

Agenda_Packet_08-15-2024

Agenda
Roxbury Free Library
Board of Trustees' Meeting
August 15 2024 at 09:00

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** 09:00 Call to order
- 2.0** 09:01 Additions/Postponements of Agenda Items
- 3.0** 09:05 Consent Agenda Items
 - 3.1** Review of minutes of 07/11/2024 meetings
 - 3.2** Review of Treasurer's Report
 - 3.3** Review of Library Director's Report
- 4.0** 09:15 Additions to Agenda
- 5.0** 09:20 Audience
- 6.0** Old Business
 - 6.1** 09:25 Strategic Plan work session
- 7.0** New Business
 - 7.1** 09:55 Review PERS-001 & 002 Personnel policy and Director Job Description.
 - 7.2** 10:05 Review ALA Freedom to Read statement (in relation to our Collection Development policy)
 - 7.3** 10:10 Draft technology and budget policy
 - 7.4** 10:15 FY24 Financial review
 - 7.5** 10:25 Newsy review discussion
- 8.0** Future Meetings
 - 8.1** 10:30 Next regular board meeting 9/12/2024
- 9.0** 10:31 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
July 11 2024 at 09:00

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) (On Zoom), Carl Ellis (Treasurer), Dottie Guiffre (Vice Chair), Jane Pincus, Ryan Zajac (Library Director)

Absent: None

Audience: None

- 1.0** 09:00 **Call to order**
The meeting was called to order at 09:01
- 2.0** 09:01 **Additions/Postponements of Agenda Items**
None
- 3.0** 09:05 **Consent Agenda Items**
- 3.1** **Review of minutes of 05/09/2024 meetings**
The minutes of 05/09/2024 were reviewed and accepted.
- 3.2** **Review of Treasurer's Report**
Treasurer's report was reviewed and accepted.
- 3.3** 09:37 **Review of Library Director's Report**
Library Director's report was reviewed and accepted.
Discussion of what to do with books from the school closure, such as how to integrate their books into ours. Discussed what will happen with the school building and how that might affect us. Discussed the garden project. A motion was made by and seconded by to accept the consent agenda which include the: minutes of 05/09/2024, Treasurer's report, and Library Director's report. Jane moved to accept all. Dottie seconded.
Vote: 5 yes, 0 abstentions, 0 no. Approved
- 4.0** 09:37 **Additions to Agenda**
None
- 5.0** 09:37 **Audience**
None

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

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6.0 Old Business

6.1 09:38 Strategic Plan Work session

The board discussed the questionnaire. Heidi has worked on suggested changes. More boxes, fewer open ended questions. Discussed what might be our target audience and what responses would be most helpful. Talked about ways that we use the information to further define our planning. Discussed using both paper and digital formats. Discussed how to ensure we get a random sampling. This is difficult. The questionnaire could include a blank indicating how they got the questionnaire. Discussed adding a box indicating if/how they use the library. Talked about incentives. We should include a question about the Newsy. Heidi will reformat and send it around to the board for input. Ryan discussed how we match up with other libraries with comparable populations. No other action taken.

7.0 New Business

7.1 10:15 Review BYLA-002 Trustee Calendar

Moved the fiscal review from July to August. A motion was made by Carl and seconded by Heidi to approve. Vote: 5 yes, 0 abstentions, 0 no. Approved

7.2 10:20 S.220 passage into law

Ryan explained the law and activity around it. Library policy will be updated to reflect our compliance. No action taken.

7.3 10:30 2024 Open Meeting Law changes

The board discussed the changes. Audio files will be posted. No action taken.

7.4 10:35 FY24 Financial Review

The board discussed the process. Tabled. No action taken.

7.5 10:36 Newsy review discussion

The board discussed the review. Heidi would like to talk more about how the Newsy has evolved. Do we want to develop an

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editorial policy regarding keeping content strictly informational about community and town history, events, meetings, and resources as a neutral and open publication? Let's talk more about how this should be expressed. Board members are to come to the next meeting with prepared statements on the theme of "submission guidelines" to begin a more thorough discussion on that topic. No action taken.

8.0

Future Meetings

8.1 10:53 Next regular board meeting 8/8/2024

9.0 10: **Adjournment**

The meeting was adjourned at 10:59

Respectfully Submitted, Jeanne Beckwith (Clerk)

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Library Operations Report

Upcoming Events and Meetings

- 9/8 and 9/22 RFL Game Night
- 9/7 Possible Summer Reading Performance
- Sept. Safety Awareness month programming (see below)
- Socratic Lunch and Rube Goldberg event dates are TBD in early Sept.

July Outreach

- In July the RFL hosted 2 programs and meeting space for 4 events (RFL Game Night, Roxbury Garden Tour, and Tutoring session). Attendance in these events included 39 adults and 7 children.
- We've had conversation with the Roxbury Fire Dept. about jointly hosting some informational programming in Sep. in support of national Safety Awareness Month. At this point, it looks like a fire extinguisher safety check event and CPR training will be the likely in-person events.

Miscellaneous

- We have 4 volunteers in que to begin help with the absorption of the RVS book collection. We decided, a bit reluctantly, in July to move ahead with that work manually rather than digitally. The work will be very similar to what we did when we automated the RFL collection in 2012 and 2013. We expect by the end of Aug. to have a date that will work for everyone to get in and get the work moving.
- We saw more public library "tourists" in July 2024 than I can remember since before the pandemic. Think of the VLA passport program or the 251 Club.

RFL Service description

- In the summer of 2024 the RFL helped a community member navigate and find resources related to appraisal values, selling prices, etc... for an upcoming home purchase.

Volunteers providing service in the last month

Rich Smith, Judy Lusk, and Debra Rogler.

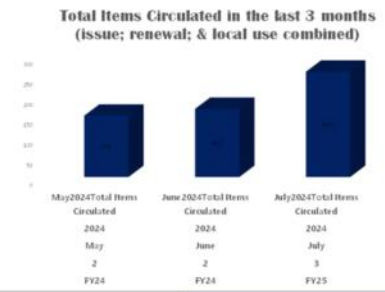
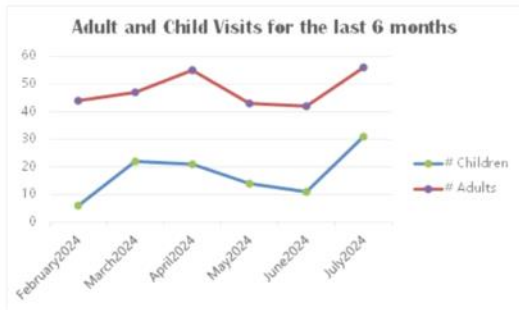
July by the numbers Roxbury Free Library

87 visits

1.26 visitors per hour open

↑ 64%
since June

Summary Statistics of RFL



8,723
items
in the collection

?
8
reference
questions
answered

42 e-content
accessed

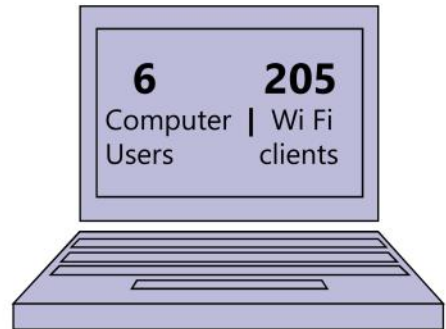
ILL
1 → RFL → 1

www.roxburyfreelibrary.org
was visited 207 times in July



2 Passes checked out
+ 1
Registered new patrons

314 active patrons.
108 Registered users of LUV



ID	Title	Frequency	Last Revision
PERS-001	Personnel Policy	Annually	08-22-2023

Roxbury Free Library Personnel Policy

Roxbury Free Library is a municipal library and the affairs of the library are managed by the Board of Trustees. The trustees hire a Library Director, who is exempt from the Town's Personnel Policy and is responsible for managing all other library employees and volunteers¹. It is our belief that the Library Director is first among the Library's valuable assets, and as such, every attempt is made to deal with the Library Director in ways that are fair, and that will nurture a mutually beneficial relationship between the Trustees and its Director. The Library is an equal opportunity employer and does not discriminate on the basis of age, sex, race, religion, color, sexual orientation, place of birth, ancestry, physical or mental condition or national origin.

