

Agenda Packet 7-14-15

Agenda

Roxbury Free Library
Board of Trustees Meeting
JULY 14, 2015 at 17:30

- 1.0 Call to order
- 2.0 Additions/Postponements of Agenda Items
- 3.0 Review and approval of minutes of 6/9/2015 meeting
and 6/13/2015 Special Meeting
- 3.1 Review of Treasurer's report
- 3.2 Library Director's report
- 4.0 Additions to agenda
- 5.0 Old Business
- 5.1 Review results of 4th of July Bake and Book Sales
- 5.2 Close out FY 2014-2015
- 6.0 New Business
- 6.1 Plans for FY 2015-2016
BYLA002
- 7.0 Future Meetings
- 7.1 8/11/2015 next regular board meeting
- 8.0 Adjournment

Meeting Minutes

Roxbury Free Library Board of Trustees Meeting June 9, 2015 at 17:30

Present: Elizabeth Carney (Chair), Carl Ellis (Treasurer), Jane Pincus (Clerk), Ryan Zajac (Library Director)
Absent: Don Breivogel-Williams (Vice Chair), Sandra Carrillo
Audience: Joan Leary

1.0 Call to order

The meeting was called to order 17:37

2.0 Additions/Postponements of Agenda Items

Carl Ellis requested time to discuss pre-buying propane at this meeting.

3.0 Review and approval of minutes of 5/12/2015 meeting

Minutes of 5/12/2015 were reviewed and accepted.

3.1 Review of Treasurer's report

Treasurer's report was reviewed and accepted.

3.2 Library Director's report

Library Director's report was reviewed and accepted. Ryan attend the VLA conference, was surprised at the turnout. The library director from Ferguson was the speaker. The RFL's summer Saturday hours will be from 10 am to 2 pm (not 3 pm). Night of the Stars attended by 5 people.

4.0 Additions to agenda

Discussion about where to get the best pricing for propane. It was decided to investigate other options than Gillespie, and then convene and warn a special meeting to decide about what to do, to take place Saturday the 13th @ 2:30 pm, after the luncheon.

5.0 Old Business

5.1 None

6.0 New Business

6.1 Review BYLA002

A motion was made by Carl Ellis and seconded by Elizabeth Carney to accept the policy with the clerical corrections. Vote: 3 yes, 0 abstentions, 0 no.

Approved

6.2 4th of July Book Sale

Ryan is looking into Better World Books and Thrift books to see if they would be repositories for the left-over books.

We'll set up the books at the Community Hall on Friday eve, July 3rd, at 6 pm.

Betty and Jane will sell desserts.

VOLLUTEER CELEBRATION LUNCHEON: Betty will bring desserts, Carl two beans and rice dishes, Jane fruit salad.

7.0 Future Meetings

7.1 7/14/2015 next regular board meeting

6/13/2015 14:30 Special meeting

8.0 Adjournment

The meeting was adjourned at 18:53

Respectfully Submitted, Jane Pincus (Clerk)

Meeting Minutes

Roxbury Free Library Board of Trustees Meeting June 13, 2015 at 14:30

Present: Elizabeth Carney (Chair), Carl Ellis (Treasurer), Jane Pincus (Clerk), Don Breivogel-Williams (Vice Chair), Ryan Zajac (Library Director)

Absent: Sandra Carrillo

Audience: Joan Leary, E. Frances French

1.0 Call to order

The meeting was called to order 14:30

4.0 Old Business

4.1 None

5.0 New Business

5.1 Discussion and action on fuel providers and purchasing options.

The library director presented the board with rates and promotional plans of all propane providers in central Vermont.

