

Agenda_Packet_12-14-2023

Agenda

Roxbury Free Library
Board of Trustees' Meeting
December 14, 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)

- 1.0 13:00 Call to order
- 2.0 13:01 Additions/Postponements of Agenda Items
- 3.0 13:05 Consent Agenda Items
 - 3.1 Review of minutes of 11/09/2023 meeting
 - 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 discussion and approval of
FY25 draft budget (executive session if
necessary for personnel discussions)
- 7.0 New Business
 - 7.1 13:50 Coordinate Christmas gift plans
 - 7.2 14:20 Approval of 2024 Town Meeting RFL
Article warnings
- 8.0 Future Meetings
 - 8.1 14:30 Next regular board meeting 1/11/2023
- 9.0 14:31 Adjournment

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

Audience: None

- 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**
None
- 3.0** 13:05 **Consent Agenda Items**
 - 3.1** **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** **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** **Old Business**
 - 6.1** 13:25 **Draft Annual Appeal letter**
The board discussed . No action taken.
- 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.*

Meeting Minutes
Roxbury Free Library
Board of Trustees' Meeting
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Physical Meeting Location: Roxbury Free Library
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**7.1 13:50 First discussion FY25 draft budget
(executive session if necessary)**

A motion was made by and seconded by to enter into executive session at 00:00 to discuss . Vote: 5 yes, 0 abstentions, 0 no. Approved

A motion was made by and seconded by to exit executive session and return to open session at 00:00. Vote: 5 yes, 0 abstentions, 0 no. Approved No action taken upon return to open session.

14:20 Discuss RFL Facilities Communication

The board discussed . No action taken.

8.0 Future Meetings

8.1 14:30 Next regular board meeting 12/14/2023

9.0 14:31 Adjournment

The meeting was adjourned at 14:31

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.*

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

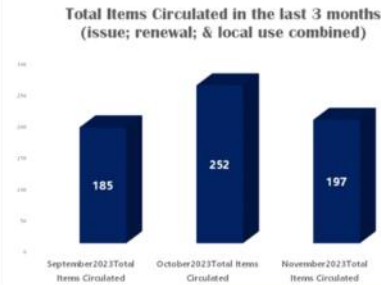
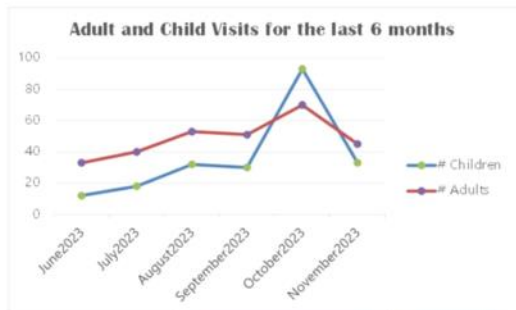
Some pretty good swings in visitation over the last few months. Overall I'd report out Nov. being a largely healthy month on most metrics. Visitation, circulation, internet access, e-content circulation, new patrons, ILL, yep, most of those metrics were reasonable in Nov. 2023.

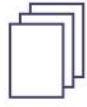





78 visits

1.28 visitors per hour open

↓ 48%
since October

Summary Statistics of RFL



 8,654 items in the collection	 19 reference questions answered	 75 e-content accessed www.roxburyfreelibrary.org was visited ? times in November	ILL 8 → RFL → 5		
	1 Passes checked out + 3 Registered new patrons	 <table border="1"> <tr> <td>8 Computer Users</td> <td>192 Wi Fi clients</td> </tr> </table>		8 Computer Users	192 Wi Fi clients
8 Computer Users	192 Wi Fi clients				
 435 active patrons. 108 Registered users of LUV					

11/30/23
01:34 pm

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

Account:	11-6-03-12.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance		
Description:	Donations	0.00	0.00	0.00	-1,105.00	1,105.00		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/21/23	GL01 Library Income	GJ# 20240012						55.00
11/30/23	GL01 Library Donations	GJ# 20240156						1050.00
Transaction Totals			0.00	0.00	0.00	0.00	0.00	1105.00
Account Totals			0.00		0.00			1105.00