This policy is not considered a contract to employment.

I. Recruitment: Any vacant employee position should be posted and advertised in local newspapers and social media stating position, pay scale, and application date deadline as well as other pertinent information. Reference checks may be made by telephone contact prior to an offer of employment.

II. Probationary Period: All employee appointments shall be made with a probationary period of 6 months. The Trustees, or Library Director, in their sole discretion, may reduce this probationary period if it is determined that a reduction is justified. One month prior to the end of the probationary period, the Trustees or Library Director will carefully review the work of the new employee. During the probationary period, the Trustees or Library Director may remove an employee who is unable or unwilling to perform the duties of the position satisfactorily or whose performance and dependability do not merit continuance in the service to the Roxbury Free Library.

III: Employee and Volunteer Job Descriptions: The Trustees are responsible for creating a job description for the library director position. The job description will be used for recruiting efforts for new directors as well as performance evaluations for employed directors. The library director will be responsible for creating job descriptions for any other employees of the library. The library director will also be responsible for creating volunteer work descriptions for library volunteers.

IV: Employee Responsibilities and Performance Evaluation: All employees and volunteers will be given a position description at the time of hire or recruitment, which shall stipulate the qualifications for and responsibilities required of the position. The

Board of Trustees or Library Director will review the description on an annual basis with the employee or volunteer, at which time any modifications deemed necessary or advisable will be made.

Annual evaluation of employees will occur in September unless otherwise scheduled by the Trustees or Library Director. After this evaluation, the Trustees or Library Director will present the employee with a written performance review. Also at this time, the employee will submit a self-evaluation, which shall detail the employee's goals for the coming year. Copies of the evaluations will be kept in the employee's personnel file.

V. Termination: The Trustees may dismiss the Library Director and the Library Director may dismiss any employee or volunteer if the position is eliminated or if the employee or volunteer becomes unable to perform the duties of the position. Volunteers work with the status of "at will" employees and the Library Director has the right to terminate the volunteer's working association with the Library at any time, for any reason. The Trustees or Library Director shall provide such employee or volunteer with written notice of the intent to dismiss the employee or volunteer and the reasons for such dismissal. The Trustees or Library Director shall also provide the employee or volunteer an opportunity to meet to review the reason for dismissal. Following such meeting, the Trustees or Library Director shall provide the employee or volunteer with written notice of the decision. The Trustees' or Library Director's decision shall be final.

VI. Grievances: It is the intent of the Trustees of Roxbury Free Library to address grievances informally. Employees are encouraged to make every effort to resolve problems as they arise. It is recognized, however, that grievances may occur, which will be resolved only after a formal appeal and review. A grievance is any matter considered by the employee or volunteer as grounds for complaint. An employee who believes that inequitable treatment has been received because of some condition of employment may personally or through representatives appeal for relief from that condition to the Trustees or Library Director.

VII. Pay and Benefits: The employee's pay rate will be based on qualifications and experience and determined each year during the budget planning process by the Trustees or Library Director. Also to be determined at that time will be the hours of combined time off, and the amount of money available for training and professional development.

VIII. Volunteers: The Roxbury Free Library Board of Trustees recognizes that volunteers are a valuable resource for the Library. Their energy and talents help the Library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteer services aid the Library in making the best use of its fiscal resources and help connect the Library to other

community groups and organizations. Volunteers can also be valuable advocates for the Library in the community. The Library and its volunteers must work together to ensure a successful relationship. Library staff will continually work to recognize the contributions of Library volunteers and seek to expand the Library volunteer group as needed.

IX. Public Library volunteers are coordinated by the Library Director, or designee, and must be at least 14 years of age. Junior volunteers under the age of 14 required to perform service for specific programs are accepted on a short-term basis. Parents of junior volunteers must sign consent forms for their children to perform service hours at the Library.

Each volunteer must complete an application which will be kept on file in the Library. Volunteers may also be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in job assignments.

X. Library volunteers are bound by the rules contained in all Library policies and guidelines, especially those that relate to patron privacy and confidentiality. Library volunteers are recognized by the public as representatives of the Library and will be guided by the same work and personnel policies as employees. Library volunteers will be familiar with the Library's "Library Volunteer Guidelines" document.

XI. The Library accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Library Director prior to being accepted for service. Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Parents/guardians of such volunteers must sign a consent form for their children to perform volunteer service hours at the Library.

¹ Volunteer means an individual not employed by the library who works on an occasional or regular basis in the library to assist the staff. A volunteer works without compensation or economic benefits provided by the library. In accordance with the Fair Labor Standards Act volunteers do not displace regular employed workers or perform work that would otherwise be performed by regular employees. In addition, paid employees cannot volunteer to provide the same type of services to the RFL that they are employed to provide.

Addendum A: Personal Acknowledgment

I,		acknowledge that:
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I received a copy of the Roxbury Free Library's Personnel Policy on _____;

I have been given the opportunity to ask questions about said policy and I have been provided with satisfactory information in response to my questions;

I understand that the language used in this personnel policy is not intended to create, nor should it be constructed to create, a contract of employment between myself and the Roxbury Free Library

I acknowledge that the Roxbury Free Library reserves the right to add, amend, or discontinue any of the provisions of this policy for any reason or none at all, in whole or in part, at any time, with or without notice;

I acknowledge that I understand the Roxbury Free Library's Personnel Policy and I agree that I will comply with all of its provisions.

Signature

date

Date of adoption 08/22/2023

Record of Adoption

Approved 5

Abstentions 0

Opposed 0

ID	Title	Frequency	Last Revision
PERS-002	Director Job Description	Annually	08-22-2023

ROXBURY FREE LIBRARY

Roxbury, Vermont

POSITION: LIBRARY DIRECTOR

The Library Director is responsible for the administration, supervision and coordination of all activities and services of the library and for carrying out the policies adopted by the Library Board of Trustees.

MAJOR RESPONSIBILITIES AND DUTIES

Service to the community

Participate in long range planning in conjunction with the Board of Trustees

Develop procedures for the smooth running of the library

Develop a collection of interesting materials in various formats

Maintain the collection

Provide reference, interlibrary loan, readers' advisory and referral services

Assist patrons to use library materials and technology

Develop programs that appeal to a variety of community members

Promote and publicize the library's services, activities and resources

Oversee the scheduling and use of the library after hours

Oversee the library physical structure, internally, externally and surrounding grounds for the purpose of facilitating building maintenance and apprising the board of trustees appropriately.

- I. Maintain the library web page
- II. Maintain library computers and offer basic computer and internet training for patrons
- III. Maintain the automated library system

Support and implementation of library policy

- I. Participate in monthly Board of Trustees meetings
- II. Maintain the policy file, passing policy information to staff and volunteers as appropriate, answer the public's questions about policies

Fiscal responsibilities

- I. Collaborate with the library board treasurer to develop an annual budget for Board of Trustee approval
- II. Track expenses and review and approve invoices
- III. Receive cash donations, fees and other income
- IV. Develop alternative library funding

Hiring, supervision and training staff and volunteers

- I. Recruit and oversee employees
- II. Manage volunteers
- III. Maintain a procedure manual for staff and volunteers and train all staff and volunteers

Formal Reporting

- I. Prepare monthly reports for the Board of Trustees
- II. Collect and analyze library statistics
- III. Complete reports, surveys and requests for information from state and federal library agencies and associations

Continuing Education

- I. Attend workshops and conferences related to library needs and inform volunteers and Board of Trustees of any workshops or meetings that might be of interest to them
- II. Affiliate with the Vermont Library Association and the American Library Association
- III. Stay abreast of developments in the library field for children and adults through current professional journals, Vermont Department of Library publications etc.

