



Board of Trustees Meeting Materials for September 13th, 2022

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BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, September 13, 2022 4:45 PM
Meeting to be held on site or via Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/83917781481?pwd=TGtGVHZlS0J2OEERWGIYN3N4MkQ5UT09>

Meeting ID: 839 1778 1481

Passcode: 359655

AGENDA

Call to Order / **4:45 PM**
Agenda/Changes or additions
Public Comments
Minutes of July 12, 2022

COMMITTEE UPDATES/ DEPARTMENT REPORTS

- A. Friends of the Library
 - Update
- B. Finance/Asset Development Committee—John Woodward, Chair
 - Update on art collection
- C. Technology Committee
 - No report
- D. Buildings and Grounds—Karen Tyler, Chair
 - No report
- E. Advocacy and liaison to library organizations—Howard Burrows
 - Tentative
- F. Strategic Planning Committee
 - Update
- F. Department Reports: Director; Reference, Youth Services

CONTINUING BUSINESS

- Request to film Trustee Meetings and “publish” them on BCTV

NEW BUSINESS

- Personnel update

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, July 12, 2022 4:45 PM

Minutes

Present: Sirkka Kauffman, Starr Latronica, Karen Tyler, Matt Wojcik (electronic services specialist), Jennifer Rowe, Howard Burrows, Leo Schiff, Joyce Sullivan, **Kate O'Connor**, Ann Varilly. Absent: John Woodward.

Call to Order / 4:47 PM Leo

Agenda/Changes or additions: Discussion of whether to hold August meeting.

Public Comments: Marshall Patton and Rikki Risatti introduced themselves and were welcomed. Rikki brought up a discussion about acquisition of materials and how long they take to get cataloged. Staff responded that it depends on where the materials come from, and how unique they are. Rikki advocated that the library **should buy more indigenous authors'** materials in a way that directly supports the authors, rather than corporations that may claim to be indigenous. Starr noted that there may be the option of Interlibrary loan for some of the items that Rikki has previously requested, but that she would continue to work with staff to review that list again.

Minutes of June 14, 2022: Revision needed to include vote to go into executive session, and the reason for it. After that change, Karen moved to approve; Ann seconded. All who were in attendance voted to approve.

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library- Leo update

- Plans for July 4th activities were made.
- The garden party will be held at the home of Sharon Myers on July 17th.
- The ice cream social will be held sometime around Labor Day.

B. Finance/Asset Development Committee—Jenny Rowe, Treasurer

- We have talked with two viable potential candidates to appraise the Loud collection, one who is eager to move forward, and the other we are still waiting on.
- We are waiting for the Town to close the books on the year before doing our year-end reports.

C. Technology Committee

- No report, but Leo again noted that he is looking for a new chair. Currently Howard and John are the other members.

D. Buildings and Grounds—Karen Tyler, Chair

- No report. Karen noted that the committee will not meet in June, July, and possibly August unless there is something urgent.

E. Advocacy and liaison to library organizations—Howard Burrows

- Howard attended the ALA conference. He noted that many States now have executive directors of library systems.

F. Strategic Planning Committee

- Ann referenced the minutes of the last meeting and the survey results.
- We are trying to have 3 or 4 micro forums with groups such as the Rotary, Chamber of Commerce, American Legion or Auxiliary, to include 3 basic questions. Ann noted that if Greg does these, we will be over budget for his contract.

G. Department Reports: Director; Reference

Director

Starr noted that the State Librarian came to meet with staff. Starr attended ALA, including sessions on financial literacy, book censorship, trauma in the workplace, and privacy issues. Discussion ensued as to whether we need more language around privacy than we currently have. Howard noted that OverDrive sells data to Google, and Matt reported that other vendor options are coming soon. A self checkout system would cost \$20-30,000, including a new security system.

Reference and Technical Services

Circulation figures show that we are at 86% of pre-pandemic levels.

CONTINUING BUSINESS

Tool Library update

Business is brisk, and Kevin is great with giving inspections, and doing inspections of returns.

