Agenda_Packet_12-14-2023

Board	ry Free of Trust	Library ees' Meeting 2023 at 13:00	Physical Meeting Location: Roxbury Fr Virtual Meeting Location: Zoom Meeting link: Meeting ID: 598 021 2288 Dial in Phone #: +1 646 931 3860 (U	
1.0	13:00	Call to order		
2.0	13:01	Additions/Po	ostponements of Agenda Items	
3.0	13:05	Consent Ager	nda Items	
3.1		Review of	minutes of 11/09/2023 meetin	g
3.2		Review of	Treasurer's Report	
3.3		Review of	Library Director's Report	
4.0	13:15	Additions to .	Agenda	
5.0	13:20	Audience		
6.0		Old Business		
6.1	13:25	Second o	liscussion and approval of	
		FY25 dra	ft budget (executive session if	
			y for personnel discussions)	
7.0		New Business	3	
7.1	13:50	Coordin	ate Christmas gift plans	
7.2	14:20	Approva	l of 2024 Town Meeting RFL	
		Article v	varnings	
8.0		Future Meetin	ngs	
8.1	14:30		ular board meeting 1/11/2023	i i i i i i i i i i i i i i i i i i i
9.0	14:31	Adjournment	0	
		,		

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.*

Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
November 9, 2023 at 13:00

Physical Meeting Location: Roxbury Free Library Virtual Meeting Location: Zoom Meeting link: Meeting ID: 598 021 2288 Dial in Phone #: +1 646 931 3860 (US)

Present: Heidi Albright (Chair), Jeanne Beckwith (Clerk), Carl Ellis (Treasurer), Dottie Guiffre (Vice Chair), Jane Pincus, Ryan Zajac (Library Director)

Absent: None

Aud	ience : No	ne
1.0	13:00	Call to order The meeting was called to order at 13:01
2.0	13:01	Additions/Postponements of Agenda Items
3.0 3.1	13:05	Consent Agenda Items Review of minutes of 10/12/2023 meeting The minutes of 10/12/2023 were reviewed and accepted.
3.2		Review of Treasurer's Report Treasurer's report was reviewed and accepted.
3.3	C	Review of Library Director's Report Library Director's report was reviewed and accepted. A motion was made by and seconded by to accept the consent agenda which include the: minutes of 10/12/2023, Treasurer's report, and Library Director's report. Vote: 5 yes, 0 abstentions, 0 no. Approved
4.0	13:15	Additions to Agenda None
5.0	13:20	Audience None
6.0 6.1	13:25	Old Business Draft Annual Appeal letter The board discussed . No action taken.
7.0		New Business

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Roxbur Board o			Physical Meeting Location: Roxbury Free Library Virtual Meeting Location: Zoom Meeting link: Meeting ID: 598 021 2288 Dial in Phone #: +1 646 931 3860 (US)
7.1	13:50	First dise	cussion FY25 draft budget
	14:20	A motion was may executive session a abstentions, 0 no. A motion was may session and return abstentions, 0 no. to open session. Discuss	de by and seconded by to exit executive n to open session at 00:00. Vote: 5 yes, 0 Approved No action taken upon return RFL Facilities Communication
8.0		Future Meetin	sed . No action taken.
8.1	14:30		gular board meeting 12/14/2023
9.0	14:31	Adjournment	
Rosport	fully Sub	mitted Joanna B	ackwith (Clark)

Respectfully Submitted, Jeanne Beckwith (Clerk)

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.*

Trustee Meeting held - December 14th 2023

DIRECTOR'S REPORT

November 2023

Library Operations Report

Upcoming Events and Meetings

- Dec. 16 RFL Toy Swap and Holiday Ornament Crafting
- Dec. 26 RFL Closed
- Jan. 3 RFL Board Game Night
- January 15 RFL Book Club
- February 2024 Crankies show and workshop cosponsored with the RVS PTO?

November Outreach

- In November the RFL hosted 7 programs and meeting space for 0 events (Roxbury Book Club, RVS Classroom visits., and Crankie Picture Show). Attendance in these events included 21 adults and 50 children.
- I visited RVS as part of the literacy celebration and provided the whole school a blank puzzle piece that each student will be decorating to commemorate their work on literacy initiatives and to mark the 90th birthday of the RFL. (the puzzle creates the silhouette of a tree when complete.)

Miscellaneous

- I have 3 volunteers in que to work on brainstorming and planning the 90th anniversary of the RFL. So far the general consensus seems to be in creating somewhat frequent events and activities throughout the year to mark the milestone. March is the month the RFL officially was "housed" in its current location and we might use that date to kickoff some of the festive fun.
- We lost our snow shoveling volunteers and I'm not expecting to find a replacement. I'm inquiring by word of mouth so far trying to find someone willing to help out for compensation instead.
- I'm meeting with Amy Barrett in early Jan. to work on establishing some community-wide literacy initiatives in Roxbury.
- An exterior motion light was installed on the NW corner of the RFL in November.

RFL Service description

• In November 2023 we provided resources for a community member to help caring for a loved-one on hospice care.

Volunteers providing service in the last month

None.