Perform other duties the Board of Trustees deems necessary for the efficient operation of the library

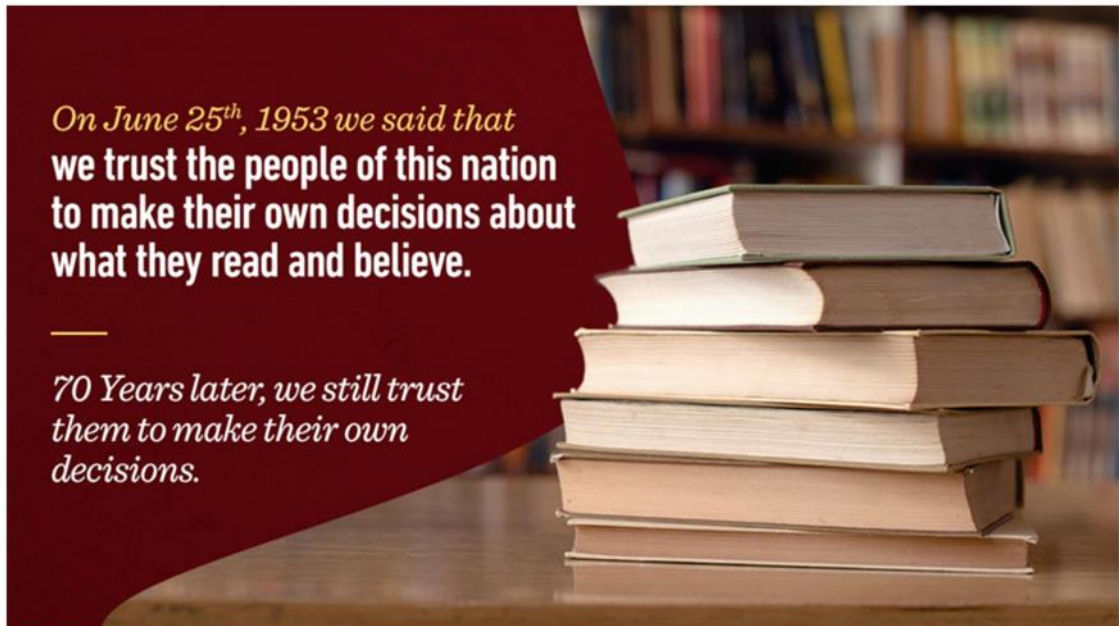
QUALIFICATIONS

Library science degree or Vermont Library Certification preferred.

Date of adoption 08/22/2023

Record of Adoption

Approved	<u>5</u>
Abstentions	<u>0</u>
Opposed	<u>0</u>



The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the

United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law

into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers for Free Expression](#)

[The Association of American University Presses](#)

[The Children's Book Council](#)

[Freedom to Read Foundation](#)

[National Association of College Stores](#)

[National Coalition Against Censorship](#)

[National Council of Teachers of English](#)

The Thomas Jefferson Center for the Protection of Free Expression

Current Version August 2024

ID	Title	Frequency	Last Revision
COLL-002	Collection Development Policy	Annually	01/13/2022

Roxbury Free Library
Collection Development Policy

Roxbury Free Library will strive to develop and maintain a well-balanced collection of the best and most useful materials available, in view of the overall needs of the community and within the limits of the yearly budget. It is understood that neither the Library Director nor the Board needs to endorse every idea or presentation contained in the materials that the library makes available.

The Roxbury Free Library supports the principles of intellectual freedom inherent in the First Amendment to the Constitution of the United States and as expressed in the Library Bill of Rights and the Freedom to Read Statement adopted by the American Library Association (see Appendices).

I. While suggestions are welcome, the Library Director shall have final authority and responsibility for selection of all print and non-print materials and placement thereof in the library. No material shall be excluded because of age, sex, race, religion, color, sexual orientation, place or birth, ancestry, physical or mental condition, political views or national origin.

II. Materials considered for the collection are judged by the Library Director on the basis of the following criteria:

- Recreational, educational and/or informational value
- Authority, effectiveness and timeliness of presentation
- Funds and space available
- Readability and popular appeal

Condition of the collection

Format

Availability through Inter-library loan (ILL)

III. In selecting materials, the Library Director will consult professional reviews, materials review sessions, and interests of the community.

IV. The Library may receive materials or funds as gift donations, with the understanding their use is at the complete discretion of the Library Director and/or Board of Trustees. All donations become the property of the Roxbury Free Library.

V. Weeding will be conducted periodically by the Library Director using the same criteria as for materials selection. Removal or replacement of materials will be judged with reference to standard library selection guidelines.

VI. Roxbury Free Library offers services such as Inter-library loans (ILL) and Vermont Department of Libraries (VDOL) services such as large print and talking books.

VII. All patrons, including children, have free access to all library materials and internet without censure (parents are responsible for any restriction of their child's access). Materials are carefully selected, and will not be removed from the collection because of pressure by groups or individuals expressing disapproval. If a patron objects to a specific book in the collection she or he will be given the opportunity to fill out the "Patron Request for Reconsideration of Materials" form (See Appendix). A reader's complaint will be treated with courtesy, respect and promptness. Materials under consideration will remain in circulation during this process.

Date of adoption 01/13/2022

Approved by:

Ed Carney _____

Jeanne Beckwith _____

Carl Ellis _____

Jane Pincus _____

Heidi Albright _____

Roxbury Free Library

Collection Development Policy Appendix:

Request for Reconsideration of Material Form

The trustees of the Roxbury Free Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is part of the procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

librarian@roxburyfreelibrary.org | 802.485.6860 | PO Box 95 Roxbury, VT. 05669

Date

Name

Address

City State/Zip

Phone

Email

Do you represent self? ____

Or an organization? ____ Name of Organization: _____

1. Resource on which you are commenting:

___ Book (e-book)

___ Movie

___ Magazine

___ Audio Recording

___ Digital Resource

___ Game

___ Newspaper

___ Other

Title

Author/Producer

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and

librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of

experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the

application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970

consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers for Free Expression](#)
[The Association of American University Presses](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)
[National Council of Teachers of English](#)
The Thomas Jefferson Center for the Protection of Free Expression

ID	Title	Frequency	Last Revision
FINC-002	RFL Technology Policy	Annually	x/x/2024

Roxbury Free Library Technology and Computer Reserve Fund Policy

The Roxbury Free Library Board of Trustees support access to all kinds of technology and tele-communications services through the RFL. In support of that goal, the RFL will strive to prepare for consistently maintaining a collection of up to date and functional devices available to patrons and staff. Part of that work is preparing financially to take on the costs of maintaining and replacing those machines that are being used to provide the tele-communication services for RFL patrons and staff. Established by the voters of Roxbury at Roxbury’s Town Meeting in 2023, the RFL’s Computer Reserve Fund is an important tool in achieving the objectives of this policy. This policy is in part to provide the guidelines for managing said Computer Reserve Fund since proper execution of this policy will ensure the above objectives are met with responsible financial management.

Policy Expectations

The Library Director will ensure a hardware and software inventory is maintained of all the devices and machines owned by the RFL (i.e. “hardware”). The inventory will include, but is not limited to: date of purchase and initial use of each device, a suggested date for when to potentially replace each device based on intended use, software use, demand, and product obsolescence. The inventory will be used to inform the annual process of drafting a proposed budget for the next fiscal year.