NEW BUSINESS

- Discussion of holding no meeting in August. All in favor. Next meeting will be on September 13th.
- **Request to film Trustee meetings and “publish” them on BCTV.** Rikki had requested this as a possibility to document meetings. Discussion about cost, equipment and personnel needed followed. Jenny noted that our current policy is to have minutes. We do have Zoom recordings of many previous hybrid and completely remote meetings; those are large video files that could be given to BCTV to post but may be cumbersome. The consensus was that if someone from BCTV wanted to come to record our meetings, they could do so, but at no cost to us.
- Debrief of Staff/Board planning session. Ann asked each Trustee to comment on the experience. Themes that emerged include: staff were very open about their interests and concerns; need for more staff; use of building space; and obtaining benefits for part-time staff.

- 6:25 pm. Kate moved to adjourn; Sirkka seconded. Leo adjourned.

Director's Report for July/August 2022

Announcements: Our book supplier, Baker and Taylor, was the victim of ransomware and we were unable to order or receive any materials for nearly three weeks. Luckily, we could work with our wonderful local bookstore to supply high demand items for our patrons.

Representatives from Senator Sanders' office dropped by and were super impressed with our services and collections. We may end up in a future edition of the *Bernie Buzz*.

Public Service updates: The Field to Fork Big Red Shed is serving the public well. We have added items (ice cream maker, electric weed trimmer) to respond to demand. Several of us met for a check-in with a representative from Vermont Foodbank, the grantor of the project.

Building and Grounds: Town sustainability coordinator, Stephen Dotson, arranged for a tour of the building by Efficiency Vermont. The representatives had some good feedback on ways we can move forward to an even more efficient facility. We will be moving forward with upgrading our fire alarm system, now that the new fiscal year has begun.

Community Collaborations: We had a great showing in the Brattleboro Goes Forth parade, with marchers of all ages and a life size wooly mammoth! I attended a kickoff event for Vermont Humanities Council's Vermont Reads title, *The Most Costly Journey*. The library will host an author event in late October to support the community read. The library hosted Chess Alley again during Gallery Walk, where a rematch from last year took place for over three hours! BML was included in a group interview about the Words project with a reporter from Humanities Magazine.

Programs: Summer learning activities are keeping kids of all ages engaged and staving off the summer slide of intellectual development. We hosted the author of *Futurusteady*, which tied in nicely with our Field to Fork initiative. Meg Mott returned to BML with an exploration of the Declaration of Independence, which invited lots of audience participation and discussion. We launched a science fiction reading group and held a Vermont themed summer reading bingo challenge for adults.

Technology: We are still adjusting to our new catalog interface and the demands for Matt's assistance from the public for one-one-one tech help continue to increase.

Grants: We finished up our first round of ARPA funding and submitted our final report. We received a grant from the Department of Libraries for \$571 to subsidize the cost of Courier service to transport books between libraries.

Continuing Education/Professional Development: Kudos to Circulation Manager Jeni Clary, who was accepted into the New England Library Association's Library Leadership Symposium. A panel of staff from the VT Department of Libraries visited for a tour and a mutual exchange of information, which benefitted all attendees. The new State Librarian visited BML, which offered an opportunity to showcase our services and resources, get updates on Department of Library activities, and provide input/requests for regional/statewide support and priorities. A group of directors from VT large libraries met virtually to discuss trials and triumphs of serving the public.

Friends Activities: The Friends hosted a lovely garden party, which was a fundraiser as well as a fundraiser.

Personnel: Our accounts clerk Kathy Johnson has retired. I am so grateful for the incredible work she has done under difficult circumstances. Anna Monders began work as our new Accounts Clerk!! We are learning the accounting systems together with *lots* of help and patience from Kim Frost, the Finance Director, and Calista Carbonell and Leila Stone in the finance department. (and thanks to Jenny Rowe for serving on the interview panel.) Beth Johnson is our new Americorps VISTA. She has jumped into our project with enthusiasm.

Town Activities: Many staff members attended and enjoyed the Town Employee picnic this year. It was a pleasure to see all those unmasked faces and catch up after years.