November by the numbers Roxbury Free Library

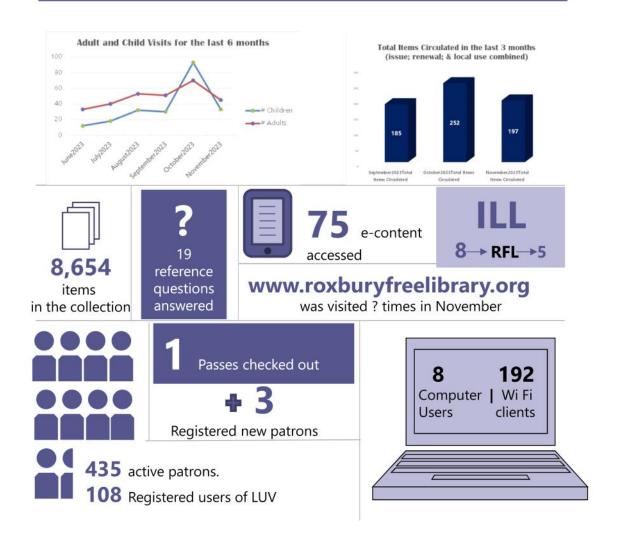
Some pretty good swings in visitation over the last few months. Overall I'd report out Nov. being a largely healthy month on most metrics. Visitation, circulation, internet access, e-content circulation, new patrons, ILL, yep, most of those metrics were reasonable in Nov. 2023.





1.28 visitors per hour open

Summary Statistics of RFL



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11/30/23 01:33 pm	Town of Roxbury General Ledger Trial Balance - Library Programs Fu Current Year - Period 5 Nov	nd		Page 3 of 3 Roxburyl
Account/Description	Budget	Expenditures	Balance	MTD Expenditures
11-7-30-21.04 Newsletter Expenses	0.00	0.00		
11-7-30-21.05 Misc Expenses	0.00	0.00	0.00	0.00
11-7-30-22.00 Programs & Expenses	0.00		0.00	0.00
11-7-30-23.00 Copier Lease	0.00	1,011.64	1,011.64	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	0.00	0.00
Calle akpundes	0.00	0.00	0.00	0.00
Total Expenditures	0.00	1,011.64	1,011.64	0.00
Total Library Programs Fund	0.00	0.00	0.00	0.00

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Total Debits: 14,070.50 Total Credits: 14,070.50

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Town of Roxbury General Ledger Trial Balance - Library Programs Fund Current Year - Period 5 Nov

11/30/23

01:33 pm

	Estimated Revenue	Received To Date	Uncollected Balance	MTD Revenue
Account/Description		 0.00	0.00	0.00
11-6-03-03.00 Interest	0.00	-1,105.00	-1,105.00	-1,050.00
11-6-03-03.00 Incerand 11-6-03-12.00 Donations	0.00	-997.25	-997.25	0.00
11-6-03-13.01 Fundraising	0.00	0.00	0.00	0.00
11-6-03-14.00 ARPA Grant Funds	0.00	 		
	0.00	-2,102.25	-2,102.23	-1,050.00
Total Revenues		 		

11/30/23 01:33 pm	Town of Roxbury General Ledger Trial Balance - Library Programs Fund Current Year - Period 5 Nov	Page 1 of 3 Roxbury1
Account/Description	Budget	Balance
11-1-03-01.00 Due From Other Funds	0.00	13,058.86
Total Asset	0.00	13,058.86
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	-11,968.25
Total Fund Balance	0.00	-11,968.25

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1/30/23 1:33 pm				Detail	Transac	General Ledges tions Report Period 5 Nov				Page 1 of Roxbury
-		•	Last Year Unused Bud	c		audget	Encumbrance	YTD Posting		nexpended Balance
Account	0	1-7-80-95.03				-32,850.00	0.00	16,425.00)	16,425.00
Descriptio		· .	Reference	0.00	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actu
		Description Transfer Library Appropia	GJ# 20240028	3					8212.50 8212.50	
10/03/23	GL01	Transfer Library Funds	GJ# 20240084		0.00	0.00	0.00	0.00	16425.00	(
		Transaction Totals					0.00		16425.00	
		Account Totals			0.00					

11/30/23 01:33 pm	Town of Roxbury General Ledger Trial Balance - Library Operating : Current Year - Period 5 Nov	Fage 1 of 3 Fund Roxbury1
Account/Description	Budget	Balance
15-1-03-01.00 Due From Other funds	0.00	5,074.78
Total Asset	0.00	5,074.78
15-2-01-01.00 Due To From	0.00	0.00
Total Lizbility	0.00	0.00
15-3-00-00.00 Fund Balance	0.00	-2,244.28
Total Fund Balance	0.00	-2,244.28

Town of Roxbury General Ledger Trial Balance - Library Operating Fund Current Year - Period 5 Nov

11/30/23

01:33 pm

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15-6-03-15.00 Eckfeldt Fund 15-6-03-16.00 Transfer In	0.00	0.00	0.00	
15-6-03-14.00 Miscellaneous Income	0.00	0.00	0.00	0.00
15-6-03-13.01 Fundraising	0.00 1,271.00	-50.00	1,221.00	0.00
15-6-03-12.00 Donations	0.00	0.00	0.00	0.00
15-6-03-10.00 Yown Appropriation 15-6-03-11.00 Rox Free Library Funds	0.00	0.00	-25.00	-25.00
15-6-03-09.01 ARPA Grant 15-6-03-10.00 Town Appropriation	32,850.00	-16,425.00	16,425.00 0.00	0.00
5-6-03-09.00 Grants	0.00	0.00	0.00	0.00
5-6-03-03.02 Dividends	425.00	0.00	250.00	0.00
5-6-03-03.01 CD Interest	0.00	-213.85	211.15	-107.80
5-6-03-03.00 Interest	0.00	0.00	0.00	0.00
ccount/Description	Estimated Revenue	Received To Date	Uncollected Balance	MTD Revenue

