/9 09/10/2019D	210-43115.622 Electricity - St/Traffic	82.05	25211	09/27/19
07010	GREEN MOUNTAIN POWER CORP	09/10/19 solar accounts 8/8/19-9/9 09/10/2019D	210-43115.622 Electricity - St/Traffic	15.36	25211	09/27/19
07010	GREEN MOUNTAIN POWER CORP	09/10/19 solar accounts 8/8/19-9/9 09/10/2019D	210-41947.023 Electricity - Park St Sch	141.21	25211	09/27/19
07010	GREEN MOUNTAIN POWER CORP	09/10/19 MSP Power 50853241748C	210-41947.026 Electricity - Maple St	1688.71	25214	09/27/19
07010	GREEN MOUNTAIN POWER CORP	09/10/19 MSP Power 90443107223B	210-41947.026 Electricity - Maple St	65.98	25216	09/27/19
26330	LAKE CHAMPLAIN CHAMBER	09/01/19 LCRCC Dues - Renewals Vil ID	210-41335.811 ANNUAL SUPPORT OF ORGNIZA	825.00	25222	09/27/19
14025	LINCOLN NATIONAL LIFE INS	10/01/19 Life Premium Oct 2019 100119V	210-41320.210 HEALTH INS & OTHER BENEFI	138.63	25224	09/27/19
14025	LINCOLN NATIONAL LIFE INS	10/01/19 Life Premium Oct 2019 100119V	210-41510.210 Group Insurance	47.61	25224	09/27/19
14025	LINCOLN NATIONAL LIFE INS	10/01/19 Life Premium Oct 2019 100119V	210-43110.210 HEALTH INS & OTHER BENEFI	157.00	25224	09/27/19
14025	LINCOLN NATIONAL LIFE INS	10/01/19 Life Premium Oct 2019 100119V	210-43151.210 HEALTH INS & OTHER BENEFI	25.39	25224	09/27/19
14025	LINCOLN NATIONAL LIFE INS	10/01/19 Life Premium Oct 2019 100119V	210-45551.210 HEALTH INS & OTHER BENEFI	285.60	25224	09/27/19
14025	LINCOLN NATIONAL LIFE INS	10/01/19 Life Premium Oct 2019 100119V	210-41970.210 HEALTH INS & OTHER BENEFI	95.20	25224	09/27/19
14025	LINCOLN NATIONAL LIFE INS	10/01/19 Life Premium Oct 2019 100119V	210-45110.210 HEALTH INS & OTHER BENEFI	190.40	25224	09/27/19
14025	LINCOLN NATIONAL LIFE INS	10/01/19 Life Premium Oct 2019 100119V	210-45220.210 HEALTH INS & OTHER BENEFI	92.34	25224	09/27/19
25625	LOWE'S - 1080	09/02/19 EJRP Lowes Credit Card 4191080 0919	210-45220.610 SUPPLIES	80.00	25227	09/27/19
24960	NORTHEAST DELTA DENTAL	09/16/19 Dental Premium Oct 2019 100119V	210-41320.210 HEALTH INS & OTHER BENEFI	401.38	25236	09/27/19
24960	NORTHEAST DELTA DENTAL	09/16/19 Dental Premium Oct 2019 100119V	210-41510.210 Group Insurance	70.86	25236	09/27/19
24960	NORTHEAST DELTA DENTAL	09/16/19 Dental Premium Oct 2019 100119V	210-43110.210 HEALTH INS & OTHER BENEFI	358.29	25236	09/27/19
24960	NORTHEAST DELTA DENTAL	09/16/19 Dental Premium Oct 2019 100119V	210-43151.210 HEALTH INS & OTHER BENEFI	52.03	25236	09/27/19

09/27/19

10:52 am

Town of Essex / Village of EJ Accounts Payable

Page 3 of 9

Check Warrant Report # 17166 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 09/24/19 To 09/27/19 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24960	NORTHEAST DELTA DENTAL	09/16/19 Dental Premium Oct 2019 100119V	210-45551.210 HEALTH INS & OTHER BENEFIT	483.68	25236	09/27/19
24960	NORTHEAST DELTA DENTAL	09/16/19 Dental Premium Oct 2019 100119V	210-41970.210 HEALTH INS & OTHER BENEFIT	74.38	25236	09/27/19
24960	NORTHEAST DELTA DENTAL	09/16/19 Dental Premium Oct 2019 100119V	210-45110.210 HEALTH INS & OTHER BENEFIT	472.23	25236	09/27/19
24960	NORTHEAST DELTA DENTAL	09/16/19 Dental Premium Oct 2019 100119V	210-45220.210 HEALTH INS & OTHER BENEFIT	70.86	25236	09/27/19
24960	NORTHEAST DELTA DENTAL	09/16/19 Dental Premium Oct 2019 100119V	210-15109.000 EXCHANGE - COBRA	37.19	25236	09/27/19
24855	PETTY CASH - CAITLIN FAY	09/20/19 EJPB Reimbursement 092019D	210-45110.610 SUPPLIES	136.92	25242	09/27/19
24855	PETTY CASH - CAITLIN FAY	09/20/19 EJPB Reimbursement 092019D	210-45110.610 SUPPLIES	19.45	25242	09/27/19
29835	SHERWIN-WILLIAMS	09/16/19 MSP Paint aspire BLDG 07202	210-45220.434 MAINTENANCE-BUILDINGS/GRO	387.68	25254	09/27/19
29835	SHERWIN-WILLIAMS	09/23/19 paint supplies 1126-1	210-43110.610 SUPPLIES	11.43	25254	09/27/19
29835	SHERWIN-WILLIAMS	09/18/19 MSP Paint Aspire BLDG 79715	210-45220.434 MAINTENANCE-BUILDINGS/GRO	385.42	25254	09/27/19
29835	SHERWIN-WILLIAMS	09/23/19 PREM 3 FLX ANG J-KNF 8059-8	210-43110.610 SUPPLIES	6.99	25254	09/27/19
37680	TARRANT, GILLIES & RICHAR	08/31/19 8/28/2019 DPR Meeting wit #12828	210-41320.330 OTHER PROFESSIONAL SERVIC	196.88	25259	09/27/19
36130	VERIZON WIRELESS	08/19/19 phones 9836379999A	210-43110.530 Communications	195.81	25266	09/27/19
11935	VIKING-CIVES USA	09/19/19 repair street side gutter 4492038	210-43110.432 R&M Services - Vehicles	889.03	25268	09/27/19
25375	VISION SERVICE PLAN (CT)	09/19/19 Vision Premium Oct Villag 100119V	210-41320.210 HEALTH INS & OTHER BENEFIT	73.21	25270	09/27/19
25375	VISION SERVICE PLAN (CT)	09/19/19 Vision Premium Oct Villag 100119V	210-41510.210 Group Insurance	13.61	25270	09/27/19
25375	VISION SERVICE PLAN (CT)	09/19/19 Vision Premium Oct Villag 100119V	210-43110.210 HEALTH INS & OTHER BENEFIT	67.94	25270	09/27/19
25375	VISION SERVICE PLAN (CT)	09/19/19 Vision Premium Oct Villag 100119V	210-43151.210 HEALTH INS & OTHER BENEFIT	10.01	25270	09/27/19
25375	VISION SERVICE PLAN (CT)	09/19/19 Vision Premium Oct Villag 100119V	210-45551.210 HEALTH INS & OTHER BENEFIT	94.78	25270	09/27/19
25375	VISION SERVICE PLAN (CT)	09/19/19 Vision Premium Oct Villag 100119V	210-41970.210 HEALTH INS & OTHER BENEFIT	18.76	25270	09/27/19
25375	VISION SERVICE PLAN (CT)	09/19/19 Vision Premium Oct Villag 100119V	210-45110.210 HEALTH INS & OTHER BENEFIT	86.81	25270	09/27/19
25375	VISION SERVICE PLAN (CT)	09/19/19 Vision Premium Oct Villag 100119V	210-45220.210 HEALTH INS & OTHER BENEFIT	13.61	25270	09/27/19
V10238	VT AIR TESTING SVC	09/11/19 cve PETTYBREAKERS CONCERT #474	210-15101.000 EXCHANGE - GENERAL	515.00	25271	09/27/19
V10238	VT AIR TESTING SVC	09/14/19 CVE Figure 8 Race #475	210-15101.000 EXCHANGE - GENERAL	515.00	25271	09/27/19
V10238	VT AIR TESTING SVC	09/14/19 CVE Demolition Derby #476	210-15101.000 EXCHANGE - GENERAL	590.00	25271	09/27/19

09/27/19

Town of Essex / Village of EJ Accounts Payable

Page 4 of 9

10:52 am

Check Warrant Report # 17166 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 09/24/19 To 09/27/19 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
V10238	VT AIR TESTING SVC	09/14/19 CVE Big Rich Concert #477	210-15101.000 EXCHANGE - GENERAL	590.00	25271	09/27/19
V10238	VT AIR TESTING SVC	09/14/19 CVE Benatar Etheridge Con #478	210-15101.000 EXCHANGE - GENERAL	590.00	25271	09/27/19
V10238	VT AIR TESTING SVC	09/14/19 CVE Derulo Concert #479	210-15101.000 EXCHANGE - GENERAL	590.00	25271	09/27/19
30210	VT LEAGUE OF CITIES & TOW	09/23/19 insurance deductible - Co 20191011-G01	210-43110.573 ACCIDENT CLAIMS	391.17	25275	09/27/19
07565	W B MASON CO INC	09/10/19 Maint floor waxing Suppli 202735743	210-45220.610 SUPPLIES	403.86	25278	09/27/19
07565	W B MASON CO INC	09/11/19 Vacuum Bags 202772610	210-45220.610 SUPPLIES	27.98	25278	09/27/19
07565	W B MASON CO INC	09/11/19 Vacuum Bags 202772650	210-45220.610 SUPPLIES	55.96	25278	09/27/19
23000	WHITCOMB	09/10/19 stone 00702041	210-43120.610 Summer Const - Supplies	399.52	25279	09/27/19
V9941	BUSINESSCARD SERVICES	08/07/19 MC CR RETURNED TABLE 090619 H	222-46802.001 LINCOLN HALL MAINT	-153.99	25173	09/27/19
25190	A C MOORE ARTS & CRAFTS A	09/14/19 Senior Center Art Supplie 091419D	225-45122.614 PROGRAM EXPENSES	56.57	25157	09/27/19
V9941	BUSINESSCARD SERVICES	08/21/19 MC Sr Ctr Dominos 090619 D	225-45122.801 Donation Expense	196.17	25173	09/27/19
V9941	BUSINESSCARD SERVICES	09/04/19 MC Sr Ctr Luncheon 090619 J	225-45122.813 Meal Site Outing Exp	158.88	25173	09/27/19
V9941	BUSINESSCARD SERVICES	09/05/19 MC Sr Ctr Knit Simple Sub 090619 L	225-45122.614 PROGRAM EXPENSES	22.97	25173	09/27/19
V9941	BUSINESSCARD SERVICES	08/28/19 MC Sr Ctr Dominos 090619 i	225-45122.812 MEAL SITE EXPENSES	36.12	25173	09/27/19
V9941	BUSINESSCARD SERVICES	09/04/19 MC Sr Ctr Subscription 090619 k	225-45122.614 PROGRAM EXPENSES	21.95	25173	09/27/19
21760	FIRST NATIONAL BANK OMAHA	07/24/19 EPR FY 20 Credit Card 0492 819	225-45122.812 MEAL SITE EXPENSES	10.47	5285601	09/27/19
21760	FIRST NATIONAL BANK OMAHA	07/24/19 EPR FY 20 Credit Card 0492 819	225-45122.610 OPERATIONAL SUPP/EXP	12.44	5285601	09/27/19
21760	FIRST NATIONAL BANK OMAHA	07/24/19 FY 19 EPR Credit Card 07/24/19	225-45122.810 TRIP EXPENSES	537.66	5285601	09/27/19
42665	AMAZON/SYNCB	08/10/19 EJRP Amazon Supplies 0432266 819	226-45124.610 SUPPLIES	38.45	25162	09/27/19
42665	AMAZON/SYNCB	08/10/19 EJRP Amazon Supplies 0432266 819	226-45115.610 SUPPLIES	12.45	25162	09/27/19
42665	AMAZON/SYNCB	08/10/19 EJRP Amazon Supplies 0432266 819	226-45122.610 Supplies	29.98	25162	09/27/19
42665	AMAZON/SYNCB	08/10/19 EJRP Amazon Supplies 0432266 819	226-45122.610 Supplies	9.99	25162	09/27/19
42665	AMAZON/SYNCB	08/10/19 EJRP Amazon Supplies 0432266 819	226-45122.610 Supplies	99.75	25162	09/27/19
42665	AMAZON/SYNCB	08/10/19 EJRP Amazon Supplies 0432266 819	226-45115.610 SUPPLIES	36.00	25162	09/27/19
42665	AMAZON/SYNCB	08/10/19 EJRP Amazon Supplies 0432266 819	226-45122.610 Supplies	140.22	25162	09/27/19

09/27/19

10:52 am

Town of Essex / Village of EJ Accounts Payable

Page 5 of 9

Check Warrant Report # 17166 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 09/24/19 To 09/27/19 & Fund 2

