

Agenda_Packet_09-01-2022

Agenda
Roxbury Free Library
Board of Trustees' Meeting
September 01, 2022 at 17:00

Physical Meeting location: Roxbury Free Library
Virtual Meeting location: Zoom -
<https://us02web.zoom.us/j/5980212288>
Meeting ID: 598 021 2288 or dial in at 1 301 715 8592 US

- 1.0 17:00 Call to order
- 2.0 17:01 Additions/Postponements of Agenda Items
- 3.0 17:05 Consent Agenda
 - 3.1 Review of minutes of 4/19/2022 and 06/09/2022 meetings
 - 3.2 Review of Treasurer's report
 - 3.3 Review of Library Director's report
- 4.0 17:15 Additions to agenda
- 5.0 17:20 Audience
- 6.0 Old Business
 - 6.1 None
- 7.0 New Business

Roxbury Free Library Mission Statement: *Our mission is to develop and nourish the spirit and imagination of all individuals in our community to enrich their knowledge and understanding. We will provide free access to library services, programs, resources, and information. Our vision is to keep our library relevant in a complex world.*

Agenda
Roxbury Free Library
Board of Trustees' Meeting
September 01, 2022 at 17:00

- 7.1 17:30 Review end of FY22 financial reports
- 7.2 17:45 Review BYLA 002 Trustee's Calendar
- 7.3 17:55 Evaluation of recent fundraising activities
 - Green Up day
 - July 4th Celebration
- 7.4 18:05 Discussion on interior furniture procurement with ARPA Phase 2 funds
- 7.5 18:10 Library activities and donations for the Roxbury Park
- 7.6 18:15 Library sponsored fall activities
- 7.7 18:25 Campaign to increase the number of Friends of the Roxbury Free Library
- 7.8 18:35 Trustees 2023
- 8.0 Future Meetings
- 8.1 next regular board meeting to be determined (10/13/2022 normal schedule)
- 9.0 18:45 Adjournment

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Meeting Minutes

Roxbury Free Library
Board of Trustees' Meeting
April 19, 2022 at 17:00

Physical Meeting location: Roxbury Free Library

Virtual Meeting location: Zoom -

<https://us02web.zoom.us/j/5980212288>

Meeting ID: 598 021 2288 or dial in at 1 301 715 8592 US

Present: Heidi Albright (Clerk), Jeanne Beckwith (Vice Chair), Ed Carney (Chair), Carl Ellis (Treasurer) arrived at 17:16, Jane Pincus, Ryan Zajac (Library Director)

Absent: None

Audience: None

1.0 17:00 Call to order

The meeting was called to order at 17:06

2.0 17:01 Additions/Postponements of Agenda Items

None

3.0 17:05 Consent Agenda

3.1 Review of minutes of 03/15/2022 meeting

The minutes of 03/15/2022 were reviewed and accepted.

3.2 Review of Treasurer's report

Treasurer's report was reviewed and accepted. Ed had a question about the ~\$900 miscellaneous revenue, but no concerns.

3.3 Review of Library Director's report

The Library Director gave a quick overview of the Phase 2 IMLS ARPA funds that will be available for the RFL to apply for. Library Director's report was reviewed and accepted. A motion was made by Jeanne Beckwith and seconded by Jane Pincus to accept the consent agenda which

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Meeting Minutes

Roxbury Free Library Board of Trustees' Meeting April 19, 2021 at 17:00

include the: minutes of 03/15/2022, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved

4.0 17:15 Additions to agenda

None

5.0 17:20 Audience

None

6.0 Old Business

6.1 17:25 Upcoming 2022 fundraising raffle

The board discussed plans for a raffle sale. Potential raffle items include a round of golf; an assortment of beef; artwork; maple sampler; and a house cleaning gift certificate. The 2nd of May is the deadline for submitting the actual items. Heidi will compile the info for each item and make a flier to accompany the sales plus any other locations where tickets may be sold before the drawing on July 3rd. Tickets will go towards individual gifts so the donor will know what they are bidding on. No action taken.

Upcoming 2022 book sale plans

The board discussed when to hold any book sales this year. There did not seem to be any reason not to try a sale on both Green Up Day and July 3rd assuming some additional help will be involved for both sales. May 6th the community center will be staffed for donations between 3:00 - 5:00. The sale will run from 10:00 - 3:00 on May 7th. Ed indicated we have approval to store materials and books in the back room on the first floor. The board discussed prices and sale format for the books but did not commit to a price yet. Both the raffle and book sales will be announced through newspapers, social media, FPF, fliers, and social media avenues. No action taken.

7.0 New Business

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**To be approved at the next regular board meeting*

Approved at the 00/00/202x Meeting.

Meeting Minutes

Roxbury Free Library
Board of Trustees' Meeting
April 19, 2021 at 17:00

- 7.1 None
- 8.0 Future Meetings
- 8.1 05/12/2022 Normal RFL board meeting
 06/01/2022 VLA Annual Conference
- 9.0 18:00 Adjournment
- The meeting was adjourned at 17:55

Respectfully Submitted, Heidi Albright (Clerk)

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**To be approved at the next regular board meeting
Approved at the 00/00/202x Meeting.*

Meeting Minutes

Roxbury Free Library
Board of Trustees' Meeting
June 9, 2022 at 17:00

Physical Meeting location: Roxbury Free Library

Virtual Meeting location: Zoom - <https://us02web.zoom.us/j/5980212288>

Meeting ID: 598 021 2288 or dial in at 1 301 715 8592 US

Present: Heidi Albright (Clerk), Jeanne Beckwith (Vice Chair) departed at 17:48, Ed Carney (Chair), Jane Pincus, Ryan Zajac (Library Director)

Absent: Carl Ellis (Treasurer),

Audience: None

1.0 Call to order

The meeting was called to order at 17:06

2.0 Additions/Postponements of Agenda Items

None

3.0 Consent Agenda

3.1 Review of minutes of 04/19/2022 meeting

The minutes of 04/19/2022 were not reviewed and will be approved at the normal July board meeting.

3.2 Review of Treasurer's report

The Treasurer was absent but had provided a paper copy of the monthly account balances to each board member prior to the board meeting. Treasurer's report was discussed, but no action taken. The library director briefly highlighted the plan to conclude the fiscal year and the expectation that it will wrap up with all accounts in good standing.

3.3 Review of Library Director's report

Library Director's report was provided verbally. Ryan shared a few updates on recent grant procurements (CLSP & ARPA Phase 2 include \$800 in grants to the RFL this summer). A few upcoming events include: RIF Distribution; Back to the Country - then and now; Garden Tour of

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Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
June 9, 2021 at 17:00

Roxbury; July 4th; and Summer Reading. A shift in staffing effective June 1st was also discussed. Lisa will now be working in the similar capacity to the traditional Substituent position at the RFL. Caitlyn will be present more each week and take on more administrative duties. A motion was made by Jeanne Beckwith and seconded by Jane Pincus to accept the modified consent agenda which include the: Treasurer's report, and Library Director's report. Vote: 4 yes, 0 abstentions, 0 no. Approved

4.0 Additions to agenda

None

5.0 Audience

None

6.0 Old Business

6.1 July 3, 2022 RFL Events

Drawing winners for the fundraising raffle

Setup and staffing the book sale

Receiving donated books for the book sale.