Circulation statistics:

August	2022: 11,965	2021:	2020: 6419	2019: 13,736
July	2022: 10,907	2021:	2020: 4718	2019: 14,543
June	2022: 10,095	2021: 8535	2020: 3124	2019: 11,745
May	2022: 9000	2021: 6556	2020: 2212	2019: 11,355
April	2022: 10,022	2021: 6498	2020: 1223	2019: 13,136
March	2022: 10,801	2021: 6717	2020: 15,064	2019: 13,568

Our August 2022 circulation is 87.1% of our August 2019 circulation.

Youth Services Board Report- August 2022

Summer Reading Program has been in full blast through July. The return of our free lunch program was greeted warmly. We did not have a huge turnout most days (with a couple of notable exceptions), but we know that a couple of families counted on us having lunch for them when they made it to the library so we feel that it was a success.

In addition to our usual popular programs (Rhyme Time, Sing & Dance with Robin, and Monday Movie Matinees) we provided a series of fun events: A Knot-Tying Class with the Girl Scouts of the Green and White Mountains, Robert Rivest the Comic Mime's interactive comedy show, Fairy Houses & Gnome Homes (back for the first time since pre-covid!), a Paracord Bracelet Workshop (the surprise hit of the summer), and a visit from Kelso the Reading Dog. We haven't been able to predict what kinds of turnouts we'd have for any of these programs (attendance ranged from 4 – 50 kids), but they were all happily received by those who partook.

For the third year in a row, the Teen Room partnered with the WSESU Office of Diversity, Equity, & Social Justice to provide a series of summer outdoor movies alternating between showing them in the library parking lot and the commons. Partnering together allows us a more expansive catalog to draw from since we have different source catalogs. We watched some classic teen movies as well as the fascinating documentaries "Summer of Soul" and "Dope is Death".

In addition to the movie nights, this year we held two Teen-only programs: a "Zine-Making Workshop", taught by Teen Advisory Board member Anna Cummings, and a "Character & Comedy for Teens" class taught by Robert Rivest the Comic Mime. The created Zines were fabulous and one teen was motivated to learn how to use the copier downstairs and reproduce her artwork for distribution. We had a small turnout for the mime class, but it made it a more intimate experience and easier to be silly in front of others.

And Summer isn't over yet!

Youth Services Board Report- September 2022

From the Children's Room:

Our Read Beyond the Beaten Path summer reading program was like old times! We started the summer with our *We're Going on a Bear Hunt* obstacle course which had more than 100 kids climb, hop and crawl through. We had over 200 children join our summer reading program this year. Each child received a 'summer kick-off' bag which included a bright orange nylon bag which could be worn as a backpack, great for hiking in the woods or riding a bike. Each bag contained a blank journal/sketchbook, stickers to decorate the sketch book, a color changing mood pencil, a paper pen, a bookmark and a reading record. Each reading record had four badges for kids to fill out by reading and attending library events. We had 93 children complete one badge, 80 children complete two badges, 64 children complete three badges and 56 children complete all four badges! Prizes for completing the various badges included compasses, sunglasses, flashlights, binoculars, water bottles and whistles. Children who finished all four badges earned two free books, a coupon for a free Domino's pizza and entry into our grand prize drawing- a \$30 gift certificate to the Latchis Theatre.

We were happy to offer in-person, in library events this year including an evening campfire family storytime, complete with glowing 'campfire'; a delicious make a s'mores solar oven workshop; and have our furry friend Kelso back for two Read to a Dog afternoons. Our weekly Rhyme Time had a dedicated following and we were able to bring back our Monday Movie Matinee Series. Perennial favorite Sing & Dance with Robin drew large crowds to the Commons on Tuesday mornings. We continued our popular Take and Make craft bags averaging 90 bags a week!

We capped off the summer with a return of our *We're Going on a Bear Hunt* obstacle course which again drew over 100 children! All in all, it was a successful summer.

