

Roxbury Free Library

Board of Trustees Meeting August 11, 2014

Agenda

- Call to order
- Additions or changes to Agenda?
- Guest Presentation – Arts Bus – Eddie Freund, Cynthia Sandusky
- Robert’s Rules - Donald
- Review and approve minutes of 7/8/2014
- Review Treasurer’s report
- Review Library Director’s report

Old Business

- Review draft update of mission statement
- Review revised calendar
- Plans for remaining sale books – storage, on-line sales

New Business

- Review policies
 - Personnel
 - Board of Trustee Responsibilities
 - Job Descriptions
- End of year fiscal report

ROXBURY FREE LIBRARY

Board of Trustees

Draft of Meeting Minutes, July 8th, 2014

Present: Elizabeth Carney, Don Breivogel-Williams, Jane Pincus, Ryan Zajac
(Library Director) Absent: Carl Ellis, Sandra Carrillo

Meeting convened at 5:25 pm.

Added to Agenda: Approve minutes of 6/15 and 6/25, 2014. Also a brief discussion of the July 3th event.

Approval of July 16th and July 25th meeting minutes, passed by unanimous consent.

Budget accepted as reviewed.

OLD BUSINESS

Librarian's Report: Attended a training workshop on June 18th. Also he sends information periodically to the Selectboard. **(See attached report)**

We reviewed the changes to the **Open Meeting laws**.

Mission Statement: After discussing the Mission Statement devised at our last meeting, we offer a revised draft, which reads as follows: *Our mission is to develop and nourish the spirit and imagination of all persons in our community, providing free access to the services and information you need, and striving to keep our library relevant to the Roxbury community. We will offer services which bring us together under the vision of enhancing our community and its place in the world.*

Fourth of July event: The bake and book sales netted about \$250. We will need an update of the bakers list. The remaining books must be removed from the Senior Center as soon as possible. Betty may have room in her barn.

To be Approved at the next regularly scheduled board meeting

NEW BUSINESS

Revision of Annual Calendar for Board of Trustees:

July: End of year fiscal report due. Re-evaluation of Board of Trustees Calendar.

August: Review personnel policy and job descriptions.

September: Director submits self-evaluation; trustees submit their evaluation. Begin review of library policies.

October: Pay rate discussion. Sign Director's agreement. Continue to review policies. Draft 'Friends' letter.

November: Send Friends letter. Begin outlining budget for next fiscal year.

December: Finalize budget for next fiscal year. Coordinate Christmas gifts for local family.

January: Word any warnings for Town Report. Meet with Selectboard to review budget. Submit names of trustees up for election.

February: A Retreat will replace the Board Meeting.

March: Election of officers. Review Mission Statement.

April: Coordinate Library clean-up. Review by-laws. Prepare for book sale.

May: Green-up Day book sale. Plan volunteer appreciation luncheon.

June: Appreciation Luncheon. Plan for July Fourth bake sale.

Postponed, to be put on next month's Agenda: Review end of year fiscal report, personnel policy and Trustees' responsibilities.

Meeting adjourned at 6:55

To be Approved at the next regularly scheduled board meeting

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

Month	# Children†	# Adults†	Total books	Adult books	Videos	I.L.L. Requests	Ref ?s	New patrons	Computer usage	Universal Class	E-books	Passes
2-2014	20	54	137	69	2	9	11	1	15	0	7	2
2-2013	29	64	163	50	17	1	14	3	18	0	4	1
3-2014	29	75	193	93	39	15	13	1	21	0	15	0
3-2013	25	80	118	31	14	5	7	0	19	2	11	1
4-2014	32	83	139	52	24	8	11	7	15	0	4	0
4-2013	28	76	150	71	5	3	6	0	25	0	0	0
5-2014	32	83	117	51	15	7	15	1	24	0	15	2
5-2013	42	71	115	44	29	5	8	5	23	0	2	1
6-2014	40	122	169	64	21	25	16	1	32	0	11	0
6-2013	51	115	148	50	19	9	10	2	53	0	0	4
7-2014	56	133	198	69	24	13	21	4	61	0	10	1
7-2013	60	126	171	66	36	8	7	7	59	0	0	4

† The data presented in these columns do not include individuals attending program events during the specified month.

Active Patrons – Currently we have 136 (+) active patrons using the RFL. Currently we have 45 patrons registered and using LUV.