Related to software, all machines should be running the current version or most recent prior (current -1) version of manufacturer-released software packages needed for

the machine to serve its purpose. If an RFL-owned system is found to be running an older version (current -2 or older) of any software package, it will be upgraded to the most recent version as soon as possible. If the machine is not able to support the current software package it will be replaced with a machine capable of providing the necessary software package. This type of machine capacity replacement provides an opportunity to transition other devices to different roles than their initial purchase since their lifecycle can often exceed their capacity capabilities. As long as the objectives of this policy are being met, there is no reason not to use replaced machines in supportive roles at the RFL when staff have a need for their use.

Reserve Fund Execution

Based on best practice recommendations at the time of this policy adoption, *Table 1* shows generally accepted replacement guidelines for the kinds of devices likely to be available at the RFL. If a hardware item is determined to be irreparable or if the cost to repair exceeds the current market value of the item, the item may be replaced earlier than indicated in the table referenced above with all costs for replacement covered by the RFL operating budget. If RFL staff elects to replace an item using RFL Computer Reserve funds earlier than the identified replacement cycle, the RFL board must approve the request.

Table 1

Type	Description	General replacement timeframe
Laptop computers	N/A	Fiscal year immediately after 4 th year of use
Workstation computers	Generally considers the CPU and monitor a single unit.	Fiscal year immediately after 5 th year of use
Personal digital assistant devices	Electronic Tablets, media playing devices, etc...	Fiscal year immediately after 3 rd year of use
Network infrastructure	Routers, Access points, Repeaters, and other	Fiscal year immediately after 5 th year of use

	devices	
Peripherals	Printers, Scanners, Monitors, Projectors, etc...	Fiscal year immediately after 7 th year of use

Date of adoption x-x-24

Record of Adoption

Approved 0

Abstentions 0

Opposed 0

07/24/24
03:30 pm

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

Account/Description	Budget	Balance
11-1-03-01.00 Due From Other Funds	0.00	11,619.61
Total Asset	0.00	11,619.61
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

07/24/24
03:30 pm

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

Page 2 of 3
Roxbury1

Account/Description	Estimated Revenue	Received To Date	Uncollected Balance	MD Revenue
11-6-03-03.00 Interest	0.00	-322.54	-322.54	-322.54
11-6-03-12.00 Donations	0.00	-2,468.64	-2,468.64	0.00
11-6-03-13.01 Fundraising	0.00	-1,437.25	-1,437.25	0.00
11-6-03-14.00 ARPA Grant Funds	0.00	0.00	0.00	0.00
Total Revenues	0.00	-4,228.43	-4,228.43	-322.54

07/24/24
03:30 pm

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

Account/Description	Budget	Expenditures	Balance	MTD Expenditures
11-7-30-21.04 Newsletter Expenses	0.00	911.70	911.70	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	2,394.37	2,394.37	250.00
11-7-30-23.00 Copier Lease	0.00	0.00	0.00	0.00
11-7-30-24.00 Transfer Out	0.00	1,271.00	1,271.00	1,271.00
11-7-30-25.00 ARPA Grant Expenses	0.00	0.00	0.00	0.00
Total Expenditures	0.00	4,577.07	4,577.07	1,521.00
Total Library Programs Fund	0.00	0.00	0.00	0.00

Total Debits: 16,196.68 Total Credits: 16,196.68

07/24/24
03:31 pm

Town of Roxbury General Ledger
Detail Transactions Report (Previous Year)
Period 1 Jul to Period 12 Jun

Page 1 of 3
Roxbury1

Account: 11-6-03-03.00		Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance		
Description: Interest		0.00	0.00	0.00	-322.54	322.54		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
06/04/24	GL01 Transfer Interest (6)	GJ# 20240387						193.56
06/30/24	GL01 Transfer Interest	GJ# 20240435						128.98
Transaction Totals			0.00	0.00	0.00	0.00	0.00	322.54
Account Totals			0.00		0.00			322.54

Account: 11-6-03-12.00		Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance		
Description: Donations		0.00	0.00	0.00	-2,468.64	2,468.64		
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
12/14/23	GL01 Donations	GJ# 20240169						400.00
12/20/23	GL01 Library Donation	GJ# 20240176						50.00
12/28/23	GL01 Library Donations	GJ# 20240182						150.00
01/09/24	GL01 Library Donations	GJ# 20240191						150.00
03/19/24	GL01 Library Income	GJ# 20240269						600.00
05/06/24	GL01 Library Donation	GJ# 20240344						13.64
Transaction Totals			0.00	0.00	0.00	0.00	0.00	2468.64
Account Totals			0.00		0.00			2468.64

Account: 11-6-03-13.01		Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance		
Description: Fundraising		0.00	0.00	0.00	-1,437.25	1,437.25		
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
03/19/24	GL01 Library Income	GJ# 20240269						180.00
05/09/24	GL01 Library Fundraising	GJ# 20240349						260.00
Transaction Totals			0.00	0.00	0.00	0.00	0.00	1437.25
Account Totals			0.00		0.00			1437.25

07/24/24
03:31 pm

Town of Roxbury General Ledger
Detail Transactions Report (Previous Year)
Period 1 Jul to Period 12 Jun

Account: 11-7-30-21.04		Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance		
Description: Newsletter Expenses		0.00	0.00	0.00	911.70	(911.70)		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
01/22/24	AP01 Ck:20267:MINUTEMAN PRESS	Batch 521					448.35	
05/06/24	AP01 Ck:20550:MINUTEMAN PRESS	Batch 537					463.35	
Transaction Totals			0.00	0.00	0.00	0.00	911.70	0.00
Account Totals			0.00		0.00		911.70	

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	2,394.37	(2,394.37)		
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	
12/18/23	AP01 Ck:20145:ALI BATAINEH	Batch 517					150.00	
12/18/23	AP01 Ck:20153:CREDIT CARD PAYM	Batch 517					149.90	
01/22/24	AP01 Ck:20259:CREDIT CARD PAYM	Batch 521					13.78	
03/18/24	AP01 Ck:20402:BEACON PRINTING	Batch 527					61.00	
04/15/24	AP01 Ck:20490:CREDIT CARD PAYM	Batch 534					558.93	
05/06/24	AP01 Ck:20540:CREDIT CARD PAYM	Batch 537					38.16	
05/20/24	AP01 Ck:20600:MOONLIGHT MOONTA	Batch 540					125.00	
05/20/24	AP01 Ck:20606:THE HERALD OF RA	Batch 540					35.96	
06/17/24	AP01 Ck:20694:TOM SIELING	Batch 545					250.00	
Transaction Totals			0.00	0.00	0.00	0.00	2394.37	0.00
Account Totals			0.00		0.00		2394.37	

Account: 11-7-30-24.00		Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance		
Description: Transfer Out		0.00	0.00	0.00	1,271.00	(1,271.00)		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
06/04/24	GL01 Library Transfer of Funds	GJ# 20240386					1271.00	

07/24/24
03:31 pm

Town of Roxbury General Ledger
Detail Transactions Report (Previous Year)
Period 1 Jul to Period 12 Jun

Page 3 of 2
Roxbury1

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	1271.00	0.00
Account Totals			0.00		0.00		1271.00	

07/24/24
03:30 pm

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

Account/Description	Budget	Balance
15-1-03-01.00 Due From Other funds	0.00	286.92
Total Asset	0.00	286.92
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