Now we are diving headfirst into fall and back to school. We will be participating in the 802 Credit Union Kids Fair on Saturday September 17 from 11 am to 2 pm on the Commons. We will be giving out free books by local author and illustrator Eileen Christelow, having a Mystery Mosaic where kids and adults can add stickers to reveal the hidden pictures and handing out lots of bookmarks and information about all the wonderful things the library offers. We have also been invited to speak at the New Parent Group on Winston Prouty on Tuesday September 27. We will be highlighting our offerings including our weekly Rhyme Times and our 1000 Books Before Kindergarten program. Class visits with St. Michael's begins on Friday September 30 with the 1st and 2nd grade classes visiting to hear a story a check out books. The pre-K and Kindergarten will visit us the following week. We are also gearing up for our Take Home Design-A-Plate workshop. Packets will be available for pick up in the Children's Room beginning on October 1 and due back by October 17.

From the Spicy Lime:

We continued with our scratch ticket summer reading program this year. We had 41 teens participate. We gave out 61 scratch tickets, handed out 48 prizes including \$5 gift cards to Beadniks and the Works, Domino's coupons and of course books! Teens who scratched a Try Again entered into one of the three Grand Prize drawings, a \$25 gift certificate for either Everyone's Books, Sam's Outdoor Outfitters or GameStop. The TAFLTS group ended the summer with our first ever overnight lock-in at the library. Much fun was had by all!

Lindsay Bellville- Youth Services Librarian

Current Year Period 1 Jul

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-22/23 MTD Pd 1 Jul
01-6 Expenses					
01-6-2800 Library					
01-6-2800-001.00 Department Head Salary	81,405.00	0.00	3,435.53	77,969.47	3,435.53
01-6-2800-005.00 Staff Salaries	468,055.00	0.00	19,975.84	448,079.16	19,975.84
01-6-2800-005.01 Custodian	0.00	0.00	0.00	0.00	0.00
01-6-2800-005.16 Vacation BB - Retire Pay	5,000.00	0.00	0.00	5,000.00	0.00
01-6-2800-060.00 Office Equipment	4,500.00	0.00	647.07	3,852.93	647.07
01-6-2800-124.00 Training	0.00	0.00	0.00	0.00	0.00
01-6-2800-126.00 Conferences/Memberships	0.00	0.00	0.00	0.00	0.00
01-6-2800-128.00 Lost Book Refund Pmt Fees	200.00	0.00	0.00	200.00	0.00
01-6-2800-140.00 Computer Equipment Maint	6,000.00	0.00	0.00	6,000.00	0.00
01-6-2800-141.00 Computer Supplies	4,000.00	0.00	0.00	4,000.00	0.00
01-6-2800-152.00 Book & Non-Print Supplies	5,000.00	0.00	143.89	4,856.11	143.89
01-6-2800-173.00 Professional Services	200.00	0.00	0.00	200.00	0.00
01-6-2800-173.01 Bindery Services	0.00	0.00	0.00	0.00	0.00
01-6-2800-216.00 Reimbursable Expense	3,500.00	0.00	0.00	3,500.00	0.00
01-6-2800-230.00 Fuel Expense	10,000.00	0.00	0.00	10,000.00	0.00
01-6-2800-235.00 Electric	18,875.00	0.00	0.00	18,875.00	0.00
01-6-2800-240.00 Utilities	1,840.00	0.00	0.00	1,840.00	0.00
01-6-2800-250.00 Building Equip & Maint	20,000.00	2,409.64	2,273.69	15,316.67	2,273.69
01-6-2800-255.00 Maintenance Supplies	4,000.00	0.00	46.80	3,953.20	46.80
01-6-2800-350.00 Telephone	3,000.00	0.00	40.42	2,959.58	40.42
01-6-2800-450.00 Postage/Courier Expense	7,500.00	0.00	0.00	7,500.00	0.00
01-6-2800-500.00 Office Supplies	4,000.00	0.00	0.00	4,000.00	0.00
01-6-2800-501.00 Books - General	6,000.00	1,000.00	347.61	4,652.39	347.61
01-6-2800-502.00 Reference Sources	18,250.00	0.00	12,602.28	5,647.72	12,602.28
01-6-2800-505.00 Juvenile Books	8,500.00	1,200.00	33.75	7,266.25	33.75
01-6-2800-510.00 Young Adult Sources	3,000.00	0.00	0.00	3,000.00	0.00
01-6-2800-515.00 Replacement Books	2,500.00	0.00	155.07	2,344.93	155.07
01-6-2800-520.00 Periodicals & Newspapers	7,500.00	0.00	3,142.88	4,357.12	3,142.88
01-6-2800-525.00 Digital Subscriptions	10,000.00	1,657.08	0.00	8,342.92	0.00
01-6-2800-530.00 Non-Print Materials/Adult	6,000.00	0.00	40.00	5,960.00	40.00
01-6-2800-532.00 Non-Print Mat./Children	4,500.00	3,000.00	0.00	1,500.00	0.00
01-6-2800-551.01 Special Programs/Adult	0.00	0.00	0.00	0.00	0.00
01-6-2800-552.00 Special Programs/Children	0.00	0.00	0.00	0.00	0.00
01-6-2800-650.00 Equipment Maintenance	2,000.00	0.00	0.00	2,000.00	0.00
Total Library	715,325.00	9,266.72	42,884.83	663,173.45	42,884.83
Total Expenses	715,325.00	9,266.72	42,884.83	663,173.45	42,884.83
Total General Fund	715,325.00	9,266.72	42,884.83	663,173.45	42,884.83
Total All Funds	715,325.00	9,266.72	42,884.83	663,173.45	42,884.83

