



Pembroke Public Library
Trustees Meeting Agenda July 20th 7:00 PM
Trustees' Room

Minutes of June Meetings

Director's Report

Youth Services Report

Reference Librarian Report

Financial Update

 Status of Trustees signing payroll/invoices

 Trustees to receive revolving/trust fund report

Old Business

 Trustee Conflict Interest Training

 DEI Committee

 Staff Chairs

 Staff Training Update

 Foundation Update

 Meeting Room Update

 Sturbridge Library "You Belong Here" Presentation

 Recognition of former Trustee Lyn Dionne

New Business

 Water Faucets

 Book Drops

 Director Evaluation (Staff Survey)

Any unscheduled business following the posting of the agenda.



PEMBROKE PUBLIC LIBRARY BOARD OF TRUSTEES

Meeting Minutes for June 15, 2022

ATTENDING: Stephanie Ciciotti, Mary Beth Courtright, Larissa Curley, Melissa McCleary (Youth Services Librarian), Sean Fitzpatrick, Jill Taylor, Marcie Walsh-O'Connor (Library Director), and Carol Watches (Chairperson).

Carol Watches, Chairperson, called the meeting to order at 6:56 P.M.

NEW TRUSTEE: A warm welcome to our newly-elected Trustee, Stephanie Ciciotti! Stephanie shared a bit about herself and the other Trustees did the same.

ELECTION OF OFFICERS: Following the recent town election, the Trustees voted to reorganize the Board by appointing Sean Fitzpatrick as Chairperson (motion made by Mary Beth and seconded by Larissa), Larissa as Vice-Chairperson (motion made by Mary Beth and seconded by Carol), and Jill Taylor as Secretary (motion made by Larissa and seconded by Sean). All Trustees were in favor and it was so voted. Immediately following the vote, Sean, Chairperson, began presiding over the meeting.

MINUTES OF PREVIOUS MEETING: The minutes of the April meeting were read. Mary Beth moved to accept the minutes, as written. Carol seconded and it was so voted. There was no May meeting.

DIRECTOR'S REPORT: The Director's Report for April was read. Marcie reports circulation numbers are up, markedly. The library will soon have feminine products available for patrons in the public restrooms, courtesy of the Friends of the Pembroke Library. Town Meeting went well, with the library's requests being funded as requested. Jill moved to accept the April Director's Report, as written. Mary Beth seconded and it was so voted.

The Director's Report for May was read. Mary Beth moved to accept the May Director's Report, as written. Larissa seconded and it was so voted.

YOUTH SERVICES REPORT: The Youth Services Report for April was read. Early in the month, the Teen Take & Make crafts were tampered with, so Melissa will begin to set out the kits fewer at a time. Carol inquired about how volunteers are enticed to give their time in volunteering at the library. Melissa doesn't actively recruit volunteers; they tend to proactively offer their services. Stephanie asked about what kinds of tasks the teen volunteers typically perform. Volunteers usually take care of smaller tasks, such as craft and Story Time preparation. Carol moved to accept the April Youth Services Report, as written. Jill seconded and it was so voted.

The Youth Services Report for May was read. The wooden chairs in the Children's Room have been repaired and repainted by carpentry students at Silver Lake Regional High School. They did an absolutely wonderful job! Mary Beth moved to accept the May Youth Services Report, as written. Carol seconded and it was so voted.

REFERENCE/ADULT SERVICES REPORT: The Reference/Adult Services Report for April was read. There were 101 Passport applications this month! Carol moved to accept the April Reference/Adult Services Report, as written. Larissa seconded and it was so voted.

The Reference/Adult Services Report for May was read. Weeding of materials is ongoing; Stephanie has been making an unbelievable amount of progress. Carol moved to accept the May Reference/Adult Report, as written. Mary Beth seconded and it was so voted.