Delivery of baked goods and staffing bake sale

Storage of books after the book sale

The board discussed what is happening with upcoming fundraisers. Ed provided a review of how the raffle sales at the Farmer's Markets have gone in Northfield. Book donations can be dropped off at the community center porch anytime between Fri. and Sun. of that weekend. Most board members were available to setup the sale on either Fri. or Sat. before the 3rd. Ideas were considered for how to price books to move more books out the door on the 3rd. (e.g. buy 1 get 1 free). The raffle winners will be drawn at 2:00 on the 3rd. Carl will have the tickets for the drawings. Ideally, a table and signs can be setup outside the book sale on the 3rd to boost both fundraisers. Ryan will try to recruit helpers to clean up the sale on the 3rd. Jane will call the list of bakers and solicit their help. Other board members will review the current list and make suggestions for additions and changes before June 14th. Jane and possibly Jeanne will staff the bake sale table at the Fire Station on the 3rd. No action taken

8.0 Future Meetings

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Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
June 9, 2021 at 17:00

8.1 7/14/2022

Jeanne Beckwith mentioned she will not be able to attend on the 14th. The board will need to ensure a quorum for their July meeting.

9.0 Adjournment

A motion was made by Heidi Albright and seconded by Jane Pincus to adjourn the meeting. Vote: 3 yes, 0 abstentions, 0 no. Approved. The meeting was adjourned at 17:58

Respectfully Submitted, Heidi Albright (Clerk)

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Library Operations Report

Upcoming Events and Meetings

- Cartooning workshop with the Center for Cartoon Studies (3rd week of August tentative)
- Summer Reading ongoing
- September book club resurrection?

June Outreach

- In June the RFL hosted 2 programs and meeting space for 0 events (Children's book distribution, and Summer reading kickoff). Attendance in these events included 5 adults and 42 children.
- We prepared a couple book reviews to include in the Herald's Summer Special book talk article.
- We organized our first Golden Ticket visit. It was a community child who was the first to take up the offer and the visit was scheduled in July.
- After some back and forth, we ultimately were not able to get the tennis program going again this year. There is a chance something may be available for a month or so after the campers depart and before the nets come down, but it will be a weak alternative compared to what was offered for years before the pandemic.

Miscellaneous

- We submitted our reporting for the Round 1 ARPA grant we received from IMLS last year.
- We have received the funds for the Round 2 ARPA grant. New interior furniture is the goal for using this \$500 grant money.
- We concluded the FY22 in good order. The months of May and June usually include lots of new materials coming into the RFL as we know exactly how much money we have left to spend. As is this year, the shelves are now stuffed with lots of new good materials across the RFL.
- Related to above, RFL staff are looking to implement a full collection inventory sometime near the end of the summer. We have not done a full inventory since we worked on our collection automation between 2012 and 2014. We've been doing some targeted weeding and between the need for evaluating what's on the shelves, finding where mistakes exist, and also a good cleaning, the time is right for a big inventory.
- RFL COVID-19 Review
 - At the time of the July board meeting we are still requiring mask use by unvaccinated individuals only.

Trustee Meeting held – July 26th 2022

RFL Service description

- *Hi Ryan,
First, I'm really touched that you thought of me. Thank you. I'm not sure how you surmised that this book would be of interest to me, but you are astonishingly correct. So, the answer is "yes". Would you please reserve this book for me. I will stop in soon to borrow it. Thanks again for thinking of me.
(email correspondence with a new patron, July 2022)*

Volunteers providing service in the last month

Tom Frazier

Rich Smith

Debra Rogler

June by the numbers Roxbury Free Library

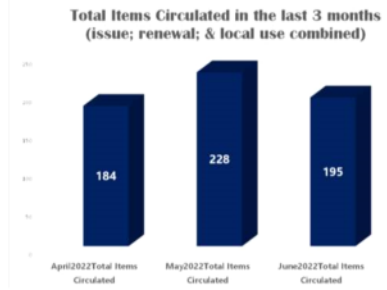
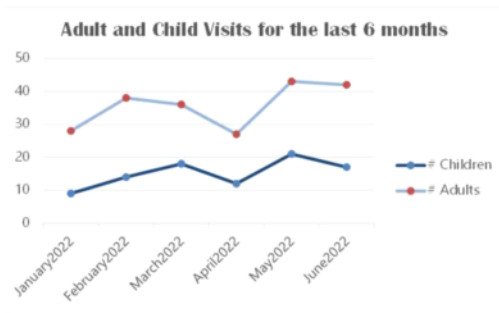
The last two months have shown the largest number of devices connecting to our wi fi network that we have a record of (316 and 308 respectively). Not sure why, but the report we use to monitor website visits seems to have changed. The number of website visits has increased dramatically in the last month (approximately 10 x), but it is not likely a reliable measure.

59 visits

0.88 visitors per hour open


↓ 8%
since May

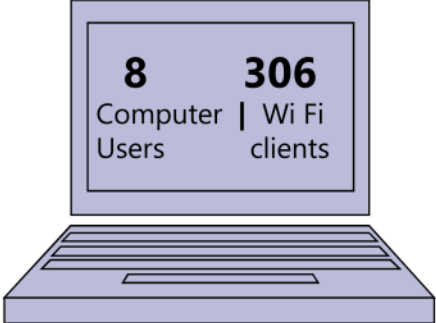
Summary Statistics of RFL



 8,297 items in the collection	 12 reference questions answered	 49 e-content accessed	ILL 1 → RFL → 3
www.roxburyfreelibrary.org was visited ~890 times in June 2022			

 0 Passes checked out	 + 1 Registered new patrons
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376 active patrons.
101 Registered users of LUV



8	306
Computer Users	Wi Fi clients

Trustee Meeting held - September 1st 2022

Library Operations Report

Upcoming Events and Meetings

- Cartooning workshop with the Center for Cartoon Studies?
- September book club resurrection?
- Wed. Sept. 7 first day of Wed operating hours (8:00 - 11:00)
- September 18 - 24 Banned Books week

July Outreach

- In July the RFL hosted 5 programs and meeting space for 0 events (Summer Reading Programs, and 1st Annual Roxbury Garden Tour). Attendance in these events included 21 adults and 5 children.
- The latest issue of the Roxbury Newsy was mailed in early July.
- Our organizing Summer Reading activities concluded at the end of July. We had good participation between the middle of June and first two weeks of July before summer demands got in the way of attendance.
- We offered an adult and children's Summer Reading Bingo activity throughout the summer. We drew winners from each and provided gift cards to Bear Pond Books for the lucky participants.
- We are onboarding for two different but important catalog platform transitions. First, We are getting setup to transition our OPAC into the Aspen system ([Aspen Discovery](#)) A few traits of the Aspen system include changes for patrons using the catalog, and importantly how we can curate all of our collections for patrons to see and access. For example:
 - - Display all formats of title within one result
 - - Faster searching than on OPAC
 - - Easy for staff to create lists of materials for your patrons and to highlight collections
 - - Able to filter results to just your library, or a set of libraries (HomeCard for example)
 - - One stop shop to show patrons what they have out from digital and physical collection (importantly, all our digital access services, i.e. Kanopy, Hoopla, LUV, etc...)
 - - Lida App for device use - although the website also scales to use on devices
 - - Option to make Aspen be your library website as well as catalog
- Second, we are in the next round of libraries transitioning into the [Palace App](#) managed through the VTDOL. The Palace App will streamline all of our ebook options available to patrons in one location. Similar to Aspen, Palace will create a one-stop shop for ebook and eaudiobook content available to RFL patrons.

Trustee Meeting held – September 1st 2022

- We hope both these initiatives will launch at a similar date so as to diminish any confusion and learning curves as they roll out for patrons.