08/01/22

Town of Brattleboro General Ledger

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05:14 pm

Revenue Report - General Fund

kjohanson

Current Year Period 1 Jul

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-22/23 MTD Pd 1 Jul
01-5 Revenues					
01-5-2800 Library Revenue					
01-5-2800-120.00 Library Copier Revenue	4,500.00	0.00	354.85	4,145.15	354.85
01-5-2800-135.00 Library Donations	0.00	0.00	0.00	0.00	0.00
01-5-2800-216.00 Reimbursements	3,000.00	0.00	0.00	3,000.00	0.00
01-5-2800-360.00 Library Fines	0.00	0.00	13.00	-13.00	13.00
01-5-2800-370.00 Non-Resident Fees	13,000.00	0.00	1,347.00	11,653.00	1,347.00
01-5-2800-375.00 Gift Books & Replacement	2,500.00	0.00	131.44	2,368.56	131.44
01-5-2800-390.00 Library Postage Revenue	0.00	0.00	0.00	0.00	0.00
01-5-2800-396.00 Audio Visual Rental	0.00	0.00	0.00	0.00	0.00
01-5-2800-450.00 Miscellaneous Income	1,000.00	0.00	56.00	944.00	56.00
Total Library Revenue	24,000.00	0.00	1,902.29	22,097.71	1,902.29
Total Revenues	24,000.00	0.00	1,902.29	22,097.71	1,902.29
Total General Fund	24,000.00	0.00	1,902.29	22,097.71	1,902.29
Total All Funds	24,000.00	0.00	1,902.29	22,097.71	1,902.29

Brooks Memorial Library

Budget vs. Actuals: FY_2022_2023 - FY23 P&L

July 2022 - June 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
Total Income			\$0.00
GROSS PROFIT	\$0.00	\$0.00	\$0.00
Expenses			
BR01 - Buffer Account		10,000.00	10,000.00
BR03 Conferences & Workshops		4,873.21	4,873.21
BR04 Contractual Services		4,578.03	4,578.03
BR05 Books Adults		25,000.00	25,000.00
BR06 Juvenile Programs		6,057.61	6,057.61
BR07 Reference Sources		6,079.64	6,079.64
BR08 Local History Source		6,430.51	6,430.51
BR09 Young Adult Sources		3,238.65	3,238.65
BR10 Non-Print		33,429.71	33,429.71
BR11 Periodicals		9,109.18	9,109.18
BR12 Trustees Conferences		2,027.48	2,027.48
BR13 Adult Programs		5,817.06	5,817.06
BR14 Fine Arts		5,055.40	5,055.40
BR15 Board Approved Projects		30,056.10	30,056.10
BR16 Books Children		5,436.85	5,436.85
BR17 Outreach		13,126.30	13,126.30
BR18 Conservation		220.72	220.72
BR19 Short Term Gift Funds			
BC01 Brattleboro Camera Club		71.52	71.52
BP01 Brattle Post Card Fund		668.49	668.49
BS01 Brattleboro Stamp Club Donation		90.20	90.20
DU01 Helen Durant Fund 9/6/2007		665.85	665.85
EJ01 Edward Johnson Fund		164.38	164.38
HS01 Harold Sheldrick Fund 9/30/15		72.49	72.49
SG01 Small Gifts		3,535.51	3,535.51
TB01 Tom Burdo Fund 1/2/2012		124.00	124.00
Total BR19 Short Term Gift Funds		5,392.44	5,392.44
BR20 Projects			
SP01 - Sanderson/Pike Bequest		44,206.54	44,206.54
Total BR20 Projects		44,206.54	44,206.54
BR21 Legacy			
BN01 Brown Fund		120.17	120.17
CK01 Calista Book Fund		800.00	800.00
DW01 Dowley Fund		1,220.96	1,220.96
FR01 Frothingham Fund		1,555.63	1,555.63
GB01 George Brooks Fund		802.50	802.50
JR01 Jerard Fund		1,536.12	1,536.12
LU01 Loud Fund		9,486.50	9,486.50