Library operations

- Upcoming events
 - VTDOL is hosting another session of Turning the Page 2.0 in September.
 - The library continues to be open an extended 18 hours a week through August.

July outreach

- In July the RFL did not host any programs.
- I provided the selectboard with the 2nd Quarter summary report of library activities.

Circulation

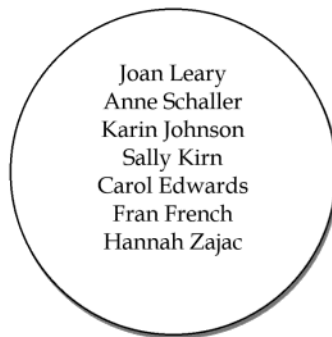
- Number of collection items cataloged to date: 1092. Number of new items in the past month: 13.
- We have lent out a few items to surrounding libraries in the past 2 months.
- We have finished cataloging the Young Adult and Youth fiction books. I am working on Adult Non-fiction books and in the next week we are going to begin reorganizing the Youth Picture Books to prepare for cataloging that collection.

Trustee Meeting held - August 11th 2014

Miscellaneous

- The planning commission and members of the GMTA advisory board will be in attendance at our September board meeting.
- Volunteers providing service in the past month include:

RFL Service description



(Please see a patron letter at the meeting.)

ID	Title	Frequency	Last Revision
MISS-002	Mission Statement	Annually	Draft

**Roxbury Free Library
Mission Statement**

Draft Mission Statement

Our mission is to develop and nourish the spirit and imagination of all persons in our community. To achieve this we will provide free access to the services and information you seek. **We** will strive to keep our library relevant to the Roxbury community under the vision of enhancing our community and its place in the world.

Commented [LDRFL1]:
Commented [LDRFL2R1]: RZ draft

Our mission is to develop **and** nourish the spirit and imagination of all persons in our community, providing free access to the services and information you need, and striving to keep our library relevant to the Roxbury community. We will offer services which bring us together under the vision of enhancing our community and its place in the world.

Commented [LDRFL3]: JP draft

Existing Mission Statement

Roxbury Free Library shall provide quality service to residents of Roxbury and others, in an open and non-judgmental environment, with free access to a variety of library resources and public programs for life-long learning and personal enrichment.

Date of adoption _____

Record of Adoption

Approved _____

Abstentions _____

Opposed _____

ID	Title	Frequency	Last Revision
BYLA-002	Trustees Calendar	Annually	Never

**Roxbury Free Library
Trustee's Calendar**

July	<ul style="list-style-type: none"> • New Fiscal Year begins • End of Year Fiscal Report Due (Treasurer) <i>Copy submitted for Town Report in January</i> • Assist with Independence Day Bake Sale
Aug. — Oct.	<ul style="list-style-type: none"> • Review library policies and procedures • Review Library Director Personnel Policy
Sept. Oct.	<ul style="list-style-type: none"> • Library Director's Annual Report due to VTDOE • Send out Dear Friends Fundraising Letter
Nov.	<ul style="list-style-type: none"> • Library Director self-evaluation due (Library Director) • Start creating budget for next fiscal year • Discuss election of Trustees for following Town Meeting
Dec.	<ul style="list-style-type: none"> • Review Library Director Job Description • Conduct Library Director Evaluation (pay rate decided for inclusion in budget) • Coordinate Roxbury Village School Christmas Basket
Jan.	<ul style="list-style-type: none"> • Provide written evaluation to Library Director • Library Director Annual Report due (Library Director) <i>Submitted for Town Report</i> • Approve budget for next fiscal year. <i>Copy submitted for Town Report</i> • Word any Warnings for Town Report (Including appropriation and creation of reserve fund) • Submit names of Trustees up for election • Meet with Select Board to review budget
Feb.	<ul style="list-style-type: none"> • Evaluate Library use • Evaluate Trustee meetings • Finalize Raffle Baskets for Town Meeting
Mar.	<ul style="list-style-type: none"> • Town Meeting day (election of Trustees as necessary)
Apr.	<ul style="list-style-type: none"> • Elect officers • Review Mission Statement • Review Library By-Laws
May.	<ul style="list-style-type: none"> • Assist with Green Up Day Annual Book Sale • Coordinate Volunteer Appreciation Celebration
June	<ul style="list-style-type: none"> • Create and sign Library Director's Agreement (payrate, hours,