Vendor		Invoice	Invoice Description	Account	Amount	Check	Check
		Date	Invoice Number		Paid	Number	Date
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45124.610	66.62	25162	09/27/19
			0432266 819	SUPPLIES			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45121.610	5.49	25162	09/27/19
			0432266 819	SUPPLIES			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45124.610	12.58	25162	09/27/19
			0432266 819	SUPPLIES			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45124.610	22.54	25162	09/27/19
			0432266 819	SUPPLIES			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45122.610	26.94	25162	09/27/19
			0432266 819	Supplies			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45121.610	98.84	25162	09/27/19
			0432266 819	SUPPLIES			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45122.610	19.57	25162	09/27/19
			0432266 819	Supplies			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45122.610	80.70	25162	09/27/19
			0432266 819	Supplies			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45122.610	35.46	25162	09/27/19
			0432266 819	Supplies			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45122.610	6.97	25162	09/27/19
			0432266 819	Supplies			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45122.610	17.98	25162	09/27/19
			0432266 819	Supplies			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45122.610	88.69	25162	09/27/19
			0432266 819	Supplies			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45121.610	81.19	25162	09/27/19
			0432266 819	SUPPLIES			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45122.610	23.49	25162	09/27/19
			0432266 819	Supplies			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45122.610	14.31	25162	09/27/19
			0432266 819	Supplies			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45122.610	13.99	25162	09/27/19
			0432266 819	Supplies			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45122.610	19.99	25162	09/27/19
			0432266 819	Supplies			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45124.610	32.48	25162	09/27/19
			0432266 819	SUPPLIES			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45115.610	71.65	25162	09/27/19
			0432266 819	SUPPLIES			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45124.610	46.57	25162	09/27/19
			0432266 819	SUPPLIES			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45115.610	19.96	25162	09/27/19
			0432266 819	SUPPLIES			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45122.610	19.09	25162	09/27/19
			0432266 819	Supplies			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45122.610	40.48	25162	09/27/19
			0432266 819	Supplies			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45122.610	29.88	25162	09/27/19
			0432266 819	Supplies			
42665	AMAZON/SYNCB	08/10/19	EJRP Amazon Supplies	226-45122.610	12.49	25162	09/27/19
			0432266 819	Supplies			

09/27/19

10:52 am

Town of Essex / Village of EJ Accounts Payable

Page 6 of 9

Check Warrant Report # 17166 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 09/24/19 To 09/27/19 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
42665	AMAZON/SYNCB	08/10/19 EJRP Amazon Supplies 0432266 819	226-45124.610 SUPPLIES	27.98	25162	09/27/19
42665	AMAZON/SYNCB	08/10/19 EJRP Amazon Supplies 0432266 819	226-45122.610 Supplies	30.84	25162	09/27/19
42665	AMAZON/SYNCB	08/10/19 EJRP Amazon Supplies 0432266 819	226-45122.610 Supplies	133.05	25162	09/27/19
42665	AMAZON/SYNCB	08/10/19 EJRP Amazon Supplies 0432266 819	226-45121.610 SUPPLIES	7.98	25162	09/27/19
42665	AMAZON/SYNCB	08/10/19 EJRP Amazon Supplies 0432266 819	226-45121.610 SUPPLIES	69.16	25162	09/27/19
42665	AMAZON/SYNCB	08/10/19 EJRP Amazon Supplies 0432266 819	226-45122.610 Supplies	-19.99	25162	09/27/19
12370	CHILD CARE RESOURCE	09/19/19 CCR Seminars Village Kids 091919D	226-45120.330 OTHER PROFESSIONAL SVCS	830.00	25178	09/27/19
12370	CHILD CARE RESOURCE	09/19/19 CCR Seminar Crystal Hendr 091919DA	226-45121.330 OTHER PROFESSIONAL SVCS	130.00	25178	09/27/19
25590	FUN EXPRESS LLC	09/11/19 Const Junction Event 69799781101	226-45115.610 SUPPLIES	222.90	25203	09/27/19
14025	LINCOLN NATIONAL LIFE INS	10/01/19 Life Premium Oct 2019 100119V	226-45120.210 HEALTH INS & OTHER BENEFI	330.56	25224	09/27/19
14025	LINCOLN NATIONAL LIFE INS	10/01/19 Life Premium Oct 2019 100119V	226-45121.210 HEALTH INS & OTHER BENEFI	184.46	25224	09/27/19
14025	LINCOLN NATIONAL LIFE INS	10/01/19 Life Premium Oct 2019 100119V	226-45110.210 HEALTH INS & OTHER BENEFI	47.60	25224	09/27/19
25625	LOWE'S - 1080	09/02/19 EJRP Lowes Credit Card 4191080 0919	226-45122.610 Supplies	17.44	25227	09/27/19
24960	NORTHEAST DELTA DENTAL	09/16/19 Dental Premium Oct 2019 100119V	226-45120.210 HEALTH INS & OTHER BENEFI	294.00	25236	09/27/19
24960	NORTHEAST DELTA DENTAL	09/16/19 Dental Premium Oct 2019 100119V	226-45121.210 HEALTH INS & OTHER BENEFI	341.96	25236	09/27/19
24960	NORTHEAST DELTA DENTAL	09/16/19 Dental Premium Oct 2019 100119V	226-45110.210 HEALTH INS & OTHER BENEFI	37.19	25236	09/27/19
24855	PETTY CASH - CAITLIN FAY	09/20/19 EJRP Reimbursement 092019D	226-45120.610 SUPPLIES	36.95	25242	09/27/19
24855	PETTY CASH - CAITLIN FAY	09/20/19 EJRP Reimbursement 092019D	226-45120.330 OTHER PROFESSIONAL SVCS	24.00	25242	09/27/19
24855	PETTY CASH - CAITLIN FAY	09/20/19 EJRP Reimbursement 092019D	226-45121.580 TRAVEL	108.00	25242	09/27/19
24855	PETTY CASH - CAITLIN FAY	09/20/19 EJRP Reimbursement 092019D	226-45120.610 SUPPLIES	18.20	25242	09/27/19
24855	PETTY CASH - CAITLIN FAY	09/20/19 EJRP Reimbursement 092019D	226-45121.580 TRAVEL	24.95	25242	09/27/19
24830	REINHART FOODSERVICE	09/11/19 VK Fleming Snack 215928	226-45120.610 SUPPLIES	165.81	25245	09/27/19
24830	REINHART FOODSERVICE	09/11/19 VK Fleming Snack 216858	226-45120.610 SUPPLIES	71.58	25245	09/27/19
24830	REINHART FOODSERVICE	09/16/19 VK Hiawatha Snack 219576	226-45120.610 SUPPLIES	110.36	25245	09/27/19
24830	REINHART FOODSERVICE	09/17/19 VK MSP Snack 220657	226-45120.610 SUPPLIES	35.94	25245	09/27/19

09/27/19

Town of Essex / Village of EJ Accounts Payable

Page 7 of 9

10:52 am

Check Warrant Report # 17166 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 09/24/19 To 09/27/19 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24830	REINHART FOODSERVICE	09/16/19 VK Summit Snack	226-45120.610	200.31	25245	09/27/19
		221130	SUPPLIES			
24830	REINHART FOODSERVICE	09/17/19 VK MSP Snack	226-45120.610	96.30	25245	09/27/19
		221641	SUPPLIES			
24830	REINHART FOODSERVICE	09/18/19 VK Fleming Snack	226-45120.610	87.09	25245	09/27/19
		222741	SUPPLIES			
24830	REINHART FOODSERVICE	09/18/19 VK Fleming Snack	226-45120.610	45.32	25245	09/27/19
		222746	SUPPLIES			
10435	SCREENMYLOGO.COM	09/10/19 Thursday Bball League Shi	226-45115.610	235.00	25253	09/27/19
		17574	SUPPLIES			
25315	VESPA'S PIZZA PASTA & DEL	08/09/19 Training Food	226-45122.610	110.00	25267	09/27/19
		080919D	Supplies			
25375	VISION SERVICE PLAN (CT)	09/19/19 Vision Premium Oct Villag	226-45120.210	60.51	25270	09/27/19
		100119V	HEALTH INS & OTHER BENEFIT			
25375	VISION SERVICE PLAN (CT)	09/19/19 Vision Premium Oct Villag	226-45121.210	67.56	25270	09/27/19
		100119V	HEALTH INS & OTHER BENEFIT			
25375	VISION SERVICE PLAN (CT)	09/19/19 Vision Premium Oct Villag	226-45110.210	9.38	25270	09/27/19
		100119V	HEALTH INS & OTHER BENEFIT			
17690	CV PROPERTIES INC	07/29/19 ROW Crescent St connector	230-46801.008	262050.00	25155	09/24/19
		072919D	CRESCENT CONNECTOR			
17870	16 MAPLE ST LLC	09/16/19 Crescent Connector Waiver	230-46801.008	12600.00	25156	09/27/19
		9	CRESCENT CONNECTOR			
17875	BSA MANAGEMENT INC	09/16/19 Crescent Connector Waiver	230-46801.008	1050.00	25171	09/27/19
		14	CRESCENT CONNECTOR			
V9527	LANDSHAPES	09/03/19 FAIRVIEW STORMWATER IMPRO	230-46801.715	80736.45	25223	09/27/19
		2019-080	Fairview Main St ERP			
07010	GREEN MOUNTAIN POWER CORP	09/13/19 electricity 8/13-9/12	254-43200.622	48.85	25209	09/27/19
		02062000001C	ELECTRICAL SERVICE			
14025	LINCOLN NATIONAL LIFE INS	10/01/19 Life Premium Oct 2019	254-43200.210	118.34	25224	09/27/19
		100119V	HEALTH INS & OTHER BENEFIT			
24960	NORTHEAST DELTA DENTAL	09/16/19 Dental Premium Oct 2019	254-43200.210	261.89	25236	09/27/19
		100119V	HEALTH INS & OTHER BENEFIT			
38760	TI-SALES INC	09/16/19 meters	254-43330.002	957.00	25260	09/27/19
		0110087	METER REPLACEMENT PROGRAM			
36130	VERIZON WIRELESS	08/19/19 phones	254-43200.535	180.90	25266	09/27/19
		9836379999A	TELEPHONE SERVICES			
25375	VISION SERVICE PLAN (CT)	09/19/19 Vision Premium Oct Villag	254-43200.210	48.71	25270	09/27/19
		100119V	HEALTH INS & OTHER BENEFIT			
05290	ADVANCE AUTO PARTS	09/18/19 OIL 10W30 1 QTCQOIL 81300	255-43200.626	55.08	25159	09/27/19
		926135221	GAS, GREASE AND OIL			
42625	ALDRICH & ELLIOTT PC	09/06/19 7/28-8/31/19 professional	255-43330.015	891.68	25161	09/27/19
		78615	Primary Digester Block Re			
42625	ALDRICH & ELLIOTT PC	09/06/19 7/28-8/31/19 professional	255-43330.016	388.12	25161	09/27/19
		78615	Flow EQ Digester Reseal			
V10033	AQUA SOLUTIONS INC	09/16/19 Seepex Model #MD 003-12 w	255-43330.012	6676.59	25163	09/27/19
		IN-19-144	ALKALINITY CNTRL INSTALLA			
17930	CATAMOUNT CONCRETE CUTTING	09/17/19 removed a 12'-0 x 3'-0 x	255-43330.012	3472.00	25174	09/27/19
		091619-2	ALKALINITY CNTRL INSTALLA			
V9533	CCP INDUSTRIES	09/13/19 FLANNEL, RECLAIMED 50# SW	255-43200.570	212.98	25175	09/27/19
		02389937	MAINTENANCE OTHER			