11/30/23 01:33 pm

Town of Roxbury General Ledger Trial Balance - Library Operating Fund Current Year - Period 5 Nov

Page 3 of 3 Roxburyl

15-7-03-05.01 AFA Grant 0.00 97.41 -955 15-7-10-11.00 Library FICA/Medi -1,653.00 697.41 -955 15-7-10-15.00 Library SUIVT -185.00 45.43 -139	00 0.0 59 162.2
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15-7-30-00.00 Library Expenses 0.00 0.00 0.00	
15-7-30-15.00 Eckfeldt Project 0.00 0.00 0.	.00 0.0
15-7-30-20.00 Fostage -325.00 178.00 -147	0.0
15-7-30-21.00 Supplies -400.00 139.12 -250	88 0.0
15-7-30-21.01 Books/Materials -3,000.00 195.14 -2,804	86 20.1
15-7-30-21.02 RIF 0.00 0.00 0.00	00 0.0
15-7-30-21.03 Programs 0.00 0.00 0.00	0.0
15-7-30-21.04 Grant Programs 0.00 620.89 620	89 620.8
15-7-30-22.00 Computer/Software -300.00 158.99 -141.	01 158.9
15-7-30-22.01 V&XL Book Sharing -625.00 625.00 0	.00 0.0
15-7-30-22.02 Dues -265.00 0.00 -265	.00 0.0
15-7-30-23.01 VT Online 0.00 0.00 0.	00 0.0
15-7-30-23.02 Domain Registration -170.00 34.89 -135	11 14.8
15-7-30-24.00 Equipment/Furniture -350.00 312.00 -38	00 0.0
15-7-30-30.00 Electricity -500.00 . 251.65 -248.	35 51.3
15-7-30-31.00 Telephone/DSL -1,500.00 585.06 -914	94 114.1
15-7-30-32.00 Fuel -1,500.00 66.61 -1,433	39 0.0
15-7-30-45.01 Training/Professional -300.00 0.00 -300.	00 0.0
15-7-30-48.00 Library Insurance -1,000.00 282.87 -717	13 0.0
15-7-30-62.00 Maintenance -300.00 48.62 -251	38 0.0
15-7-30-96.00 Lib. Director Fayroll -16,189.00 6,942.25 -9,246	75 1,556.2
15-7-30-95.01 Librarian Substitute Pay 0.00 41.47 41	47 0.0
15-7-30-96.02 Mileage200.00 26.20 -173	80 26.2
15-7-30-96.03 Asst. Librarian -6,034.00 2,631.75 -3,402	25 565.5
15-7-30-97.00 Gifts 0.00 0.00 0.	00 0.0
15-7-30-98.00 NSB Account 0.00 0.00	00 0.0
15-7-30-99.00 Miscellaneous Expense 0.00 0.00 0.	.00 0.0
Total Expanditures -34,796.00 13,863.35 -20,912	65 3,290.6
Total Library Operating Fund 0.00 0.00 0.	00 0.0

Total Debits: 53,754.13 Total Credits: 53,754.13

Agenda Packets Page 14

30/23		Det	of Roxbury G	ions Report			P	age 1 of 9 Roxbury1
36 pm	15-6-03-03.02	Per: Last Year Unused Budge	iod 1 Jul to	daat	Encumbrance	YTD Posting	3	liested alance
		0		425.00	0.00			(211.15)
saription: 1	Dividends			Dudget	Encumbrance	Encumbrance	Actual	Actual
Date From	Description	Reference	Budget Debit	Credit	Debit	Credit	Debit	Credit
		GJ# 20240048						106.05 12.76
	Library Dividends	GJ# 20240130						95.04
1/09/23 GL01	Library Fund Library Dividends	GJ# 20240143						
.,	Transaction Totals		0.00	0.00	0.00	0.00	0.00	213.85
	Account Totals	-	0.00		0.00		=	213.85
							Und	collected
counti	15-6-03-10.00	Last Year Unused Budg	jet I		Encumbrance			Balance
escription;	Town Appropriation		0.00	32,850.00	0.0		-	(16,425.00)
			Budget		Encumbrance	End that and a	Actual Debit	Actual Credit
Date Fro	m Description	Reference	Debit	Credit	Debit	Credit		8212.50
8/07/23 GL0	01 Transfer Library Approp 01 Transfer Library Funds	ia GJ# 20240028 GJ# 20240084	· .					8212.5
	Transaction Totals		0.00	0.00	0.00	0.00	0.00	16425.0
	Account Totals		0.00		0.00			16425.0
	of the an and the contract of	Last Year			Encumbrance	YTD Posting		ncollected Balance
Account:	15-6-03-12.00	Unused Bud	dget 	Budget		00 -25.		25.00
Description	: Donations		0.00	0.00	0.			
		Reference	Budget			Encumbrance Credit	Actual Debit	
	rom Description	GJ# 20240130						25.
11/09/23 GI	LO1 Library Fund		0.00	0.0	0.0		0.0	25.
	Transaction Totals				0.0			25.
	Account Totals			- 12 m		E .		
Account	15-6-03-14.00	Last Yes Unused B		Budget	Encumbranc	e YTD Postin		Uncollected Balance
	on: Miscellaneous Income		0.00	1,271.00		.00 -50	.00	(1,221.0)