	etc...)
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July	<ul style="list-style-type: none"> • New Fiscal Year etc... • Review BYLA002 - Trustees Calendar
August	<ul style="list-style-type: none"> • Review PERS 001 - Personnel Policy • PERS 002 - Director Job Description
September	<ul style="list-style-type: none"> • Board and Director self-evaluations submitted • Begin reviewing policies
October	<ul style="list-style-type: none"> • Negotiate employment agreements • Policy work • Draft "Friends" letter
November	<ul style="list-style-type: none"> • First draft of Budget discussed • Send "Friends" letter
December	<ul style="list-style-type: none"> • Finalize and send budget to Select Board • Coordinate Christmas gift list
January	<ul style="list-style-type: none"> • Word any warnings for Town Report? • Meet with Select Board to review budgets • Submit names of Trustees running for reelection • Plan February retreat agenda
February	<ul style="list-style-type: none"> • Board retreat
March	<ul style="list-style-type: none"> • Elect Board offices • Review MISS-002 - Mission Statement
April	<ul style="list-style-type: none"> • Review BYLA-001 - By Laws • Prepare for Green Up Day book sale • Coordinate Library clean up
May	<ul style="list-style-type: none"> • Green Up Day book sale • Volunteer luncheon preparation • Plan volunteer luncheon
June	<ul style="list-style-type: none"> • Volunteer luncheon • Prepare for Bake Sale on 4th of July

Record of Adoption

Approved _____

Abstentions _____

Opposed _____

ID	Title	Frequency	Last Revision
PERS-002	Director Job Description	Annually	1-2012

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. The Library Director is the library spokesperson, promoting the use of the library by all members of the community and fostering good working relationships with town government and organizations. The Library Director is hired by and responsible to the Library Board of Trustees.

MAJOR RESPONSIBILITIES AND DUTIES

Service to the community--Develop and maintain services that reflect and respond to the interests and needs of the town including:

- I. Participate in long range planning in conjunction with the Board of Trustees
- II. Develop procedures for the smooth running of the library
- III. Develop a collection of interesting materials in various formats: print, audio-visual, electronic
- IV. Maintain the collection, weeding when needed with input from the Trustees and/or Book Selection Committee
- V. Provide reference, interlibrary loan, readers' advisory and referral services
- VI. Assist patrons to use library materials and technology
- VII. Develop programs that appeal to a variety of ages and interests and work with trustees in planning daytime and evening programming.
- VIII. Promote and publicize the library's services, activities and resources
- IX. Oversee the scheduling and use of the library after hours
- X. Promotion of library services at town meeting as feasible

XI. Attend to the library physical structure, internally, externally and surrounding grounds for the purpose of building maintenance.

Support and implementation of library policy--Follow policies adopted by the Board of Trustees, making suggestions for changes as needed:

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

Fiscal responsibilities--Spend and monitor budgeted funds in a responsible manner as sanctioned by the Board of Trustees

- Collaborate with the library treasurer to develop an annual budget for Board of Trustee approval
- Assist the trustees to present an annual budget request to the town, answering questions about library expenses as needed
- Track expenses throughout the year so that no shortfalls occur
- Review and approve invoices before forwarding them to the town clerk for payment
- Receive cash donations, fees and other income and forward to town clerk
- Maintain petty cash account and provide treasurer with monthly accounting
- Arrange for the use of the most cost-effective vendors
- Assist and promote library fund-raising activities with Trustees

Hiring, supervision and training staff and volunteers

- Recruit substitutes and volunteers as needed
- Schedule and supervise substitutes and volunteers
- Maintain a procedure manual for staff and volunteers and up-date as needed
- Train all staff and volunteers in appropriate library policy and procedures

Formal Reporting

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

Continuing Education

- 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

- Affiliate with the Vermont Library Association and the American Library Association
- Stay abreast of developments in the library field for children and adults through current professional journals, Vermont Department of Library publications etc.

Technology

- Ensure the library web page contains relevant, current information
- Maintain library computers and offer basic computer and internet training for patrons
- Work toward Implementing an automated circulation system

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. A candidate will be considered if willing to earn certification as a Library Director in Vermont within five years.

Dated: 12/2010

Date of adoption _____

Record of Adoption

Approved _____

Abstentions _____

Opposed _____

KIMBALL LIBRARY Job Description: Library Director (12/06)

Management

Prepare budget with Trustees.

Supervise expenditure of Library funds. Monitor income.

Hire, train, supervise, and evaluate Library staff.