09/27/19

Town of Essex / Village of EJ Accounts Payable

Page 8 of 9

10:52 am

Check Warrant Report # 17166 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 09/24/19 To 09/27/19 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
17960	EASTERN RELIABILITY	09/23/19 POLYPROPYLENE CONSTRUCTIO	255-43330.012	14800.00	25186	09/27/19
		91	ALKALINITY CNTRL INSTALLA			
06870	ENDYNE INC	09/18/19 Weekly TKN	255-43200.577	25.00	25187	09/27/19
		310303	CONTRACT LABORATORY SERVI			
06870	ENDYNE INC	09/19/19 Effluent Metals	255-43200.577	63.00	25187	09/27/19
		310474	CONTRACT LABORATORY SERVI			
06870	ENDYNE INC	09/20/19 Sludge Holding 1 liquid	255-43200.577	565.00	25187	09/27/19
		310721	CONTRACT LABORATORY SERVI			
06870	ENDYNE INC	09/24/19 SHT NY Bi-Monthly	255-43200.577	297.00	25187	09/27/19
		310868	CONTRACT LABORATORY SERVI			
21740	FIRST NATIONAL BANK OMAHA	09/16/19 various	255-43200.570	1039.11	25197	09/27/19
		09/16/2019D	MAINTENANCE OTHER			
21740	FIRST NATIONAL BANK OMAHA	09/16/19 various	255-43200.500	327.17	25197	09/27/19
		09/16/2019D	TRAINING, CONFERENCES, DU			
21740	FIRST NATIONAL BANK OMAHA	09/16/19 various	255-43200.610	208.04	25197	09/27/19
		09/16/2019D	SUPPLIES			
07010	GREEN MOUNTAIN POWER CORP	08/19/19 electricity 7//19/19-8/19	255-43200.622	10954.94	25208	09/27/19
		01324000007B	ELECTRICAL SERVICE			
14025	LINCOLN NATIONAL LIFE INS	10/01/19 Life Premium Oct 2019	255-43200.210	245.25	25224	09/27/19
		100119V	HEALTH INS & OTHER BENEFI			
V6590	NORTHEAST AIR SOLUTIONS	09/19/19 16X20X2 MERV 8 PLEATED FI	255-43200.570	105.84	25234	09/27/19
		S100133826	MAINTENANCE OTHER			
24960	NORTHEAST DELTA DENTAL	09/16/19 Dental Premium Oct 2019	255-43200.210	517.07	25236	09/27/19
		100119V	HEALTH INS & OTHER BENEFI			
12160	PEOPLES UNITED BANK	09/13/19 WWTF Upgrade	255-22501.002	564510.21	25241	09/27/19
		RF1-148 FY20	CWSRF LOAN RF1-148			
12160	PEOPLES UNITED BANK	09/13/19 WWTF Upgrade	255-43330.007	225940.37	25241	09/27/19
		RF1-148 FY20	CWSRF RF1-148 ADMIN FEE			
11555	RUSSELL RESOURCES INC	09/18/19 EVAP FAN MOTOR FOR QCEC S	255-43200.570	751.77	25248	09/27/19
		193878	MAINTENANCE OTHER			
V2093	SLACK CHEMICAL COMPANY IN	09/11/19 2,600 Gallons Sodium Bisu	255-43200.619	3854.80	25256	09/27/19
		391788	CHEMICALS			
23855	SOUTHWORTH-MILTON, INC.	09/18/19 oil sample kits	255-43200.570	235.44	25257	09/27/19
		09/18/2019	MAINTENANCE OTHER			
43260	ULINE	09/16/19 PLT RACK CROSS BAR FOR 48	255-43200.570	159.41	25263	09/27/19
		112386645	MAINTENANCE OTHER			
00710	UPS STORE	09/06/19 return "Tango" Ind Scie	255-43200.610	25.36	25265	09/27/19
		53817888215	SUPPLIES			
25375	VISION SERVICE PLAN (CT)	09/19/19 Vision Premium Oct Villag	255-43200.210	96.96	25270	09/27/19
		100119V	HEALTH INS & OTHER BENEFI			
24375	AIR COMPRESSOR ENGINEERIN	11/15/18 PUMP, 240LBARE	256-43200.434	4276.60	25160	09/27/19
		0031756	PUMP STATION MAINTENANCE			
26290	CHAMPLIN ASSOC. INC.	09/04/19 LC150 Pump Controller spa	256-43330.011	2060.80	25177	09/27/19
		1139	West St Control Cabinet			
26290	CHAMPLIN ASSOC. INC.	09/04/19 LC150 Pump Controller spa	256-43330.012	2060.80	25177	09/27/19
		1139	SW St PS Control Cabinet			
26290	CHAMPLIN ASSOC. INC.	09/04/19 LC150 Pump Controller spa	256-43220.001	576.26	25177	09/27/19
		1139	SUSIE WILSON PS COSTS			
26290	CHAMPLIN ASSOC. INC.	09/04/19 LC150 Pump Controller spa	256-43220.002	576.26	25177	09/27/19
		1139	WEST ST PS COSTS			

09/27/19

Town of Essex / Village of EJ Accounts Payable

Page 9 of 9

10:52 am

Check Warrant Report # 17166 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 09/24/19 To 09/27/19 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
07010	GREEN MOUNTAIN POWER CORP	09/13/19 electricity 8/13-9/12	256-43200.622	334.32	25209	09/27/19
		02062000001C	ELECTRICAL SERVICE			
07010	GREEN MOUNTAIN POWER CORP	09/10/19 solar accounts 8/8/19-9/9	256-43200.622	86.20	25211	09/27/19
		09/10/2019D	ELECTRICAL SERVICE			
07010	GREEN MOUNTAIN POWER CORP	09/10/19 solar accounts 8/8/19-9/9	256-43220.001	44.41	25211	09/27/19
		09/10/2019D	SUSIE WILSON PS COSTS			
07010	GREEN MOUNTAIN POWER CORP	09/10/19 solar accounts 8/8/19-9/9	256-43220.002	56.98	25211	09/27/19
		09/10/2019D	WEST ST PS COSTS			
14025	LINCOLN NATIONAL LIFE INS	10/01/19 Life Premium Oct 2019	256-43200.210	111.60	25224	09/27/19
		100119V	HEALTH INS & OTHER BENEFI			
24960	NORTHEAST DELTA DENTAL	09/16/19 Dental Premium Oct 2019	256-43200.210	175.92	25236	09/27/19
		100119V	HEALTH INS & OTHER BENEFI			
38760	TI-SALES INC	09/16/19 meters	256-43330.002	1914.00	25260	09/27/19
		0110087	METER REPLACEMENT PROGRAM			
25375	VISION SERVICE PLAN (CT)	09/19/19 Vision Premium Oct Villag	256-43200.210	33.98	25270	09/27/19
		100119V	HEALTH INS & OTHER BENEFI			
06185	CHAMPLAIN VALLEY EXPOSITI	09/23/19 Noise Escrow Interest	275-22904.001	14.13	25176	09/27/19
		092319D	LIABI TO CVE(NOISE ESCROW			
Report Total				1250343.31		

10/04/19

Town of Essex / Village of EJ Accounts Payable

Page 1 of 5

12:06 pm

Check Warrant Report # 17167 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 10/04/19 To 10/04/19 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
05290	ADVANCE AUTO PARTS	09/26/19	various shop supplies 552926935635	210-43110.610 SUPPLIES	124.84	25281	10/04/19
07305	AIRGAS USA LLC	09/23/19	plasma cutter 9093294551	210-43110.891 CAPITAL OUTLAY	2934.06	25283	10/04/19
00530	BRODART CO	09/09/19	BOOKS B5755487	210-49345.000 LIBRARY DONATION EXPENDIT	16.43	25290	10/04/19
00530	BRODART CO	09/12/19	BOOKS B5758212	210-49345.000 LIBRARY DONATION EXPENDIT	15.92	25290	10/04/19
00530	BRODART CO	09/13/19	BOOKS B5759985	210-45551.640 ADULT COLLECTION-PRINT &	153.00	25290	10/04/19
00530	BRODART CO	09/16/19	BOOKS B5761747	210-49345.000 LIBRARY DONATION EXPENDIT	15.92	25290	10/04/19
00530	BRODART CO	09/19/19	BOOKS B5765985	210-45551.640 ADULT COLLECTION-PRINT &	14.57	25290	10/04/19
00530	BRODART CO	09/19/19	BOOKS B5765985	210-45551.610 SUPPLIES	0.80	25290	10/04/19
00530	BRODART CO	09/20/19	BOOKS B5767382	210-45551.640 ADULT COLLECTION-PRINT &	14.57	25290	10/04/19
00530	BRODART CO	09/20/19	BOOKS B5767382	210-45551.610 SUPPLIES	0.80	25290	10/04/19
00530	BRODART CO	09/20/19	BOOKS B5767667	210-45551.640 ADULT COLLECTION-PRINT &	15.65	25290	10/04/19
00530	BRODART CO	09/20/19	BOOKS B5767667	210-45551.610 SUPPLIES	0.80	25290	10/04/19
04940	COMCAST	09/19/19	Internet Village office 0136343 919	210-33582.005 Town contribution other	-151.85	25300	10/04/19
04940	COMCAST	09/19/19	Internet Village office 0136343 919	210-41945.020 Telephone - 2 Lincoln St	151.85	25300	10/04/19
06240	CULTIVATED CONTENT & MARK	09/19/19	Communications Services 1003	210-45110.330 OTHER PROFESSIONAL SVCS	1083.50	25303	10/04/19
24305	DEMCO INC	09/09/19	SHELVING 6677099	210-41942.021 R&M Bldg - Brownell	980.30	25306	10/04/19
25715	DONALD L. HAMLIN CONSULT	09/19/19	Engineering Fees August 2 091919 16-82	210-15102.000 EXCHANGE - ENGI/LEGAL	201.41	25307	10/04/19
25715	DONALD L. HAMLIN CONSULT	09/19/19	Engineering Fees August 2 091919 19-80	210-15102.000 EXCHANGE - ENGI/LEGAL	259.00	25307	10/04/19
25715	DONALD L. HAMLIN CONSULT	09/19/19	Engineering fees for Augu 091919 19-8A	210-15102.000 EXCHANGE - ENGI/LEGAL	777.00	25307	10/04/19
V10576	ECOPIXEL LLC	10/01/19	Web hosting, support 2687	210-41320.530 COMMUNICATIONS	129.00	25310	10/04/19
01010	ESSEX AGWAY	09/27/19	STRAW AND SEED 329355	210-43120.610 Summer Const - Supplies	101.68	25312	10/04/19
25390	FIRST NATIONAL BANK OMAHA	09/18/19	EJRP Credit Card 5750 919	210-45110.610 SUPPLIES	230.34	25317	10/04/19
25390	FIRST NATIONAL BANK OMAHA	09/18/19	EJRP Credit Card 5750 919	210-45110.550 PRINTING & ADVERTISING	24.00	25317	10/04/19
25390	FIRST NATIONAL BANK OMAHA	09/18/19	EJRP Credit Card 5750 919	210-45110.550 PRINTING & ADVERTISING	12.79	25317	10/04/19
25390	FIRST NATIONAL BANK OMAHA	09/18/19	EJRP Credit Card 5750 919	210-45110.340 COMPUTER EXPENSES	160.00	25317	10/04/19

10/04/19

12:06 pm

Town of Essex / Village of EJ Accounts Payable

Page 2 of 5

Check Warrant Report # 17167 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 10/04/19 To 10/04/19 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
25390	FIRST NATIONAL BANK OMAHA	09/18/19 EJRP Credit Card	210-45110.340	173.21	25317	10/04/19
		5750 919	COMPUTER EXPENSES			
21845	FIRST NATIONAL BANK OMAHA	09/18/19 VARIOUS	210-45551.610	319.00	25318	10/04/19
		00179182019	SUPPLIES			
21845	FIRST NATIONAL BANK OMAHA	09/18/19 VARIOUS	210-45551.837	9.82	25318	10/04/19
		00179182019	CHILDRENS PROGRAMS			
21845	FIRST NATIONAL BANK OMAHA	09/18/19 VARIOUS	210-45551.530	90.00	25318	10/04/19
		00179182019	TECHNOLOGY ACCESS			
21845	FIRST NATIONAL BANK OMAHA	09/18/19 VARIOUS	210-45551.500	150.00	25318	10/04/19
		00179182019	TRAINING, CONFERENCES, DU			
21840	FIRST NATIONAL BANK OMAHA	09/16/19 visa dropbox	210-43110.610	119.88	25320	10/04/19
		09/16/2019D	SUPPLIES			
V10347	J.C. EHRLICH	09/12/19 COMMERCIAL PEST RODENT MA	210-41942.020	105.00	25335	10/04/19
		4134630	R&M Bldg - 2 Lincoln St			
V10347	J.C. EHRLICH	09/12/19 RESIDENTIAL CORRECTIVE GE	210-41942.020	315.00	25335	10/04/19
		4134631	R&M Bldg - 2 Lincoln St			
14785	OFFICE ENVIRONMENTS INC	09/12/19 Folding conference table	210-41949.020	553.53	25344	10/04/19
		214374	Capital Outlay - 2 Lincol			
24100	PERMA-LINE CORP OF NEW EN	09/25/19 parking only sign	210-43120.610	90.50	25346	10/04/19
		176466	Summer Const - Supplies			
25140	PIKE INDUSTRIES INC	09/20/19 asphalt	210-43120.610	1728.00	25349	10/04/19
		1049829	Summer Const - Supplies			
25140	PIKE INDUSTRIES INC	09/27/19 Asphalt	210-43120.610	961.76	25349	10/04/19
		1051013	Summer Const - Supplies			
25140	PIKE INDUSTRIES INC	09/30/19 Asphalt	210-43120.610	255.36	25349	10/04/19
		1052341	Summer Const - Supplies			
24775	ROBERGE & SONS MOWING INC	09/20/19 mowing	210-43125.570	935.00	25351	10/04/19
		787060	CONTRACT SERVICES			
37965	S D IRELAND CONCRETE	09/24/19 Dunbar Drive cement	210-43124.570	280.50	25354	10/04/19
		79020	Sidewalk and Curb Mainten			
26250	SCOTT'S LINE STRIPING, IN	09/22/19 25 Gallons of Paint	210-43123.730	387.50	25356	10/04/19
		19085	Traffic Control			
29835	SHERWIN-WILLIAMS	09/20/19 brushes	210-43110.610	10.24	25358	10/04/19
		0961-2	SUPPLIES			
29835	SHERWIN-WILLIAMS	09/25/19 BRUSH 2" TRIM BARGAI	210-43110.610	16.53	25358	10/04/19
		1251-7	SUPPLIES			
29835	SHERWIN-WILLIAMS	09/27/19 BRUSH 2" TRIM BARGAI	210-43110.610	13.23	25358	10/04/19
		8135-6	SUPPLIES			
V2124	STAPLES ADVANTAGE	09/28/19 various supplies	210-45551.610	225.10	25361	10/04/19
		3426153864	SUPPLIES			
17540	THE JANITORS	07/28/19 MSP Cleaning Service	210-41943.026	3873.99	25362	10/04/19
		1138	Contractual Svcs - Maple			
17540	THE JANITORS	08/31/19 MSP Cleaning August	210-41943.026	3493.17	25362	10/04/19
		1200	Contractual Svcs - Maple			
12890	U S BANK	09/15/19 Bond Payments	210-47217.000	2842.88	25364	10/04/19
		VMBESS79 11	EJRP INTEREST			
12890	U S BANK	09/15/19 Bond Payments	210-47117.000	105000.00	25364	10/04/19
		VMBESS79 11	EJRP PRINCIPAL			
12890	U S BANK	09/15/19 Bond Payments	210-47116.000	135135.00	25364	10/04/19
		VMBESS79 11	CAPITAL IMP PRINCIPAL			