Account:	11-6-03-13.01	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance		
Description:	Fundraising	0.00	0.00	0.00	-997.25	997.25		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/21/23	GL01 Library Income	GJ# 20240012						997.25
Transaction Totals			0.00	0.00	0.00	0.00	0.00	997.25
Account Totals			0.00		0.00			997.25

Account:	11-7-30-22.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance		
Description:	Programs & Expenses	0.00	0.00	0.00	1,011.64	(1,011.64)		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
09/14/23	AP01 Ck:19895:CREDIT CARD PAYM	Batch 500					42.09	
10/09/23	AP01 Ck:19920:BEACON PRINTING	Batch 505					26.40	
10/16/23	AP01 Ck:19991:VERMONT PARTNERS	Batch 506					500.00	
10/16/23	AP01 Ck:19983:MINUTEMAN PRESS	Batch 506					443.15	
Transaction Totals			0.00	0.00	0.00	0.00	1011.64	0.00
Account Totals			0.00		0.00		1011.64	

11/30/23
01:33 pm

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

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Roxbury1

Account/Description	Budget	Expenditures	Balance	MTD Expenditures
11-7-30-21.04 Newsletter Expenses	0.00	0.00	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	1,011.64	1,011.64	0.00
11-7-30-23.00 Copier Lease	0.00	0.00	0.00	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	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

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

11/30/23
01:33 pm

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

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	-1,105.00	-1,105.00	-1,050.00
11-6-03-13.01 Fundraising	0.00	-997.25	-997.25	0.00
11-6-03-14.00 ARPA Grant Funds	0.00	0.00	0.00	0.00
Total Revenues	0.00	-2,102.25	-2,102.25	-1,050.00

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

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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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01:33 pm

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

Account: 01-7-80-95.03		Last Year	Budget	Encumbrance	YTD Posting	Unexpended Balance		
Description: Library		Unused Budget						
		0.00	-32,850.00	0.00	16,425.00		16,425.00	
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
08/07/23	GL01 Transfer Library Appropria	GU# 20240028					8212.50	
10/03/23	GL01 Transfer Library Funds	GU# 20240084					8212.50	
	Transaction Totals		0.00	0.00	0.00	0.00	16425.00	0.00
	Account Totals		0.00		0.00		16425.00	

11/30/23
01:33 pm

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

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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 Liability	0.00	0.00
15-3-00-00.00 Fund Balance	0.00	-2,244.28
Total Fund Balance	0.00	-2,244.28

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01:33 pm

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

Account/Description	Estimated Revenue	Received To Date	Uncollected Balance	MTD Revenue
	0.00	0.00	0.00	0.00
15-6-03-03.00 Interest	0.00	0.00	0.00	0.00
15-6-03-03.01 CD Interest	425.00	-213.85	211.15	-107.80
15-6-03-03.02 Dividends	250.00	0.00	250.00	0.00
15-6-03-09.00 Grants	0.00	0.00	0.00	0.00
15-6-03-09.01 ARPA Grant	32,850.00	-16,425.00	16,425.00	0.00
15-6-03-10.00 Town Appropriation	0.00	0.00	0.00	0.00
15-6-03-11.00 Rox Free Library Funds	0.00	-25.00	-25.00	-25.00
15-6-03-12.00 Donations	0.00	0.00	0.00	0.00
15-6-03-13.01 Fundraising	1,271.00	-50.00	1,221.00	0.00
15-6-03-14.00 Miscellaneous Income	0.00	0.00	0.00	0.00
15-6-03-15.00 Eckfeldt Fund	0.00	0.00	0.00	0.00
15-6-03-16.00 Transfer In				
Total Revenues	34,796.00	-16,713.85	18,082.15	-132.80