Miscellaneous

- Some general options for interior furniture are provided at the end of the report. New furniture is the goal for using the \$500 grant money from ARPA Phase 2. From the staff perspective, we are hoping to acquire furniture that meets the following requirements: hygienic; comfortable; efficient use of space, i.e. stackable, and possibly multi-purpose. We would appreciate any general or specific expectations from the board on what to procure.
- Tom Frazier filed a complaint regarding the appearance of the exterior of the RFL. He is unsatisfied with the edges of the building and weeds along the handicap ramp.
- Bill Cecil is going to prepare a couple options for a “Little Library” to be built and placed on the exterior of the RFL. When he has design options I will bring them back to the board for feedback and approval.
- RFL COVID-19 Review
 - At the time of the August board meeting we are still requiring mask use by unvaccinated individuals only.

RFL Service description

- *Patron feedback this month:*
We had never used Kanopy before we played the Summer Reading Bingo game this month. That is a really nice offering. We used to subscribe to Disney Plus, but this is way better for the kids, plus us parents since it's free!

Volunteers providing service in the last month

Tom Frazier

Debra Rogler

July by the numbers Roxbury Free Library

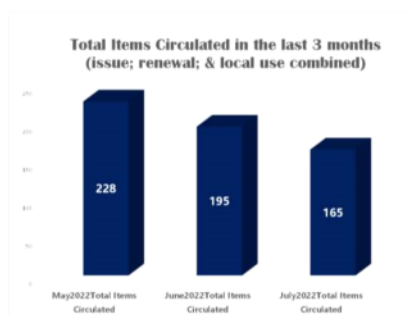
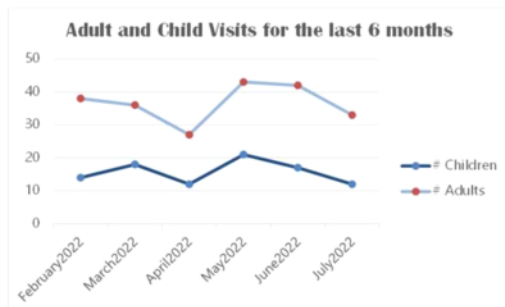
We will not be able to report July being the busiest month in 2022 like we do for many other years pre-pandemic. When reflecting about the trend though, I remembered how many of our staff and board members weren't able to come into the RFL this month for various reasons. Why would our patrons be different? It appears July 2022 was a strange month for more than just us.






45 visits

0.65 visitors per hour open

↓ **24%**
since June

Summary Statistics of RFL



 <p>8,311 items in the collection</p>	<p>? 5 reference questions answered</p>	 <p>56 e-content accessed</p>	<p>ILL 1 → RFL → 5</p>
 <p>0 Passes checked out + 0 Registered new patrons</p>		 <p>2 Computer Users 295 Wi Fi clients</p>	
 <p>379 active patrons. 101 Registered users of LUV</p>			

www.roxburyfreelibrary.org
was visited ~860 times in July 2022

ID	Title	Frequency	Last Revision
BYLA-002	Trustees Calendar	Annually	08-13-2019

**Roxbury Free Library
Trustee's Calendar**

July	<ul style="list-style-type: none"> • New Fiscal Year etc... • Review BYLA002 - Trustees Calendar • July 4th Fundraising book and bake sale
August	<ul style="list-style-type: none"> • Review PERS 001 - Personnel Policy • PERS 002 - Director Job Description
September	<ul style="list-style-type: none"> • Board evaluations of Director and Director self-evaluations submitted • Policy review • Plan Celebration of Support
October	<ul style="list-style-type: none"> • Negotiate employment agreements • Policy work • Draft "Friends" letter • Host Celebration of Support
November	<ul style="list-style-type: none"> • First draft of Budget discussed • Send "Friends" letter
December	<ul style="list-style-type: none"> • Finalize and send budget • Coordinate Christmas gift list
January	<ul style="list-style-type: none"> • Submit budget for Town Report • Word and approve warning for Town Report • Submit names of Trustees running for reelection • Plan February retreat agenda
February	<ul style="list-style-type: none"> • Board retreat • Plan board raffle fundraiser
March	<ul style="list-style-type: none"> • Elect Board officers • Review MISS-002 - Mission Statement
April	<ul style="list-style-type: none"> • Review BYLA-003 - By Laws • Prepare for Green Up Day book sale • Coordinate Library clean up
May	<ul style="list-style-type: none"> • Green Up Day book sale • Plan volunteer luncheon
June	<ul style="list-style-type: none"> • Prepare for Bake Sale on 4th of July

Date of adoption 08-13-2019

Record of Adoption

Approved 4

Abstentions 0

Opposed 0

07/07/22
01:07 pm

Town of Roxbury General Ledger
Detail Transactions Report
Period 1 Jul to Period 12 Jun

			Last Year				Unexpended	
Account: 01-7-80-95.03			Unused Budget	Budget	Encumbrance	YTD Posting	Balance	
Description: Library			0.00	-31,750.00	0.00	31,750.00	0.00	
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
08/31/21	GL01 Transfer Library Appropri	GJ# 20220057					7937.50	
12/01/21	GL01 Transfer Library Funds	GJ# 20220137					7937.50	
03/02/22	GL01 Transfer Library Funds	GJ# 20220239					7937.50	
05/11/22	GL01 Transfer Library Funds	GJ# 20220307					7937.50	
Transaction Totals			0.00	0.00	0.00	0.00	31750.00	0.00
Account Totals			0.00		0.00		31750.00	

07/07/22
01:06 pm

Town of Roxbury General Ledger
Trial Balance - Library Programs Fund
Current Year - Period 12 Jun

Account/Description	Budget	Balance
11-1-03-01.00 Due From Other Funds	0.00	8,644.89
Total Asset	0.00	8,644.89
11-2-01-01.00 Due to From	0.00	0.00
Total Liability	0.00	0.00
11-3-00-00.00 Fund Balance	0.00	-11,176.39
Total Fund Balance	0.00	-11,176.39

07/07/22
01:06 pm

Town of Roxbury General Ledger
Trial Balance - Library Programs Fund
Current Year - Period 12 Jun

Account/Description	Estimated Revenue	Received To Date	Uncollected Balance	MTD Revenue
11-6-03-03.00 Interest	0.00	0.00	0.00	0.00
11-6-03-12.00 Donations	0.00	-2,330.00	-2,330.00	0.00
11-6-03-13.01 Fundraising	0.00	-200.00	-200.00	0.00
11-6-03-14.00 ARPA Grant Funds	0.00	0.00	0.00	0.00
Total Revenues	0.00	-2,530.00	-2,530.00	0.00

07/07/22
01:06 pm

Town of Roxbury General Ledger
Trial Balance - Library Programs Fund
Current Year - Period 12 Jun

Account/Description	Budget	Expenditures	Balance	MTD Expenditures
11-7-30-21.04 Newsletter Expenses	0.00	1,644.72	1,644.72	0.00
11-7-30-21.05 Misc Expenses	0.00	600.00	600.00	0.00
11-7-30-22.00 Programs & Expenses	0.00	794.78	794.78	40.75
11-7-30-23.00 Copier Lease	0.00	312.00	312.00	0.00
11-7-30-24.00 Transfer Out	0.00	0.00	0.00	0.00
11-7-30-25.00 ARPA Grant Expenses	0.00	1,710.00	1,710.00	0.00
Total Expenditures	0.00	5,061.50	5,061.50	40.75
Total Library Programs Fund	0.00	0.00	0.00	0.00

Total Debits: 13,706.39 Total Credits: 13,706.39

07/07/22
01:06 pm

Town of Roxbury General Ledger
Trial Balance - Library Operating Fund
Current Year - Period 12 Jun