10/04/19

12:06 pm

Town of Essex / Village of EJ Accounts Payable

Page 3 of 5

Check Warrant Report # 17167 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01(GENERAL FUND) All check #s 10/04/19 To 10/04/19 & Fund 2

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
12890	U S BANK	09/15/19 Bond Payments	210-47216.000	35978.28	25364	10/04/19
		VMBESS79 11	CAPITAL IMP - INTEREST			
36130	VERIZON WIRELESS	09/19/19 I pads and I phones	210-43110.530	195.81	25365	10/04/19
		9838386026	Communications			
29825	VT GAS SYSTEMS	09/23/19 gas	210-41948.021	108.56	25371	10/04/19
		19046	Natural Gas - Brownell			
29825	VT GAS SYSTEMS	09/23/19 gas	210-41948.020	73.06	25371	10/04/19
		19046	Natural Gas - 2 Lincoln			
29825	VT GAS SYSTEMS	09/23/19 gas	210-43110.623	68.16	25371	10/04/19
		19046	HEATING/NATURAL GAS			
29825	VT GAS SYSTEMS	09/23/19 gas	210-41948.023	92.76	25371	10/04/19
		19046	Natural Gas - Park St Sch			
29825	VT GAS SYSTEMS	09/23/19 gas	210-41948.022	46.92	25371	10/04/19
		19046	Natural Gas - Fire Statio			
07565	W B MASON CO INC	09/09/19 Office Supplies	210-45110.610	171.10	25377	10/04/19
		202689845	SUPPLIES			
V1165	INTERNAL REVENUE SERVICE	10/02/19 Village 3rd party Sept 19	210-45110.220	157.37	13041919	10/04/19
		10020166	SOCIAL SECURITY			
21850	BOUCHER CLEANING SERVICES	09/30/19 Senior Center Cleaning	225-45122.610	250.00	25289	10/04/19
		540	OPERATIONAL SUPP/EXP			
01930	CENTER FOR TECHNOLOGY	09/11/19 Senior Center Soup Sandw	225-45122.812	58.00	25293	10/04/19
		332885	MEAL SITE EXPENSES			
31545	COSTCO #314	09/25/19 Senior Center Meal	225-45122.812	60.00	25302	10/04/19
		092519D	MEAL SITE EXPENSES			
31545	COSTCO #314	09/25/19 Senior Center Meal	225-45122.610	10.99	25302	10/04/19
		092519D	OPERATIONAL SUPP/EXP			
04330	EWSD CHILD NUTRITION	09/20/19 Senior Center Lunch EMS 9	225-45122.813	72.00	25314	10/04/19
		092019D	Meal Site Outing Exp			
21570	PETTY CASH - NICOLE MONE	09/18/19 Sr Ctr Petty Cash Reimburs	225-45122.801	69.08	25348	10/04/19
		091819D	Donation Expense			
21570	PETTY CASH - NICOLE MONE	09/18/19 Sr Ctr Petty Cash Reimburs	225-45122.801	15.90	25348	10/04/19
		091819D	Donation Expense			
07565	W B MASON CO INC	09/27/19 Senior Ctr Supplies	225-45122.610	73.88	25377	10/04/19
		S095779907	OPERATIONAL SUPP/EXP			
27590	CATAMOUNT COLOR (OFFSET H	09/12/19 Fall Brochure Printing	226-45110.550	1849.50	25292	10/04/19
		61098	PRINTING & ADVERTISING			
27590	CATAMOUNT COLOR (OFFSET H	09/17/19 Fall Brochure Prep for Ma	226-45110.550	140.00	25292	10/04/19
		761098	PRINTING & ADVERTISING			
25390	FIRST NATIONAL BANK OMAHA	09/18/19 EJP Credit Card	226-45120.610	16.16	25317	10/04/19
		5750 919	SUPPLIES			
25390	FIRST NATIONAL BANK OMAHA	09/18/19 EJP Credit Card	226-45121.610	175.61	25317	10/04/19
		5750 919	SUPPLIES			
25390	FIRST NATIONAL BANK OMAHA	09/18/19 EJP Credit Card	226-45115.330	140.00	25317	10/04/19
		5750 919	OTHER PROFESSIONAL SVCS			
25390	FIRST NATIONAL BANK OMAHA	09/18/19 EJP Credit Card	226-45122.580	213.60	25317	10/04/19
		5750 919	TRAVEL			
25390	FIRST NATIONAL BANK OMAHA	09/18/19 EJP Credit Card	226-45110.536	110.00	25317	10/04/19
		5750 919	POSTAGE			
25390	FIRST NATIONAL BANK OMAHA	09/18/19 EJP Credit Card	226-45122.610	34.98	25317	10/04/19
		5750 919	Supplies			

10/04/19

12:06 pm

Town of Essex / Village of EJ Accounts Payable

Page 4 of 5

Check Warrant Report # 17167 Current Prior Next FY Invoices For Fund (GENERAL FUND)

HPackard

For Check Acct 01 (GENERAL FUND) All check #s 10/04/19 To 10/04/19 & Fund 2

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
24855	PETTY CASH - CAITLIN FAY	10/02/19	EJRP Petty Cash Reimburse 090219D	226-45120.610 SUPPLIES	9.65	25347	10/04/19
24855	PETTY CASH - CAITLIN FAY	10/02/19	EJRP Petty Cash Reimburse 090219D	226-45120.580 TRAVEL	315.00	25347	10/04/19
38200	VT RECREATION & PARKS ASS	09/16/19	VRPA Conf Wendy Hatoum 01138	226-45110.500 TRAINING, CONF, DUES	150.00	25376	10/04/19
36240	DUBOIS & KING INC	08/20/19	Crescent Connector July 1 819136	230-46801.008 CRESCENT CONNECTOR	17424.27	25308	10/04/19
40025	E J PRESCOTT INC	09/23/19	CAUTION TAPE 5609972	254-43200.610 SUPPLIES	21.01	25309	10/04/19
12890	U S BANK	09/15/19	Bond Payments VMBESS79 11	254-43330.005 SERIES 3 BOND INTEREST	7951.24	25364	10/04/19
12890	U S BANK	09/15/19	Bond Payments VMBESS79 11	254-22501.000 SERIES 3 BOND	29865.00	25364	10/04/19
36130	VERIZON WIRELESS	09/19/19	I pads and I phones 9838386026	254-43200.535 TELEPHONE SERVICES	180.90	25365	10/04/19
29825	VT GAS SYSTEMS	09/23/19	gas 19046	254-43200.623 HEATING/NATURAL GAS	36.60	25371	10/04/19
21210	CINTAS LOC # 68M 71 M	09/30/19	first aid supplies 5014808099	255-43200.610 SUPPLIES	237.92	25294	10/04/19
V10411	CLEAN WATERS, INC.	09/20/19	GBT Polymer Charge - Pack 10517	255-43200.619 CHEMICALS	3870.10	25295	10/04/19
11870	CVC PAGING	09/25/19	Annual Pager Fee 179-8786943	255-43200.535 TELEPHONE SERVICES	74.05	25304	10/04/19
06870	ENDYNE INC	09/25/19	weekly TKN 310986	255-43200.577 CONTRACT LABORATORY SERVI	25.00	25311	10/04/19
04640	FASTENAL INDUSTRIAL & CON	09/16/19	HCS5/8-11X 2-1/2 Z5 VTBUR267644	255-43200.570 MAINTENANCE OTHER	15.34	25315	10/04/19
07010	GREEN MOUNTAIN POWER CORP	09/20/19	39 Cascade 8/19-9/19/19 092019D	255-43200.622 ELECTRICAL SERVICE	10310.49	25328	10/04/19
09050	HACH COMPANY	09/24/19	Replacement ORP SC200 CON 11652235	255-43200.570 MAINTENANCE OTHER	6787.78	25331	10/04/19
V1093	HOLLAND CO., INC.	09/26/19	Sodium Aluminate 20864	255-43200.619 CHEMICALS	10879.40	25332	10/04/19
12775	PRATT & SMITH ELECTRICAL	09/27/19	Replaced circuit breaker 8047	255-15101.000 EXCHANGE	405.00	25350	10/04/19
12890	U S BANK	09/15/19	Bond Payments VMBESS79 11	255-43330.001 RZEDB Interest	1150.88	25364	10/04/19
12890	U S BANK	09/15/19	Bond Payments VMBESS79 11	255-43330.001 RZEDB Interest	20787.57	25364	10/04/19
12890	U S BANK	09/15/19	Bond Payments VMBESS79 11	255-22501.002 CWSRF LOAN RF1-148	60000.00	25364	10/04/19
29825	VT GAS SYSTEMS	09/23/19	gas 19046	255-43200.623 HEATING/NATURAL GAS	1021.23	25371	10/04/19
02050	RON BUSHEY'S SUNOCO	09/24/19	Labor Truck F-250 plate 1010718	256-43200.570 MAINTENANCE OTHER	75.00	25352	10/04/19
36130	VERIZON WIRELESS	09/23/19	Pump Station VPN 9838771774	256-43220.002 WEST ST PS COSTS	37.42	25365	10/04/19
36130	VERIZON WIRELESS	09/23/19	Pump Station VPN 9838771774	256-43220.001 SUSIE WILSON PS COSTS	37.42	25365	10/04/19

10/04/19
12:06 pm

Town of Essex / Village of EJ Accounts Payable
Check Warrant Report # 17167 Current Prior Next FY Invoices For Fund (GENERAL FUND)
For Check Acct 01 (GENERAL FUND) All check #s 10/04/19 To 10/04/19 & Fund 2

Page 5 of 5
HPackard

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
36130	VERIZON WIRELESS	09/23/19	Pump Station VPN 9838771774	256-43200.434 PUMP STATION MAINTENANCE	145.27	25365	10/04/19
29825	VT GAS SYSTEMS	09/23/19	gas 19046	256-43220.002 WEST ST PS COSTS	39.94	25371	10/04/19
29825	VT GAS SYSTEMS	09/23/19	gas 19046	256-43200.623 HEATING/NATURAL GAS	40.94	25371	10/04/19
29825	VT GAS SYSTEMS	09/23/19	gas 19046	256-43220.001 SUSIE WILSON PS COSTS	37.60	25371	10/04/19
Report Total					476464.32		

...

Staff and Director's Report June 2019

Report from the Director

Building

Work was completed for some bathroom improvements – fresh paint for all 4 bathrooms and wall guards for each dryer to make it easier to remove the grime blown off people's hands and clothes on the walls. The adult bathrooms got new sinks, faucets and mirrors so all is less grimy, and no more leaks!

We've had some HVAC issues as the cooling system had more demands on it with the seasons changing. The Kolvoord Room needed to have some new parts in its unit, and the Picture Book Room had a thermostat malfunction. All is resolved and the whole building is cool again!

Our door people counter at the main door has died and attempts to revive the 20 year old mechanism weren't successful. Alison and Hannah looked into new units for both doors as it's much easier when they work the same way, and the other door counter also had an advanced age. They are now working on installation of new people counters that will connect to our computer network for easier use, and improved stats. We look forward to having the new equipment operational in the new fiscal year.

Staffing

Youth Librarian Megan led the hiring process for our new Young Adult Library Assistant. People who would work more closely with the position will be involved in the interview process, and Megan has gotten relevant staff feedback on the best candidates to come in for interviews. We look forward to this position being filled, and are excited about the prospects.

The Library closed early on June 27 for the Annual Village Staff Appreciation Party. Due to late planning on this annual event, not all staff could attend, but it's always great to connect with other Village Staff at this annual recognition event.

Wendy H met with HR Director Travis, Municipal Manager Evan and Finance Director Sarah to discuss raising our substitute library assistant rate. Due to the latest Village employee contract not including a annual raise in the minimum pay rates, the sub position, which is aligned with the Village Grade 2 pay rate as that is the rate paid to a library assistant position with similar responsibilities, has not been raised in 3 years. The lack of raise was making recruiting subs very difficult, especially with our fellow Essex library paying a much higher rate. A new rate has been agreed on, along with longevity increases for current subs, and an annual 3% increase moving forward. Brownell subs

do not get annual reviews resulting in a merit raise, so any sort of annual increase was positive way to appreciate their years of service.

Essex Junction Public Works had a spare picnic table that was offered to the Library. Our staff loves the option of taking a their unpaid lunch break outside with a book in hand, but being at the picnic table by the front door generally results in a lot of patron comments, taking away some of the enjoyment of these breaks (jokes about reading on the job, especially on an unpaid break, kind of get old...). A picnic table on the other side of the building, away from the doors has been an appreciated development heading into the summer months. Thanks EJPW Superintendent Rick Jones for thinking of us!

Meetings and Trainings

June was a month of meetings, of many kinds!

Wendy H attended a Workplace Violence training on June 11 offered by Hickcock and Boardman. It was great to know we have some good practices in place already, and also to learn how other places, particularly that welcome the public, like City Market, manage safety and security of their spaces.

Wendy H attended the June 13 municipal alignment committee meeting which focused on preparing for the June 22 Strategic Advance.

Wendy H chaired a VOKAL Consortium Committee meeting to determine new system settings with fellow committee members for the new release of our Koha ILS software on June 26.