Brooks Memorial Library

Budget vs. Actuals: FY_2022_2023 - FY23 P&L

July 2022 - June 2023

	ACTUAL	TOTAL	
		BUDGET	REMAINING
PG01 Pageant Fund		424.74	424.74
SH03 Schorling 2007 Books Ref		143.16	143.16
WY01 Wyatt Fund		944.74	944.74
Total BR21 Legacy		17,034.52	17,034.52
BR22 - Employee Leave Awards		5,377.73	5,377.73
Total Expenses	\$0.00	\$242,547.68	\$242,547.68
NET OPERATING INCOME	\$0.00	\$ -242,547.68	\$ -242,547.68
NET INCOME	\$0.00	\$ -242,547.68	\$ -242,547.68

Brooks Memorial Library

Budget vs. Actuals: FY_2022_2023 - FY23 P&L

July 2022 - June 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
Total Income			\$0.00
GROSS PROFIT	\$0.00	\$0.00	\$0.00
Expenses			
BR01 - Buffer Account		10,000.00	10,000.00
BR03 Conferences & Workshops		4,873.21	4,873.21
BR04 Contractual Services	1,149.50	4,578.03	3,428.53
BR05 Books Adults	166.56	25,000.00	24,833.44
BR06 Juvenile Programs	502.51	6,057.61	5,555.10
BR07 Reference Sources	52.50	6,079.64	6,027.14
BR08 Local History Source		6,430.51	6,430.51
BR09 Young Adult Sources		3,238.65	3,238.65
BR10 Non-Print		33,429.71	33,429.71
BR11 Periodicals	50.00	9,109.18	9,059.18
BR12 Trustees Conferences		2,027.48	2,027.48
BR13 Adult Programs	100.00	5,817.06	5,717.06
BR14 Fine Arts		5,055.40	5,055.40
BR15 Board Approved Projects		30,056.10	30,056.10
BR16 Books Children	20.99	5,436.85	5,415.86
BR17 Outreach		13,126.30	13,126.30
BR18 Conservation		220.72	220.72
BR19 Short Term Gift Funds			
BC01 Brattleboro Camera Club		71.52	71.52
BP01 Brattle Post Card Fund		668.49	668.49
BS01 Brattleboro Stamp Club Donation		90.20	90.20
DU01 Helen Durant Fund 9/6/2007		665.85	665.85
EJ01 Edward Johnson Fund		164.38	164.38
HS01 Harold Sheldrick Fund 9/30/15		72.49	72.49
SG01 Small Gifts	91.33	3,535.51	3,444.18
TB01 Tom Burdo Fund 1/2/2012		124.00	124.00
Total BR19 Short Term Gift Funds	91.33	5,392.44	5,301.11
BR20 Projects			
SP01 - Sanderson/Pike Bequest		44,206.54	44,206.54
Total BR20 Projects		44,206.54	44,206.54
BR21 Legacy			
BN01 Brown Fund		120.17	120.17
CK01 Calista Book Fund		800.00	800.00
DW01 Dowley Fund		1,220.96	1,220.96
FR01 Frothingham Fund	666.60	1,555.63	889.03
GB01 George Brooks Fund		802.50	802.50
JR01 Jerard Fund		1,536.12	1,536.12
LU01 Loud Fund		9,486.50	9,486.50