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Town of Roxbury General Ledger Detail Transactions Report Period 1 Jul to Period 5 Nov

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Date	From	Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Date	From	Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/21/23	GL01	Library Income	GJ# 20240012						50.00
		Transaction Totals		0.00	0.00	0.00	0.00	0.00	50.00
		Account Totals		0.00		0.00			50.00

		Last Year				Unexpended
Account:	15-7-10-11.00	Unused Budget	Budget	Encumbrance	YTD Posting	Balance
Description:	Library FICA/Medi	0.00	-1,653.00	0.00	697.41	955.59

				Budget	Budget	Encumbrance		Actual	Actual Credit
Date	From	Description	Reference	Debit	Credit	Debit	Credit	Debit	
7/06/23	PR01	Cumulative Payroll	Batch 072					31.99	
		Cumulative Payroll	Batch 072					24.75	
		Cumulative Payroll	Batch 073					34,26	
		Cumulative Payroll	Batch 074					32.68	
		Cumulative Payroll	Batch 075					32.68	
		Cumulative Payroll	Batch 076					29.36	
		Cumulative Payroll	Batch 077					20.76	
		Cumulative Payroll	Batch 078					32.68	
		Cumulative Payroll	Batch 079					32,68	
		Cumulative Payroll	Batch 080					32.68	
		Cumulative Payroll	Batch 081					32.68	
		Cumulative Payroll	Batch 082					32.68	
		Cumulative Payroll	Batch 083					32,68	
		Cumulative Payroll	Batch 084					28.16	
		Cumulative Payroll	Batch 085					32.68	
		Cumulative Payroll	Batch 086					38,25	
		Cumulative Payroll	Batch 087					33.47	
		Cumulative Payroll	Batch 088					29.36	
		Cumulative Payroll	Batch 089					34.90	
		Cumulative Payroll	Batch 090					32.68	
		Cumulative Payroll	Batch 090					34.26	
		Cumulative Payroll	Batch 091					31.09	
11/30/23	FRUI	Cumulative rajioni						697.41	
		Transaction Totals		0.00	0.00	0.00	0.00		
		Account Totals		0.00		0.00		697.41	
	1 2000		Last Year						Unexpended
Account:		15-7-10-15.00	Unused Budget	-	Budget	Encumbrance		2	Balance
									130 57

0.00 -185.00 0.00 45.43 139.57

Description:	Library	SUIVT

11/30/23

01:36 pm

			Reference		Budget Debit			t Credi			Act Cre
Descri	ption	: Books/Materials		0.00		-3,000.00		.00	195.14		04.8
Accoun	ti	15-7-30-21.01	Last Ye Unused H	Budget		Budget	Encumbranc	e yid P	osting	Unexper Bala:	nce
		Account Totals			0.00						
		Transaction Totals			0.00	0.00	0.0		•		
10/16/2	23 APŪ)1 Ck:19981:CREDIT CARD PA	YM Batch 506				0.0	0.0	 0 139.	 12	
10/09/2	23 APO	1 Ck:19964:W.B. MASON	Batch 505						24.	98	
		1 Ck:19895:CREDIT CARD PA	YM Batch 500						16. 98.		
Date	Fro	m Description	Reference		Debit	Credit	Debit		Deb:		Cre
Descrip	tion:	Supplies		0.00	Budget			Encumbrance	Actus	ы :	Acti
Account	1	15-7-30-21.00	Unused Bu			-400.00				25	0.8
			Last Yea			ludzot	Encumbrance	YTD Po	sting	Unexpens	
		Account Totals		·	0.00		0.00			-	
		Transaction Totals			0.00	0.00		0.00			
		Ck:19811:CREDIT CARD PAY									0.
Date	From	Description	Reference		Debit	Credit	Jepit		178.0		
					udget	-	Encumbrance Debit	Encumbrance Credit	Actua Debi	_	ctu Ized
Descript				0.00		-325.00	0.0	00	178.00	147	.00
Account		15-7-30-20.00	Last Year Unused Bud		Bı	adget	Encumbrance	YTD Pos	ting	Unexpende Balance	9
		Account Totals						N			
		Transaction Totals					0.00		45.43		
0/09/23	AP01	Ck:19959:VERMONT DEPT OF	Batch 505		0.00	0.00	0.00	0.00	45.43		0.0
7/07/23	AP01	Ck:19699:VERMONT DEPT OF	Batch 489						22.87 22.56		
Date	From	Description	Reference		dget ebit	Budget Credit	Debit	Credit	Debit		edi.
Date	From	Description	Reference			Credit	Debit Encumbrance	Credit	Actual		tua
				Bu	dget	Budget		Encumbrance	Actual Debit		tua
1:36 pm	-					Period 5 Nov					
			7	oetail To	cansacti	ons Report					ury1