FINANCIAL REPORT: Marcie reports that the library's funds are generally where they should be as we approach the end of the Fiscal Year. Passport revenue will be instrumental in accomplishing the library's smaller upcoming goals. The Financial Report for April was reviewed. Sean inquired about the Purchase of Services line. This line is over budget due to necessary HVAC repairs, which was anticipated. Jill asked about the status of Trustees' signing off on payroll and invoices on a weekly basis. This procedure was suspended early on in the Coronavirus Pandemic. There has been no guidance from the town on this; Jill will check on it. Jill will also look into having the Trustees receive end of year annual reports for the library's revolving/Trust funds. Jill moved to accept the April Financial Report, as printed. Carol seconded and it was so voted.

OLD BUSINESS: *Action Plan discussion with the MBLC* – Marcie met with the MBLC via Zoom and discussed the Action Plan. The concern was with the fact that data may be skewed due to the Pandemic. The MBLC clarified that they usually only look at the Action Plan when reviewing grant applications. They also let Marcie know, as a new Director, she has an extra year to meet the Action Plan goals, as far as the MBLC is concerned.

Foundation News – Bob DeMarzo is hoping to start fundraising soon for meeting room technology. The Foundation has received some bank funding for this purpose and has already ordered all of the equipment that will be needed.

NEW BUSINESS: *Annual performance evaluation of Director* – at 7:56 P.M., Jill made a motion to move the meeting to Executive Session in order to complete the Director's annual performance evaluation. Carol seconded. Roll Call vote: Carol – yes, Mary Beth – yes, Jill – yes, Stephanie – yes, Larissa – yes, and Sean – yes. The meeting moved to Executive Session, pursuant to the Open Meeting Law, G.L. c. 30A, § 21. Sean stated the purpose for Executive Session, "To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel". Sean indicated that the meeting would reconvene in open session following the Executive Session. Melissa departed the meeting.

The possibility of the Trustees hosting a "meet and greet with Marcie" this fall was discussed, as one way to familiarize patrons with their wonderful new Director.

Carol made a motion, at 8:41 P.M., to adjourn Executive Session and reconvene in open session. Mary Beth seconded. Roll Call vote: Carol – yes, Mary Beth – yes, Jill – yes, Stephanie – yes, Larissa – yes, and Sean – yes. Melissa rejoined the meeting.

Trustee Conflict of Interest training – Jill will look into whether or not the training is required for all Trustees this year and will also gather the information needed for Stephanie, as a new Trustee, to complete the training.

Town Meeting – Town Meeting went well and all of the library's requests were fulfilled.

MBLC "Deep Dive" for new board members – Stephanie was given the information to attend this virtual presentation for new Board members.

Meeting Room Policy – Marcie provided a revised draft of the Library's Meeting Room Policy to the Trustees. Revisions include the addition of a visual aid to reflect the standard set up of furniture in the Meeting Room and the addition of a new rule regarding set up, "The room will be arranged in the standard set up and you will be responsible for rearranging the room for your use. You will also be responsible for returning the room to the standard set up after your use. Failure to return the room to the standard set up may impact your future room use. The standard set up is on the 2nd page of the application and is posted in the Meeting Room." Jill moved to accept and approve the revisions to the Meeting Room Policy, Mary Beth seconded, and it was so voted.

DEI – The DEI Committee which had been established by the town has been disbanded. Marcie suggested the library start up a DEI program of its own. Sturbridge Public Library has a program which Marcie would like to use as inspiration. The Trustees suggested Marcie prepare a more defined plan and investigate options for how the program could be managed. The Trustees look forward to further discussion at upcoming meetings.

Staff Chairs – Per Marcie, the staff chairs are in horrendous condition and should be replaced. W.B. Mason has given Marcie some ideas; she is looking for feedback from the staff and will ask for samples from W.B. Mason and other vendors so staff can try them out.

Massachusetts Library Association Conference – Marcie attended a series of meetings (too numerous to list here) at the MLA conference, such as "Managing Building Projects at Any Scale", "Book Groups Are Radiocrosy", "Municipal Boot Camp", and "Marketing is not an Afterthought".

Passports – Kathy and Marcie discussed the high volume of Passport applications being processed. An upper threshold of approximately 100 applications per month has been established, so that staff does not allocate the bulk of their time to Passport processing rather than to library services.