11/30/23
01:33 pm

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

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Account/Description	Budget	Expenditures	Balance	MTD Expenditures
15-7-03-09.01 ARPA Grant	0.00	0.00	0.00	0.00
15-7-10-11.00 Library FICA/Medi	-1,653.00	697.41	-955.59	162.29
15-7-10-15.00 Library SUIVE	-185.00	45.43	-139.57	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	178.00	-147.00	0.00
15-7-30-21.00 Supplies	-400.00	139.12	-260.88	0.00
15-7-30-21.01 Books/Materials	-3,000.00	195.14	-2,804.86	20.14
15-7-30-21.02 RIF	0.00	0.00	0.00	0.00
15-7-30-21.03 Programs	0.00	0.00	0.00	0.00
15-7-30-21.04 Grant Programs	0.00	620.89	620.89	620.89
15-7-30-22.00 Computer/Software	-300.00	158.99	-141.01	158.99
15-7-30-22.01 VOKAL Book Sharing	-625.00	625.00	0.00	0.00
15-7-30-22.02 Dues	-265.00	0.00	-265.00	0.00
15-7-30-23.01 VT Online	0.00	0.00	0.00	0.00
15-7-30-23.02 Domain Registration	-170.00	34.89	-135.11	14.89
15-7-30-24.00 Equipment/Furniture	-350.00	312.00	-38.00	0.00
15-7-30-30.00 Electricity	-500.00	251.65	-248.35	51.35
15-7-30-31.00 Telephone/DSL	-1,500.00	585.06	-914.94	114.16
15-7-30-32.00 Fuel	-1,500.00	66.61	-1,433.39	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	282.87	-717.13	0.00
15-7-30-62.00 Maintenance	-300.00	48.62	-251.38	0.00
15-7-30-96.00 Lib. Director Payroll	-16,189.00	6,942.25	-9,246.75	1,556.25
15-7-30-96.01 Librarian Substitute Pay	0.00	41.47	41.47	0.00
15-7-30-96.02 Mileage	-200.00	26.20	-173.80	26.20
15-7-30-96.03 Asst. Librarian	-6,034.00	2,631.75	-3,402.25	565.50
15-7-30-97.00 Gifts	0.00	0.00	0.00	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	-34,796.00	13,883.35	-20,912.65	3,290.66
Total Library Operating Fund	0.00	0.00	0.00	0.00

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

11/30/23
01:36 pm

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

Account: 15-6-03-03.02		Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance		
Description: Dividends		0.00	425.00	0.00	-213.85	(211.15)		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
08/18/23	GL01 Library Dividends	GJ# 20240048						106.05
11/09/23	GL01 Library Fund	GJ# 20240130						12.76
11/21/23	GL01 Library Dividends	GJ# 20240143						95.04
Transaction Totals			0.00	0.00	0.00	0.00	0.00	213.85
Account Totals			0.00		0.00			213.85

Account: 15-6-03-10.00		Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance		
Description: Town Appropriation		0.00	32,850.00	0.00	-16,425.00	(16,425.00)		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
08/07/23	GL01 Transfer Library Appropia	GJ# 20240028						8212.50
10/03/23	GL01 Transfer Library Funds	GJ# 20240084						8212.50
Transaction Totals			0.00	0.00	0.00	0.00	0.00	16425.00
Account Totals			0.00		0.00			16425.00

Account: 15-6-03-12.00		Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance		
Description: Donations		0.00	0.00	0.00	-25.00	25.00		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
11/09/23	GL01 Library Fund	GJ# 20240130						25.00
Transaction Totals			0.00	0.00	0.00	0.00	0.00	25.00
Account Totals			0.00		0.00			25.00

Account: 15-6-03-14.00		Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance	
Description: Miscellaneous Income		0.00	1,271.00	0.00	-50.00	(1,221.00)	