Recommend repairs, alterations, and additions to physical facility.

Participate in board meetings.

Oversee day-to-day operations.

Outreach/Programming

Provide reader's advisory and reference service for all ages.

Develop and administer public relations plan.

Represent Library at community meetings.

Oversee the development and execution of programs for all ages.

Speak to community groups.

Collection Management

Select and deselect media (both print and digital) for adults.

Oversee selection and deselection of media for youth.

Development

Write and manage grants to enhance Library services and physical facility.

Assist Trustees in fund-raising.

Planning

Develop, implement, evaluate, and update long-range, technology, public relations, disaster plans.

Education

Attend workshops and professional meetings.

Keep abreast of new developments in library methodology.

Experience and Training: Master's degree in Library Science and two years' library experience, or bachelor's degree and five years' library experience, or any equivalent combination of experience and training sufficient to indicate ability to administer a library.

Terms of employment:

40 hours per week – schedule to be approved by trustees.

Annual performance and salary review at anniversary.

Three weeks' paid vacation to start.

Health and retirement benefits as provided by Town of Randolph.

Termination:

60 days' notice in writing by either party.

ID	Title	Frequency	Last Revision
PERS-001	Personnel Policy	Annually	7-2013

**Roxbury Free Library
Personnel Policy**

Roxbury Free Library is a municipal library. The affairs of the library are managed by the Board of Trustees. The library hires a part-time Library Director, who is exempt from the Town's Personnel Policy. 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 Library 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 or birth, ancestry, physical or mental condition or national origin.

This policy is not considered a contract to employment.

I. Recruitment: Any vacant 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 appointments shall be made with a probationary period of 6 months. The Trustees, in their sole discretion, may reduce this probationary period if it determines that a reduction is justified. One month prior to the end of the probationary period, the Board will carefully review the work of the new employee. During the probationary period, the Trustees 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 Town.

III: Employee Responsibilities and Performance Evaluation: The Library Director will be given a position description at the time of employment, which shall stipulate the qualifications for and responsibilities required of the position. The Board of Trustees will review the description on an annual basis with the Director, at which time any modifications deemed necessary or advisable will be made.

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

IV. Termination: The Trustees may dismiss the Director if they eliminate the position or if

the Director becomes unable to perform the duties of the position for reasons which are beyond his or her control. The Trustees shall provide such employee with written notice of its intent to dismiss the employee and the reasons for such dismissal. The Trustees shall also provide the employee an opportunity to meet with them to review the reason for dismissal. Following such meeting, the Trustees shall provide the employee with written notice of their decision. The Trustees decision shall be final.

V. 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 there may be grievances, which will be resolved only after a formal appeal and review. A grievance is any matter considered by the employee 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.

VI. Pay and Benefits: The pay rate of the Library Director will be based on qualifications and experience and determined each year during the budget planning process by the Trustees. 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.

Created by Trustees on _____

Signatures:

Revised:

Roxbury Free Library Monthly Financial Report

Tuesday, August 12, 2014

Carl Ellis, Treasurer

Wednesday, August 6, 2014

		<u>Change</u>
NSB Checking Account Balance	\$ 635.22	\$ -
Library Operating Fund	\$ 5,660.52	\$ 2,772.85
Capital Improvement Fund	\$ 925.51	\$ 0.92
Unexpended Annual Budget	\$ 23,124.15	\$ 21,424.70
YTD Fundraising	\$ -	\$ (1,148.50)
YTD Donations	\$ -	\$ (4,285.00)
Total:	\$ -	\$ (5,433.50)
Budgeted Fundraising FY 2015	\$ 1,000.00	
Budgeted Donations FY 2015	\$ 2,700.00	
Total:	\$ 3,700.00	
Remaining to Be Earned FY 2015:	\$ 3,700.00	\$ 5,488.93

	FY 2014		FY 2015	
	(Per Month)	(Cumulative)	(Per Month)	(Cumulative)
	Jul \$ 621.50	\$ 621.50		
	Aug \$ -	\$ 621.50		
	Sep \$ 25.00	\$ 646.50		
	Oct \$ 50.00	\$ 696.50		
FUNDRAISING	Nov \$ 500.00	\$ 1,196.50		
COMPARISON	Dec \$ 2,001.00	\$ 3,197.50		
	Jan \$ 598.00	\$ 3,795.50		
	Feb \$ 330.00	\$ 4,125.50		
	Mar \$ 461.00	\$ 4,586.50		
	Apr \$ 200.00	\$ 4,786.50		
	May \$ 617.00	\$ 5,403.50		
	Jun \$ 30.00	\$ 5,433.50		