Account/Description	Budget	Balance
15-1-03-01.00 Due From Other funds	0.00	5,399.19
Total Asset	0.00	5,399.19
15-2-01-01.00 Due To From	0.00	0.00
Total Liability	0.00	0.00
15-3-00-00.00 Fund Balance	0.00	-2,775.79
Total Fund Balance	0.00	-2,775.79

07/07/22
01:06 pm

Town of Roxbury General Ledger
Trial Balance - Library Operating Fund
Current Year - Period 12 Jun

Account/Description	Estimated Revenue	Received To Date	Uncollected Balance	MTD Revenue
15-6-03-03.00 Interest	0.00	0.00	0.00	0.00
15-6-03-03.01 CD Interest	0.00	0.00	0.00	0.00
15-6-03-03.02 Dividends	425.00	-517.02	-92.02	0.00
15-6-03-09.00 Grants	250.00	-300.00	-50.00	0.00
15-6-03-09.01 ARPA Grant	0.00	-2,500.00	-2,500.00	-500.00
15-6-03-10.00 Town Appropriation	31,750.00	-31,750.00	0.00	0.00
15-6-03-11.00 Rox Free Library Funds	0.00	0.00	0.00	0.00
15-6-03-12.00 Donations	0.00	-5.00	-5.00	0.00
15-6-03-13.01 Fundraising	0.00	-195.00	-195.00	0.00
15-6-03-14.00 Miscellaneous Income	965.00	-250.00	715.00	0.00
15-6-03-15.00 Eckfeldt Fund	0.00	0.00	0.00	0.00
15-6-03-16.00 Transfer In	0.00	0.00	0.00	0.00
Total Revenues	33,390.00	-35,517.02	-2,127.02	-500.00

07/07/22
01:06 pm

Town of Roxbury General Ledger
Trial Balance - Library Operating Fund
Current Year - Period 12 Jun

Account/Description	Budget	Expenditures	Balance	MTD Expenditures
15-7-10-11.00 Library FICA/Medi	-1,620.00	1,582.49	-37.51	124.13
15-7-10-15.00 Library SUIVT	-180.00	129.43	-50.57	0.00
15-7-30-00.00 Library Expenses	0.00	0.00	0.00	0.00
15-7-30-15.00 Eckfeldt Project	0.00	0.00	0.00	0.00
15-7-30-20.00 Postage	-325.00	322.46	-2.54	110.68
15-7-30-21.00 Supplies	-400.00	477.69	77.69	260.34
15-7-30-21.01 Books/Materials	-3,000.00	3,988.46	988.46	3,220.91
15-7-30-21.02 RIF	0.00	49.68	49.68	49.68
15-7-30-21.03 Programs	0.00	0.00	0.00	0.00
15-7-30-21.04 Grant Programs	0.00	0.00	0.00	0.00
15-7-30-22.00 Computer/Software	-300.00	25.80	-274.20	25.80
15-7-30-22.01 VOKAL Book Sharing	-375.00	582.80	207.80	0.00
15-7-30-22.02 Dues	-265.00	100.00	-165.00	0.00
15-7-30-23.01 VT Online	0.00	0.00	0.00	0.00
15-7-30-23.02 Domain Registration	-125.00	171.87	46.87	0.00
15-7-30-24.00 Equipment/Furniture	-560.00	0.00	-560.00	0.00
15-7-30-30.00 Electricity	-500.00	577.35	77.35	46.98
15-7-30-31.00 Telephone/DSL	-1,500.00	1,521.62	21.62	125.99
15-7-30-32.00 Fuel	-1,500.00	741.87	-758.13	0.00
15-7-30-45.01 Training/Professional	-300.00	0.00	-300.00	0.00
15-7-30-48.00 Library Insurance	-1,000.00	537.60	-462.40	0.00
15-7-30-62.00 Maintenance	-300.00	315.12	15.12	104.95
15-7-30-96.00 Lib. Director Payroll	-15,405.00	15,839.50	434.50	1,185.00
15-7-30-96.01 Librarian Substitute Pay	0.00	2,608.93	2,608.93	0.00
15-7-30-96.02 Mileage	-100.00	152.85	52.85	0.00
15-7-30-96.03 Asst. Librarian	-5,635.00	3,143.10	-2,491.90	456.80
15-7-30-97.00 Gifts	0.00	25.00	25.00	0.00
15-7-30-98.00 NSB Account	0.00	0.00	0.00	0.00
15-7-30-99.00 Miscellaneous Expense	0.00	0.00	0.00	0.00
Total Expenditures	-33,390.00	32,893.62	-496.38	5,751.26
Total Library Operating Fund	0.00	0.00	0.00	0.00

Total Debits: 71,682.81 Total Credits: 71,682.81

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			Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance	
Account: 15-6-03-03.02								
Description: Dividends			0.00	425.00	0.00	-517.02		92.02
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
09/16/21	GL01 Library Dividend	GJ# 20220060						102.49
11/04/21	GL01 Library Dividends	GJ# 20220094						104.24
01/24/22	GL01 Library Dividends	GJ# 20220182						86.10
02/15/22	GL01 Library Dividends	GJ# 20220211						104.24
05/06/22	GL01 Library Dividends & Book	GJ# 20220297						30.35
05/13/22	GL01 Library Div & fundraising	GJ# 20220317						89.60
Transaction Totals			0.00	0.00	0.00	0.00	0.00	517.02
Account Totals			0.00		0.00			517.02

			Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance	
Account: 15-6-03-09.00								
Description: Grants			0.00	250.00	0.00	-300.00		50.00
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
05/03/22	GL01 Library Grant Funds	GJ# 20220310						300.00
Transaction Totals			0.00	0.00	0.00	0.00	0.00	300.00
Account Totals			0.00		0.00			300.00

			Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance	
Account: 15-6-03-09.01								
Description: ARPA Grant			0.00	0.00	0.00	-2,500.00		2,500.00
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
11/17/21	GL01 Library-ARPA Grant	GJ# 20220115						2000.00
06/29/22	GL01 Library ARPA Grant	GJ# 20220364						500.00
Transaction Totals			0.00	0.00	0.00	0.00	0.00	2500.00
Account Totals			0.00		0.00			2500.00

			Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance	
Account: 15-6-03-10.00								
Description: Town Appropriation			0.00	31,750.00	0.00	-31,750.00		0.00

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Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
08/31/21	GL01 Transfer Library Appropri	GJ# 20220057						7937.50
12/01/21	GL01 Transfer Library Funds	GJ# 20220137						7937.50
03/02/22	GL01 Transfer Library Funds	GJ# 20220239						7937.50
05/11/22	GL01 Transfer Library Funds	GJ# 20220307						7937.50
Transaction Totals			0.00	0.00	0.00	0.00	0.00	31750.00
Account Totals			0.00		0.00			31750.00

Account:	15-6-03-12.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance
Description:	Donations	0.00	0.00	0.00	-5.00	5.00

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
05/31/22	GL01 Library Funds	GJ# 20220335						5.00
Transaction Totals			0.00	0.00	0.00	0.00	0.00	5.00
Account Totals			0.00		0.00			5.00

Account:	15-6-03-13.01	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance
Description:	Fundraising	0.00	0.00	0.00	-195.00	195.00

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
05/31/22	GL01 Library Funds	GJ# 20220335						195.00
Transaction Totals			0.00	0.00	0.00	0.00	0.00	195.00
Account Totals			0.00		0.00			195.00

Account:	15-6-03-14.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance
Description:	Miscellaneous Income	0.00	965.00	0.00	-250.00	(715.00)