1/30/23)1:36 pm				Detail	Transad	General Ledge stions Report p Period 5 Nov				Page 4 of 9 Roxbury1
Date F	from	Description	Reference		Budget Debit	Credit	Encumbrance Debit	Credit	Actual Debit	Actual Credit
		Ck:19722:CREDIT CARD PAYM Ck:20097:CREDIT CARD PAYM	Batch 491						175.00 20.14	
		Transaction Totals			0.00	0.00	0.00	0.00	195.14	0.00
		Account Totals			0.00		0.00		195.14	
Account:		15-7-30-21.04	Last Ye Unused B			Budget		YTD Fos	ting	nexpended Balance
Descriptio	on: (Brant Programs		0.00		0.00	0.0		620.89	(620.89)
Date F	From	Description	Reference		Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Debit	Actua Credi
	AP01	Ck:20023:CLARENCE BAKER Ck:20077:MEREDITH HOLCH	Batch 508 Batch 510						380.89 240.00	
		Transaction Totals			0.00	0.00	0.00	0.00	620.89	0.0
		Account Totals			0.00		0.00		620.89	
Account:		15-7-30-22.00	Last Ye Unused F			Budget	Encumbrance		ting	Inexpended Balance
Descriptio	oni	Computer/Software		0.00		-300.00	0.0		158.99	141.01
		Description	Reference		Budget Debit	Credit	Encumbrance Debit		Actual Debit	Actua Credi
		Ck:20097:CREDIT CARD PAY							158.99	
		Transaction Totals			0.00	0.00	0.00	0.00	158.99	0.
		Account Totals		167 - 1997 -	0.00		0.00		158.99	
Ascounti		15-7-30-22.01	Last Ye Unused 1	Budget		Budget	Encumbrance	YTD For	sting	Unexpended Balance
Descripti	Loni	VOKAL Book Sharing		0.00		-625.00	0.		625.00	0.00
	From	Description	Reference		Budget Debit	Credit	Encumbrance Debit	Credit	Debit	Cred
Date										
	AP01	Ck:19766:GREEN MOUNTAIN							625.00	