Wendy H worked with Caitlin from Essex Free to create a joint library presentation for the June 22 Municipal Strategic Advance. We started by covering what is involved in libraries today beyond checking books out, and then moved towards where we have worked together, and can in the future. And our greatest library alignment challenge with Brownell managing our own technology, and being able to have the flexibility to adapt to offer modern library services, where Essex Free has had a hard time without as much say in their library technology, despite technology being a central component of library work. Providing technology to the public has a very different set of criteria to think about from traditional office technology, as well as proving a safe staff network. After writing memos in preparation for this meeting day, and hearing other department presentations, we can feel good about how much our institutions have done to work together, and how much we already do share with services, our VOKAL Koha ILS, databases and more. Libraries are pretty good at sharing!

Wendy H attended an online Green Mountain Library Consortium (GMLC) meeting on June 14. Our new State Librarian has so far been difficult to connect with, so that is now a focus of GMLC and it's statewide services. We hope to partner more with our state agency to benefit libraries, particularly with the Overdrive downloadable book service

which is seeing more and more demand as cars are no longer being shipped with cd players. People need their audiobooks!

Other

We learned that Steamfest will not be happening this year because of needing more capable volunteers than can be recruited. We had reserved our community room in September and October for a Steamfest display, and that left a gap. Magically, we had an art display inquiry the same day we hear about the Steamfest cancellation, so we will get to enjoy photographs from a young photographer instead during that exhibit block. Our art display schedule books over a year out, so this cancellation was rather last minute for our won scheduling.

The Finance Office is in the process of moving invoice paying to an online system. Wendy H volunteered Brownell to be a test site for the new system and Assistant Librarian Susan bravely went forward testing this new system and helping figure out the glitches using it with our joint municipality. The new system went live shortly before the end of this fiscal year. We look forward to being able to better see what bills have been paid without bugging the Finance Department for the information!

Wendy H participated in helping conduct the second round of interviews for the part-time municipal building manager position that will be based at the Town Public Works facility. The position has morphed more into sorting out some large building issues, particularly in the Town with recent construction, and deferred maintenance, as well as working towards aligning building service contracts. The process made Wendy H even more appreciative of the quality, responsive service Brownell gets from it's service vendors when issues arise.

We had a complaint in our computer room in mid-June from a young man, that we didn't expect would be phased by much, quietly reporting at our front desk there was a man watching porn in the computer room. This has been a past issue, and something covered in our Technology Policy, that porn was not appropriate for our public computers. Hannah took the complaint, and Wendy H and Hannah entered the computer room to determine what was going on. It was a busy day on our computer room, and Wendy H had to look over every shoulder to find the culprit, and witness the video being watched. Wendy and Hannah found the culprit, who was a special needs adult. This person was so involved in watching, no attempts by Wendy got his attention, though every other in the person in the room turned and stared. Wendy then went to check with Alison at the front desk, who confirmed this person did arrive with an aide, and Alison located the aide. The aide responded, in shock because she had just checked in with her client, and after a quick word with the person, the porn watching adult left the building with his aide. Our computers really aren't set up for watching graphic videos and not involving others, and it helps to have this policy to lean on. We are also grateful for the software we have to reset public computers, and the virus

protection software, because the sources of free porn usually come with other stuff we don't want invading our computers.

INTERLIBRARY LOAN STATISTICS

JUN	FY 18		FY 19
ILL Sent	131	-44%	73
ILL Requested	79	-5%	75
Holds	460	-14%	395
Avg days to receive	4.9	24%	6.1

COURIER STATISTICS

JUN	FY 18		FY 19
GMM SENT	149	-19%	120
GMM REC'D	195	-39%	119
USPS SENT	22	-9%	20
USPS REC'D	28	11%	31
Est. SAVINGS	\$ 283.79	-22%	\$ 222.00

End of the Year Statistics

Year End Totals	FY 18		FY 19
ILL Sent	1209	11%	1348
ILL Requested	859	10%	943
Holds	4386	3%	4503
Avg days to receive	6.4	7%	6.8

Courier Year End Totals

	FY 18		FY 19
GMM SENT	1495	6%	1588
GMM REC'D	1502	2%	1525

USPS SENT	297	6%	314
USPS REC'D	272	22%	333
Est. SAVINGS	\$ 2,536.45	19%	\$ 3,025.80

June Adult numbers:

- New Adult Patrons: 38
 - Cards Started for Essex Free Library: 0
 - Attendance at 7 Adult Programs: 44
 - Kolvoord Room: 10 Adult Events, 62 People Attending
 - Adult Program Support: 11 hours
-
- Clif offered tech help 5 times assisting 9 people.
 - 24 people came out to listen to two mini-talks about the Yerkes Observatory and Refiguring the Patterson 14.5" Mirror which were hosted by the Vermont Astronomical Society.
 - The Must Read Monday group had 13 people for their discussion of *Rules of Civility* by Amor Towles.
 - Hannah hosted a TEDx event centered around the Universe, but no one showed up.

Brownell Library ~ Calendar of Events ~ June 2019

Youth Updates

- Summer is off to a great start with 223 people already registered for Summer Reading! Programs are keeping staff hopping, but it's a lot of fun to connect with families throughout the day and week.
- We presented a conditional offer to Sarah Ellis for the Youth Library Assistant Position. Sarah comes to us from Brattleboro and has worked with a local publishing company, Green Writers Press. She has been busy coming up with programming ideas and seems eager to begin working with teens and tweens. Due to prior commitments she cannot start until August 5th, so Megan and Erna are providing the majority of programming this summer and Megan is working to schedule subs for Mary K's shifts. Megan and Erna have been discussing a training plan for when Sarah starts work.
- Thanks to Hannah, the Youth Department now has an additional 2 internet capable computers. This comes in very handy during camp visits, and will be equally helpful for the afterschool rush come September. Patrons must now log onto a computer or use one of our iPads to search the Catalog.
- We have an EHS Student returning to volunteer at Brownell this summer. Caleb will be working with an EHS Employment Specialist and the school will be paying him for his time. He will be helping us with an easy reader relabeling project, book donations, and program set up/clean up.

EXHIBITS

- **Picture Book Room:** Fathers and Grandfathers
- **Youth Nonfiction:** Jazz and more music
- **YA Room:** Pride Month

EVENTS

- 188 kids in Pre-K through 5th grade came to the library over the course of 10 **Class Visits** in June. This is an opportunity to introduce kids to the library, give them a library card (if they don't have one already), read a story, and promote summer reading. We had a comparable number visit us in May. Erna coordinates all of these visits with local elementary schools. It is a large puzzle, and she works hard to figure out times that work for everyone.
- 7 kids and 5 adults **Read with Pugsley** in June. 25 kids and 7 adults **Read with Daisy**. These were the last therapy dog visits of the school year.
- One of our Youth Library Assistant candidates had an impromptu **Mask Making Program** on June 3rd. 10 kids made hawk or fox masks out of paper plates and tissue paper.
- 5 kids, 1 teen and 1 adult watched our **Tuesday Movie: How to Train Your Dragon 2**.
- Another Youth Library Assistant candidate held an impromptu **Make Your Own Board Game Program** on June 5th. This candidate brought recycled game pieces that she had found at garage sales and offered kids a basic structure for designing a game. We saw at least one participant bring his board game to the

library to play with friends the next day. 11 kids participated in this program.

- Raph missed his regular music program on the 7th; Erna improvised with music and songs for 19 kids and 18 adults. A small group of 7 kids and 5 adults gathered for **Music with Raph** on the 28th. Raph incorporated some space songs into his usual repertoire for our Universe of Stories summer theme.
- Our final candidate for the Youth Library Assistant position held an impromptu **Cryptography Program** on June 7th. She had 4 participants deciphering codes and making binary keychains.
- 2 teens attended **Magic the Gathering**.
- 8 kids and 2 adults built **3D Paper Sculptures** with construction paper, scissors and glue. This was a creative project that required experimentation and problem solving.
- 10 teens attended Live Action Role Play (**LARP**).
- 30 kids, 3 teens and 20 adults attended our **Summer Kick Off** on June 14th. Even though it was a rainy evening, we had a "blast" connecting with neighbors, roasting marshmallows, and blowing bubbles under the tent. Some participants braved the rain to play a game of giant lawn croquet (made with pool noodles). And several parents told Erna about their kids' insistence that "summer doesn't really start until we roast marshmallows at the library". This was a very busy evening at the library as lots of families made their way inside to sign up for Summer Reading and/or check out books.
- 20 teens and 5 adults attended **Dungeons & Dragons**.
- **Story Times** in June featured Moon Stories/Bedtime Math and explored how a caterpillar becomes a butterfly. So far 9 kids, 1 teen, and 7 adults have attended Summer Story Times.
- **Maker Tuesdays** in June had participants exploring the planets in our solar system with Stellar Solar System Necklaces and experimenting with Slime. Our Slime program was one of three Maker Projects designed by a local high school student who wanted to share her love of science with younger kids this summer. The Maker Series has been very popular so far, with 50 kids, 7 teens, and 21 adults attending just 2 sessions so far.
- On June 19th, members of The Embroiderers' Guild of America set up a **Bookmark Stitch-In** in the main reading room. They showed off their craft with a variety of needlework techniques, and 22 patrons took home an embroidered bookmark.
- 21 kids and 19 adults danced with their stuffies (one kid played air guitar) and enjoyed stories from the Swing Peepers at this year's **Teddy Bear Picnic**. One parent talked about listening to the Swing Peeper CDs all the time; her kids were thrilled to see them in action.
- 35 stuffed animals were dropped off for the **Teddy Bear Sleepover**. We had 11 teens in to help document the stuffie shenanigans and write notes home to the young patrons who left their stuffies. This event is always a ton of fun, and it's great to see multiple age groups get involved. After the hard work, teens enjoyed ice cream sundaes.
- For **Teddy Bear Story Time** on June 20th, Erna presented a special story time with teddy bear stories, rhymes, music, coloring and songs. Some stuffed

animals and dolls got to act out the Goldilocks and the Three Bears story. 14 kids and 9 adults attended this event.

- We held our first ever **Play Time for Little Ones** on June 21st. This active play time for kids 0-5 years old drew in two families for their first visit to Brownell Library. Kids climbed, played and rearranged the giant blocks, stepped on stepping stones, crept through the tunnel or hoop and read in the parachute tent. Families met each other and kids used cooperation and imagination skills. 10 kids and 8 adults attended this program.
- Wendy J and Erna helped 30 kids **Train like an Astronaut** (one even came dressed in a space suit). Kids tried their hand at an agility course, comet toss, moon jump, spacewalk, exploration station and gravity defying exercise. We celebrated their success with astronaut ice cream, Tang and crackers. Much fun was had by all.
- 3 kids, 3 teens and 3 adults attended the **Family Movie: Wall-E**.
- 9 kids and 6 adults participated in the **Lego Challenge** on June 24th. This month's challenge was building upside down.
- **Camp Reach** brought 17 kids and 3 adults to the library on June 25th. Campers will be visiting us every Tuesday morning through August 6th.
- 7 kids and 2 adults attended the **Farm to Ballet Library Tour**. For this event two dancers read a *Brotorina* by James Howe, taught participants some animal dance moves, and led the group in a popsicle ballerina craft. Megan saw a few patrons leaping like pigs and dancing like bees after the program was over.
- 7 kids, 3 teens and 4 adults attended our first **Galactic Stories and Food** of the summer. We made alien floats and read science fiction picture books.

JUNE BY THE NUMBERS

- 53 New Youth Patrons
- Attendance at 36 Kids Programs: 540 Kids, 20 Teens, 189 Adults
- Attendance at 5 Teen Programs: 38 Teens, 0 Kids, 5 Adults
- Kolvoord Room: 17 Youth Programs, 402 People attending
- Youth Program Support: 12 Adult Hours, 51.5 Teen Hours
- Passive Programming: 17 Games Played, 30 Visits to Exploration Station
- Daily visits to the Puppet Theater and astronaut play station
- The Doll House Furniture was borrowed 22 times
- 13 Welcome Baby letters sent
-

News from Tech Services:

We have started listing books for sale on Amazon for the Foundation. These are books that are donated to the library that we don't need in the collection but are worth more money than what is charged for books in the book saleroom. We have a volunteer that is working on getting books listed on Amazon and volunteers that will package up and mail out the books once they are sold. The currently listed books can be found here

<https://tinyurl.com/y6493sep>

6 new adult public computers have been installed.

The switch to G-suites is still going well. The candidates we interviewed for the teen library assistant position were all familiar with G-suites and generally more comfortable with it than with many of the Microsoft Office products.