A motion was made by Carl Ellis and seconded by Elizabeth Carney to accept the recommendation that the RFL does not pursue any fuel pre-buying options with its current provider, Gillespie. Vote: 4 yes, 0 abstentions, 0 no. Approved

6.0 Future Meetings

6.1 7/14/2015 next regular board meeting

7.0 Adjournment

The meeting was adjourned at 15:00

Respectfully Submitted, Ryan Zajac (acting clerk)

*To be approved at the next regular board meeting

Trial Balance - Library Operating Fund

7/1/14 Thru End Pd. 12 (JUN 2015)

P. 2/3 - Revenue					
Account	Description	Estimated Revenue	Received to Date	Uncollected Bal.	MTD Revenue
15-6-03-03.00	Interest	\$ -	\$ (5.40)	\$ (5.40)	\$ (5.40)
15-6-03-03.01	CD Interest	\$ -	\$ -	\$ -	\$ -
15-6-03-03.02	Dividends	\$ 300.00	\$ (351.94)	\$ (51.94)	\$ (5.50)
15-6-03-09.00	Grants	\$ -	\$ (150.00)	\$ (150.00)	\$ -
15-6-03-10.00	Town Appropriation	\$ 21,810.00	\$ (21,810.00)	\$ -	\$ -
15-6-03-11.00	RFL Funds	\$ -	\$ -	\$ -	\$ -
15-6-03-12.00	Donations	\$ 2,700.00	\$ (4,729.15)	\$ (2,029.15)	\$ -
15-6-03-13.01	Fundraising	\$ 1,000.00	\$ (929.29)	\$ 70.71	\$ -
15-6-03-14.00	Misc. Income	\$ -	\$ (15.00)	\$ (15.00)	\$ -
TOTAL REVENUES:		\$ 25,810.00	\$ (27,990.78)	\$ (2,180.78)	\$ (10.90)

P. 3/3 - Expenditures					
Account	Description	Budget	YTD Expend's.	Balance	MTD Expend's.
15-7-10-11.00	Library FICA/Medicare	\$ -	\$ 1,239.84	\$ (1,239.84)	\$ 80.35
15-7-10-15.00	Librar SUIVT	\$ -	\$ 508.82	\$ (508.82)	\$ -
15-7-30-00.00	Library Expenses	\$ -	\$ -	\$ -	\$ -
15-7-30-20.00	Postage	\$ 240.00	\$ 315.90	\$ (75.90)	\$ 7.52
15-7-30-21.00	Supplies	\$ 400.00	\$ 506.77	\$ (106.77)	\$ 91.44
15-7-30-21.01	Books/Materials	\$ 3,000.00	\$ 2,161.50	\$ 838.50	\$ 13.59
15-7-30-21.02	R. Is Fundamental	\$ 225.00	\$ -	\$ 225.00	\$ -
15-7-30-21.03	Programs	\$ 400.00	\$ 179.70	\$ 220.30	\$ -
15-7-30-21.04	Grant Programs	\$ 250.00	\$ 146.25	\$ 103.75	\$ -
15-7-30-22.00	Computer/Software	\$ 650.00	\$ 1,395.60	\$ (745.60)	\$ -
15-7-30-22-01	VOKAL Book Sharing	\$ 350.00	\$ 350.00	\$ -	\$ -
15-7-30-22-02	Dues	\$ 250.00	\$ 250.00	\$ -	\$ -
15-7-30-24.00	Equipment/Furniture	\$ 250.00	\$ 39.20	\$ 210.80	\$ -
15-7-30-30.00	Electricity	\$ 450.00	\$ 513.93	\$ (63.93)	\$ 39.59
15-7-30-31.00	Telephone/DSL	\$ 400.00	\$ 506.66	\$ (106.66)	\$ 42.91
15-7-30-32.00	Fuel	\$ 1,800.00	\$ 1,287.08	\$ 512.92	\$ -
15-7-30-45.01	TNG/Professional	\$ 400.00	\$ 350.00	\$ 50.00	\$ -
15-7-30-48.00	Library Insurance	\$ 1,400.00	\$ 1,380.12	\$ 19.88	\$ -
15-7-30-62.00	Maintenance	\$ 200.00	\$ 20.00	\$ 180.00	\$ -
15-7-30-96.00	RFL Director Pay	\$ 10,920.00	\$ 11,923.43	\$ (1,003.43)	\$ 840.00
15-7-30-96.01	RFL Substitute Pay	\$ -	\$ -	\$ -	\$ -
15-7-30-96.02	Mileage	\$ 300.00	\$ 215.26	\$ 84.74	\$ -
15-7-30-96.03	Assistant Librarian	\$ 3,900.00	\$ 3,900.75	\$ (0.75)	\$ 210.00
15-7-30-97.00	Gifts	\$ 25.00	\$ -	\$ 25.00	\$ -
15-7-30-98.00	NSB Account	\$ -	\$ -	\$ -	\$ -
15-7-30-99.00	Misc. Expenses	\$ -	\$ 59.35	\$ (59.35)	\$ -
TOTAL EXPENDITURES:		\$ 25,810.00	\$ 27,250.16	\$ (1,440.16)	\$ 1,325.40