		701	m of Rox	dury Ge	neral Ledger				Page 5 of 9
1/30/23		10	n or now	reneanti	ons Report				Roxburyl
1:36 pm					eriod 5 Nov		-		
		Pe	eriod i v	Jui 10 1					
			_		Budget	Encumbrance	Encumbrance	Actual	Actual
				dget	Credit	Debit	Credit	Debit	Credit
Date Fr	om Description	Reference	D	ebit	Credit				
				0.00		0.00		625.00	
	Account Totals								
		Last Year				,			nexpended
		Unused Bud		Bu	dget	Encumbrance	YTD Pos		Balance
Accounts	15-7-30-23.02								135,11
	n: Domain Registration		0.00		-170.00	0.0	0	34.89	190,11
Description	ni Domarn Keyko bioteon						an analyzan da	Actual	Actua
			B	udget		Encumbrance	Credit		Credi
Data F	rom Description	Reference	I	Debit	Credit	Debit	Creare		
								5.00	
07/24/23 3	P01 Ck:19722:CREDIT CAP	D PAYM Batch 491						5.00	
01/24/23 3	P01 Ck:19811:CREDIT CAP	RD PAYM Batch 496						5.00	
00/11/23 A	PO1 Ck:19895:CREDIT CAP	RD PAYM Batch 500						5.00	
09/14/25 A	AP01 Ck:19981:CREDIT CAR	RD PAYM Batch 506						14.89	
10/16/23 A	AP01 Ck:20097:CREDIT CAN	PD PAYM Batch 513							
11/22/23 A	APO1 Ck:2009/:CREDIT CA			0.00	0.00	0.00	0.00		
	Transaction Totals								
				0.00		0.00		34.89	
	Account Totals								I
		Last Yea	ar				YTD Po		Unexpended Balance
Account	15-7-30-24.00	Unused B	adget	E	udget	Encumbrance			
Activities					-350.00	0.	00	312.00	38,00
Descripti	on: Equipment/Furniture	1	0.00		-350.00				
									Acti
				Dudaat	Budget	Encumbrance	Encumbrance	a Actua	-
				Budget		Encumbrance Debii		-	
Date	From Description	Reference		Budget Debit	Budget Credit		Credit	-	
	From Description	Reference		-	Credit	Debit	Credit	Debi 312.0	Cree
				-	Credit	Debit	Credit	t Debi 312.0	Cred
	From Description	Reference Batch 494		Debit	Credit	Debit	Credit	b Debi 312.0 	Crec
	From Description AP01 Ck:19771:LEAF	Reference Batch 494		Debit 0.00	Credit	Debi1	Credit	b Debi 312.0 	t Crec 0 0 0 0 0
	From Description AP01 Ck:19771:LEAF	Reference Batch 494		Debit	Credit	Debit	Credit	Debi 312.0 	t Crec 0
	From Description AP01 Ck:19771:LEAF Transaction Total	Reference Batch 494		Debit 0.00	Credit	Debit	Credit	t Debi 312.0 0 312.0 	t Cree 0 0 0 0 0
	From Description AP01 Ck:19771:LEAF Transaction Total	Reference Batch 494		Debit 0.00	Credit	Debit	Credit	t Debi 312.0 0 312.0 	Crec 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
08/07/23	From Description AP01 Ck:19771:LEAF Transaction Total Account Totals	Reference Batch 494 s Last Ye Unused J		Debit 0.00	Credit 0.00 Budget	Debit	Credit	t Debi 312.0 0 312.0 312.0 0 312.0	Crec 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
	From Description AP01 Ck:19771:LEAF Transaction Total Account Totals	Reference Batch 494 S Last Ye	 ear Budget	Debit 0.00 0.00	Credit 0.00 Budget	Debit	Credit	t Debi 312.0 0 312.0 	Cree 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
08/07/23	From Description AP01 Ck:19771:LEAF Transaction Total Account Totals 15-7-30-30.00	Reference Batch 494 s Last Ye Unused J		Debit 0.00 0.00	Credit 0.00 Budget	Debit	Credit	t Debi 312.0 0 312.0 	Cree 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
08/07/23	From Description AP01 Ck:19771:LEAF Transaction Total Account Totals	Reference Batch 494 s Last Ye Unused J	 ear Budget	Debit 0.00 0.00	Credit 0.00 Budget -500.00	Debit	Credit	251.65	t Cree 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
08/07/23	From Description AP01 Ck:19771:LEAF Transaction Total Account Totals 15-7-30-30.00	Reference Batch 494 s Last Ye Unused J	 ear Budget	Debit 0.00 0.00 Budget	Credit 0.00 Budget -500.00 Budge	Debit	Credit 0 0.00 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0	t Debi 312.0 0 312.0 312.0 312.0 251.65	t Cree 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
08/07/23 Account: Descript	From Description APO1 Ck:19771:LEAF Transaction Total Account Totals 15-7-30-30.00 tion: Electricity From Description	Raference Batch 494 s Last Y4 Unused J Reference	ear Budget 0.00	Debit 0.00 0.00 Budget Debit	Credit 0.00 Budget -500.00 Budge Credi	Debit 0.0 Encumbranc t Encumbranc t Debi	c Credit	t Debi 312.0 0 312.0 312.0 312.0 2005ting 251.65 See Actu	t Cree 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
08/07/23 Account: Descript Date	From Description APO1 Ck:19771:LEAF Transaction Total Account Totals 15-7-30-30.00 tion: Electricity From Description	Raference Batch 494 s Last Yd Unused J Reference	ear Budget 0.00	Debit 0.00 0.00 Budget Debit	Credit 0.00 Budget -500.00 Budge Credi	Debit	c Credit	t Debi 312.0 0 312.0 312.0 312.0 251.65	t Cree 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
08/07/23 Account: Descript Date	From Description APO1 Ck:19771:LEAF Transaction Totals Account Totals 15-7-30-30.00 Mion: Electricity From Description 3 APO1 Ck:19725:GREEN M	Raference Batch 494 s Last Ye Unused D Reference COUNTAIN P Batch 491	ear Budget 0.00	Debit 0.00 0.00 Budget Debit	Credit 0.00 Budget -500.00 Budge Credi	Debit 0.0 Encumbranc t Encumbranc t Debi	c Credit	t Debi 312.0 0 312.0 312.0 312.0 2005ting 251.65 Ce Actu it Deb	t Cree 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
08/07/23 Account: Descript Date 07/24/23 08/21/23	From Description APO1 Ck:19771:LEAF Transaction Totals Account Totals 15-7-30-30.00 Mion: Electricity From Description 3 APO1 Ck:19725:GREEN M 3 APO1 Ck:19816:GREEN M	Raference Batch 494 s Last Ye Unused D Reference COUNTAIN P Batch 491 DOUNTAIN P Batch 496	ear Budget 0.00	Debit 0.00 0.00 Budget Debit	Credit 0.00 Budget -500.00 Budge Credi	Debit 0.0 Encumbranc t Encumbranc t Debi	c Credit	t Debi 312.0 0 312.0 312.0 0 312.0 20 5 0 5 0 5 0 5 0 5 0 5 0 5 0 5 0 5 0	t Cree 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
08/07/23 Account: Descript Date 07/24/23 08/21/23 09/14/23	From Description APO1 Ck:19771:LEAF Transaction Total: Account Totals 15-7-30-30.00 Mion: Electricity From Description 3 APO1 Ck:19725:GREEN M 3 APO1 Ck:19816:GREEN M 3 APO1 Ck:19897:GREEN M	Raference Batch 494 s Last Yo Unused J Reference COUNTAIN P Batch 491 COUNTAIN P Batch 496 COUNTAIN P Batch 500	ear Budget 0.00	Debit 0.00 0.00 Budget Debit	Credit 0.00 Budget -500.00 Budge Credi	Debit 0.0 Encumbranc t Encumbranc t Debi	c Credit	t Debi 312.0 0 312.0 312.0 312.0 20sting 251.65 Ce Actu it Deb 48. 51.	t Cred 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
08/07/23 Account: Descript Date 07/24/23 08/21/23 09/14/23	From Description APO1 Ck:19771:LEAF Transaction Totals Account Totals 15-7-30-30.00 Mion: Electricity From Description 3 APO1 Ck:19725:GREEN M	Reference Batch 494 s Last Yo Unused J CONTAIN P Batch 491 CONTAIN P Batch 496 CONTAIN P Batch 500 CONTAIN P Batch 506	ear Budget 0.00	Debit 0.00 0.00 Budget Debit	Credit 0.00 Budget -500.00 Budge Credi	Debit 0.0 Encumbranc t Encumbranc t Debi	c Credit	t Debi 312.0 0 312.0 312.0 312.0 2005ting 251.65 Ce Actu it Deb 48. 51. 50.	t Cred 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