Materials Added in the Adult and Juvenile collections this month:

- Adult materials added, June: 293
- Youth materials added, June: 115
- Magazine issues added, June: 101
- Total catalogued collection size June: 69327

Wi-Fi Statistics June

- Daily Average visits time-
- 6+ hrs 16
- 1-6 hrs 34
- 20-60 mins 31
- 5-20 mins 61
- Daily Average return rate-
- Occasional 22
- Weekly 60
- Daily 34
- First time 27
- Total Unique Clients (users connected devices) for the month 608

Twitter

- Number of Twitter followers- 50

Instagram

- Number of Instagram followers-192

Facebook Monthly Reach and Engagement

- June 2019
- Number of engagements with our posts (likes, shares etc.) – 317
- Total number of post views – 8033
- Number of Page Likes- 1101
- May 2019
- Number of engagements with our posts (likes, shares etc.) – 254
- Total number of post views – 4475
- Number of Page Likes- 1081
- April 2019
- Number of engagements with our posts (likes, shares etc.) – 318
- Total number of post views – 5386

- Number of Page Likes- 1068
- March 2019
- Number of engagements with our posts (likes, shares etc.) – 184
- Total number of post views – 3335
- Number of Page Likes- 1068
- February 2019
- Number of engagements with our posts (likes, shares etc.) – 689
- Total number of post views – 7999
- Number of Page Likes- 1064

January 2019

- Number of engagements with our posts (likes, shares etc.) – 488
- Total number of post views – 6567
- Number of Page Likes- 1058

December 2018

- Number of engagements with our posts (likes, shares etc.) – 357
- Total number of post views – 5179
- Number of Page Likes- 1056

November 2018

- Number of engagements with our posts (likes, shares etc.) – 297
- Total number of post views – 4306
- Number of Page Likes- 1047

October 2018

- Number of engagements with our posts (likes, shares etc.) – 505
- Total number of post views – 6310
- Number of Page Likes- 1046

September 2018

- Number of engagements with our posts (likes, shares etc.) – 360
- Total number of post views – 5990
- Number of Page Likes- 1045

August 2018

- Number of engagements with our posts (likes, shares etc.) – 551
- Total number of post views – 7752
- Number of Page Likes- 1039

July 2018

- Number of engagements with our posts (likes, shares etc.) – 456
- Total number of post views – 6086

- Number of Page Likes- 1032

June 2018

- Number of engagements with our posts (likes, shares etc.) – 350
- Total number of post views – 5737
- Number of Page Likes- 1025

May 2018

- Number of engagements with our posts (likes, shares etc.) – 304
- Total number of post views – 6313
- Number of Page Likes- 1016

Brownell Library Website monthly visitors:

- Jun-2018 Visits 2,645 Page Views 4,415
- Jul-2018 Visits 2,337 Page Views 4,044 (new website started July 10th)
- Aug-2018 Visits 2,215 Page Views 3,660
- Sep-2018 Visits 1,866 Page Views 3,295
- Oct-2018 Visits 2,151 Page Views 3,397
- Nov-2018 Visits 1867 Page Views 2867
- Dec-2018 Visits 1784 Page Views 2716
- Jan-2019 Visits 2238 Page Views 3436
- Feb-2019 Visits 1917 Page Views 3,228
- Mar-2019 Visits 1828 Page Views 2931
- Apr-2019 Visits 381 Page Views 582 (an update on our website removed the link to Google Analytics so the website statistics are down this month, the link has since been restored)
- May-2019 Visits 2281 Page Views 5722
- Jun-2019 Visits 2,967 Page Views 8424

Staff and Director's Report July 2019

Report from the Director

Building

Shortly after opening on July 9, a patron reported broken glass in our Main Reading Room. Wendy H looked into the broken glass and saw someone had thrown a piece of slate through one of the front Main Reading Room windows, which also broke the inside plexiglass storm window. Because of the morning sun, we couldn't determine when it happened from the one camera on the opposite side of the room. A police report was filed. Wendy contacted the company that did the restoration work in 2017 to find the source of the fairly new plexiglass. The company who provided the custom plexiglass fixed the exterior glass window, and ordered new plexiglass. An insurance claim was filed as well.

The computer room has had an ongoing odor that is likely related to the long stretches of time some patrons sit and use our public computers. We ran an ozone generator on July 23 that helped reduce the aroma considerably and will work with the cleaners to set up a regular schedule to try to keep the room more fresh smelling.

Meetings and Trainings

Wendy H, wearing her Green Mountain Library Consortium Board President hat, met with our Vermont Overdrive rep to see if there as any way to reduce our statewide consortium adminstration fees. The conversation resulted in an annual savings of thousands of dollars, which will be great for the consortium to be able to use on more content. The demand for downloadable audio continues to increase as more people get smart phones, and get new cars that limit their options with no cd players.

On July 11 Wendy H participated in a webinar - Hooray for Freedom! Part One: Privacy, Confidentiality, and Intellectual Freedom in the Library, which helped affirm we are on the right track at Brownell! She also participated in a municipal alignment committee meeting the same day.

On July 16 Wendy H participated in a webinar - XR: Virtual, Augmented & Mixed Reality in the Library, which is more than we can implement at Brownell at the moment, but interesting to hear what libraries are up to with this sort of technology. Wendy also attended a VOKAL Quarterly meeting the same day.

On July 22, Wendy H was finally able to catch up with Caitlin from Essex Free in person to discuss the Strategic Advance, moving forward with how we can align more, comparing staff job descriptions and pay, and how we can align substitute staff pay more. Staff related pay is really controlled by the Town union, and Village Employee Association, so there is not a lot that can be done as department heads, but the alignment committee acknowledges that employee contracts are an area that will be negotiated in the coming year with the Municipal Administration, and there are many factors involved, so something acknowledged beyond our departments.

Christine Packard stopped in to the staff meeting on July 24 to talk about library alignment. It was fun to have her visit our weekly meeting, and have her hear where there are alignment challenges from a more broad range of staff.

Programming

After learning about a display at an art museum of people sharing hopes and fears anonymously, Wendy H thought this could be a great display in our community room. Instead of it being more in the moment interactive as it was at this museum, staff has set up boxes for people to share their hopes and fears, with responses that are being collected from the boxes. If anything x-rated shows up, it will be removed, otherwise the slips of paper will be organized and displayed in the Kolvoord Room in November. We've only read some of them, and it's already a powerful collection from all ages.

Other

Staff got together to assist our awesome Library Trustees in having a presence at the Village Block party. We acquired a pop-up tent to shade them, as it is something we wanted for other library programs help outside the building. Our youth staff assisted in organizing activities, and adult staff helped provide the supplies needed to have our Trustees make a final push for community members to fill out the strategic plan survey. The table looked awesome, and 30 more surveys were collected. We will now move on to the next phase of looking at the data collected from the surveys, and using it to form an updated 5 year Strategic Plan. We've had over 400 responses, so a great pool of data to work with!

INTERLIBRARY LOAN STATISTICS

JUL	FY 19		FY 20
ILL Sent	71	17%	83
ILL Requested	75	-4%	72
Holds	366	2%	373
Avg days to receive	7.4	-14%	6.4

COURIER STATISTICS

JUL	FY 19		FY 20
GMM SENT	92	29%	119
GMM REC'D	116	-7%	108
USPS SENT	22	9%	24
USPS REC'D	30	-63%	11
Est. SAVINGS	\$ 114.32	83%	\$ 209.63

YOUTH DEPARTMENT

UPDATES

- It's hard to believe that summer is already more than half over! Staff were busy in July preparing programs, planning for our new Young Adult Library Assistant to start on August 6th, and thinking about our new strategic planning goals for FY20.
- With the help of Caleb, a teen working at Brownell through an EHS employment program, the youth department has relabeled easy readers for beginning readers with orange tape. This mirrors labelling in the rest of the library, where orange tape indicates that a book is at an easier reading level. Caleb has also helped us weed the holiday books, making room for a new Birthday Holiday section, and is starting the process of moving holiday easy readers into the Holiday section.
- Hannah and Megan met with a perspective intern, Shallu, about possible projects for a fall internship. Due to her skill set and interests, it sounds like a project with the vertical files may be the best fit. However, Shallu is interested in having a variety of public library experiences, so she may be trained on the Circulation Desk, or asked to help with a cataloging project for the Youth Department as well.
- A Child Life Specialist at UVM's Children's Hospital reached out to the Youth Department asking for a list of children's books that would be appropriate for NICU families to read to their baby. They wanted books about more generic or universal topics, like love, but wanted to avoid books which mentioned growing up. Megan and Erna both worked on this, and after some thought looped Mary Graf into the conversation. It was an unusual, and meaningful request, and the resulting list of books seemed to suit the NICU's need.
- The Youth department talked to three parents in July to let them know that kids under 9 should be accompanied by a responsible teen or adult when in the library.

EXHIBITS

- **Picture Book Room:** Friendship
- **Youth Nonfiction:** Space
- **YA Room:** Teens' Top Ten Nominees

EVENTS

- For **Lego Challenge**, 2 children made a Pinball Machine out of Legos and played with Erna's K'Nex pinball machine.
- For **Story Times** in July, Erna presented stories about Night Time with letter knowledge and Summer Fun with rocket building. She also provided a Sink & Float story time which included a science experiment. Megan presented stories about Space with a small art project to help kids develop fine motor skills. She also read stories about camping and encouraged participants to talk about animals and practice counting. Altogether 58 people attended story times in July.
- 72 kids came to the library with **Camp Reach** in July. 27 teens visited with **Camp Star**.
- For **Maker Tuesdays**:

- Fatima, one of our teen volunteers, helped 13 participants explore the rock cycle with edible models of igneous, metamorphic, and sedimentary rock.
- For Architect and Design Day, another teen volunteer, Claire, took over for Fatima and challenged 13 kids to build towers with clothespins, bridges with craft sticks, and to create a structure of their own.
- Megan led 11 kids through the process of creating their own Stop Motion Animation. This project required kids to create characters, a setting, and to develop a story. This program would have been impossible without teen volunteers!
- 10 kids made a glitter Saturn and learned some facts about our solar system with Erna. Lots of glitter fun was had!
- For Alien Landscape Terrariums, Megan read a story about how astronomers are exploring the possibility of life on other planets, and asked 21 participants to imagine what an alien planet might look like. The kids then designed a small, “alien” terrarium with air plants.
- For **Kite Making**, 13 kids and 9 parents worked together to make kites from dowels, plastic bags, string and tape. They decorated their kites beautifully; one kid even drew a comic on his kite! 10 kids and 9 adults then joined us for a **Kite Festival** at the Summit Street Fields. Kids ran around with their kites and blew bubbles, and everyone enjoyed a slice of watermelon. This was a great way for kids to test their creations from the Kite Making Program, and the combination of a Kite Making Program and Kite Festival seemed like family-friendly way to celebrate the 4th of July holiday.
- 4 teens and 1 adult joined us for **Teen Movie Night**: *Guardians of the Galaxy*.
- 13 kids and 8 adults participated in the **Rocket Launch** on July 8th. This event was a collaboration with the Champlain Region Model Rocket Club and Dorothy Alling Memorial Library in Williston. Every kid had the opportunity to push the button that would launch their rocket, and it was so much fun to watch the kids’ wonder and amazement as their rockets took flight!
- 8 teens joined us for Live Action Role Play (**LARP**).
- Raph came late on July 12th, but he had a full, lively session on the 26th with kids lying down on the floor to look at the stars and climbing into rocket ships. It was very fitting for our summer theme! Altogether, 37 people attended **Music with Raph** in July.
- For **Galactic Stories and Food**, Erna had fun reading stories and making galactic cookies with a group of 10 children. Some of the frosting may have turned into face paint... This can happen when you invite kids to play with their food!
- 20 people played **Dungeons & Dragons**.
- For **Alien Earth**, Michael Clough, from the Southern Vermont Natural History Museum, presented a slide show about the prehistory of our planet. He brought fossils, and participants met some of the survivors of bygone eras: a cockroach, a snapping turtle and a barred owl. 9 kids and 4 adults attended. This program was funded in part through a Summer Performer Grant from the Department of

Libraries.

- 5 kids came to **Play Time for Little Ones**. Erna spoke with one parent who was reluctant to go into the program because she thought it had to do with reading; this parent ended up being surprised by how fun the program was. In addition to having fun, participants used lots of words like over, under, and through during their play. The program is also a great opportunity to build community, and parents seem to appreciate having a cool place for kids to participate in active play.
- A couple of adults joined us to watch the **Moon Landing** on July 19th. The lamp on our projector went out just before the program, but Erna and Megan were able to do some last minute troubleshooting and ended up showing the video with the old projector.
- No one came to **Iron Cosplay**. While this program was originally intended for teens, Megan may bring some version of it back for a younger audience during the school year.
- 4 kids, 1 teen, and 8 adults came to **Movie Night**. They watched *E.T. The Extraterrestrial* and enjoyed popcorn AND Reese's Pieces.
- 84 kids and 28 teens participated in **Mystery Word Week**. Participants were asked to find the word star, stars, or starring in a book and write down some details about where they found it. In exchange, they received a coupon for a free ice cream cone at Sam's Scoop Shop! This is one of the youth department's sneaky ways of getting kids reading and writing during the summer.
- 6 kids and a few teen volunteers made **Celestial Shadow Puppets** based on classic (and imagined) star stories with Tina Logan. At the end of the program, all of the participants performed some version of their star story. One of our teen volunteers wowed everyone with her story telling skills, and by sharing her gifts, she helped one of our youngest participants share his shadow puppet with the audience.

JULY BY THE NUMBERS

- As of the end of July, we have 263 registrations for the summer reading program!
- 13 New Youth Patrons
- Attendance at 27 Kids Programs: 335 Kids, 71 Teens, 108 Adults
- Attendance at 5 Teen Programs: 33 Teens, 2 Kids, 3 Adults
- Kolvoord Room: 22 Youth Programs, 257 People attending
- Youth Program Support: 6 Adult Hours, 29.5 Teen Hours
- Passive Programming: 48 Games Played, 26 Visits to Exploration Station
- Daily visits to the Rocket Ship and Astronaut Play Station
- 13 Welcome Baby letters sent
- 28 Pets adopted in July (plus 27 in June makes 55 so far this summer)

July Adult numbers:

- New Adult Patrons: 47
 - Cards Started for Essex Free Library: 0
- Attendance at 8 Adult Programs: 59

- Kolvoord Room: 9 Adult Events, 59 People Attending
- Adult Program Support: 30 hours
- Clif offered tech help 4 times assisting 8 people.
- 33 people listened to the Vermont Astronomical Society talk about the Apollo program.
- The Must Read Monday group had 14 people for their discussion of this year's Vermont Reads book, *March: Book One* by John Lewis..
- Hannah hosted a TEDx event centered around Space and had 1 attendee.
- On the last day of the month ,3 people stopped in to watch one or more movies during our Star Trek Marathon.