TOTAL LIBRARY OPERATING FUND:	\$ 740.62	YTD Inc. + Exp. \$ 740.62	\$ 1,314.50	PER Inc. + Exp. \$ 1,314.50
Due from other Funds:	\$ 3,634.49			
YTD Receipts + Expenditures	\$ 740.62			
Due from other Funds Check	\$ 3,634.49			
Period 11 Receipts less Expenses:	\$ (1,314.50)			
New Operating Fund:	\$ 3,634.49			
Unexpended Annual Budget	\$ (1,440.16)			
			Total Fund Balance:	\$ 2,893.87
			Total Capital Impr. Fund:	\$ 925.51

<u>Account</u>	<u>Description</u>	<u>Budgeted 2014</u>	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Actual 2015</u>	<u>Budget 2016</u>
15-6-03-03.00	Interest	\$ -	\$ 6.20	\$ -	\$ 5.40	\$ -
15-6-03-03.01	CD Interest	\$ -	\$ -	\$ -	\$ -	\$ -
15-6-03-03.02	Dividends	\$ 250.00	\$ 339.62	\$ 300.00	\$ 351.94	\$ 300.00
15-6-03-09.00	Grants	\$ 250.00	\$ 50.00	\$ -	\$ 150.00	\$ 250.00
15-6-03-10.00	Town Appropriation	\$ 12,000.00	\$ 12,000.00	\$ 21,810.00	\$ 21,810.00	\$ 28,600.00
15-6-03-11.00	RFL Funds	\$ -	\$ -	\$ -	\$ -	\$ -
15-6-03-12.00	Donations	\$ 2,650.00	\$ 4,285.00	\$ 2,700.00	\$ 4,729.15	\$ -
15-6-03-13.01	Fundraising	\$ 994.57	\$ 1,148.50	\$ 1,000.00	\$ 929.29	\$ -
15-6-03-14.00	Misc. Income	\$ 7,175.43	\$ 56.00	\$ -	\$ 15.00	\$ -
15-6-03-15.00	Eckfeldt Fund	\$ -	\$ -	\$ -	\$ -	\$ 150.00
TOTAL REVENUES:		<u>\$ 23,320.00</u>	<u>\$ 17,885.32</u>	<u>\$ 25,810.00</u>	<u>\$ 27,990.78</u>	<u>\$ 29,300.00</u>