1/30/23 1:36 pm		,	Town of Roxbury Detail Transac	tions Report				Page 6 of Roxbury
			Period 1 Jul to					
Date Fr		Reference	Budget Debit	Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actua Credi
	Transaction Totals		0.00	0.00	0.00	0.00	251.65	0.0
	Account Totals		0.00		0.00		251.65	
the mathematic		Last Ye	ar					expended
Accounts	15-7-30-31.00	Unused E	udget B	Budget	Encumbrance	YTD Pos		Balance
Description	n: Telephone/DSL			-1,500.00	0.0		585.06	914.94
			Budget		Encumbrance		Actual Debit	Actu Cred
Date F	rom Description	Reference	Debit	Credit	Debit			
		Batch 491					128.58	
	P01 Ck:19735:TDS TELECOM	Batch 491 Batch 496					114.58	
	P01 Ck:19824:TDS TELECOM						113.58	
	P01 Ck:19871:TDS TELECOM	Batch 499					114.16	
	P01 Ck:19986:TDS TELECOM P01 Ck:20083:TDS TELECOM	Batch 506 Batch 510					114.16	
	Transaction Totals		0.00	0.00	0.00	0.00	585.06	0
-	Account Totals		0.00		0.00		585.06	
								nexpended
Account:	15-7-30-32.00	Last Yo Unused 1	Budget	Budget	Encumbrance		sting	Balance
Descriptio	on: Fuel		0.00	-1,500.00	0.0		66.61	1,433.3
•			Budget	Budget	Encumbrance	Encumbrance		Act
Date B	From Description	Reference	Debit	Credit	Debit		Debit	Cre
	AP01 Ck:19815:GILLESPIE FUELS						66.61	
	Transaction Totals		0.00	0.00	0.00	0.00		
	Account Totals		0.00		0.00		66.61	
antina (<u>propriate (</u> prod		Last Y	ear					Jnexpended Balance
Accounts	15-7-30-48.00	Unused	Budget	Budget	Encumbrance		sting	
Descripti	on: Library Insurance		0.00	-1,000.00	٥.	00	282.87	717.1
		Deference	Budget Debit	Budget Credit	Encumbrance Debit			
Dette	From Description	Reference						
							282.87	

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1/30/23 1:36 pm	Deta	il Transac	General Ledger tions Report Period 5 Nov	:			Page 7 of 9 Roxbury1
Date From Description	Reference	Budget Debit	Budget	Encumbrance Debit	Encumbrance Credit	Debit	Actual Credit
Transaction Totals		0.00	0.00	0.00	0.00	282.87	0.00
Account Totals		0.00		0.00		282.87	
Account: 15-7-30-62.00	Last Year Unused Budget	, I	Budget	Encumbrance	YTD Fostin	ng	nexpended Balance
Description: Maintenance	0.	00	-300.00	0.0		3,62	251.38
	Reference	Budget Debit	Budget	Encumbrance Debit	Credit	Debit	Actual Credit
Date From Description 09/14/23 AP01 Ck:19895:CREDIT CARD						48.62	
09/14/23 APO1 CK:19895:CREDIT Char Transaction Totals		0.00	0.00	0.00	0.00	48.62	0.00
Account Totals		0.00		0.00		48.62	
Account: 15-7-30-96.00	Last Year Unused Budge	t	Budget	Encumbrance	YTD Posti	ing	Unexpended Balance
Description: Lib. Director Payrol				. 0.			9,246.75
Date From Description	Reference	Budget Debit		Encumbrance Debit	Credit	Actual Debit	Credi
	Batch 072					302.25 311.25	

			3	302.25
07/06/23 PRO1 Cumulative H		atch 072	3	311.25
07/13/23 PR01 Cumulative H		atch 072	5	332.00
07/20/23 PR01 Cumulative H		atch 073	2	311.25
07/27/23 PR01 Cumulative 3		atch 074	;	311.25
08/03/23 PR01 Cumulative 1		Batch 075	;	311.25
08/10/23 PR01 Cumulative		Batch 076	;	311.25
08/17/23 PR01 Cumulative :		Batch 077		311.25
08/24/23 PR01 Cumulative	<u>-</u>	Batch 078		311.25
08/31/23 PR01 Cumulative		Batch 079		311.25
09/07/23 PR01 Cumulative		Batch 080		311.25
09/14/23 PR01 Cumulative	rujrozn	Batch 081		311.25
09/21/23 PR01 Cumulative	1010000	Batch 082		311.25
09/28/23 PR01 Cumulative	1011000	Batch 083		311.25
10/05/23 PR01 Cumulative	rajioni	Batch 084		311.25
10/12/23 PR01 Cumulative		Batch 085		456.50
10/19/23 PRO1 Cumulative		Batch 086		249.00
10/26/23 PR01 Cumulative	101-00-0	Batch 087		311.25
11/02/23 PR01 Cumulative		Batch 088		311.25
11/09/23 PR01 Cumulative		Batch 089		311.25
11/16/23 PR01 Cumulative	raleere	Batch 090		332.00
11/22/23 PR01 Cumulative		Batch 090		290.50
11/30/23 PR01 Cumulative	Payroll	Batch 091		