07/24/24
03:30 pm

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

Page 2 of 3
Roxbury1

Account/Description	Estimated Revenue	Received To Date	Uncollected Balance	MTD Revenue
15-6-03-03.00 Interest	0.00	-83.90	-83.90	-83.90
15-6-03-03.01 CD Interest	0.00	0.00	0.00	0.00
15-6-03-03.02 Dividends	425.00	-416.69	8.31	0.00
15-6-03-09.00 Grants	250.00	-300.00	-50.00	-300.00
15-6-03-09.01 ARPA Grant	0.00	0.00	0.00	0.00
15-6-03-10.00 Town Appropriation	32,850.00	-32,850.00	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	-25.00	-25.00	0.00
15-6-03-13.01 Fundraising	0.00	0.00	0.00	0.00
15-6-03-14.00 Miscellaneous Income	1,271.00	-69.49	1,201.51	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	-1,271.00	-1,271.00	-1,271.00
Total Revenues	34,796.00	-35,016.08	-220.08	-1,654.90

07/24/24
03:30 pm

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

Page 3 of 3
Roxbury1

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	1,715.62	62.62	133.42
15-7-10-15.00 Library SUIVT	-185.00	80.71	-104.29	0.00
15-7-10-18.00 CCC Tax	0.00	0.00	0.00	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	600.87	275.87	99.80
15-7-30-21.00 Supplies	-400.00	202.66	-197.34	63.54
15-7-30-21.01 Books/Materials	-3,000.00	3,169.39	169.39	2,259.91
15-7-30-21.02 RIF	0.00	140.48	140.48	140.48
15-7-30-21.03 Programs	0.00	0.00	0.00	0.00
15-7-30-21.04 Grant Programs	0.00	680.89	680.89	0.00
15-7-30-22.00 Computer/Software	-300.00	658.02	358.02	499.03
15-7-30-22.01 VOKAL Book Sharing	-625.00	835.40	210.40	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	-170.00	190.77	20.77	0.00
15-7-30-24.00 Equipment/Furniture	-350.00	626.60	276.60	314.60
15-7-30-30.00 Electricity	-500.00	658.27	158.27	55.59
15-7-30-31.00 Telephone/DSL	-1,500.00	1,448.11	-51.89	132.92
15-7-30-32.00 Fuel	-1,500.00	1,027.76	-472.24	0.00
15-7-30-45.01 Training/Professional	-300.00	195.75	-104.25	87.00
15-7-30-48.00 Library Insurance	-1,000.00	956.62	-43.38	0.00
15-7-30-62.00 Maintenance	-300.00	512.92	212.92	390.79
15-7-30-96.00 Lib. Director Payroll	-16,189.00	16,653.26	464.26	1,203.50
15-7-30-96.01 Librarian Substitute Pay	0.00	82.94	82.94	0.00
15-7-30-96.02 Mileage	-200.00	99.90	-100.10	0.00
15-7-30-96.03 Asst. Librarian	-6,034.00	6,336.50	302.50	536.50
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	36,973.44	2,177.44	5,917.08
Total Library Operating Fund	0.00	0.00	0.00	0.00

Total Debits: 72,056.36 Total Credits: 72,056.36

07/24/24
03:31 pm

Town of Roxbury General Ledger
Detail Transactions Report (Previous Year)
Period 1 Jul to Period 12 Jun

Page 1 of 14
Roxbury1

Account: 15-6-03-03.00		Last Year				Uncollected		
		Unused Budget	Budget	Encumbrance	YTD Posting	Balance		
Description: Interest		0.00	0.00	0.00	-83.90	83.90		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
06/04/24	GL01 Transfer Interest (6)	GJ# 20240387						55.32
06/30/24	GL01 Transfer Interest	GJ# 20240435						28.58
Transaction Totals			0.00	0.00	0.00	0.00	0.00	83.90
Account Totals			0.00		0.00			83.90

Account: 15-6-03-03.02		Last Year				Uncollected		
		Unused Budget	Budget	Encumbrance	YTD Posting	Balance		
Description: Dividends		0.00	425.00	0.00	-416.69	(8.31)		
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
02/07/24	GL01 Library Dividends	GJ# 20240221						107.80
05/15/24	GL01 Library Dividends	GJ# 20240363						95.04
Transaction Totals			0.00	0.00	0.00	0.00	0.00	416.69
Account Totals			0.00		0.00			416.69

Account: 15-6-03-09.00		Last Year				Uncollected		
		Unused Budget	Budget	Encumbrance	YTD Posting	Balance		
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
06/14/24	GL01 Library Grant	GJ# 20240405						300.00
Transaction Totals			0.00	0.00	0.00	0.00	0.00	300.00
Account Totals			0.00		0.00			300.00

Account: 15-6-03-10.00		Last Year				Uncollected	
		Unused Budget	Budget	Encumbrance	YTD Posting	Balance	
Description: Town Appropriation		0.00	32,850.00	0.00	-32,850.00	0.00	

07/24/24
03:31 pm

Town of Roxbury General Ledger
Detail Transactions Report (Previous Year)
Period 1 Jul to Period 12 Jun

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
02/02/24	GL01 Transfer Library Funds	GJ# 20240216						8212.50
04/18/24	GL01 Transfer Library Funds	GJ# 20240323						8212.50
Transaction Totals			0.00	0.00	0.00	0.00	0.00	32850.00
Account Totals			0.00		0.00			32850.00

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	-69.49	(1,201.51)

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
01/29/24	GL01 Library Book	GJ# 20240211						19.49
Transaction Totals			0.00	0.00	0.00	0.00	0.00	69.49
Account Totals			0.00		0.00			69.49

Account:	15-6-03-16.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance
Description:	Transfer In	0.00	0.00	0.00	-1,271.00	1,271.00

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
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07/24/24
03:31 pm

Town of Roxbury General Ledger
Detail Transactions Report (Previous Year)
Period 1 Jul to Period 12 Jun

Page 3 of 14
Roxbury1

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
06/04/24	GL01 Library Transfer of Funds	GJ# 20240386						1271.00
Transaction Totals			0.00	0.00	0.00	0.00	0.00	1271.00
Account Totals			0.00		0.00			1271.00

Account:	15-7-10-11.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpanded Balance
Description:	Library FICA/Medi	0.00	-1,653.00	0.00	1,715.62	(62.62)

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	
12/07/23	PR01 Cumulative Payroll	Batch 092					32.68	
12/14/23	PR01 Cumulative Payroll	Batch 093					37.45	
12/21/23	PR01 Cumulative Payroll	Batch 094					37.45	
12/28/23	PR01 Cumulative Payroll	Batch 095					32.68	
01/04/24	PR01 Cumulative Payroll	Batch 096					21.57	
01/11/24	PR01 Cumulative Payroll	Batch 097					32.68	
01/18/24	PR01 Cumulative Payroll	Batch 098					34.26	
01/25/24	PR01 Cumulative Payroll	Batch 099					32.68	
02/01/24	PR01 Cumulative Payroll	Batch 100					32.68	
02/08/24	PR01 Cumulative Payroll	Batch 101					32.20	
02/15/24	PR01 Cumulative Payroll	Batch 102					32.68	
02/22/24	PR01 Cumulative Payroll	Batch 103					32.68	
02/29/24	PR01 Cumulative Payroll	Batch 104					32.68	

07/24/24
03:31 pm

Town of Roxbury General Ledger
Detail Transactions Report (Previous Year)
Period 1 Jul to Period 12 Jun