News from Tech Services:

We added shelving for our non-book items so they can all be in one place behind the desk. We also added a holder for the garden tools. We added Cubb, a portable bluetooth CD player, and Pickle Ball to the things that are not books that can be borrowed.

We were having internet problems and Comcast came and installed a new modem, which helped slightly, but didn't completely resolve the service disruptions. Assistant Youth Librarian Erna reported to Wendy H there was wood swaying in the breeze on the original part of the building. Wendy H evaluated the wood and saw it held the cable wires to the building, and thought it could be related to the internet issues we've been experiencing. Public Works came and reattached the piece of wood that was holding wires where the wires entered the building, and cleared some tree limbs that might have been putting pressure on the wires. Since this work was done, the internet connection has been much more consistent.

Wendy Johnson was on vacation for a few weeks, it's great to have her back. Our regular roster of Tech Services volunteers are all back from their various adventures, it's nice to have the prep work of our materials in full swing again.

We have ordered new shelving to hold our board games, and have ordered a number of new board games to add to the collection as well.

Materials Added in the Adult and Juvenile collections this month:

- Adult materials added, July: 356
- Youth materials added, July: 139
- Magazine issues added, July: 119
- Total catalogued collection size July: 69709

Wi-Fi Statistics July

- Daily Average visits time-

- 6+ hrs 16
- 1-6 hrs 31
- 20-60 mins 26
- 5-20 mins 60
- Daily Average return rate-
- Occasional 19
- Weekly 55
- Daily 34
- First time 25
- Total Unique Clients (users connected devices) for the month 550

Twitter

- Number of Twitter followers- 49

Instagram

- Number of Instagram followers-197

Facebook Monthly Reach and Engagement

- July 2019
- Number of engagements with our posts (likes, shares etc.) – 381
- Total number of post views – 5990
- Number of Page Likes- 1107
- June 2019
- Number of engagements with our posts (likes, shares etc.) – 317
- Total number of post views – 8033
- Number of Page Likes- 1101
- May 2019
- Number of engagements with our posts (likes, shares etc.) – 254
- Total number of post views – 4475
- Number of Page Likes- 1081
- April 2019
- Number of engagements with our posts (likes, shares etc.) – 318
- Total number of post views – 5386
- Number of Page Likes- 1068
- March 2019
- Number of engagements with our posts (likes, shares etc.) – 184
- Total number of post views – 3335
- Number of Page Likes- 1068
- February 2019

- Number of engagements with our posts (likes, shares etc.) – 689
- Total number of post views – 7999
- Number of Page Likes- 1064

January 2019

- Number of engagements with our posts (likes, shares etc.) – 488
- Total number of post views – 6567
- Number of Page Likes- 1058

December 2018

- Number of engagements with our posts (likes, shares etc.) – 357
- Total number of post views – 5179
- Number of Page Likes- 1056

November 2018

- Number of engagements with our posts (likes, shares etc.) – 297
- Total number of post views – 4306
- Number of Page Likes- 1047

October 2018

- Number of engagements with our posts (likes, shares etc.) – 505
- Total number of post views – 6310
- Number of Page Likes- 1046

September 2018

- Number of engagements with our posts (likes, shares etc.) – 360
- Total number of post views – 5990
- Number of Page Likes- 1045

August 2018

- Number of engagements with our posts (likes, shares etc.) – 551
- Total number of post views – 7752
- Number of Page Likes- 1039

July 2018

- Number of engagements with our posts (likes, shares etc.) – 456
- Total number of post views – 6086
- Number of Page Likes- 1032

June 2018

- Number of engagements with our posts (likes, shares etc.) – 350
- Total number of post views – 5737
- Number of Page Likes- 1025

Brownell Library Website monthly visitors:

- Jul-2018 Visits 2,337 Page Views 4,044 (new website started July 10th)
- Aug-2018 Visits 2,215 Page Views 3,660
- Sep-2018 Visits 1,866 Page Views 3,295
- Oct-2018 Visits 2,151 Page Views 3,397
- Nov-2018 Visits 1867 Page Views 2867
- Dec-2018 Visits 1784 Page Views 2716
- Jan-2019 Visits 2238 Page Views 3436
- Feb-2019 Visits 1917 Page Views 3,228
- Mar-2019 Visits 1828 Page Views 2931
- Apr-2019 Visits 381 Page Views 582 (an update on our website removed the link to Google Analytics so the website statistics are down this month, the link has since been restored)
- May-2019 Visits 2281 Page Views 5722
- Jun-2019 Visits 2,967 Page Views 8424
- Jul-2019 Visits 2,719 Page Views 7223

Staff and Director's Report August 2019

Report from the Director

Building

The button to our automatic door opener malfunctioned at the beginning of the month. After patron reports of the button not working, Susan did some general troubleshooting with no resolution and made an appointment with the door company, who took a few days to come out. The door button continued to not work until the technician arrived and found no problems with it. He went through all the mechanisms and gave the door a general tune up to make use of his visit.

We continue to look for ways to combat the body aroma that plagues the adult computer area. Our cleaners are running an ozone generator now weekly, which is really helping, but not entirely eliminating the odor. The chairs still retain a bit of an odor and staff have tried to neutralizing spray with limited results. The use of computers has changed significantly now the video streaming sources have expanded resulting in longer stretches of time on our computers for some patrons.

On August 8, we had a report of urine on a computer chair that a patron sat in. After viewing video footage, it was determined likely an accident, and not even known about by the patron. Wendy H contacted Rick from Essex Junction Public Works to find out what sort of seating they used in their building that may not absorb liquid of order, as Public Works can handle some dirty things, and then need to use a computer or desk. Rick's recommendation was leather, which would be a costly investment to replace 9 chairs. Wendy H tracked down some chair covers online that repel liquid and oil, and a minimal cost to give them a try.

Staffing

We are so happy to have Sarah Ellis join our staff as Young Adult Library Assistant! Her first day also included an evening with staff gathering to watch the film "The Public", which shines a unique light on life in public libraries.

Wendy H completed Assistant Librarian Susan's final annual review before her anticipated April 2020 retirement.

Meetings and Trainings

Wendy H and Christine P met with Bonnie and Caitlin from Essex Free on August 2 to discuss what would work best for our libraries if the merger passes next November.

The Chittenden County Library Directors had a special meeting on August 5 about managing and funding digital collections because they are costly, and can create some duplication, and some libraries are really struggling with how to best manage some of the services that are pay per use. Brownell has been conservative in adding new services because of the added costs, and hearing some of the issues that are facing the larger libraries was really helpful for future planning.

Wendy H attended on Aug. 5. On August 9, Wendy H attended the annual Green Mountain Library Consortium (GMLC) retreat on Lake Memphremagog. A biggest topic discussed was managing the LUV Overdrive collection, which continues to see increased demand. A meeting with new State Librarian Jason Broughton has been scheduled in September to introduce him to GMLC and the projects that have contributed to library services statewide, and explore possibilities for collection funding, as the Vermont Department of Libraries contributed to the LUV downloadable service for several years before the more recent turnover of State Librarians.

On August 28, Wendy H hosted a regularly scheduled Chittenden County Library Directors meeting in the Kolvoord Room.

Programming

We've had an independent group using our community room monthly for their fantasy book discussions. Wendy H invited them to have a fantasy book display for the month of September on the table next to the glass display case and they were thrilled to be invited to do this! Staff have observed their enthusiastic discussions being well attended and Wendy inquired if they would like the library to be a sponsor of their discussion to be included on our calendar to promote their group and they were in favor of that as well. They meet monthly on Saturdays in the Kolvoord Room for anyone interested.

Adult staff have gotten together to discuss the fall and winter program offerings. TEDx will continue on a more limited basis with 3 sessions in the winter. First Wednesday Encores of recorded First Wednesday programs will be offered again on the second Thursday afternoon of the month October through May.

Wendy H met with community member Bridget and Sandy Baird who is a lawyer in Burlington and runs a current events discussion in Richmond. Sandy and Bridget were interested in offering a similar weekly discussion at Brownell and the details were sorted out at the August 13 meeting. The weekly discussion will be held Tuesdays at 10am in the Kolvoord Room.

Other

Wendy H, Erna and Megan attended the Coloco celebration on August 28 at Maple Street Park for the official opening of the shared office space of Essex Junction Recreation and Parks, and Essex Parks and Recreation.

We ended the collection of our Strategic Plan survey, which initially kicked off at the Village meeting. 519 survey responses were collected in paper and online, thanks to all who assisted in getting this survey out!

INTERLIBRARY LOAN STATISTICS

AUG	FY 19		FY 20
ILL Sent	118	- 19%	95
ILL Requested	84	- 38%	52
Holds	338	11%	374
Avg days to receive	5.4	39%	7.5

COURIER STATISTICS

AUG	FY 19		FY 20
GMM SENT	181	- 28%	131
GMM REC'D	83	45%	120
USPS SENT	32	- 56%	14
USPS REC'D	12	0%	12
Est. SAVINGS	\$ 370.51	- 38%	\$ 227.87

YOUTH DEPARTMENT

UPDATES

- We wrapped up our summer program on August 15th. Despite being down a staff member, the summer program was a hit! 265 people registered (up from 159 in 2018). 1658 books were read (up from 1294 in 2018) and those reporting time read reported 384.25 hours (up from 150 in 2018). 217 young children attended 16 programs, 715 older children attended 32 programs, 86 teens attended 12 programs, and 223 people attended 6 multi-age/family programs. Our numbers for teen participation were slightly down from last year, which is to be expected with our young adult position open. "Universe of Stories" was a great theme which drew a lot of interest, and youth staff came up with some creative program ideas. This year we tried a couple of new things including a reading competition where two teams competed to race a rocket ship across the solar system (the purple team won). We also accepted any reading log. The reasoning being that kids are invited to participate in so many different reading programs over the summer, we didn't want them to opt out of hours due to paperwork overload. Next summer's theme is **"Imagine Your Story"**. **Libraries will be encouraged to incorporate fantasy, fairytales, and mythology into their programming.**

- We welcomed Sarah to the Youth Services team on August 6th. She is enthusiastic about programming and is warm and welcoming with youth patrons. We can't wait to see what she does!
- We made some updates to our collection in August: We weeded some holiday books, moved our easy reader holiday books into the holiday section, and created a new holiday category for birthdays. Erna and one of our teen volunteers did a lot of the leg work on this. We also did some of our annual weeding in non-fiction.
- The youth department received funds from the Brownell Library Foundation to purchase 6 more Launchpads. These tablets offer learning games and are very popular with our Youth Patrons. It will be nice to add some more options to our collection.
- With the summer program over, the youth department is turning their attention to organizing and planning for fall. Starting in October:
 - Students will be able to read with Therapy Dogs Daisy or Pugsly on Mondays and Tuesdays after school.
 - Story times will be offered on Tuesdays and Wednesday mornings.
 - Youth staff will offer easy come and go activities after school on Tuesdays.
 - On Wonder Wednesdays we will offer STEM, art, and maker activities.
 - We will offer a rotating selection of programs for young children on Friday mornings including Preschool Yoga, Music with Raph, and Playtime for Little Ones.
 - D&D will continue to meet bi-weekly on Fridays.
 - And we will offer book groups for home school students, Family Movies, Lego Fun, TAB, LEEP, and a Saturday program once a month.
- Plans for the Vermont Reads program are coming together. Books will be available towards the end of September. The Youth Department will be offering a comics workshop with Marek Bennet, a comic's artist that works with primary source documents.

EXHIBITS

- **Picture Book Room:** School Stories
- **Youth Nonfiction:** Biographies and a Space City Display
- **YA Room:** Fairytale Retellings

EVENTS

- We handed out 54 ribbons for free entry into the **Champlain Valley Fair**. This reading incentive asks kids to read three books in exchange for free entry, ice cream, ride passes, and a special performance for summer readers.
- 293 kids attempted to guess how many starburst were in our **August Estimation Jar**. While no one guessed exactly, 8 kids tied for closest guess!
- We had a full house for the **VINS Planetarium** at Memorial Hall. The kids were excited to climb into a dark dome and gasped when, from the dark, the night sky was projected. They asked lots of questions about the different constellations. (Tell us about the lion, the cow, the hunter...) 21 Brownell patrons attended the 2

sessions.