11/30/23
01:36 pm

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

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

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

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/06/23	PR01 Cumulative Payroll	Batch 072					31.99	
07/13/23	PR01 Cumulative Payroll	Batch 072					24.75	
07/20/23	PR01 Cumulative Payroll	Batch 073					34.26	
07/27/23	PR01 Cumulative Payroll	Batch 074					32.68	
08/03/23	PR01 Cumulative Payroll	Batch 075					32.68	
08/10/23	PR01 Cumulative Payroll	Batch 076					29.36	
08/17/23	PR01 Cumulative Payroll	Batch 077					20.76	
08/24/23	PR01 Cumulative Payroll	Batch 078					32.68	
08/31/23	PR01 Cumulative Payroll	Batch 079					32.68	
09/07/23	PR01 Cumulative Payroll	Batch 080					32.68	
09/14/23	PR01 Cumulative Payroll	Batch 081					32.68	
09/21/23	PR01 Cumulative Payroll	Batch 082					32.68	
09/28/23	PR01 Cumulative Payroll	Batch 083					32.68	
10/05/23	PR01 Cumulative Payroll	Batch 084					28.16	
10/12/23	PR01 Cumulative Payroll	Batch 085					32.68	
10/19/23	PR01 Cumulative Payroll	Batch 086					38.25	
10/26/23	PR01 Cumulative Payroll	Batch 087					33.47	
11/02/23	PR01 Cumulative Payroll	Batch 088					29.36	
11/09/23	PR01 Cumulative Payroll	Batch 089					34.90	
11/16/23	PR01 Cumulative Payroll	Batch 090					32.68	
11/22/23	PR01 Cumulative Payroll	Batch 090					34.26	
11/30/23	PR01 Cumulative Payroll	Batch 091					31.09	
Transaction Totals			0.00	0.00	0.00	0.00	697.41	0.00
Account Totals			0.00		0.00		697.41	

Account:	15-7-10-15.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Library SUIVT	0.00	-185.00	0.00	45.43	139.57

11/30/23
01:36 pm

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

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/07/23	AP01 Ck:19699:VERMONT DEPT OF	Batch 489					22.87	
10/09/23	AP01 Ck:19959:VERMONT DEPT OF	Batch 505					22.56	
Transaction Totals			0.00	0.00	0.00	0.00	45.43	0.00
Account Totals			0.00		0.00		45.43	

Account:	15-7-30-20.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Postage	0.00	-325.00	0.00	178.00	147.00

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
08/21/23	AP01 Ck:19811:CREDIT CARD PAYM	Batch 496					178.00	
Transaction Totals			0.00	0.00	0.00	0.00	178.00	0.00
Account Totals			0.00		0.00		178.00	

Account:	15-7-30-21.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Supplies	0.00	-400.00	0.00	139.12	260.88

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
09/14/23	AP01 Ck:19895:CREDIT CARD PAYM	Batch 500					16.00	
10/09/23	AP01 Ck:19964:W.B. MASON	Batch 505					98.14	
10/16/23	AP01 Ck:19981:CREDIT CARD PAYM	Batch 506					24.98	
Transaction Totals			0.00	0.00	0.00	0.00	139.12	0.00
Account Totals			0.00		0.00		139.12	

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	195.14	2,804.86

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
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11/30/23
01:36 pm

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

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/24/23	AP01 Ck:19722:CREDIT CARD PAYM	Batch 491					175.00	
11/22/23	AP01 Ck:20097:CREDIT CARD PAYM	Batch 513					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 Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Grant Programs	0.00	0.00	0.00	620.89	(620.89)

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
11/06/23	AP01 Ck:20023:CLARENCE BAKER	Batch 508					380.89	
11/20/23	AP01 Ck:20077:MEREDITH HOLCH	Batch 510					240.00	
Transaction Totals			0.00	0.00	0.00	0.00	620.89	0.00
Account Totals			0.00		0.00		620.89	

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	158.99	141.01

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
11/22/23	AP01 Ck:20097:CREDIT CARD PAYM	Batch 513					158.99	
Transaction Totals			0.00	0.00	0.00	0.00	158.99	0.00
Account Totals			0.00		0.00		158.99	