FISCAL YEAR 2015
Comparative Budget Report

<u>Revenue Account</u>	<u>Budget - FY 2015</u>	<u>Budget - FY 2014</u>	<u>2014 Actual</u>	<u>Surplus Income</u>
15-6-03-03.00 Interest	\$ -	\$ -	\$ -	\$ -
15-6-03-03.01 CD Interest	-	-	-	-
15-6-03-03.02 Dividends	300.00	250.00	339.62	89.62
15-6-03-09.00 Grants	-	250.00	50.00	(200.00)
15-6-03-10.00 Town Appropriations	21,810.00	12,000.00	12,000.00	-
15-6-03-11.00 R. F. L. Funds	-	-	-	-
15-6-03-12.00 Donations	2,700.00	2,650.00	4,285.00	1,635.00
15-6-03-13.01 Fundraising	1,000.00	994.57	1,148.50	153.93
15-6-03-14.00 Misc. Income	-	7,175.43	56.00	56.00
	\$ 25,810.00	\$ 23,320.00	\$ 17,879.12	\$ 1,734.55

The \$7,175 represents previc it doesn't show up in the "act of what actually went on durir

<u>Expenditures Account</u>	<u>Budget - FY 2015</u>	<u>Budget - FY 2014</u>	<u>2014 Actual</u>	<u>Excess Expense</u>
15-7-10-11.00 Transfer out	\$ -	\$ -	\$ -	\$ -
15-7-30-00.00 Library Expenses	-	-	-	-
15-7-30-20.00 Postage	240.00	350.00	376.75	26.75
15-7-30-21.00 Supplies	400.00	500.00	280.28	(219.72)
15-7-30-21.01 Books/Materials	3,000.00	3,000.00	1,964.78	(1,035.22)
15-7-30-21.02 RIF	225.00	250.00	179.59	(70.41)
15-7-30-21.03 Programs	400.00	500.00	392.40	(107.60)
15-7-30-21.04 Grant Programs	250.00	700.00	250.00	(450.00)
15-7-30-22.00 Computer/Software	650.00	1,000.00	33.00	(967.00)
15-7-30-22.01 VOKAL Annual Fee	350.00	250.00	250.00	-
15-7-30-22-02 Dues	250.00	-	200.00	200.00
15-7-30-24.00 Equipment/Furniture	250.00	250.00	-	(250.00)
15-7-30-30.00 Electricity	450.00	450.00	474.18	24.18
15-7-30-31.00 Telephone/DSL	400.00	400.00	494.00	94.00
15-7-30-32.00 Fuel	1,800.00	1,800.00	1,723.80	(76.20)

While we did not whittle down have several items such as o doubtless do so this year.

The \$3,434 total gap between at least it is a \$3,434 gap in th almost equal amount less tha

With a full year of the Director very nearly hit that nail on the maintenance, but evidently ne

15-7-30-45.01	Training/Professional	400.00	600.00	1,288.00	688.00
15-7-30-48.00	Library Insurance	1,400.00	1,400.00	1,353.26	(46.74)
15-7-30-62.00	Maintenance	200.00	100.00	102.44	2.44
15-7-30-96.00	Director Payroll	10,920.00	10,920.00	11,578.11	658.11
15-7-30-96.01	Librarian Sub. Pay	-	400.00	-	(400.00)
15-7-30-96.02	Mileage	300.00	400.00	379.96	(20.04)
15-7-30-96.03	Assistant Librarian	3,900.00			
15-7-30-97.00	Gifts	25.00	50.00	-	(50.00)
15-7-30-98.00	NSB Account	-	-	-	-
15-7-30-99.00	Misc. Expense	-	-	300.00	300.00
		<u>\$ 25,810.00</u>	<u>\$ 23,320.00</u>	<u>\$ 21,620.55</u>	<u>\$ (1,699.45)</u>

<-- Stonorov Workshop

\$ 3,434.00

us years' surpluses carried over. As it isn't considered "income",
jal", so it is omitted from the Surplus col. to give a better sense
g the year in re income.

as much of the carryover surpluses as we had projected, we
omputer replacement and space rearrangement which will

our projections and realizations can, I hope, be narrowed, but
re right direction - we made more than expected, and spent an
n expected.

r's salary (at present rate) now definite, we should be able to
head next budget. We made a pretty good call on fuel &
aed to edge some others up more than we have.