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
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Date	From Description	Reference	Budget	Budget	Encumbrance	Encumbrance	Actual	Actual
			Debit	Credit	Debit	Credit	Debit	Credit
05/31/22	GL01 Library Funds	GJ# 20220335						250.00
Transaction Totals			0.00	0.00	0.00	0.00	0.00	250.00
Account Totals			0.00		0.00			250.00

Account:	15-7-10-11.00	Last Year				Unexpended Balance
		Unused Budget	Budget	Encumbrance	YTD Posting	
Description:	Library FICA/Medi	0.00	-1,620.00	0.00	1,582.49	37.51

Date	From Description	Reference	Budget	Budget	Encumbrance	Encumbrance	Actual	Actual
			Debit	Credit	Debit	Credit	Debit	Credit
07/01/21	PR01 Cumulative Payroll	Batch 970						26.23
07/08/21	PR01 Cumulative Payroll	Batch 970						29.95
07/15/21	PR01 Cumulative Payroll	Batch 970						31.29
07/22/21	PR01 Cumulative Payroll	Batch 970						17.41
07/29/21	PR01 Cumulative Payroll	Batch 971						16.21
08/05/21	PR01 Cumulative Payroll	Batch 972						31.29
08/12/21	PR01 Cumulative Payroll	Batch 973						30.18
08/19/21	PR01 Cumulative Payroll	Batch 974						30.18
08/26/21	PR01 Cumulative Payroll	Batch 975						30.18
09/02/21	PR01 Cumulative Payroll	Batch 976						30.18
09/09/21	PR01 Cumulative Payroll	Batch 977						30.18
09/16/21	PR01 Cumulative Payroll	Batch 978						30.18
09/23/21	PR01 Cumulative Payroll	Batch 979						30.18
09/30/21	PR01 Cumulative Payroll	Batch 980						30.18
10/07/21	PR01 Cumulative Payroll	Batch 981						32.88
10/14/21	PR01 Cumulative Payroll	Batch 982						25.93
10/21/21	PR01 Cumulative Payroll	Batch 983						28.34
10/28/21	PR01 Cumulative Payroll	Batch 984						30.18
11/04/21	PR01 Cumulative Payroll	Batch 985						30.18
11/11/21	PR01 Cumulative Payroll	Batch 986						30.18
11/18/21	PR01 Cumulative Payroll	Batch 987						31.98
11/25/21	PR01 Cumulative Payroll	Batch 988						34.70
12/02/21	PR01 Cumulative Payroll	Batch 989						31.39
12/09/21	PR01 Cumulative Payroll	Batch 990						30.97
12/16/21	PR01 Cumulative Payroll	Batch 991						30.97
12/23/21	PR01 Cumulative Payroll	Batch 993						30.97
12/30/21	PR01 Cumulative Payroll	Batch 994						25.84
01/06/22	PR01 Cumulative Payroll	Batch 995						25.69
01/13/22	PR01 Cumulative Payroll	Batch 996						28.86
01/20/22	PR01 Cumulative Payroll	Batch 997						31.11
01/27/22	PR01 Cumulative Payroll	Batch 998						29.00
02/03/22	PR01 Cumulative Payroll	Batch 999						25.69
02/10/22	PR01 Cumulative Payroll	Batch 000						30.97
02/17/22	PR01 Cumulative Payroll	Batch 002						30.97
02/24/22	PR01 Cumulative Payroll	Batch 003						32.02

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Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Account: 15-7-10-11.00								
03/03/22	PR01 Cumulative Payroll	Batch 004					30.97	
03/10/22	PR01 Cumulative Payroll	Batch 005					30.97	
03/17/22	PR01 Cumulative Payroll	Batch 006					31.11	
03/24/22	PR01 Cumulative Payroll	Batch 007					30.97	
03/31/22	PR01 Cumulative Payroll	Batch 008					30.97	
04/07/22	PR01 Cumulative Payroll	Batch 009					33.02	
04/14/22	PR01 Cumulative Payroll	Batch 010					30.97	
04/21/22	PR01 Cumulative Payroll	Batch 010					29.59	
04/28/22	PR01 Cumulative Payroll	Batch 011					27.95	
05/05/22	PR01 Cumulative Payroll	Batch 012					30.97	
05/12/22	PR01 Cumulative Payroll	Batch 013					34.13	
05/19/22	PR01 Cumulative Payroll	Batch 014					34.13	
05/26/22	PR01 Cumulative Payroll	Batch 015					31.11	
06/02/22	PR01 Cumulative Payroll	Batch 016					28.86	
06/09/22	PR01 Cumulative Payroll	Batch 017					26.57	
06/16/22	PR01 Cumulative Payroll	Batch 018					35.34	
06/23/22	PR01 Cumulative Payroll	Batch 019					31.11	
06/30/22	PR01 Cumulative Payroll	Batch 020					31.11	
Transaction Totals			0.00	0.00	0.00	0.00	1582.49	0.00
Account Totals			0.00		0.00		1582.49	

Account:	15-7-10-15.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Library SUIVT	0.00	-180.00	0.00	129.43	50.57

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
01/10/22	AP01 Ck:18094:VERMONT DEPT OF	Batch 399					88.73	
04/04/22	AP01 Ck:18343:VERMONT DEPT OF	Batch 413					40.70	
Transaction Totals			0.00	0.00	0.00	0.00	129.43	0.00
Account Totals			0.00		0.00		129.43	

Account:	15-7-30-20.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Postage	0.00	-325.00	0.00	322.46	2.54

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
10/15/21	AP01 In:LIB 10/2021:CREDIT CAR	Batch 381					138.78	

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Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Account: 15-7-30-20.00								
03/18/22	AP01 In:LIB 3/2022:CREDIT CARD	Batch 411					73.00	
06/30/22	AP01 Ck:E 2023:CREDIT CARD S	Batch 425					110.68	
Transaction Totals			0.00	0.00	0.00	0.00	322.46	0.00
Account Totals			0.00		0.00		322.46	

Account:	15-7-30-21.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Supplies	0.00	-400.00	0.00	477.69	(77.69)

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
08/20/21	AP01 In:LIB 8-2021:CREDIT CARD	Batch 372					13.55	
02/07/22	AP01 Ck:18157:DEMCO	Batch 404					66.69	
03/07/22	AP01 Ck:18248:BRODART CO	Batch 407					137.11	
06/20/22	AP01 Ck:18571:W.B. MASON	Batch 424					96.03	
06/20/22	AP01 Ck:18537:BRODART CO	Batch 424					69.31	
06/20/22	AP01 Ck:18536:BEACON PRINTING	Batch 424					95.00	
Transaction Totals			0.00	0.00	0.00	0.00	477.69	0.00
Account Totals			0.00		0.00		477.69	

Account:	15-7-30-21.01	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Books/Materials	0.00	-3,000.00	0.00	3,988.46	(988.46)

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/12/21	AP01 Ck:17558:KANOPY, INC	Batch 365					9.00	
07/21/21	AP01 Ck:E 1932:CREDIT CARD S	Batch 366					149.17	
09/14/21	AP01 In:LIB 9/21:CREDIT CARD S	Batch 377					53.92	
09/20/21	AP01 Ck:17754:KANOPY, INC	Batch 377					8.00	
10/15/21	AP01 In:LIB 10/2021:CREDIT CAR	Batch 381					47.10	
10/18/21	AP01 Ck:17840:KANOPY, INC	Batch 381					9.00	
11/12/21	AP01 In:LIB 11/21:CREDIT CARD	Batch 386					19.61	
01/05/22	AP01 Ck:E 1978:CREDIT CARD S	Batch 400					14.24	
01/24/22	AP01 Ck:18121:KANOPY, INC	Batch 402					4.00	
02/04/22	AP01 In:LIB 2/7/22:CREDIT CARD	Batch 404					108.33	
02/07/22	AP01 Ck:18171:ST. JOHNSBURY AT	Batch 404					13.00	
02/07/22	AP01 Ck:18162:KANOPY, INC	Batch 404					9.00	
02/08/22	GL01 Incorrect Credit Card Pay GJ# 20220258							0.30