<u>Account</u>	<u>Description</u>	<u>Budgeted 2014</u>	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Actual 2015</u>	<u>Budget 2016</u>
15-7-10-11.00	Library FICA/Medicare	\$ -	\$ -	\$ -	\$ 1,239.84	\$ 1,300.00
15-7-10-15.00	Library SUIVT	\$ -	\$ -	\$ -	\$ 508.82	\$ 321.00
15-7-30-00.00	Library Expenses	\$ -	\$ -	\$ -	\$ -	\$ -
15-7-30-15.00	Eckfeldt Project	\$ -	\$ -	\$ -	\$ -	\$ 150.00
15-7-30-20.00	Postage	\$ 350.00	\$ 376.75	\$ 240.00	\$ 315.90	\$ 275.00
15-7-30-21.00	Supplies	\$ 500.00	\$ 280.28	\$ 400.00	\$ 506.77	\$ 375.00
15-7-30-21.01	Books/Materials	\$ 3,000.00	\$ 1,964.78	\$ 3,000.00	\$ 2,161.50	\$ 3,000.00
15-7-30-21.02	R. Is Fundamental	\$ 250.00	\$ 179.59	\$ 225.00	\$ -	\$ -
15-7-30-21.03	Programs	\$ 500.00	\$ 392.40	\$ 400.00	\$ 179.70	\$ -
15-7-30-21.04	Grant Programs	\$ 700.00	\$ 250.00	\$ 250.00	\$ 146.25	\$ -
15-7-30-22.00	Computer/Software	\$ 1,000.00	\$ 33.00	\$ 650.00	\$ 1,395.60	\$ 300.00
15-7-30-22-01	VOKAL Book Sharing	\$ 250.00	\$ 250.00	\$ 350.00	\$ 350.00	\$ 350.00
15-7-30-22-02	Dues	\$ -	\$ 200.00	\$ 250.00	\$ 250.00	\$ 250.00
15-7-30-23.01	VT Online	\$ -	\$ -	\$ -	\$ -	\$ 50.00
15-7-30-23.02	Domain Registration	\$ -	\$ -	\$ -	\$ -	\$ 25.00
15-7-30-24.00	Equipment/Furniture	\$ 250.00	\$ -	\$ 250.00	\$ 39.20	\$ 100.00
15-7-30-30.00	Electricity	\$ 450.00	\$ 474.18	\$ 450.00	\$ 513.93	\$ 500.00
15-7-30-31.00	Telephone/DSL	\$ 400.00	\$ 494.00	\$ 400.00	\$ 506.66	\$ 500.00
15-7-30-32.00	Fuel	\$ 1,800.00	\$ 1,723.80	\$ 1,800.00	\$ 1,287.08	\$ 1,800.00
15-7-30-45.01	TNG/Professional	\$ 600.00	\$ 1,288.00	\$ 400.00	\$ 350.00	\$ 300.00
15-7-30-48.00	Library Insurance	\$ 1,400.00	\$ 1,353.26	\$ 1,400.00	\$ 1,380.12	\$ 1,450.00
15-7-30-62.00	Maintenance	\$ 100.00	\$ 102.44	\$ 200.00	\$ 20.00	\$ 150.00
15-7-30-96.00	RFL Director Pay	\$ 10,920.00	\$ 11,578.11	\$ 10,920.00	\$ 11,923.43	\$ 12,870.00

15-7-30-96.01	RFL Substitute Pay	\$ 400.00	\$ -	\$ -	\$ -	\$ -
15-7-30-96.02	Mileage	\$ 400.00	\$ 379.96	\$ 300.00	\$ 215.26	\$ 300.00
15-7-30-96.03	Assistant Librarian	\$ -	\$ -	\$ 3,900.00	\$ 3,900.75	\$ 4,784.00
15-7-30-97.00	Gifts	\$ 50.00	\$ -	\$ 25.00	\$ -	\$ -
15-7-30-98.00	NSB Account	\$ -	\$ -	\$ -	\$ -	\$ -
15-7-30-99.00	Misc. Expenses	\$ -	\$ 300.00	\$ -	\$ 59.35	\$ -
TOTAL EXPENDITURES:		<u>\$ 23,320.00</u>	<u>\$ 21,620.55</u>	<u>\$ 25,810.00</u>	<u>\$ 27,250.16</u>	<u>\$ 29,150.00</u>