Account:	15-7-30-22.01	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	VOKAL Book Sharing	0.00	-625.00	0.00	625.00	0.00

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
08/07/23	AP01 Ck:19766:GREEN MOUNTAIN L	Batch 494					625.00	
Transaction Totals			0.00	0.00	0.00	0.00	625.00	0.00

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Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Account Totals			0.00		0.00		625.00	

Account:	15-7-30-23.02	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Domain Registration	0.00	-170.00	0.00	34.89	135.11

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/24/23	AP01 Ck:19722:CREDIT CARD PAYM Batch 491						5.00	
08/21/23	AP01 Ck:19811:CREDIT CARD PAYM Batch 496						5.00	
09/14/23	AP01 Ck:19895:CREDIT CARD PAYM Batch 500						5.00	
10/16/23	AP01 Ck:19981:CREDIT CARD PAYM Batch 506						14.89	
11/22/23	AP01 Ck:20097:CREDIT CARD PAYM Batch 513							
Transaction Totals			0.00	0.00	0.00	0.00	34.89	0.00
Account Totals			0.00		0.00		34.89	

Account:	15-7-30-24.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Equipment/Furniture	0.00	-350.00	0.00	312.00	38.00

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
08/07/23	AP01 Ck:19771:LEAF	Batch 494					312.00	
Transaction Totals			0.00	0.00	0.00	0.00	312.00	0.00
Account Totals			0.00		0.00		312.00	

Account:	15-7-30-30.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Electricity	0.00	-500.00	0.00	251.65	248.35

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/24/23	AP01 Ck:19725:GREEN MOUNTAIN P Batch 491						48.62	
08/21/23	AP01 Ck:19816:GREEN MOUNTAIN P Batch 496						51.16	
09/14/23	AP01 Ck:19897:GREEN MOUNTAIN P Batch 500						50.93	
10/16/23	AP01 Ck:19982:GREEN MOUNTAIN P Batch 506						49.59	
11/20/23	AP01 Ck:20075:GREEN MOUNTAIN P Batch 510						51.35	

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Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Transaction Totals			0.00	0.00	0.00	0.00	251.65	0.00
Account Totals			0.00		0.00		251.65	

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	585.06	914.94

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/24/23	AP01 Ck:19735:TDS TELECOM	Batch 491					128.58	
08/21/23	AP01 Ck:19824:TDS TELECOM	Batch 496					114.58	
09/05/23	AP01 Ck:19871:TDS TELECOM	Batch 499					113.58	
10/16/23	AP01 Ck:19986:TDS TELECOM	Batch 506					114.16	
11/20/23	AP01 Ck:20083:TDS TELECOM	Batch 510					114.16	
Transaction Totals			0.00	0.00	0.00	0.00	585.06	0.00
Account Totals			0.00		0.00		585.06	

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	66.61	1,433.39

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
08/21/23	AP01 Ck:19815:GILLESPIE FUELS	Batch 496					66.61	
Transaction Totals			0.00	0.00	0.00	0.00	66.61	0.00
Account Totals			0.00		0.00		66.61	

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	282.87	717.13

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/05/23	AP01 Ck:19678:VLCT PROPERTY &	Batch 489					282.87	

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Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual 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	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Maintenance	0.00	-300.00	0.00	48.62	251.38

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
09/14/23	AP01 Ck:19895:CREDIT CARD PAYM Batch 500						48.62	
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 Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Lib. Director Payroll	0.00	-16,189.00	0.00	6,942.25	9,246.75