11/30/23 01:36 pm		own of Rexbury Detail Transa Period 1 Jul t	ctions Report				Page 8 of Roxbury
Date From Description	Reference	Budget Debit	Budget Credit		Encumbrance Credit	Actual Debit	Actua Credi
Transaction Totals		0.00	0.00	0.00	0.00	6942.25	0.(
Account Totals		0.00		0.00		6942.25	
	Last Yea		Budget	Encumbrance	YTD Pos		Inexpended Balance
Account: 15-7-30-96.01	Unused Bu						
Description: Librarian Substitute Pay		0.00	0.00	0.0	0	41.47	(41.47)
Date From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Credit	Actual Debit	Actua Credi
08/17/23 PR01 Cumulative Payroll	Batch 077					41.47	
Transaction Totals		0.00	0.00	0.00	0.00	41.47	0.0
Account Totals		0.00		0.00		41.47	
	Last Yea						inexpended
Account: 15-7-30-96.02	Unused Bu	dget	Budget	Encumbrance	YTD Pos		Balance
Description: Mileage		0.00	-200.00	0.0	0	26,20	173.80
Date From Description	Reference	Budget Debit	Budgat Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actua Credi
11/02/23 PRO1 Cumulative Payroll	Batch 088					26.20	
Transaction Totals		0.00	0.00	0.00	0.00	26.20	0.0
		0.00		0.00		26,20	
Account Totals				the set has set of the			
Account Totals	Last Yea	n and a second se					nexpended
	Unused Bu	ur	Budget	Encumbrance	YTD Pos	ting	nexpended Balance
Account: 15-7-30-96.03	Unused Bu	ur udget		Encumbrance		ting	
Account: 15-7-30-96.03 Description: Asst. Librarian Date From Description	Unused Bu	ur ddget 0.00 Budget Debit	-6,034.00 Budget Credit	Encumbrance 0.0 Encumbrance Debit	0 2, Encumbrance Credit	ting 631.75 Actual Debit	3,402.25 Actua Credi
Account: 15-7-30-96.03 Description: Asst, Librarian Date From Description	Unused Bu	ur ddget 0.00 Budget Debit	-6,034.00 Budget Credit	Encumbrance 0.0 Encumbrance Debit	0 2, Encumbrance Credit	ting 631.75 Actual Debit 116.00	Balance 3,402.25 Actu Cred
Account: 15-7-30-96.03 Description: Asst. Librarian Date From Description 07/06/23 PR01 Cumulative Payroll 07/13/23 PR01 Cumulative Payroll	Unused Bu Reference Batch 072 Batch 072	ur ddget 0.00 Budget Debit	-6,034.00 Budget Credit	Encumbrance 0.0 Encumbrance Debit	0 2, Encumbrance Credit	ting 631.75 Actual Debit 116.00 116.00	Balance 3,402.25 Actu Cred
Account: 15-7-30-96.03 Description: Asst. Librarian Date From Description 07/06/23 PR01 Cumulative Payroll 07/13/23 PR01 Cumulative Payroll 07/20/23 PR01 Cumulative Payroll	Unused Bu Reference Batch 072 Batch 072 Batch 073	ur ddget 0.00 Budget Debit	-6,034.00 Budget Credit	Encumbrance 0.0 Encumbrance Debit	0 2, Encumbrance Credit	ting 631.75 Actual Debit 116.00 116.00 116.00	3,402.25 Actua Credi
Account: 15-7-30-96.03 Description: Asst. Librarian Date From Description 07/06/23 PR01 Cumulative Payroll 07/13/23 PR01 Cumulative Payroll 07/20/23 PR01 Cumulative Payroll	Unused Bu Reference Batch 072 Batch 072	ur ddget 0.00 Budget Debit	-6,034.00 Budget Credit	Encumbrance 0.0 Encumbrance Debit	0 2, Encumbrance Credit	ting 631.75 Actual Debit 116.00 116.00	3,402.25 Actua Credi

11/30/23 01:36 pm

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Town of Roxbury General Ledger Detail Transactions Report Period 1 Jul to Period 5 Nov

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Date	From	Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
		.5-7-30-96.03							
Account:			Batch 077					188.50	
		Cumulative Payroll	Batch 078					116.00	
		Cumulative Payroll	Batch 079					116.00	
		Cumulative Payroll	Batch 080					116.00	
		Cumulative Payroll						116.00	
		Cumulative Payroll	Batch 081					116.00	
		Cumulative Payroll	Batch 082					116.00	
		Cumulative Payroll	Batch 083					181.25	
10/05/23	PR01	Cumulative Payroll	Batch 084					116.00	
10/12/23	B PR01	Cumulative Payroll	Batch 085					43.50	
10/19/23	9 PR01	Cumulative Payroll	Batch 086					188.50	
10/26/23	B PRO1	Cumulative Payroll	Batch 087					72.50	
11/02/23	3 PRO1	Cumulative Payroll	Batch 088					145.00	
11/09/23	3 PR01	Cumulative Payroll	Batch 089					116.00	
11/16/23	3 PR01	Cumulative Payroll	Batch 090					116.00	
		Cumulative Payroll	Batch 090						
		Cumulative Payroll	Batch 091					116.00	
22/01/23			-						0.00
		Transaction Totals		0.00	0.00	0.00	0.00	2631.75	0.00
		Account Totals	-	0.00		0.00		2631.75	

Potential language for RFL Articles in the Town Meeting 2024:

1. Will the voters approve the sum of \$_____ for the Roxbury Free Library Computer Capital Reserve Fund?

2. Will the voters approve the sum of \$_____ for the Roxbury Free Library, to be administered by the Trustees, with any excess to be directed to the Town's general fund at the conclusion of the fiscal year?