Emergency Preparedness Presentation – Tabled to the next meeting.

Staff Training: Thursday, July 14 – The building will be closed for the day; staff is scheduled to complete a series of training programs, including CPR/First Aid training.

Recognition of Lyn Dionne, former Trustee – Carol led a moment of silence to mourn the passing of former Trustee, Lyn Dionne. Suggestions were made for ways in which the Trustees could potentially memorialize her and her service to the community. Options will be discussed at the next meeting.

UNSCHEDULED BUSINESS: The Trustees wish to offer their most sincere condolences to the library's custodian, Matt, on the passing of his wife.

The next meeting of the Board of Trustees will be held on Wednesday, July 20th at 7:00 P.M.

The meeting was adjourned at 9:30 P.M.

Respectfully submitted,

Jillian Taylor
Secretary

Director's Monthly Report June 2022
Pembroke Public Library

Circulation	June 2019	June 2020	June 2021	May 2022	June 2022
Adults	5772	1250	4484	4100	4258
YA	538	573	406	338	391
Children	4887	131	3568	3728	4131
Total:	11197	1954	8458	8166	8780
Overdrive total:	1790	2212	2091	2194	2574
Hoopla total:	-	286	282	317	281
Kanopy total:				28	52
NY Times total:				3	4
Online Resources	1132	744	995	1236	621
Museum Passes	83	11	59	42	49
Patrons registered	89	8	62	55	63
Overdrive patrons	23	0	12	12	18
Mobile holds/renewals	211	520	474	563	617
Non-resident borrowing	1905	424	1683	2009	1830
Items loaned to other libraries	2147	147	2343	1974	1863
Item borrowed from other libraries	1798	251	1478	1449	1434
ComCat loaned	17	0	19	17	15
ComCat borrowed	27+4	7	22+1	31	35
Passports	75	0	55	102	98
Visitor Count	8569	0	5435	5046	5067

Collections	June 2019	June 2020	June 2021	May 2022	June 2022
Items added	695	283	645	456	484
Items discarded	114	1551	301	923	121
Items marked Missing	12	30	26	22	15

Programs	June 2019	June 2020	June 2021	May 2022	June 2022
Adult programs	14	1	1	15	10
Adult attendees	141	12	13	128	69
Youth events	36	6	7	19	16
Youth attendees	2149	291	130	424	1929

Fuller youth services and adult reports are available.

Computer Use	June 2019	June 2020	June 2021	May 2022	June 2022
Internet	580	0	232	261	228
Juvenile	222	0	115	134	209
Total	802	0	347	395	437

Staff and other news:

I am very pleased with our circulation numbers this past month. Both print and electronic (overdrive) have seen great gains. I attended the Sails Annual Directors Meeting/Showcase in person. It was beneficial to see what other innovate programs the libraries in our network were doing. I enjoyed meeting some of the directors in person.

Youth Services Report to the Trustees: June 2022
 Submitted July 6, 2022 by Melissa McCleary

Program	# of Programs	Child/Teen Attendance	Adult Attendance
Storytime (ages 2 – 5)	6	118	95
Baby Lapsit (ages 0 – 2)	2	10	9
Block Party Playtime (ages 1 – 7)	1	16	14
LEGO Club	1	9	6
Puppy Dog Tales	1	4	2
Encanto Sing-Along	1	33	19
Scavenger Hunt: Rainbow Flowers	1 (passive)	131	n/a
Babysitting Workshop (ages 11-16)	1	18	15
Dungeons & Dragons (teens)	1	3	n/a
Teen Take-And-Make (Pride Fidget Toys)	1 (passive)	100	n/a
School Visits (off-site)	3	1608	104
AGE GROUP TOTALS	--	--	--
<i>Pre-K Program (ages 0-5) Total</i>	9	144	118
<i>Kids Program (ages 6-11) Total</i>	7	1785	131
<i>Teen Program (ages 12-18) Total</i>		121	15
<i>General Audience (all ages) Total</i>	n/a	n/a	n/a
TOTALS	19	2050	264
Number of Volunteers	3 adults + 7 teens = 10 volunteers		
Volunteer Hours	3 adult hrs + 14 teen hrs = 17 hours		