7/2/2014
Carl Ellis

Trial Balance - Library Operating Fund						7/1/13 Thru End Pd. 12 (Jun 2014)		Trial Balance - Library Ope	
P. 2/3 - Revenue									
Account	Description	Estimated Revenue	Received to Date	Uncollected Bal.	MTD Revenue	Account	Description		
15-6-03-03.00	Interest	\$ -	\$ -	\$ -	\$ -	15-6-03-03.00	Interest		
15-6-03-03.01	CD Interest	\$ -	\$ -	\$ -	\$ -	15-6-03-03.01	CD Interes		
15-6-03-03.02	Dividends	\$ 250.00	\$ (339.62)	\$ (89.62)	\$ (82.37)	15-6-03-03.02	Dividends		
15-6-03-09.00	Grants	\$ 250.00	\$ (50.00)	\$ 200.00	\$ (50.00)	15-6-03-09.00	Grants		
15-6-03-10.00	Town Appropriation	\$ 12,000.00	\$ (12,000.00)	\$ -	\$ -	15-6-03-10.00	Town App		
15-6-03-11.00	RFL Funds	\$ -	\$ -	\$ -	\$ -	15-6-03-11.00	RFL Funds		
15-6-03-12.00	Donations	\$ 2,650.00	\$ (4,285.00)	\$ (1,635.00)	\$ (30.00)	15-6-03-12.00	Donations		
15-6-03-13.01	Fundraising	\$ 994.57	\$ (1,148.50)	\$ (153.93)	\$ -	15-6-03-13.01	Fundraisin		
15-6-03-14.00	Misc. Income	\$ 7,175.43	\$ (56.00)	\$ 7,119.43	\$ (10.00)	15-6-03-14.00	Misc. Inco		
TOTAL REVENUES:		<u>\$ 23,320.00</u>	<u>\$ (17,879.12)</u>	<u>\$ 5,440.88</u>	<u>\$ (172.37)</u>	TOTAL REVENUES:			

P. 3/3 - Expenditures

Account	Description	Budget	YTD Expend's.	Balance	MTD Expend's.
15-7-10-11.00	Transfer Out	\$ -	\$ -	\$ -	\$ -
15-7-30-00.00	Library Expenses	\$ -	\$ -	\$ -	\$ -
15-7-30-20.00	Postage	\$ 350.00	\$ 376.75	\$ (26.75)	\$ 21.40
15-7-30-21.00	Supplies	\$ 500.00	\$ 280.28	\$ 219.72	\$ -
15-7-30-21.01	Books/Materials	\$ 3,000.00	\$ 1,964.78	\$ 1,035.22	\$ 6.99
15-7-30-21.02	R. Is Fundamental	\$ 250.00	\$ 179.59	\$ 70.41	\$ 83.54
15-7-30-21.03	Programs	\$ 500.00	\$ 392.40	\$ 107.60	\$ 39.29
15-7-30-21.04	Grant Programs	\$ 700.00	\$ 250.00	\$ 450.00	\$ 250.00
15-7-30-22.00	Computer/Software	\$ 1,000.00	\$ 33.00	\$ 967.00	\$ 15.00
15-7-30-22.01	VOKAL Book Sharing	\$ 250.00	\$ 250.00	\$ -	\$ -
15-7-30-22.02	Dues	\$ -	\$ 200.00	\$ (200.00)	\$ -
15-7-30-24.00	Equipment/Furniture	\$ 250.00	\$ -	\$ 250.00	\$ -
15-7-30-30.00	Electricity	\$ 450.00	\$ 474.18	\$ (24.18)	\$ 39.35
15-7-30-31.00	Telephone/DSL	\$ 400.00	\$ 494.00	\$ (94.00)	\$ 40.57
15-7-30-32.00	Fuel	\$ 1,800.00	\$ 1,723.80	\$ 76.20	\$ 31.62
15-7-30-45.01	TNG/Professional	\$ 600.00	\$ 1,288.00	\$ (688.00)	\$ 77.00
15-7-30-48.00	Library Insurance	\$ 1,400.00	\$ 1,353.26	\$ 46.74	\$ -
15-7-30-62.00	Maintenance	\$ 100.00	\$ 102.44	\$ (2.44)	\$ -
15-7-30-96.00	RFL Director Pay	\$ 10,920.00	\$ 11,578.11	\$ (658.11)	\$ 895.71
15-7-30-96.01	RFL Substitute Pay	\$ 400.00	\$ -	\$ 400.00	\$ -
15-7-30-96.02	Mileage	\$ 400.00	\$ 379.96	\$ 20.04	\$ 23.52
15-7-30-97.00	Gifts	\$ 50.00	\$ -	\$ 50.00	\$ -
15-7-30-98.00	NSB Account	\$ -	\$ -	\$ -	\$ -
15-7-30-99.00	Misc. Expenses	\$ -	\$ 300.00	\$ (300.00)	\$ -
TOTAL EXPENDITURES:		\$ 23,320.00	\$ 21,620.55	\$ 1,699.45	\$ 1,523.99