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Account: 15-7-10-11.00								
03/07/24	PR01 Cumulative Payroll	Batch 105					32.67	
03/14/24	PR01 Cumulative Payroll	Batch 106					41.89	
03/21/24	PR01 Cumulative Payroll	Batch 107					37.45	
03/28/24	PR01 Cumulative Payroll	Batch 108					36.75	
04/04/24	PR01 Cumulative Payroll	Batch 109					39.90	
04/11/24	PR01 Cumulative Payroll	Batch 110					31.02	
04/18/24	PR01 Cumulative Payroll	Batch 111					37.68	
04/25/24	PR01 Cumulative Payroll	Batch 112					34.35	
05/02/24	PR01 Cumulative Payroll	Batch 113					32.68	
05/09/24	PR01 Cumulative Payroll	Batch 114					35.85	
05/16/24	PR01 Cumulative Payroll	Batch 115					34.82	
05/23/24	PR01 Cumulative Payroll	Batch 116					32.68	
05/30/24	PR01 Cumulative Payroll	Batch 116					32.68	
06/06/24	PR01 Cumulative Payroll	Batch 117					34.35	
06/13/24	PR01 Cumulative Payroll	Batch 118					34.35	
06/20/24	PR01 Cumulative Payroll	Batch 119					31.33	
06/27/24	PR01 Cumulative Payroll	Batch 120					33.39	
Transaction Totals			0.00	0.00	0.00	0.00	1715.62	0.00
Account Totals			0.00		0.00		1715.62	

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	80.71	104.29

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	
01/11/24	AP01 Ck:20243:VERMONT DEPT OF	Batch 521					11.61	
04/15/24	AP01 Ck:20508:VERMONT DEPT OF	Batch 534					23.67	
Transaction Totals			0.00	0.00	0.00	0.00	80.71	0.00
Account Totals			0.00		0.00		80.71	

Account:	15-7-30-20.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Postage	0.00	-325.00	0.00	600.87	(275.87)

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
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07/24/24
03:31 pm

Town of Roxbury General Ledger
Detail Transactions Report (Previous Year)
Period 1 Jul to Period 12 Jun

Page 5 of 14
Roxbury1

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	
12/18/23	AP01 Ck:20153:CREDIT CARD PAYM	Batch 517					27.83	
01/22/24	AP01 Ck:20259:CREDIT CARD PAYM	Batch 521					200.90	
05/06/24	AP01 Ck:20540:CREDIT CARD PAYM	Batch 537					94.34	
06/17/24	AP01 Ck:20671:CREDIT CARD PAYM	Batch 545					99.80	
Transaction Totals			0.00	0.00	0.00	0.00	600.87	0.00
Account Totals			0.00		0.00		600.87	

Account:	15-7-30-21.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Supplies	0.00	-400.00	0.00	202.66	197.34

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	
06/17/24	AP01 Ck:20671:CREDIT CARD PAYM	Batch 545					63.54	
Transaction Totals			0.00	0.00	0.00	0.00	202.66	0.00
Account Totals			0.00		0.00		202.66	

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	3,169.39	(169.39)

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	
12/18/23	AP01 Ck:20153:CREDIT CARD PAYM	Batch 517					32.89	
02/19/24	AP01 Ck:20333:CREDIT CARD PAYM	Batch 524					322.20	
02/19/24	AP01 Ck:20327:BAKER & TAYLOR	Batch 524					246.84	
02/19/24	AP01 Ck:20327:BAKER & TAYLOR	Batch 524					30.28	
03/18/24	AP01 Ck:20406:CREDIT CARD PAYM	Batch 527					82.13	
06/17/24	AP01 Ck:20671:CREDIT CARD PAYM	Batch 545					69.80	
06/17/24	AP01 Ck:20671:CREDIT CARD PAYM	Batch 545					50.00	
06/17/24	AP01 Ck:20671:CREDIT CARD PAYM	Batch 545					54.91	
06/17/24	AP01 Ck:20696:VERMONT INSTITUT	Batch 545					175.00	
06/17/24	AP01 Ck:20677:HOOPLA BY MIDWES	Batch 545					400.00	
06/17/24	AP01 Ck:20680:KANOPY, INC	Batch 545					175.00	

07/24/24
03:31 pm

Town of Roxbury General Ledger
Detail Transactions Report (Previous Year)
Period 1 Jul to Period 12 Jun

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Account: 15-7-30-21.01							160.18	
06/17/24	AP01 Ck:20666:BAKER & TAYLOR	Batch 545					27.11	
06/17/24	AP01 Ck:20666:BAKER & TAYLOR	Batch 545					273.24	
06/17/24	AP01 Ck:20666:BAKER & TAYLOR	Batch 545					11.58	
06/17/24	AP01 Ck:20666:BAKER & TAYLOR	Batch 545					18.04	
06/17/24	AP01 Ck:20666:BAKER & TAYLOR	Batch 545					53.88	
06/17/24	AP01 Ck:20666:BAKER & TAYLOR	Batch 545					64.07	
06/17/24	AP01 Ck:20666:BAKER & TAYLOR	Batch 545					53.12	
06/17/24	AP01 Ck:20666:BAKER & TAYLOR	Batch 545					206.61	
06/17/24	AP01 Ck:20698:BAKER & TAYLOR	Batch 545					83.14	
06/17/24	AP01 Ck:20698:BAKER & TAYLOR	Batch 545					39.65	
06/17/24	AP01 Ck:20698:BAKER & TAYLOR	Batch 545					65.63	
06/17/24	AP01 Ck:20698:BAKER & TAYLOR	Batch 545					87.08	
06/17/24	AP01 Ck:20698:BAKER & TAYLOR	Batch 545					15.51	
06/17/24	AP01 Ck:20698:BAKER & TAYLOR	Batch 545					3.65	
06/17/24	AP01 Ck:20698:BAKER & TAYLOR	Batch 545					16.10	
06/17/24	AP01 Ck:20698:BAKER & TAYLOR	Batch 545					156.61	
Transaction Totals			0.00	0.00	0.00	0.00	3169.39	0.00
Account Totals			0.00		0.00		3169.39	

Account:	15-7-30-21.02	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	RIF	0.00	0.00	0.00	140.48	(140.48)

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
06/17/24	AP01 Ck:20671:CREDIT CARD PAYM	Batch 545					140.48	
Transaction Totals			0.00	0.00	0.00	0.00	140.48	0.00
Account Totals			0.00		0.00		140.48	

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	680.89	(680.89)

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	
12/18/23	AP01 Ck:20153:CREDIT CARD PAYM	Batch 517					60.00	

07/24/24
03:31 pm

Town of Roxbury General Ledger
Detail Transactions Report (Previous Year)
Period 1 Jul to Period 12 Jun

Page 7 of 14
Roxbury1

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	680.89	0.00
Account Totals			0.00		0.00		680.89	

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	658.02	(358.02)

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	
06/17/24	AP01 Ck:20671:CREDIT CARD PAYM Batch 545						392.19	
06/17/24	AP01 Ck:20671:CREDIT CARD PAYM Batch 545						13.56	
06/17/24	AP01 Ck:20671:CREDIT CARD PAYM Batch 545						93.28	
Transaction Totals			0.00	0.00	0.00	0.00	658.02	0.00
Account Totals			0.00		0.00		658.02	

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	835.40	(210.40)

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	
01/08/24	AP01 Ck:20210:GREEN MOUNTAIN L Batch 520						210.40	
Transaction Totals			0.00	0.00	0.00	0.00	835.40	0.00
Account Totals			0.00		0.00		835.40	

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
01/08/24	AP01 Ck:20210:GREEN MOUNTAIN L Batch 520						100.00	

07/24/24
03:31 pm

Town of Roxbury General Ledger
Detail Transactions Report (Previous Year)
Period 1 Jul to Period 12 Jun

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	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	-170.00	0.00	190.77	(20.77)

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						5.00	
11/22/23	AP01 Ck:20097:CREDIT CARD PAYM Batch 513						14.89	
12/18/23	AP01 Ck:20153:CREDIT CARD PAYM Batch 517						155.88	
Transaction Totals			0.00	0.00	0.00	0.00	190.77	0.00
Account Totals			0.00		0.00		190.77	