June Program Highlights:

--This month's Teen Take-and-Make was themed for Pride Month with two craft options available (aligning with the colors of the rainbow pride flag and the trans pride flag). These were the *biggest* success we've ever had for a Take-and-Make. As stats above will show, we ordered extra supplies one week into June to double our total craft offerings as so many teens requested the kits.
 --The "Encanto Sing-Along" was the first official Summer Reading event; kids ranging in age from 2 – 12 came to enjoy the music, snacks, and activities.

Other:

--All visits to the Pembroke Elementary schools for Summer Reading Readiness went well; staff and students were both accommodating and enthusiastic for my 20 minute presentations.
 --Our Teen MakerCart continues to be popular (photo to right). As so many teens like to leave their art in the YA Lounge, plans are underway to create an "Art Wall" for a more official display.



Many teens currently display their art on the MakerCart by placing a rolled sticky note on the back.

Youth Services Annual Report FY 2022
 July 2021 – June 2022 at Pembroke Public Library
 Submitted by Melissa McCleary

Program Attendance Statistics:

Program	# of Programs	Youth Attendance	Adult Attendance
Storytime	80	1436	1126
Baby Lapsit	4	27	23
Pre-K Special Events	14	164	144
Pre-K Visits (off-site)	2	62	14
Pre-K Visits (on-Site/at the library)	2	39	10
LEGO Club	6	52	38
Puppy Dog Tales	10	69	52
School-Age Special Event	21	176	110
School-Age Visits (off-site)	4	1617	108
School-Age Online Event	3	9	5
Scavenger Hunts (passive)	12	1511	n/a
Teen Special Events	13	67	39
Teen Take & Make Crafts (passive)	9	410	n/a
General Audience Events	3	60	82
Pre-K (ages 0-5) totals	102	1728	1317
School-Age (ages 6-11) totals	56	3434	313
Teen (ages 12-18) totals	22	477	39
General Audience totals	3	60	82
TOTAL	181	5660	1741
Number of Volunteers	22 teens + 7 adults = 29 volunteers		
Volunteer Hours	287.5 teen hours + 39 adult hours = 326.5 volunteer hours		

Programs & Participation:

Youth services in FY22 saw a surge in visits, program participation, and teen volunteer assistance. As more options became available for people to stay safe and healthy, the library began to shift back to solely in-person programs with the final virtual event being in August. Two popular programs that were halted during the height of the pandemic made their comeback; Puppy Dog Tales was reinstated in September and LEGO Club began again in December. The Teen Volunteer program made a fantastic comeback and reached full capacity by the fall.

Space & Collection Development:

More unique items continue to be offered to patrons for circulation including a new collection of puzzles for youth (35 – 100 pieces) and an increased number of take-home kits that provide educational support in literacy, mathematics, Social-Emotional Learning, and more.

The library also made changes to improve patron experiences in the library. A flat-top library cart was repurposed as a Mini Makerspace in the YA Lounge; supplies include games, LEGOs, homework supplies, coloring tools, stencils, and a monthly Take-and-Make craft kit. Silver Lake Regional High School carpentry students took on the project of repairing and repainting the library's youth chairs so families could have plentiful access to safe and welcoming sitting areas.

Summer Reading 2021, "Tails & Tales:"

Participants

Program Name	# of participants	Total Logged Read
1,000 Books Before Kindergarten (babies – pre-K)	n/a*	n/a
Read & Bead Club (age 3 – grade 6)	243	67,177 minutes
Teen "Hatchery" Club (grade 6 – 12)	25	14,281 minutes
Pages & Prizes (ages 18+)	62	299 books

**1,000 BBK is a year-round program so statistics cannot be separated out for just the summer session.*

Program Attendance

	Programs & Events	Youth Attendance	Adult Attendance
Pre-K	14	255	136
Kids	15	254	50
Teens	7	31	24
General Audience	1	60	80
Adults	3	n/a	28
Total for Summer 2021	40	600	318

Reference Requests (Reference Desk only):

<u>Total requests:</u>	22
General information:	1
Technology:	6
Research:	1
Item requests:	6
Readers' Advisory:	5
<u>Passports:</u>	<u>3</u>
In person:	13
Phone:	3
Email:	4
Website forms:	2

In-depth Reference help included:

- Finding the obituary for a Pembroke resident who died in 2005.
- Using the scanner and uploading the files to a website.
- Helping with book suggestions and resources for a patron's book club.