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Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Account: 15-7-30-21.01								
03/07/22	AP01 Ck:18263:THE HERALD OF RA	Batch 407					42.00	
03/07/22	AP01 Ck:18254:KANOPY, INC	Batch 407					2.00	
03/18/22	AP01 In:LIB 3/2022:CREDIT CARD	Batch 411					168.14	
04/04/22	AP01 Ck:18338:ORWELL FREE LIBR	Batch 413					13.00	
04/15/22	AP01 In:LIB 4/2022:CREDIT CARD	Batch 415					18.54	
04/15/22	AP01 In:LIB 4/2022:CREDIT CARD	Batch 415					101.50	
05/06/22	GL01 Library Dividends & Book	GJ# 20220297						31.70
05/16/22	AP01 Ck:18449:KANOPY, INC	Batch 418					10.00	
06/03/22	AP01 In:LIB 6/2022:CREDIT CARD	Batch 421					197.83	
06/06/22	AP01 Ck:18490:BAKER & TAYLOR	Batch 421					98.11	
06/20/22	AP01 Ck:18565:RYAN ZAJAC	Batch 424					89.72	
06/20/22	AP01 Ck:18535:BAKER & TAYLOR	Batch 424					1850.00	
06/20/22	AP01 Ck:18535:BAKER & TAYLOR	Batch 424					483.19	
06/20/22	AP01 Ck:18535:BAKER & TAYLOR	Batch 424					502.06	
Transaction Totals			0.00	0.00	0.00	0.00	4020.46	32.00
Account Totals			0.00		0.00		3988.46	

Account:	15-7-30-21.02	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	RIF	0.00	0.00	0.00	49.68	(49.68)

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
06/30/22	AP01 Ck:E 2023:CREDIT CARD S	Batch 425					49.68	
Transaction Totals			0.00	0.00	0.00	0.00	49.68	0.00
Account Totals			0.00		0.00		49.68	

Account:	15-7-30-22.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Computer/Software	0.00	-300.00	0.00	25.80	274.20

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
06/03/22	AP01 In:LIB 6/2022:CREDIT CARD	Batch 421					25.80	
Transaction Totals			0.00	0.00	0.00	0.00	25.80	0.00
Account Totals			0.00		0.00		25.80	

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Account: 15-7-30-22.01		Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance		
Description: VOKAL Book Sharing		0.00	-375.00	0.00	582.80	(207.80)		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
10/18/21	AP01 Ck:17837:GREEN MOUNTAIN L Batch 381						375.00	
01/10/22	AP01 Ck:18077:GREEN MOUNTAIN L Batch 399						207.80	
Transaction Totals			0.00	0.00	0.00	0.00	582.80	0.00
Account Totals			0.00		0.00		582.80	

Account: 15-7-30-22.02		Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance		
Description: Dues		0.00	-265.00	0.00	100.00	165.00		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
01/10/22	AP01 Ck:18077:GREEN MOUNTAIN L Batch 399						100.00	
Transaction Totals			0.00	0.00	0.00	0.00	100.00	0.00
Account Totals			0.00		0.00		100.00	

Account: 15-7-30-23.02		Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance		
Description: Domain Registration		0.00	-125.00	0.00	171.87	(46.87)		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
10/15/21	AP01 In:LIB 10/2021:CREDIT CAR Batch 381						15.99	
12/16/21	AP01 Ck:E 1972:CREDIT CARD S Batch 394						155.88	
Transaction Totals			0.00	0.00	0.00	0.00	171.87	0.00
Account Totals			0.00		0.00		171.87	

Account: 15-7-30-30.00		Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance		
Description: Electricity		0.00	-500.00	0.00	577.35	(77.35)		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit

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Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/12/21	AP01 Ck:17556:GREEN MOUNTAIN P	Batch 365					39.44	
08/23/21	AP01 Ck:17657:GREEN MOUNTAIN P	Batch 372					42.58	
09/20/21	AP01 Ck:17751:GREEN MOUNTAIN P	Batch 377					42.63	
10/18/21	AP01 Ck:17838:GREEN MOUNTAIN P	Batch 381					48.48	
11/15/21	AP01 Ck:17915:GREEN MOUNTAIN P	Batch 386					44.41	
12/20/21	AP01 Ck:18019:GREEN MOUNTAIN P	Batch 394					50.84	
01/24/22	AP01 Ck:18120:GREEN MOUNTAIN P	Batch 402					54.44	
02/21/22	AP01 Ck:18210:GREEN MOUNTAIN P	Batch 405					53.52	
03/21/22	AP01 Ck:18298:GREEN MOUNTAIN P	Batch 411					51.14	
04/18/22	AP01 Ck:18374:GREEN MOUNTAIN P	Batch 415					56.17	
05/16/22	AP01 Ck:18445:GREEN MOUNTAIN P	Batch 418					46.72	
06/20/22	AP01 Ck:18550:GREEN MOUNTAIN P	Batch 424					46.98	
Transaction Totals			0.00	0.00	0.00	0.00	577.35	0.00
Account Totals			0.00		0.00		577.35	

Account:	15-7-30-31.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Telephone/DSL	0.00	-1,500.00	0.00	1,521.62	(21.62)

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/12/21	AP01 Ck:17564:TDS TELECOM	Batch 365					126.99	
08/23/21	AP01 Ck:17667:TDS TELECOM	Batch 372					126.99	
09/20/21	AP01 Ck:17764:TDS TELECOM	Batch 377					126.99	
10/18/21	AP01 Ck:17847:TDS TELECOM	Batch 381					126.64	
10/18/21	AP01 In:TDS*SEPT 2021	Batch 410						126.64
11/15/21	AP01 Ck:17924:TDS TELECOM	Batch 386					126.64	
12/23/21	AP01 Ck:E 1974:TDS TELECOM	Batch 397					255.17	
01/10/22	AP01 Ck:18090:TDS TELECOM	Batch 399					128.55	
02/21/22	AP01 Ck:18217:TDS TELECOM	Batch 405					126.16	
03/10/22	AP01 Ck:18280:TDS TELECOM	Batch 408					126.16	
04/18/22	AP01 Ck:18380:TDS TELECOM	Batch 415					125.99	
05/16/22	AP01 Ck:18455:TDS TELECOM	Batch 418					125.99	
06/20/22	AP01 Ck:18568:TDS TELECOM	Batch 424					125.99	
Transaction Totals			0.00	0.00	0.00	0.00	1648.26	126.64
Account Totals			0.00		0.00		1521.62	

Account:	15-7-30-32.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Fuel	0.00	-1,500.00	0.00	741.87	758.13

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Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
01/10/22	AP01 Ck:18076:GILLESPIE FUELS	Batch 399					42.40	
01/24/22	AP01 Ck:18119:GILLESPIE FUELS	Batch 402					289.10	
02/21/22	AP01 Ck:18209:GILLESPIE FUELS	Batch 405					14.92	
03/07/22	AP01 Ck:18250:GILLESPIE FUELS	Batch 407					149.20	
04/04/22	AP01 Ck:18334:GILLESPIE FUELS	Batch 413					107.88	
04/18/22	AP01 Ck:18373:GILLESPIE FUELS	Batch 415					78.72	
05/16/22	AP01 Ck:18444:GILLESPIE FUELS	Batch 418					59.65	
Transaction Totals			0.00	0.00	0.00	0.00	741.87	0.00
Account Totals			0.00		0.00		741.87	