Brooks Memorial Library

Budget vs. Actuals: FY_2022_2023 - FY23 P&L

July 2022 - June 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
PG01 Pageant Fund		424.74	424.74
SH03 Schorling 2007 Books Ref		143.16	143.16
WY01 Wyatt Fund		944.74	944.74
Total BR21 Legacy	666.60	17,034.52	16,367.92
BR22 - Employee Leave Awards		5,377.73	5,377.73
Total Expenses	\$2,799.99	\$242,547.68	\$239,747.69
NET OPERATING INCOME	\$ -2,799.99	\$ -242,547.68	\$ -239,747.69
NET INCOME	\$ -2,799.99	\$ -242,547.68	\$ -239,747.69

Brooks Memorial Library

Fiscal Year P&L Cash Basis

July 2022 - June 2023

	TOTAL
Income	
Dividend Income	2,594.63
Total Income	\$2,594.63
GROSS PROFIT	\$2,594.63
Expenses	
BR04 Contractual Services	1,149.50
BR05 Books Adults	166.56
BR06 Juvenile Programs	502.51
BR07 Reference Sources	52.50
BR11 Periodicals	50.00
BR13 Adult Programs	100.00
BR16 Books Children	20.99
BR19 Short Term Gift Funds	
SG01 Small Gifts	91.33
Total BR19 Short Term Gift Funds	91.33
BR21 Legacy	
FR01 Frothingham Fund	666.60
Total BR21 Legacy	666.60
Total Expenses	\$2,799.99
NET OPERATING INCOME	\$ -205.36
Other Income	
Change in Investment Value	
Change -3335	289.29
Change -3431	55,987.31
Change -3811	-390.33
Change -7353	-41.16
Change -7577	694.15
Total Change in Investment Value	56,539.26
Total Other Income	\$56,539.26
NET OTHER INCOME	\$56,539.26
NET INCOME	\$56,333.90

Brooks Memorial Library

Fiscal Year P&L Cash Basis

July 2022 - June 2023

	TOTAL
Income	
Dividend Income	1,561.33
Total Income	\$1,561.33
GROSS PROFIT	\$1,561.33
Expenses	
Total Expenses	
NET OPERATING INCOME	\$1,561.33
Other Income	
Change in Investment Value	
Change -3335	1,301.81
Change -3431	89,969.07
Change -3811	642.24
Change -7353	221.48
Change -7577	694.15
Total Change in Investment Value	92,828.75
Total Other Income	\$92,828.75
NET OTHER INCOME	\$92,828.75
NET INCOME	\$94,390.08