	YTD Inc. + Exp.	PER Inc. + Exp.
TOTAL LIBRARY OPERATING FUND:	\$ (3,741.43)	\$ 1,551.62

Account	Description
15-7-10-11.00	Transfer O
15-7-30-00.00	Library Exp
15-7-30-20.00	Postage
15-7-30-21.00	Supplies
15-7-30-21.01	Books/Ma
15-7-30-21.02	R. Is Funde
15-7-30-21.03	Programs
15-7-30-21.04	Grant Prog
15-7-30-22.00	Computer,
15-7-30-22.01	VOKAL Bor
15-7-30-22.02	Dues
15-7-30-24.00	Equipmen
15-7-30-30.00	Electricity
15-7-30-31.00	Telephone
15-7-30-32.00	Fuel
15-7-30-45.01	TNG/Profe
15-7-30-48.00	Library Ins
15-7-30-62.00	Maintenar
15-7-30-96.00	RFL Direct
15-7-30-96.01	RFL Substi
15-7-30-96.02	Mileage
15-7-30-97.00	Gifts
15-7-30-98.00	NSB Accou
15-7-30-99.00	Misc. Expe

TOTAL EXPENDITURES:
TOTAL LIBRARY OPERATING

Due from other Funds: \$ 2,887.67

YTD Receipts + Expenditures	\$ (3,741.43)
Due from other Funds Check	\$ 2,887.67
Period 11 Receipts less Expenses:	\$ (1,351.62)
New Operating Fund:	\$ 2,887.67
Unexpended Annual Budget	\$ 1,699.45

Total Fund Balance: \$ 6,629.10

Total Capital Impr. Fund: \$ 924.59

Due from other Funds:

YTD Receipts + Expenditures
Due from other Funds Check
Period 12 Receipts less Expense
New Operating Fund:
Unexpended Annual Budget

Library Operating Fund				
7/1/12 Thru End Pd. 12 (Jun 2013)				
P. 2/3 - Revenue				
Account	Estimated Revenue	Received to Date	Uncollected Bal.	MTD Revenue
	\$ -	\$ (8.30)	\$ (8.30)	\$ (8.30)
Interest	\$ -	\$ -	\$ -	\$ -
	\$ 250.00	\$ (326.99)	\$ (76.99)	\$ -
	\$ -	\$ -	\$ -	\$ -
Appropriation	\$ 12,000.00	\$ (12,000.00)	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ 4,646.00	\$ (2,707.00)	\$ 1,939.00	\$ -
Donations	\$ -	\$ (1,236.50)	\$ (1,236.50)	\$ -
Misc. Income	\$ -	\$ (12.00)	\$ (12.00)	\$ -
	<u>\$ 16,896.00</u>	<u>\$ (16,290.79)</u>	<u>\$ 605.21</u>	<u>\$ (8.30)</u>

Trial Balance - Library Operating Fund		
P. 2/3 - Revenue		
Account	Description	Estimated Revenue
15-6-03-03.00	Interest	\$ -
15-6-03-03.01	CD Interest	\$ -
15-6-03-03.02	Dividends	\$ 250.00
15-6-03-09.00	Grants	\$ -
15-6-03-10.00	Town Appropriation	\$ 12,000.00
15-6-03-11.00	RFL Funds	\$ -
15-6-03-12.00	Donations	\$ 4,646.00
15-6-03-13.01	Fundraising	\$ -
15-6-03-14.00	Misc. Income	\$ -
TOTAL REVENUES:		<u>\$ 16,896.00</u>