Account:	15-7-30-48.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Library Insurance	0.00	-1,000.00	0.00	537.60	462.40

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/08/21	AP01 Ck:17540:VLCT PROPERTY &	Batch 365					138.50	
07/12/21	AP01 Ck:17568:VLCT PROPERTY &	Batch 365					5.00	
09/20/21	AP01 Ck:17770:VLCT PROPERTY &	Batch 377					138.50	
12/20/21	AP01 Ck:18031:VLCT PROPERTY &	Batch 394					127.80	
03/07/22	AP01 Ck:18266:VLCT PROPERTY &	Batch 407					127.80	
Transaction Totals			0.00	0.00	0.00	0.00	537.60	0.00
Account Totals			0.00		0.00		537.60	

Account:	15-7-30-62.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Maintenance	0.00	-300.00	0.00	315.12	(15.12)

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
02/21/22	AP01 Ck:18219:VERMONT FIRE EXT	Batch 405					72.00	
05/13/22	AP01 In:LIB 5/2022:CREDIT CARD	Batch 418					138.17	
06/03/22	AP01 In:LIB 6/2022:CREDIT CARD	Batch 421					104.95	
Transaction Totals			0.00	0.00	0.00	0.00	315.12	0.00
Account Totals			0.00		0.00		315.12	

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Account:	15-7-30-96.00					Unexpended
		Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Balance
Description: Lib. Director Payroll		0.00	-15,405.00	0.00	15,839.50	(434.50)

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/01/21	PR01 Cumulative Payroll	Batch 970					296.25	
07/08/21	PR01 Cumulative Payroll	Batch 970					296.25	
07/15/21	PR01 Cumulative Payroll	Batch 970					296.25	
07/22/21	PR01 Cumulative Payroll	Batch 970					296.25	
07/29/21	PR01 Cumulative Payroll	Batch 971					296.25	
08/05/21	PR01 Cumulative Payroll	Batch 972					296.25	
08/12/21	PR01 Cumulative Payroll	Batch 973					296.25	
08/19/21	PR01 Cumulative Payroll	Batch 974					296.25	
08/26/21	PR01 Cumulative Payroll	Batch 975					296.25	
09/02/21	PR01 Cumulative Payroll	Batch 976					296.25	
09/09/21	PR01 Cumulative Payroll	Batch 977					296.25	
09/16/21	PR01 Cumulative Payroll	Batch 978					296.25	
09/23/21	PR01 Cumulative Payroll	Batch 979					296.25	
09/30/21	PR01 Cumulative Payroll	Batch 980					296.25	
10/07/21	PR01 Cumulative Payroll	Batch 981					296.25	
10/14/21	PR01 Cumulative Payroll	Batch 982					296.25	
10/21/21	PR01 Cumulative Payroll	Batch 983					296.25	
10/28/21	PR01 Cumulative Payroll	Batch 984					296.25	
11/04/21	PR01 Cumulative Payroll	Batch 985					296.25	
11/11/21	PR01 Cumulative Payroll	Batch 986					296.25	
11/18/21	PR01 Cumulative Payroll	Batch 987					296.25	
11/25/21	PR01 Cumulative Payroll	Batch 988					355.50	
12/02/21	PR01 Cumulative Payroll	Batch 989					296.25	
12/09/21	PR01 Cumulative Payroll	Batch 990					296.25	
12/16/21	PR01 Cumulative Payroll	Batch 991					296.25	
12/23/21	PR01 Cumulative Payroll	Batch 993					296.25	
12/30/21	PR01 Cumulative Payroll	Batch 994					296.25	
01/06/22	PR01 Cumulative Payroll	Batch 995					296.25	
01/13/22	PR01 Cumulative Payroll	Batch 996					296.25	
01/20/22	PR01 Cumulative Payroll	Batch 997					296.25	
01/27/22	PR01 Cumulative Payroll	Batch 998					296.25	
02/03/22	PR01 Cumulative Payroll	Batch 999					296.25	
02/10/22	PR01 Cumulative Payroll	Batch 000					296.25	
02/17/22	PR01 Cumulative Payroll	Batch 002					296.25	
02/24/22	PR01 Cumulative Payroll	Batch 003					296.25	
03/03/22	PR01 Cumulative Payroll	Batch 004					296.25	
03/10/22	PR01 Cumulative Payroll	Batch 005					296.25	
03/17/22	PR01 Cumulative Payroll	Batch 006					296.25	
03/24/22	PR01 Cumulative Payroll	Batch 007					296.25	
03/31/22	PR01 Cumulative Payroll	Batch 008					296.25	
04/07/22	PR01 Cumulative Payroll	Batch 009					296.25	
04/14/22	PR01 Cumulative Payroll	Batch 010					296.25	
04/21/22	PR01 Cumulative Payroll	Batch 010					296.25	
04/28/22	PR01 Cumulative Payroll	Batch 011					296.25	
05/05/22	PR01 Cumulative Payroll	Batch 012					296.25	

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Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Account: 15-7-30-96.00								
05/12/22	PR01 Cumulative Payroll	Batch 013					335.75	
05/19/22	PR01 Cumulative Payroll	Batch 014					335.75	
05/26/22	PR01 Cumulative Payroll	Batch 015					296.25	
06/02/22	PR01 Cumulative Payroll	Batch 016					296.25	
06/09/22	PR01 Cumulative Payroll	Batch 017					296.25	
06/16/22	PR01 Cumulative Payroll	Batch 018					296.25	
06/23/22	PR01 Cumulative Payroll	Batch 019					296.25	
06/30/22	PR01 Cumulative Payroll	Batch 020					296.25	
Transaction Totals			0.00	0.00	0.00	0.00	15839.50	0.00
Account Totals			0.00		0.00		15839.50	

Account:	15-7-30-96.01	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Librarian Substitute Pay	0.00	0.00	0.00	2,608.93	(2,608.93)

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/01/21	PR01 Cumulative Payroll	Batch 970					47.00	
07/08/21	PR01 Cumulative Payroll	Batch 970					29.38	
07/15/21	PR01 Cumulative Payroll	Batch 970					47.00	
07/22/21	PR01 Cumulative Payroll	Batch 970					188.00	
07/29/21	PR01 Cumulative Payroll	Batch 971					152.75	
08/05/21	PR01 Cumulative Payroll	Batch 972					47.00	
08/12/21	PR01 Cumulative Payroll	Batch 973					58.75	
08/19/21	PR01 Cumulative Payroll	Batch 974					58.75	
08/26/21	PR01 Cumulative Payroll	Batch 975					58.75	
09/02/21	PR01 Cumulative Payroll	Batch 976					58.75	
09/09/21	PR01 Cumulative Payroll	Batch 977					58.75	
09/16/21	PR01 Cumulative Payroll	Batch 978					58.75	
09/23/21	PR01 Cumulative Payroll	Batch 979					58.75	
09/30/21	PR01 Cumulative Payroll	Batch 980					58.75	
10/07/21	PR01 Cumulative Payroll	Batch 981					94.00	
10/14/21	PR01 Cumulative Payroll	Batch 982					82.25	
10/21/21	PR01 Cumulative Payroll	Batch 983					94.00	
10/28/21	PR01 Cumulative Payroll	Batch 984					58.75	
11/04/21	PR01 Cumulative Payroll	Batch 985					58.75	
11/11/21	PR01 Cumulative Payroll	Batch 986					58.75	
11/18/21	PR01 Cumulative Payroll	Batch 987					82.25	
11/25/21	PR01 Cumulative Payroll	Batch 988					58.75	
12/02/21	PR01 Cumulative Payroll	Batch 989					114.10	
12/09/21	PR01 Cumulative Payroll	Batch 990					69.00	
12/16/21	PR01 Cumulative Payroll	Batch 991					69.00	
12/23/21	PR01 Cumulative Payroll	Batch 993					69.00	
12/30/21	PR01 Cumulative Payroll	Batch 994					41.40	