- **Create Your Own Comic** with Stephanie Zuppo was cancelled due to illness.
- 2 people attended **Teen Movie Night: Hitchhiker's Guide to the Galaxy**.
- 7 patrons created a miniature golf course during **Lego Challenge**. Participants used ping pong balls and craft sticks to play a round after.
- 4 children and 4 adults came to our last **Story Time** of the summer. We read picture books and sang songs about Superheroes.
- For **Maker Tuesdays**, 18 students explored air pressure by creating a rocket from construction paper and building a rocket launch. We even had a double rocket launch with 3 "boosters"! At another program, 16 students built a space city with recyclable materials. One young entrepreneur even built a house for rent!
- 19 people sang and danced with **Raph**.
- 12 people attended **Galactic Stories and Food**. They made fruit kebab rockets and Oreo cookie moon phases with Erna.
- 22 people played **Dungeons & Dragons**.
- 16 rising Kindergarteners came to meet new friends and listen to stories about going to school during **Kindergarten Story Time**. Snacks were enjoyed by all.
- 9 teens participated in **Live Action Role Play (LARP)**. This was the last LARP program until next summer.
- 96 people attended the **Final Party at Maple Street Park**. The No Strings Marionettes performed "Nick of Time" about an astronaut lost in a time warp. At one point, they brought a pterodactyl and a t-rex out to interact with the audience. There was a football team practicing next to the pavilion, and it was fun to see the players stop playing and shout "DINOSAUR!" Kids who participated in the summer reading program received a free book after the show. This event is a collaboration between Brownell and EJRP.
- Sarah and Erna hosted this year's **Teen Volunteer Party**. Participants played games, talked about summer programs, and participated in a prize raffle. It is wonderful see the way these teens grow over the course of the summer. One really shy teen started off the summer not talking to anyone at the Teddy Bear Sleep Over, but during the volunteer party she was giggling and talking with peers. 9 teens attended.
- 8 kids and 8 adults attended **Play Time for Little Ones**.

AUGUST BY THE NUMBERS

YOUTH

- 14 New Youth Patrons
- Attendance at 11 Kids Programs: 157 Kids, 5 Teens, 104 Adults
- Attendance at 7 Teen Programs: 44 Teens, 3 Kids, 7 Adults
- Kolvoord Room: 14 Youth Programs, 171 People Attending
- Youth Program Support: 8 Adult Hours, 9.5 Teen Hours
- Passive Programming: 15 Games Played, 21 Visits to Exploration Station Gears
- Daily visits to the Rocket Ship Puppet Theater and Astronaut Play Station. After the end of the summer program we switched things up, and there were 6 Doll

House visits and daily interactions with the easel stories (*Brown Bear Brown Bear* with felt pieces and *Chicka Chicka Boom Boom* with magnetic letters and a palm tree).

- 12 Welcome Baby letters Sent
- 13 Pets Adopted in August
- 93 Prize Books Given to Summer Reading Participants

ADULT

- New Adult Patrons: 31
 - Cards Started for Essex Free Library: 3
- Attendance at 10 Adult Programs: 165
- Kolvoord Room: 8 Adult Events, 35 People Attending
- Adult Program Support: 26 hours

- Clif offered tech help 7 times assisting 12 people.
- Three mini talks by the Vermont Astronomical Society drew in 23 people.
- The Must Read Monday group had 13 people for their discussion of *Killers of the Flower Moon* by David Grann.
- Thanks to the youth department's leftovers, the adult department had a Starburst estimation jar! 117 people guessed with one winner guessing the exact amount of 324.
- We purchased a new door counter. This door counter is smart sensor and in theory can differentiate between youth and adults (by height). We are still working out some kinks, as you can see from the statistics.

News from Tech Services:

Our VHS conversion station is up and running. It is available for patrons to convert home VHS movies to digital.

Our projector lamp burned out, and it has now been replaced so we can show higher quality videos for programs again. Our old projector was helpful to have, but just not the same caliber.

We have a new graduate library school intern starting in September who is going to be working on digitizing the items in the Vertical File in the Vermont room and adding them to an online database. It won't be available online to the public to start with as many of the items will need to be sorted out to determine who owns the copy right and get permission. We are also going to have her create a binder with prints of all the information on the last merger effort that are in the Vertical File.

Hannah attended the Vermont Leadership Summit on August 12 along with other Town and Village employees. It was interesting to see what problems other places in Vermont are dealing with and how they are handling them.

Materials Added in the Adult and Juvenile collections this month:

- Adult materials added, August: 202
- Youth materials added, August: 88
- Magazine issues added, August: 117
- Total catalogued collection size August: 69744

Wi-Fi Statistics August

- Daily Average visits time-
- 6+ hrs 15
- 1-6 hrs 27
- 20-60 mins 28
- 5-20 mins 60
- Daily Average return rate-
- Occasional 18
- Weekly 53
- Daily 32
- First time 27
- Total Unique Clients (users connected devices) for the month 576

Twitter

- Number of Twitter followers- 49

Instagram

- Number of Instagram followers-207

Facebook Monthly Reach and Engagement

- August 2019
- Number of engagements with our posts (likes, shares etc.) –135
- Total number of post views – 3155
- Number of Page Likes- 1112
- July 2019
- Number of engagements with our posts (likes, shares etc.) – 381
- Total number of post views – 5990
- Number of Page Likes- 1107
- June 2019
- Number of engagements with our posts (likes, shares etc.) – 317
- Total number of post views – 8033
- Number of Page Likes- 1101
- May 2019
- Number of engagements with our posts (likes, shares etc.) – 254

- Total number of post views – 4475
 - Number of Page Likes- 1081
-
- April 2019
 - Number of engagements with our posts (likes, shares etc.) – 318
 - Total number of post views – 5386
 - Number of Page Likes- 1068
-
- March 2019
 - Number of engagements with our posts (likes, shares etc.) – 184
 - Total number of post views – 3335
 - Number of Page Likes- 1068
-
- February 2019
 - Number of engagements with our posts (likes, shares etc.) – 689
 - Total number of post views – 7999
 - Number of Page Likes- 1064

January 2019

- Number of engagements with our posts (likes, shares etc.) – 488
- Total number of post views – 6567
- Number of Page Likes- 1058

December 2018

- Number of engagements with our posts (likes, shares etc.) – 357
- Total number of post views – 5179
- Number of Page Likes- 1056

November 2018

- Number of engagements with our posts (likes, shares etc.) – 297
- Total number of post views – 4306
- Number of Page Likes- 1047

October 2018

- Number of engagements with our posts (likes, shares etc.) – 505
- Total number of post views – 6310
- Number of Page Likes- 1046

September 2018

- Number of engagements with our posts (likes, shares etc.) – 360
- Total number of post views – 5990
- Number of Page Likes- 1045

August 2018

- Number of engagements with our posts (likes, shares etc.) – 551
- Total number of post views – 7752
- Number of Page Likes- 1039

Brownell Library Website monthly visitors:

- Aug-2018 Visits 2,215 Page Views 3,660
- Sep-2018 Visits 1,866 Page Views 3,295
- Oct-2018 Visits 2,151 Page Views 3,397
- Nov-2018 Visits 1867 Page Views 2867
- Dec-2018 Visits 1784 Page Views 2716
- Jan-2019 Visits 2238 Page Views 3436
- Feb-2019 Visits 1917 Page Views 3,228
- Mar-2019 Visits 1828 Page Views 2931
- Apr-2019 Visits 381 Page Views 582 (an update on our website removed the link to Google Analytics so the website statistics are down this month, the link has since been restored)
- May-2019 Visits 2281 Page Views 5722
- Jun-2019 Visits 2,967 Page Views 8424
- Jul-2019 Visits 2,719 Page Views 7223
- Aug-2019 Visits 2,373 Page Views 6341

Memorandum

To: Selectboard; Evan Teich, Unified Manager
Cc: Greg Morgan, Economic Development Commission; Board of Trustees; Economic Development Commission
From: Greg Duggan, Deputy Manager GSD
Re: Advertising for an alternate on Economic Development Commission
Date: October 4, 2019

Issue

The issue is whether the Selectboard will authorize staff to advertise a position for an alternate on the Economic Development Commission.

Discussion

Greg Morgan, the longstanding chair of the Economic Development Commission, has requested a sabbatical of at least six months from the EDC as he recovers from back surgery. A letter from Mr. Morgan is attached.

If the Selectboard approves the request, staff can advertise for an alternate to temporarily fill Mr. Morgan's seat on the EDC. The Selectboard would be able to interview and appoint any candidate(s) who apply.

Cost

N/a

Recommendation

Staff recommends the Selectboard authorize staff to advertise a position for an alternate on the Economic Development Commission.

Gregory Duggan

From: Greg Morgan <gsmorgan@yahoo.com>
Sent: Friday, October 4, 2019 1:38 PM
To: Gregory Duggan; Evan Teich
Cc: Julie Miller-Johnson; James Bernegger; Melinda Monroe; Brian Shelden
Subject: Morgan Request for Sabbatical from EDC

CAUTION: EXTERNAL MAIL. DO NOT CLICK ON LINKS OR OPEN ATTACHMENTS YOU DO NOT TRUST

Hi Greg and Evan:

Thanks for the "poke". This note has been on my list for a week - but hard to get to!!

Please share the following note with the Selectboard - and please share with the Trustees if appropriate:

Dear Essex Town Selectboard:

This note is to request a sabbatical of at least 6 months from the Essex Economic Development Commission. As some of you know, I had back surgery in mid-July. I was hopeful the procedure would be a minor inconvenience and bounce back would be swift. At 90 days out, we have decided I need to cut back on my outside responsibilities so I can focus on rehab and conditioning. The good news – the surgery was quite successful.

I have shared my needs with the EDC – Julie Miller-Johnson, Jim Bernegger, Melinda Monroe, and Brian Shelden. We have assembled a great group who are working to find ways to promote and build the economy of Essex. I will be in regular touch with them, but hope to step away over the upcoming months. The group is currently working to figure out leadership going forward.

Perhaps the Town would consider seeking an additional member to the EDC if you can find a way for me to be on the sidelines for several months?

Thank you for all you do to build a better Essex. As you all know, there remains much to do. And thank you for giving me the opportunity to participate in what I feel has been a meaningful way.

All the best,

Greg

Greg Morgan

MEETING SCHEDULES

09/25/2019

TOWN SELECTBOARD MEETINGS 	VILLAGE TRUSTEES MEETINGS 	JOINT MEETINGS 
October 7, 2019—7:00 PM	SB Regular	
October 7, 2019—7:45 PM	JT Special, 81 Main (Canceled 9/12)	
October 8, 2019—6:30 PM	VB Regular	
October 28, 2019—7:00 PM	SB Regular	
October 29, 2019—6:30 PM	VB Regular	
October 29, 2019—7:15 PM	JT Special, 2 Lincoln	
November 4, 2019—7:00 PM	SB Regular	
November 4, 2019—7:45 PM	JT Special, 81 Main	
November 12, 2019—6:30 PM	VB Regular	
November 18, 2019—7:00 PM	SB Regular	
November 26, 2019—6:30 PM	VB Regular	
November 26, 2019—7:15 PM	JT Special, 2 Lincoln	
December 2, 2019—7:00 PM	SB Regular	
December 2, 2019—7:45 PM	JT Special, 81 Main	
December 4, 2019—8:30 AM	VB Special, Budget Day	
December 10, 2019—6:30 PM	VB Regular	
December 16, 2019—7:00 PM	SB Regular	
December 17, 2019—6:30 PM	VB Regular	
December 17, 2019—7:15 PM	JT Special, 2 Lincoln	
January 2, 2020—6:00 PM	SB Special, Budget Meeting	
January 6, 2020—6:00 PM	SB Special, Budget Meeting, Regular meeting begins at 7:00 PM	
January 6, 2020—7:45 PM	JT Special, 81 Main	
January 8, 2020—6:00 PM	SB Special, Budget Meeting	
January 13, 2020—6:00 PM	SB Special, Budget Meeting	
January 14, 2020—6:30 PM	VB Regular	
January 21, 2020—7:00 PM	SB Regular	
January 28, 2020—6:30 PM	VB Regular	
January 28, 2020—7:15 PM	JT Special, 2 Lincoln	
February 3, 2020—7:00 PM	SB Regular	

February 3, 2020—7:45 PM	JT Special, 81 Main
February 11, 2020—6:30 PM	VB Regular
February 18, 2020—7:00 PM	SB Regular
February 25, 2020—6:30 PM	VB Regular
February 25, 2020—7:15 PM	JT Special, 2 Lincoln
March 2, 2020—7:30 PM	Essex Community Dinner at 6:30; Annual Meeting at 7:30
March 3, 2020—7:00 AM to 7:00 PM	Essex Voting
March 10, 2020—6:30 PM	VB Regular
March 16, 2020—7:00 PM	SB Regular
March 24, 2020—6:30 PM	VB Regular
March 24, 2020—7:15 PM	JT Special, 2 Lincoln
April 1, 2020—7:00 PM	Essex Junction Community Supper at 6:00; Annual Meeting at 7:00
April 6, 2020—7:00 PM	SB Regular
April 6, 2020—7:45 PM	JT Special, 81 Main
April 14, 2020—7:00 AM to 7:00 PM	Essex Junction Voting
April 14, 2020—6:30 PM	VB Regular



SB = Town Selectboard
 VB = Village Board of Trustees
 JT = Joint Meeting of SB and VB

October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 SB Regular 7:00 PM JT Special 7:45 PM	8 VB Regular 6:30 PM	9	10	11	12
13	14 Indigenous Peoples' Day OFFICES CLOSED	15 Village Capital Committee, 6:00 PM, 81 Main St.	16	17	18	19
20	21	22	23	24	25	26
27	28 SB Regular 7:00 PM	29 VB Regular 6:30 PM JT Special 7:15 PM	30 Joint Governance Subcommittee 6:30 PM, 81 Main St.	31 Halloween		



SB = Town Selectboard
 VB = Village Board of Trustees
 JT = Joint Meeting of SB and VB

November 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 SB Regular 7:00 PM JT Special 7:45 PM	5 Election Day	6	7	8	9
10	11 Veterans Day OFFICES CLOSED	12 VB Regular 6:30 PM	13	14	15	16
17	18 SB Regular 7:00 PM	19	20	21	22	23
24	25	26 VB Regular 6:30 PM JT Special 7:15 PM	27	28 Thanksgiving OFFICES CLOSED	29 OFFICES CLOSED	30