<u>Account</u>	<u>Description</u>	<u>UNEXP. 2014</u>	<u>OVEREXP. 2014</u>	<u>UNEXP. 2015</u>	<u>OVEREXP. 2015</u>	<u>FY16 ADJMT.</u>
15-7-10-11.00	Library FICA/Medicare	\$ -	\$ -	\$ -	\$ 1,239.84	1,300.00
15-7-10-15.00	Library SUIVT	\$ -	\$ -	\$ -	\$ 508.82	321.00
15-7-30-00.00	Library Expenses	\$ -	\$ -	\$ -	\$ -	0.00
15-7-30-15.00	Eckfeldt Project	\$ -	\$ -	\$ -	\$ -	150.00
15-7-30-20.00	Postage	\$ -	\$ 26.75	\$ -	\$ 75.90	35.00
15-7-30-21.00	Supplies	\$ 219.72	\$ -	\$ -	\$ 106.77	25.00
15-7-30-21.01	Books/Materials	\$ 1,035.22	\$ -	\$ 838.50	\$ -	0.00
15-7-30-21.02	R. Is Fundamental	\$ 70.41	\$ -	\$ 225.00	\$ -	225.00
15-7-30-21.03	Programs	\$ 107.60	\$ -	\$ 220.30	\$ -	400.00
15-7-30-21.04	Grant Programs	\$ 450.00	\$ -	\$ 103.75	\$ -	250.00
15-7-30-22.00	Computer/Software	\$ 967.00	\$ -	\$ -	\$ 745.60	350.00
15-7-30-22-01	VOKAL Book Sharing	\$ -	\$ -	\$ -	\$ -	0.00
15-7-30-22-02	Dues	\$ -	\$ 200.00	\$ -	\$ -	0.00
15-7-30-23.01	VT Online	\$ -	\$ -	\$ -	\$ -	50.00
15-7-30-23.02	Domain Registration	\$ -	\$ -	\$ -	\$ -	25.00
15-7-30-24.00	Equipment/Furniture	\$ 250.00	\$ -	\$ 210.80	\$ -	150.00
15-7-30-30.00	Electricity	\$ -	\$ 24.18	\$ -	\$ 63.93	50.00
15-7-30-31.00	Telephone/DSL	\$ -	\$ 94.00	\$ -	\$ 106.66	100.00
15-7-30-32.00	Fuel	\$ 76.20	\$ -	\$ 512.92	\$ -	0.00
15-7-30-45.01	TNG/Professional	\$ -	\$ 688.00	\$ 50.00	\$ -	100.00
15-7-30-48.00	Library Insurance	\$ 46.74	\$ -	\$ 19.88	\$ -	50.00
15-7-30-62.00	Maintenance	\$ -	\$ 2.44	\$ 180.00	\$ -	50.00
15-7-30-96.00	RFL Director Pay	\$ -	\$ 658.11	\$ -	\$ 1,003.43	1,950.00
15-7-30-96.01	RFL Substitute Pay	\$ 400.00	\$ -	\$ -	\$ -	0.00
15-7-30-96.02	Mileage	\$ 20.04	\$ -	\$ 84.74	\$ -	0.00
15-7-30-96.03	Assistant Librarian	\$ -	\$ -	\$ -	\$ 0.75	884.00
15-7-30-97.00	Gifts	\$ 50.00	\$ -	\$ 25.00	\$ -	25.00
15-7-30-98.00	NSB Account	\$ -	\$ -	\$ -	\$ -	0.00
15-7-30-99.00	Misc. Expenses	\$ -	\$ 300.00	\$ -	\$ 59.35	0.00
TOTAL EXP:		\$ 3,692.93	\$ 1,993.48	\$ 2,470.89	\$ 3,911.05	\$ 3,340.00

	<u>Budgeted 2014</u>	<u>Actual 2014</u>	<u>Budget 2015</u>	<u>Proposed 2016</u>	
Director Payroll	\$ 10,920.00	\$ 11,578.11	\$ 10,920.00	\$ 12,870.00	
Dir. Payroll Taxes	\$ -	\$ -	\$ -	\$ 1,183.52	73.01%
Assistant Librarian	\$ -		\$ 3,900.00	\$ 4,784.00	
Asst. Libr. Payroll Taxes	\$ -	\$ -	\$ -	\$ 437.48	26.99%
				\$ 1,621.00	
To Tammy, 6/30/15:	\$1300.00 Med/Med &c., \$321.00 VT Unempl.				
	Can't find any other breakdown.				

Roxbury Free Library Monthly Financial Report

Tuesday, July 14, 2015

Carl Ellis, Treasurer

Wednesday, July 1, 2015

NSB Checking Account Balance	\$	410.22
Library Operating Fund	\$	3,634.49
Capital Improvement Fund	\$	925.51
Unexpended Annual Budget	\$	(1,440.16)

YTD Fundraising	\$	929.29
YTD Donations	\$	4,729.15
Total:		\$ 5,658.44

Budgeted Fundraising FY 2015	\$	1,000.00
Budgeted Donations FY 2015	\$	2,700.00
Total:		\$ 3,700.00