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Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Account: 15-7-30-96.01								
01/13/22	PR01 Cumulative Payroll	Batch 996					41.40	
01/20/22	PR01 Cumulative Payroll	Batch 997					110.40	
02/03/22	PR01 Cumulative Payroll	Batch 999					39.45	
02/10/22	PR01 Cumulative Payroll	Batch 000					39.45	
02/17/22	PR01 Cumulative Payroll	Batch 002					39.45	
02/24/22	PR01 Cumulative Payroll	Batch 003					39.45	
03/03/22	PR01 Cumulative Payroll	Batch 004					39.45	
03/10/22	PR01 Cumulative Payroll	Batch 005					39.45	
03/24/22	PR01 Cumulative Payroll	Batch 007					39.45	
03/31/22	PR01 Cumulative Payroll	Batch 008					39.45	
04/07/22	PR01 Cumulative Payroll	Batch 009					52.60	
04/14/22	PR01 Cumulative Payroll	Batch 010					39.45	
04/21/22	PR01 Cumulative Payroll	Batch 010					39.45	
05/05/22	PR01 Cumulative Payroll	Batch 012					39.45	
06/02/22	PR01 Cumulative Payroll	Batch 016					39.45	
Transaction Totals			0.00	0.00	0.00	0.00	2608.93	0.00
Account Totals			0.00		0.00		2608.93	

Account:	15-7-30-96.02	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Mileage	0.00	-100.00	0.00	152.85	(52.85)

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
11/18/21	PR01 Cumulative Payroll	Batch 987					57.12	
11/25/21	PR01 Cumulative Payroll	Batch 988					57.12	
04/14/22	PR01 Cumulative Payroll	Batch 010					19.89	
05/12/22	PR01 Cumulative Payroll	Batch 013					18.72	
Transaction Totals			0.00	0.00	0.00	0.00	152.85	0.00
Account Totals			0.00		0.00		152.85	

Account:	15-7-30-96.03	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Asst. Librarian	0.00	-5,635.00	0.00	3,143.10	2,491.90

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/01/21	PR01 Cumulative Payroll	Batch 970					157.80	
07/08/21	PR01 Cumulative Payroll	Batch 970					65.75	

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Date	From Description	Reference	Budget	Budget	Encumbrance	Encumbrance	Actual	Actual
			Debit	Credit	Debit	Credit	Debit	Credit
Account: 15-7-30-96.03								
07/15/21	PR01 Cumulative Payroll	Batch 970					65.75	
08/05/21	PR01 Cumulative Payroll	Batch 972					65.75	
08/12/21	PR01 Cumulative Payroll	Batch 973					39.45	
08/19/21	PR01 Cumulative Payroll	Batch 974					39.45	
08/26/21	PR01 Cumulative Payroll	Batch 975					39.45	
09/02/21	PR01 Cumulative Payroll	Batch 976					39.45	
09/09/21	PR01 Cumulative Payroll	Batch 977					39.45	
09/16/21	PR01 Cumulative Payroll	Batch 978					39.45	
09/23/21	PR01 Cumulative Payroll	Batch 979					39.45	
09/30/21	PR01 Cumulative Payroll	Batch 980					39.45	
10/07/21	PR01 Cumulative Payroll	Batch 981					39.45	
10/14/21	PR01 Cumulative Payroll	Batch 982					39.45	
10/21/21	PR01 Cumulative Payroll	Batch 983					39.45	
10/28/21	PR01 Cumulative Payroll	Batch 984					39.45	
11/04/21	PR01 Cumulative Payroll	Batch 985					39.45	
11/11/21	PR01 Cumulative Payroll	Batch 986					39.45	
11/18/21	PR01 Cumulative Payroll	Batch 987					39.45	
11/25/21	PR01 Cumulative Payroll	Batch 988					39.45	
12/09/21	PR01 Cumulative Payroll	Batch 990					39.45	
12/16/21	PR01 Cumulative Payroll	Batch 991					39.45	
12/23/21	PR01 Cumulative Payroll	Batch 993					39.45	
01/06/22	PR01 Cumulative Payroll	Batch 995					39.45	
01/13/22	PR01 Cumulative Payroll	Batch 996					39.45	
01/27/22	PR01 Cumulative Payroll	Batch 998					82.80	
02/10/22	PR01 Cumulative Payroll	Batch 000					69.00	
02/17/22	PR01 Cumulative Payroll	Batch 002					69.00	
02/24/22	PR01 Cumulative Payroll	Batch 003					82.80	
03/03/22	PR01 Cumulative Payroll	Batch 004					69.00	
03/10/22	PR01 Cumulative Payroll	Batch 005					69.00	
03/17/22	PR01 Cumulative Payroll	Batch 006					110.40	
03/24/22	PR01 Cumulative Payroll	Batch 007					69.00	
03/31/22	PR01 Cumulative Payroll	Batch 008					69.00	
04/07/22	PR01 Cumulative Payroll	Batch 009					82.80	
04/14/22	PR01 Cumulative Payroll	Batch 010					69.00	
04/21/22	PR01 Cumulative Payroll	Batch 010					110.40	
04/28/22	PR01 Cumulative Payroll	Batch 011					69.00	
05/05/22	PR01 Cumulative Payroll	Batch 012					69.00	
05/12/22	PR01 Cumulative Payroll	Batch 013					110.40	
05/19/22	PR01 Cumulative Payroll	Batch 014					110.40	
05/26/22	PR01 Cumulative Payroll	Batch 015					110.40	
06/02/22	PR01 Cumulative Payroll	Batch 016					41.40	
06/09/22	PR01 Cumulative Payroll	Batch 017					110.40	
06/16/22	PR01 Cumulative Payroll	Batch 018					165.60	
06/23/22	PR01 Cumulative Payroll	Batch 019					110.40	
06/30/22	PR01 Cumulative Payroll	Batch 020					110.40	
Transaction Totals			0.00	0.00	0.00	0.00	3143.10	0.00
Account Totals			0.00		0.00		3143.10	

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Account: 15-7-30-97.00		Last Year	Budget	Encumbrance	YTD Posting	Unexpended		
Description: Gifts		Unused Budget				Balance		
		0.00	0.00	0.00	25.00	(25.00)		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
05/13/22	AP01 In:LIB 5/2022:CREDIT CARD Batch 418						25.00	
Transaction Totals			0.00	0.00	0.00	0.00	25.00	0.00
Account Totals			0.00		0.00		25.00	

Adult Seating

The Library Store



Figure 1 Ultra-Compact Plastic Stack. \$93.95

Colors:



Public Seating Cafetorium \$119.95

Select Frame/Back/Seat Color:



K Log



Figure 2 Regale Vinyl Dome-Back Chair, \$53

SELECT COLOR COMBINATION (VINYL UPHOLSTERY / FRAME)



Brodart



Figure 3 Mellis Chair, price ?

Child Seating

K Log



Figure 4 Flip-It Stack Stool \$170

SELECT RUBBER SEAT/BASE COLOR



The Library Store



Figure 5 Backpack Floor Chair(\$55)

Color:



Demco



Figure 6Floor Rocker (\$186)