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	626.60	(276.60)

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	
06/17/24	AP01 Ck:20683:LEAF	Batch 545					314.60	
Transaction Totals			0.00	0.00	0.00	0.00	626.60	0.00
Account Totals			0.00		0.00		626.60	

Account:	15-7-30-30.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Electricity	0.00	-500.00	0.00	658.27	(188.27)

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	

07/24/24
03:31 pm

Town of Roxbury General Ledger
Detail Transactions Report (Previous Year)
Period 1 Jul to Period 12 Jun

Page 9 of 14
Roxbury1

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Account: 15-7-30-30.00								
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	
12/18/23	AP01 Ck:20157:GREEN MOUNTAIN P Batch 517						62.17	
01/22/24	AP01 Ck:20262:GREEN MOUNTAIN P Batch 521						57.40	
02/19/24	AP01 Ck:20336:GREEN MOUNTAIN P Batch 524						60.35	
03/18/24	AP01 Ck:20410:GREEN MOUNTAIN P Batch 527						56.75	
04/15/24	AP01 Ck:20495:GREEN MOUNTAIN P Batch 534						57.66	
05/20/24	AP01 Ck:20591:GREEN MOUNTAIN P Batch 540						56.70	
06/17/24	AP01 Ck:20676:GREEN MOUNTAIN P Batch 545						55.59	
Transaction Totals			0.00	0.00	0.00	0.00	558.27	0.00
Account Totals			0.00		0.00		558.27	

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	1,448.11	51.89

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	
12/18/23	AP01 Ck:20165:TDS TELECOM	Batch 517					114.16	
01/22/24	AP01 Ck:20272:TDS TELECOM	Batch 521					115.17	
02/19/24	AP01 Ck:20345:TDS TELECOM	Batch 524					115.17	
03/18/24	AP01 Ck:20416:TDS TELECOM	Batch 527					119.79	
04/15/24	AP01 Ck:20506:TDS TELECOM	Batch 534					132.92	
05/20/24	AP01 Ck:20604:TDS TELECOM	Batch 540					132.92	
06/17/24	AP01 Ck:20691:TDS TELECOM	Batch 545					132.92	
Transaction Totals			0.00	0.00	0.00	0.00	1448.11	0.00
Account Totals			0.00		0.00		1448.11	

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	1,027.76	472.24

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
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07/24/24
03:31 pm

Town of Roxbury General Ledger
Detail Transactions Report (Previous Year)
Period 1 Jul to Period 12 Jun

Page 10 of 14
Roxbury1

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	
01/08/24	AP01 Ck:20209:GILLESPIE FUELS	Batch 520					169.59	
01/22/24	AP01 Ck:20261:GILLESPIE FUELS	Batch 521					281.28	
02/19/24	AP01 Ck:20335:GILLESPIE FUELS	Batch 524					139.37	
03/18/24	AP01 Ck:20409:GILLESPIE FUELS	Batch 527					117.83	
05/06/24	AP01 Ck:20544:GILLESPIE FUELS	Batch 537					253.08	
Transaction Totals			0.00	0.00	0.00	0.00	1027.76	0.00
Account Totals			0.00		0.00		1027.76	

Account:	15-7-30-45.01	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Training/Professional	0.00	-300.00	0.00	195.75	104.25

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
03/28/24	PR01 Cumulative Payroll	Batch 108					21.75	
04/04/24	PR01 Cumulative Payroll	Batch 109					21.75	
04/11/24	PR01 Cumulative Payroll	Batch 110					21.75	
04/18/24	PR01 Cumulative Payroll	Batch 111					21.75	
04/25/24	PR01 Cumulative Payroll	Batch 112					21.75	
06/06/24	PR01 Cumulative Payroll	Batch 117					21.75	
06/13/24	PR01 Cumulative Payroll	Batch 118					21.75	
06/20/24	PR01 Cumulative Payroll	Batch 119					21.75	
06/27/24	PR01 Cumulative Payroll	Batch 120					21.75	
Transaction Totals			0.00	0.00	0.00	0.00	195.75	0.00
Account Totals			0.00		0.00		195.75	

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	956.62	43.38

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	
12/18/23	AP01 Ck:20170:VLCT PROPERTY &	Batch 517					282.87	
01/08/24	AP01 Ck:20231:VLCT PROPERTY &	Batch 520					195.44	
03/18/24	AP01 Ck:20421:VLCT PROPERTY &	Batch 527					195.44	
Transaction Totals			0.00	0.00	0.00	0.00	956.62	0.00

07/24/24
03:31 pm

Town of Roxbury General Ledger
Detail Transactions Report (Previous Year)
Period 1 Jul to Period 12 Jun

Page 11 of 14
Roxbury1

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Account Totals			0.00		0.00		956.62	

Account:	15-7-30-62.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Maintenance	0.00	-300.00	0.00	512.92	(212.92)

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	
12/18/23	AP01 Ck:20153:CREDIT CARD PAYM	Batch 517					40.18	
04/15/24	AP01 Ck:20490:CREDIT CARD PAYM	Batch 534					33.33	
06/17/24	AP01 Ck:20668:BETHEL MILLS	Batch 545					390.79	
Transaction Totals			0.00	0.00	0.00	0.00	512.92	0.00
Account Totals			0.00		0.00		512.92	

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	16,653.26	(464.26)

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					311.25	
10/19/23	PR01 Cumulative Payroll	Batch 086					456.50	
10/26/23	PR01 Cumulative Payroll	Batch 087					249.00	
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					311.25	
11/22/23	PR01 Cumulative Payroll	Batch 090					332.00	

07/24/24
03:31 pm

Town of Roxbury General Ledger
Detail Transactions Report (Previous Year)
Period 1 Jul to Period 12 Jun

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Account: 15-7-30-96.00								
11/30/23	PR01 Cumulative Payroll	Batch 091					290.50	
12/07/23	PR01 Cumulative Payroll	Batch 092					311.25	
12/14/23	PR01 Cumulative Payroll	Batch 093					373.50	
12/21/23	PR01 Cumulative Payroll	Batch 094					373.50	
12/28/23	PR01 Cumulative Payroll	Batch 095					311.25	
01/04/24	PR01 Cumulative Payroll	Batch 096					311.25	
01/11/24	PR01 Cumulative Payroll	Batch 097					311.25	
01/18/24	PR01 Cumulative Payroll	Batch 098					332.00	
01/25/24	PR01 Cumulative Payroll	Batch 099					311.25	
02/01/24	PR01 Cumulative Payroll	Batch 100					311.25	
02/08/24	PR01 Cumulative Payroll	Batch 101					290.50	
02/15/24	PR01 Cumulative Payroll	Batch 102					311.25	
02/22/24	PR01 Cumulative Payroll	Batch 103					311.25	
02/29/24	PR01 Cumulative Payroll	Batch 104					311.25	
03/07/24	PR01 Cumulative Payroll	Batch 105					311.26	
03/14/24	PR01 Cumulative Payroll	Batch 106					373.50	
03/21/24	PR01 Cumulative Payroll	Batch 107					373.50	
03/28/24	PR01 Cumulative Payroll	Batch 108					415.00	
04/04/24	PR01 Cumulative Payroll	Batch 109					311.25	
04/11/24	PR01 Cumulative Payroll	Batch 110					311.25	
04/18/24	PR01 Cumulative Payroll	Batch 111					311.25	
04/25/24	PR01 Cumulative Payroll	Batch 112					311.25	
05/02/24	PR01 Cumulative Payroll	Batch 113					311.25	
05/09/24	PR01 Cumulative Payroll	Batch 114					352.75	
05/16/24	PR01 Cumulative Payroll	Batch 115					332.00	
05/23/24	PR01 Cumulative Payroll	Batch 116					311.25	
05/30/24	PR01 Cumulative Payroll	Batch 116					311.25	
05/06/24	PR01 Cumulative Payroll	Batch 117					311.25	
06/13/24	PR01 Cumulative Payroll	Batch 118					311.25	
06/20/24	PR01 Cumulative Payroll	Batch 119					311.25	
06/27/24	PR01 Cumulative Payroll	Batch 120					269.75	
Transaction Totals			0.00	0.00	0.00	0.00	16653.26	0.00
Account Totals			0.00		0.00		16653.26	