Adult Events:

Total: 10 events with 69 attendees, including:

- Monday, June 6th: Movie Matinee, *My Salinger Year* (Attendance: 5)
- Tuesday, June 7th: PPL Book Club, *We Begin at the End* (Attendance: 12)
- Monday, June 13th: Movie Matinee, *Barb and Star Go to Vista Del Mar* (Attendance: 7)
- Wednesday, June 22nd: "A Beginner's Guide to Nature Journaling" with Roz Kubek (Attendance: 7)
- Monday, June 27th: Movie Matinee, *Wild* (Attendance: 5)
- Tuesday, June 28th: Genealogy Night (Attendance: 3)
- Tuesdays June 7th, 14th, 21st, and 28th: Knitting (4 events, total attendance: 30)

Projects included:

- Accepting passport applications and monitoring the passport appointment schedule and transmittal forms. Agents processed 98 applications this month.
- Ordering Adult books, AV materials, and eBooks and audiobooks for the library collection.
- Planning all Adult events; creating flyers, calendars, and publicity blurbs; updating the website and EventKeeper; and publicizing on Facebook.
- Compiling and publishing the monthly Pembroke Public Library newsletter, and checking the daily LibraryAware-generated genre newsletters to make sure all books listed are available in the SAILS network.
- Leading the Book Club meeting and getting books for club members, and leading and finding resources for the genealogy group meeting.
- Answering all submissions from the "ask a question" form on the website and creating recommended reading lists for Adult Readers' Advisory forms.
- Creating and maintaining Adult book displays.
- Finishing preparation for the Adult Summer Reading program, which began on June 22nd.

FY22 Reference/Adult Services Statistics

Reference Requests (Reference Desk only)

Total requests:	296
General information:	42
Technology:	103
Research:	46
Item requests:	56
Readers' Advisory:	19
<u>Passports:</u>	<u>30</u>
In person:	164
Phone:	40
Email:	55
Website forms:	37

Year	FY19	FY20	FY21	FY22
Total requests	509	498	237	296

Adult events: In Person

Type of event	Number of events	Attendance
Discussion groups: Book Club, Genealogy Night	11	108
Interest groups: Jam Night, Knitting & Crochet	48	278
Movie screenings	36	282
Performers: Etiquette Expert of 1890, Musical Baseball Show	2	17
Speakers: Art for Your Mind, Coyote Continent, Gravestone Girls, Ted Reinstein	4	28
Workshops/Classes: Nature Journaling, Vision Boards, Yoga	37	261
TOTAL	138	974

Adult Events: Virtual

Type of event	Number of events	Attendance
Discussion groups: Book Club	2	21
Workshops/Classes: Poetry, Sondheim	9	74
TOTAL	11	95

Year	FY19	FY20	FY21	FY22
Total programs	158	125	46	149
Total attendance	1,641	1,398	396	1,069

Passports

Month	Passports Processed
July	121
August	132
September	54
October	53
November	76
December	103
January	104
February	94
March	161
April	101
May	102
June	98
Total	1,199