Remaining to Be Earned FY 2015: **\$ (1,958.44)**

		FY 2014		FY 2015	
		(Per Month)	(Cumulative)	(Per Month)	(Cumulative)
	Jul	\$ 621.50	\$ 621.50	\$ -	\$ -
	Aug	\$ -	\$ 621.50	\$ 579.15	\$ 579.15
	Sep	\$ 25.00	\$ 646.50	\$ 254.29	\$ 833.44
	Oct	\$ 50.00	\$ 696.50	\$ 1,140.00	\$ 1,973.44
FUNDRAISING	Nov	\$ 500.00	\$ 1,196.50	\$ 25.00	\$ 1,998.44
COMPARISON	Dec	\$ 2,001.00	\$ 3,197.50	\$ -	\$ 1,998.44
	Jan	\$ 598.00	\$ 3,795.50	\$ 2,585.00	\$ 4,583.44
	Feb	\$ 330.00	\$ 4,125.50	\$ 400.00	\$ 4,983.44
	Mar	\$ 461.00	\$ 4,586.50	\$ 230.00	\$ 5,213.44
	Apr	\$ 200.00	\$ 4,786.50	\$ 50.00	\$ 5,263.44
	May	\$ 617.00	\$ 5,403.50	\$ 395.00	\$ 5,658.44
	Jun	\$ 30.00	\$ 5,433.50	\$ -	\$ 5,658.44

\$155.00 contrib. directly to Checking Acct.
Not in Town Books.

	Change
\$	(365.00)
\$	(1,314.50)
\$	-
\$	(1,325.40)
\$	-
\$	-
\$	-
\$	-

Trustee Meeting held – July 14th 2015

DIRECTOR'S REPORT

June 2015

Section 1. Summary of library Statistics during the past 6 months

‡ The data presented for print and multimedia circulation are under-represented in 2015. More accurate data will be presented when all the items in the collection are appropriately cataloged.

I will share with the board at the meeting some of the subtleties regarding our circulation data and why I did not present you with figures in this month's report. We are learning that the data between our new system and old records are not fully comparable. Data on item renewal is a prime example of why it may not make sense to compare our current circulation with previous records.

Active Patrons – Currently we have 182 active patrons using the RFL (5 new patron was added in June 2015). Currently we have 45 patrons registered and using LUV.

Library operations

- Upcoming events and meetings
 - Adult book club 7/6/2015
 - LEGO movie and activities 7/25/2015
 - Teddy Bear Picnic August
 - The library is open an extra hour on Saturdays through the end of August. (10:00-2:00)

June Outreach

- In June the RFL hosted 1 program and meeting space for 0 events. Attendance in these events included 35 children and 4 adults.
- No youth programs are taking place at RVS this summer for us to work with.
- We are beginning to prepare an introductory welcome booklet to provide all new patrons. The booklet will include a description of all the services we provide at the library.

June Circulation

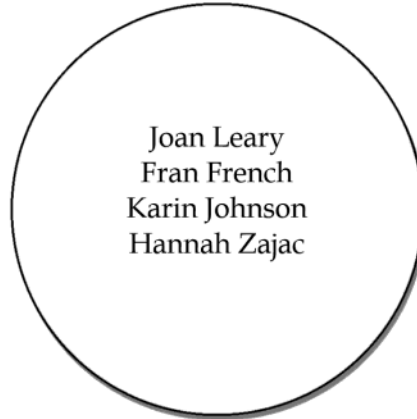
- Number of collection items to date: 3,232
- See the discussion at the beginning of this report for a description of circulation activity at the RFL in June 2015.

Miscellaneous

- One individual last month provided a donation to have the driveway surrounding the library and church repaired.
- We plan to continue a conversation with the Roxbury Historical Society about the practicality of creating a walking history story of Roxbury.
- I will present the board with estimates for propane service at the board meeting.

Trustee Meeting held - July 14th 2015

Volunteers providing service in the past month include:



RFL Service description

Small things add up and can make important contributions to a person's life. One community member's family has come to love pizza from the grill as a result of exposure to a cookbook here at the RFL. A meal does not save a life in most cases, but they can make life more enjoyable.