Account:	15-7-30-96.01	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpanded Balance		
Description:	Librarian Substitute Pay	0.00	0.00	0.00	82.94	(82.94)		
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	
03/07/24	PR01 Cumulative Payroll	Batch 105					41.47	
Transaction Totals			0.00	0.00	0.00	0.00	82.94	0.00

07/24/24
03:31 pm

Town of Roxbury General Ledger
Detail Transactions Report (Previous Year)
Period 1 Jul to Period 12 Jun

Page 13 of 14
Roxbury1

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Account Totals			0.00		0.00		82.94	

Account:	15-7-30-96.02	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpanded Balance
Description:	Mileage	0.00	-200.00	0.00	99.90	100.10

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	
03/21/24	PR01 Cumulative Payroll	Batch 107					26.80	
04/18/24	PR01 Cumulative Payroll	Batch 111					25.46	
05/30/24	PR01 Cumulative Payroll	Batch 116					21.44	
Transaction Totals			0.00	0.00	0.00	0.00	99.90	0.00
Account Totals			0.00		0.00		99.90	

Account:	15-7-30-96.03	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpanded Balance
Description:	Asst. Librarian	0.00	-6,034.00	0.00	6,336.50	(302.50)

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	
08/17/23	PR01 Cumulative Payroll	Batch 077					188.50	
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					116.00	
10/05/23	PR01 Cumulative Payroll	Batch 084					181.25	
10/12/23	PR01 Cumulative Payroll	Batch 085					116.00	
10/19/23	PR01 Cumulative Payroll	Batch 086					43.50	
10/26/23	PR01 Cumulative Payroll	Batch 087					188.50	
11/02/23	PR01 Cumulative Payroll	Batch 088					72.50	
11/09/23	PR01 Cumulative Payroll	Batch 089					145.00	
11/16/23	PR01 Cumulative Payroll	Batch 090					116.00	
11/22/23	PR01 Cumulative Payroll	Batch 090					116.00	

07/24/24
03:31 pm

Town of Roxbury General Ledger
Detail Transactions Report (Previous Year)
Period 1 Jul to Period 12 Jun

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Account: 15-7-30-96.03							116.00	
11/30/23	PR01 Cumulative Payroll	Batch 091					116.00	
12/07/23	PR01 Cumulative Payroll	Batch 092					116.00	
12/14/23	PR01 Cumulative Payroll	Batch 093					116.00	
12/21/23	PR01 Cumulative Payroll	Batch 094					116.00	
12/28/23	PR01 Cumulative Payroll	Batch 095					116.00	
01/04/24	PR01 Cumulative Payroll	Batch 096					116.00	
01/11/24	PR01 Cumulative Payroll	Batch 097					116.00	
01/18/24	PR01 Cumulative Payroll	Batch 098					116.00	
01/25/24	PR01 Cumulative Payroll	Batch 099					116.00	
02/01/24	PR01 Cumulative Payroll	Batch 100					116.00	
02/08/24	PR01 Cumulative Payroll	Batch 101					130.50	
02/15/24	PR01 Cumulative Payroll	Batch 102					116.00	
02/22/24	PR01 Cumulative Payroll	Batch 103					116.00	
02/29/24	PR01 Cumulative Payroll	Batch 104					116.00	
03/07/24	PR01 Cumulative Payroll	Batch 105					188.50	
03/14/24	PR01 Cumulative Payroll	Batch 106					174.00	
03/21/24	PR01 Cumulative Payroll	Batch 107					116.00	
03/28/24	PR01 Cumulative Payroll	Batch 108					43.50	
04/04/24	PR01 Cumulative Payroll	Batch 109					188.50	
04/11/24	PR01 Cumulative Payroll	Batch 110					72.50	
04/18/24	PR01 Cumulative Payroll	Batch 111					159.50	
04/25/24	PR01 Cumulative Payroll	Batch 112					116.00	
05/02/24	PR01 Cumulative Payroll	Batch 113					116.00	
05/09/24	PR01 Cumulative Payroll	Batch 114					116.00	
05/16/24	PR01 Cumulative Payroll	Batch 115					123.25	
05/23/24	PR01 Cumulative Payroll	Batch 116					116.00	
05/30/24	PR01 Cumulative Payroll	Batch 116					116.00	
06/06/24	PR01 Cumulative Payroll	Batch 117					116.00	
06/13/24	PR01 Cumulative Payroll	Batch 118					116.00	
06/20/24	PR01 Cumulative Payroll	Batch 119					159.50	
06/27/24	PR01 Cumulative Payroll	Batch 120					145.00	
Transaction Totals			0.00	0.00	0.00	0.00	6336.50	0.00
Account Totals			0.00		0.00		6336.50	

07/24/24
03:30 pm

Town of Roxbury General Ledger
Trial Balance - Library Cap Improv Fund
Previous Year - Period 12 Jun

Account/Description	Budget	Balance
14-1-03-01.00 Due From Other Funds	0.00	133.51
Total Asset	0.00	133.51
14-2-01-01.00 Due to From	0.00	0.00
Total Liability	0.00	0.00
14-3-00-00.00 Fund Balance	0.00	-130.26
Total Fund Balance	0.00	-130.26

07/24/24
03:30 pm

Town of Roxbury General Ledger
Trial Balance - Library Cap Improv Fund
Previous Year - Period 12 Jun

Page 2 of 3
Roxbury1

Account/Description	Estimated Revenue	Received To Date	Uncollected Balance	MTD Revenue
14-6-03-03.00 Interest	0.00	-3.25	-3.25	-3.25
14-6-03-03.01 CD Interest	0.00	0.00	0.00	0.00
14-6-03-09.00 Grants	0.00	0.00	0.00	0.00
14-6-03-10.00 Donations	0.00	0.00	0.00	0.00
14-6-04-00.00 Transfer In	0.00	0.00	0.00	0.00
14-6-05-00.00 Proceeds from Long Term D	0.00	0.00	0.00	0.00
Total Revenues	0.00	-3.25	-3.25	-3.25

07/24/24
03:30 pm

Town of Roxbury General Ledger
Trial Balance - Library Cap Improv Fund
Previous Year - Period 12 Jun

Account/Description	Budget	Expenditures	Balance	MTD Expenditures
14-7-30-00.00 Library Cap Expenses	0.00	0.00	0.00	0.00
14-7-30-62.00 Building/Grounds Maint.	0.00	0.00	0.00	0.00
Total Expenditures	0.00	0.00	0.00	0.00
Total Library Cap Improv Fund	0.00	0.00	0.00	0.00

Total Debits: 133.51 Total Credits: 133.51

Community Newsletter Policy Examples

1. <https://www.mynewcastle.org/441/Community-e-News-Guidelines>
2. <https://www.ci.gladstone.or.us/generalnews/page/city-newsletter>
3. <https://ctb.ku.edu/en/table-of-contents/participation/promoting-interest/newsletters/main>
4. <https://www.bowdoinham.com/town-document/newsletter-policy>
5. <https://www.iowa-city.org/weblink/0/doc/1481283/Electronic.aspx>