Year	FY19	FY20	FY21	FY22
Total passports	465	475	432	1,199

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2022 WORKSHEET

7/6/2022

		FY22	adjustments	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	\$96,288.00			\$88,259.39	\$8,028.61	91.66%
Assistant Director	00016101-510103	\$62,179.00			\$41,929.44	\$20,249.56	67.43%
Full Time Salaries	00016101-510110	\$262,109.00			\$274,054.54	(\$11,945.54)	104.56%
P-T Pages	00016101-510123	\$17,668.00			\$15,504.00	\$2,164.00	87.75%
P-T Salaries - Aides	00016101-510124	\$142,410.00			\$134,468.49	\$7,941.51	94.42%
Sunday Opening hours	00016101-510138	\$13,000.00			\$12,103.08	\$896.92	93.10%
Emergency Shelter Staffing	00016101-510139	\$1,000.00			\$0.00	\$1,000.00	0.00%
Longevity	00016101-510140	\$2,150.00			\$2,700.00	(\$550.00)	125.58%
Personnel Services		\$596,804.00			\$569,018.94	\$27,785.06	95.34%
Heating Fuel	00016102-521030	\$13,000.00			\$12,124.31	\$875.69	93.26%
Water	00016102-523000	\$400.00			\$237.22	\$162.78	59.31%
Office Equipment	00016102-524046	\$800.00			\$33.83	\$766.17	4.23%
Telecom	00016102-534000	\$5,000.00			\$5,820.46	(\$820.46)	116.41%
Postage	00016102-534020	\$800.00			\$537.99	\$262.01	67.25%
Purchase of Services	00016102-538000	\$28,600.00			\$44,879.26	(\$16,279.26)	156.92%
Facilities/Maint Supplies repairs	00016102-543000	\$2,500.00			\$3,122.50	(\$622.50)	124.90%
Custodial Supplies	00016102-545000	\$3,600.00			\$3,600.00	(\$0.00)	100.00%
Library Materials	00016102-558040	\$6,000.00			\$5,922.54	\$77.46	98.71%
Program Supplies	00016102-558050	\$2,000.00			\$2,000.00	\$0.00	100.00%
Technology Supplies	00016102-558090	\$2,000.00			\$1,999.30	\$0.70	99.97%
Travel	00016102-571100	\$800.00			\$487.39	\$312.61	60.92%
Dues	00016102-57310	\$400.00			\$380.00	\$20.00	95.00%
General Expense		\$65,900.00			\$81,144.80	(\$15,244.80)	123.13%
Books	00016102-558030	\$90,000.00			\$89,999.95	\$0.05	100.00%
Capital-painting	00030610-600134	\$1,192.18			\$550.00	\$642.18	46.13%
Capital-Building & Equipment	00030610-600138	\$15,953.76			\$0.00	\$15,953.76	0.00%
Capital-Technology Equipment	00030610-600171	\$10,000.00			\$0.00	\$10,000.00	0.00%
Library Incentive	18-610-4650-364	\$17,387.64	\$9,353.28		\$26,436.25	\$304.67	152.04%
Municipal Equalization	18-610-4650-362	\$11,088.31	\$5,475.89		\$16,128.96	\$435.24	145.46%
NRC	18-610-4650-368	\$1,696.88	\$225.40		\$1,570.55	\$351.73	92.56%
Grants total		\$30,172.83	\$15,054.57		\$44,135.76	\$1,091.64	146.28%
Allison Darling (75% INT. YA books)	All as of 6/30/21	\$11,891.06				\$11,891.06	0.00%
Library Building Fund		\$319.55				\$319.55	0.00%
Center Library Trust Fund (any use)		\$5,301.60				\$5,301.60	0.00%
Center Library Trust Fund		\$20,962.04				\$20,962.04	0.00%
Della Chiesa (books only)		\$10,689.89				\$10,689.89	0.00%
Edna Raistrick (large print only)		\$4,233.22				\$4,233.22	0.00%
Irene Smith (interest only-YA ref. and non.)		\$9,878.85				\$9,878.85	0.00%
Trusts Total		\$63,276.21				\$63,276.21	0.00%
Passport Program Revenue	018-0610-0269-0-0-0-R	\$19,992.57	\$41,615.00	\$61,607.57	\$0.00	\$61,607.57	
Passport Program Expenses	018-0610-0269-0-0-0-E	\$0.00			\$3,943.54	(\$3,943.54)	
Materials expenses from PP Income					\$18,100.85	(\$18,100.85)	
Passport Expense-Payroll	018-0610-0269-0-0-0-P	\$0.00			\$0.00	\$0.00	
Passport Program Net:		\$19,992.57	\$10,430.00	\$40,110.00	\$22,044.39	\$39,563.18	54.96%
Library Gifts Balance	018-0610-0263-0-0-0-E	\$2,502.70	\$12,272.17	\$14,774.87	\$14,153.72	\$621.15	95.80%
Fines Balance	018-0610-0261-0-0-0-E	\$494.49	\$234.15	\$3,145.41	\$1,755.16	\$1,390.25	55.80%