P. 3/3 - Expenditures				
Account	Budget	YTD Expend's.	Balance	MTD Expend's.
Transfer Out	\$ -	\$ -	\$ -	\$ -
Library Expenses	\$ -	\$ -	\$ -	\$ -
Postage	\$ (250.00)	\$ 264.38	\$ 14.38	\$ -
Supplies	\$ (450.00)	\$ 491.55	\$ 41.55	\$ -
Books/Materials	\$ (2,350.00)	\$ 1,157.37	\$ (1,192.63)	\$ 57.33
R. Is Fundamental	\$ (150.00)	\$ 136.68	\$ (13.32)	\$ -
Programs	\$ (400.00)	\$ 57.11	\$ (342.89)	\$ -
Grant Programs	\$ -	\$ -	\$ -	\$ -
Computer/Software	\$ (200.00)	\$ 435.45	\$ 235.45	\$ -
Work Sharing	\$ -	\$ 350.00	\$ 350.00	\$ -
	\$ -	\$ 200.00	\$ 200.00	\$ -
Equipment/Furniture	\$ -	\$ 21.99	\$ 21.99	\$ -
Electricity	\$ (530.00)	\$ 443.49	\$ (86.51)	\$ 38.31
Telephone/DSL	\$ (380.00)	\$ 437.60	\$ 57.60	\$ 40.86
Fuel	\$ (1,400.00)	\$ 1,444.31	\$ 44.31	\$ -
TNG/Professional	\$ (200.00)	\$ 431.50	\$ 231.50	\$ -
Library Insurance	\$ (1,250.00)	\$ 1,137.72	\$ (112.28)	\$ -
Maintenance	\$ (150.00)	\$ 45.59	\$ (104.41)	\$ -
RFL Director Pay	\$ (8,736.00)	\$ 9,592.63	\$ 856.63	\$ 904.28
RFL Substitute Pay	\$ (450.00)	\$ -	\$ (450.00)	\$ -
Mileage	\$ -	\$ 105.45	\$ 105.45	\$ -
Gifts	\$ -	\$ -	\$ -	\$ -
NSB Account	\$ -	\$ -	\$ -	\$ -
Misc. Expenses	\$ -	\$ 90.00	\$ 90.00	\$ -
	\$ (16,896.00)	\$ 16,842.82	\$ (53.18)	\$ 1,040.78
FUND:	\$ -	\$ (552.03)	\$ 552.03	\$ 1,032.48

P. 3/3 - Expenditures		
Account	Description	Budget
15-7-10-11.00	Transfer Out	\$ -
15-7-30-00.00	Library Expenses	\$ -
15-7-30-20.00	Postage	\$ (250.00)
15-7-30-21.00	Supplies	\$ (450.00)
15-7-30-21.01	Books/Materials	\$ (2,500.00)
15-7-30-21.02	R. Is Fundamental	\$ (150.00)
15-7-30-21.03	Programs	\$ (400.00)
15-7-30-21.04	Grant Programs	\$ -
15-7-30-22.00	Computer/Software	\$ (500.00)
15-7-30-24.00	Equipment/Furniture	\$ -
15-7-30-30.00	Electricity	\$ (530.00)
15-7-30-31.00	Telephone/DSL	\$ (380.00)
15-7-30-32.00	Fuel	\$ (1,200.00)
15-7-30-45.01	TNG/Professional	\$ (200.00)
15-7-30-48.00	Library Insurance	\$ (1,000.00)
15-7-30-62.00	Maintenance	\$ (150.00)
15-7-30-96.00	RFL Director Pay	\$ (8,736.00)
15-7-30-96.01	RFL Substitute Pay	\$ (450.00)
15-7-30-96.02	Mileage	\$ -
15-7-30-97.00	Gifts	\$ -
15-7-30-98.00	NSB Account	\$ -
15-7-30-99.00	Misc. Expenses	\$ -
TOTAL EXPENDITURES:		\$ (16,896.00)
Due from other Funds:		\$ 7,175.43

\$ 6,629.10

Total Fund Balance: \$ (7,181.13)

\$ (552.03)

Total Capital Impr. Fund: \$ 923.67

\$ 6,629.10

YTD Receipts + Expenditures \$ (1,087.83)

s:

\$ (1,032.48)

Due from other Funds Check \$ 2,358.97

\$ 6,629.10

\$ 53.18





Total Capital Impr. Fund: \$ 922.67