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/06/23	PR01 Cumulative Payroll	Batch 072					302.25	
07/13/23	PR01 Cumulative Payroll	Batch 072					311.25	
07/20/23	PR01 Cumulative Payroll	Batch 073					332.00	
07/27/23	PR01 Cumulative Payroll	Batch 074					311.25	
08/03/23	PR01 Cumulative Payroll	Batch 075					311.25	
08/10/23	PR01 Cumulative Payroll	Batch 076					311.25	
08/17/23	PR01 Cumulative Payroll	Batch 077					311.25	
08/24/23	PR01 Cumulative Payroll	Batch 078					311.25	
08/31/23	PR01 Cumulative Payroll	Batch 079					311.25	
09/07/23	PR01 Cumulative Payroll	Batch 080					311.25	
09/14/23	PR01 Cumulative Payroll	Batch 081					311.25	
09/21/23	PR01 Cumulative Payroll	Batch 082					311.25	
09/28/23	PR01 Cumulative Payroll	Batch 083					311.25	
10/05/23	PR01 Cumulative Payroll	Batch 084					311.25	
10/12/23	PR01 Cumulative Payroll	Batch 085					456.50	
10/19/23	PR01 Cumulative Payroll	Batch 086					249.00	
10/26/23	PR01 Cumulative Payroll	Batch 087					311.25	
11/02/23	PR01 Cumulative Payroll	Batch 088					311.25	
11/09/23	PR01 Cumulative Payroll	Batch 089					311.25	
11/16/23	PR01 Cumulative Payroll	Batch 090					332.00	
11/22/23	PR01 Cumulative Payroll	Batch 090					290.50	
11/30/23	PR01 Cumulative Payroll	Batch 091						

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Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Transaction Totals			0.00	0.00	0.00	0.00	6942.25	0.00
Account Totals			0.00		0.00		6942.25	

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	41.47	(41.47)

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
08/17/23	PR01 Cumulative Payroll	Batch 077					41.47	
Transaction Totals			0.00	0.00	0.00	0.00	41.47	0.00
Account Totals			0.00		0.00		41.47	

Account:	15-7-30-96.02	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Mileage	0.00	-200.00	0.00	26.20	173.80

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
11/02/23	PR01 Cumulative Payroll	Batch 088					26.20	
Transaction Totals			0.00	0.00	0.00	0.00	26.20	0.00
Account Totals			0.00		0.00		26.20	

Account:	15-7-30-96.03	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Ast. Librarian	0.00	-6,034.00	0.00	2,631.75	3,402.25

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/06/23	PR01 Cumulative Payroll	Batch 072					116.00	
07/13/23	PR01 Cumulative Payroll	Batch 072					116.00	
07/20/23	PR01 Cumulative Payroll	Batch 073					116.00	
07/27/23	PR01 Cumulative Payroll	Batch 074					116.00	
08/03/23	PR01 Cumulative Payroll	Batch 075					116.00	
08/10/23	PR01 Cumulative Payroll	Batch 076					72.50	

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Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Account:	15-7-30-96.03						188.50	
08/17/23	PR01 Cumulative Payroll	Batch 077					116.00	
08/24/23	PR01 Cumulative Payroll	Batch 078					116.00	
08/31/23	PR01 Cumulative Payroll	Batch 079					116.00	
09/07/23	PR01 Cumulative Payroll	Batch 080					116.00	
09/14/23	PR01 Cumulative Payroll	Batch 081					116.00	
09/21/23	PR01 Cumulative Payroll	Batch 082					116.00	
09/28/23	PR01 Cumulative Payroll	Batch 083					181.25	
10/05/23	PR01 Cumulative Payroll	Batch 084					116.00	
10/12/23	PR01 Cumulative Payroll	Batch 085					43.50	
10/19/23	PR01 Cumulative Payroll	Batch 086					188.50	
10/26/23	PR01 Cumulative Payroll	Batch 087					72.50	
11/02/23	PR01 Cumulative Payroll	Batch 088					145.00	
11/09/23	PR01 Cumulative Payroll	Batch 089					116.00	
11/16/23	PR01 Cumulative Payroll	Batch 090					116.00	
11/22/23	PR01 Cumulative Payroll	Batch 090					116.00	
11/30/23	PR01 Cumulative Payroll	Batch 091					116.00	
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?