PEMBROKE PUBLIC LIBRARY
FISCAL YEAR 2023 WORKSHEET

7/15/2022

		FY23	adjustment	adj. Budget	Expended	Balance	% of total budget
Director Salary	00016101-510101	81600			3,439.08	78,160.92	4.21%
Assistant Director	00016101-510103	63750			2,686.80	61,063.20	4.21%
Full Time Salaries	00016101-510110	275674			11,618.47	264,055.53	4.21%
P-T Pages	00016101-510123	19413			798.25	18,614.75	4.11%
P-T Salaries - Aides	00016101-510124	147028			7,142.21	139,885.79	4.86%
Sunday Opening hours	00016101-510138	13260			61.14	13,198.86	0.46%
Emergency Shelter Staffing	00016101-510139	1000			-	1,000.00	0.00%
Longevity	00016101-510140	2250			400.00	1,850.00	17.78%
Personnel Services		603975			26,145.95	577,829.05	4.33%
Heating Fuel	00016102-521030	15470					0.00%
Water	00016102-523000	400					0.00%
Office Equipment	00016102-524046	800					0.00%
Telecom	00016102-534000	5,500					0.00%
Postage	00016102-534020	800					0.00%
Purchase of Services	00016102-538000	35000					0.00%
Facilities/Maint Supplies repairs	00016102-543000	7000					0.00%
Custodial Supplies	00016102-545000	3600					0.00%
Library Materials	00016102-558040	6500			879.17	5,620.83	13.53%
Program Supplies	00016102-558050	2500					0.00%
Technology Supplies	00016102-558090	2000					0.00%
Travel	00016102-571100	900					0.00%
Dues	00016102-57310	1050					0.00%
General Expense		81520					0.00%
Books	00016102-558030	90000			6868.74	83,131.26	7.63%
Capital-painting	00030610-600134	1192.18					0.00%
Capital-Building & Equipment	00030610-600138	15953.76					0.00%
Capital-Technology Equipment	00030610-600171	10000					0.00%
Library Incentive	18-610-4650-364	304.67					0.00%
Municipal Equalization	18-610-4650-362	435.24					0.00%
NRC	18-610-4650-368	351.73					0.00%
Grants total		1091.64					0.00%
Allison Darling (75% INT. YA books) All as of 6/30/21		11891.06				11,891.06	0.00%
Library Building Fund		319.55				319.55	0.00%
Center Library Trust Fund (any use)		5301.6				5,301.60	0.00%
Center Library Trust Fund		20962.04				20,962.04	0.00%
Della Chiesa (books only)		10689.89				10,689.89	0.00%
Edna Raistrick (large print only)		4233.22				4,233.22	0.00%
Irene Smith (interest only-YA ref. and non.)		9878.85				9,878.85	0.00%
Trusts Total		63276.21				63,276.21	0.00%
Passport Program Revenue	018-0610-0269-0-0-	39563.18	1050	40613.18		40,613.18	
Passport Program Expenses	018-0610-0269-0-0-	0					
Materials expenses from PP Income							
Passport Expense-Payroll	018-0610-0269-0-0-	0				-	
Passport Program Net:		39563.18				40,613.18	#DIV/0!
Library Gifts Balance	018-0610-0263-0-0-	623.25	55.25	678.5		678.50	0.00%
Fines Balance	018-0610-0261-0-0-	1390.25	190.09	1580.34		1,580.34	0.00%