LIBRARY ENDOWMENT REPORT		Fiscal Year	7/1-9/30/21	10/1-12/31/21	1/1-3/31/22	4/1-6/30/22	Fiscal Year
2021-22 ACTIVITY AND ASSETS		Start of Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Summary
1. x431 Permanent Endowment							
Beginning Market Value of Assets (BMV)	\$2,552,514.43	\$2,552,514.43	\$2,487,255.45	\$2,505,518.15	\$2,303,348.17	\$2,552,514.43	
Gifts, Bequests and other Contributions							
Net Income (Dividends, Interest, etc.)		\$5,230.77	\$6,826.36	\$6,067.96	\$8,402.76	\$26,527.85	
Disbursements							
Transferred to x868 for Brooks Library		-\$24,218.00	-\$24,218.00	-\$24,218.00	-\$24,218.00	-\$96,872.00	
Quarterly Mgmt Fee to Prentiss Smith		-\$3,192.96	-\$3,111.84	-\$3,134.14	-\$2,881.48	-\$12,320.42	
Foreign Taxes and Other Fees Withheld		-\$51.10	-\$34.67	-\$444.79	-\$125.84	-\$656.40	
Gain (Loss) in Market Value of Assets (MVA)		-\$43,027.69	\$38,800.85	-\$180,441.01	-\$199,298.58	-\$383,966.43	
Ending Market Value of Assets		\$2,487,255.45	\$2,505,518.15	\$2,303,348.17	\$2,085,227.03	\$2,085,227.03	
1(a). Allocation of Assets							
\$ Allocation							
Cash and Equivalent	\$394,600.18	\$562,480.97	\$407,202.29	\$334,758.26	\$106,335.62		
Fixed Income (Bonds & CDs)	\$744,570.57	\$663,941.79	\$882,023.32	\$832,280.68	\$1,070,624.64		
Equities (Stocks)	\$1,413,343.80	\$1,260,832.69	\$1,216,292.54	\$1,136,309.23	\$908,266.77		
Total Ending Market Value of Assets	\$2,552,514.55	\$2,487,255.45	\$2,505,518.15	\$2,303,348.17	\$2,085,227.03		
% Allocation							
Cash and Equivalent	15.46%	22.61%	16.25%	14.53%	5.10%		
Fixed Income	29.17%	26.69%	35.20%	36.13%	51.34%		
Equities	55.37%	50.69%	48.54%	49.33%	43.56%		
Total Market Value of Assets	100.00%	100.00%	100.00%	100.00%	100.00%		
1(b). Performance Measures							
Total Return = Net Income + Gain in Value		-\$37,796.92	\$45,627.21	-\$174,373.05	-\$190,895.82	-\$357,438.58	
Rate of Return = Total Return / BMV		-1.48%	1.83%	-7.57%	-8.29%	-14.00%	
Endowment Full Performance 1 yr and 5 yr			7.40%	9.45%			
60/30/10 Balanced Benchmark 1 yr and 5 yr			16.01%	12.31%			
Endowment Stock Only Perf 1 yr and 5 yr			14.55%	17.91%			
S&P500 Performance 1 yr and 5 yr			28.71%	18.48%			
			1 yr	5 yr			
2. x868 Money Market Account	\$146,167.86	\$161,539.64	\$178,682.77	\$172,880.03	\$167,090.58		
3. x811 Calista Fund	\$25,040.61	\$23,972.32	\$25,501.83	\$25,198.37	\$23,372.88		
4. x577 Loud Fund	\$26,981.94	\$25,702.82	\$27,364.35	\$27,027.56	\$25,032.44		
5. x335 Legacy Funds	\$50,267.21	\$47,882.24	\$50,998.34	\$50,366.71	\$46,625.03		
6. x353 Board Projects Account	\$24,189.81	\$24,193.44	\$24,083.71	\$23,500.08	\$23,206.31		

			Last Year					Unexpended
Account: 01-6-2800-001.00			Unused Budget	Budget	Encumbrance	YTD Posting		Balance
Description: Department Head Salary			0.00	81,405.00	0.00	13,117.48		68,287.52
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
06/30/22	GL01 Accrue pr final 12 days F GJ# 20230012							2810.89
07/08/22	PR01 Cumulative Payroll	Batch 606					3123.21	
07/22/22	PR01 Cumulative Payroll	Batch 608					3123.21	
08/05/22	XX01 Personal Pay	PR					312.32	
08/05/22	XX01 Regular Pay	PR					3123.21	
08/19/22	XX01 Personal Wages	PR					124.93	
08/19/22	XX01 Regular Pay	PR					2373.64	
08/19/22	XX01 Vacation Pay	PR					624.64	
Transaction Totals			0.00	0.00	0.00	0.00	12805.16	2810.89
Account Totals			0.00		0.00		9994.27	

			Last Year					Unexpended
Account: 01-6-2800-005.00			Unused Budget	Budget	Encumbrance	YTD Posting		Balance
Description: Staff Salaries			0.00	468,055.00	0.00	76,075.30		391,979.70
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
06/30/22	GL01 Accrue pr final 12 days F GJ# 20230012							17197.62
07/08/22	PR01 Cumulative Payroll	Batch 606					19108.47	
07/22/22	PR01 Cumulative Payroll	Batch 608					18064.99	
08/05/22	XX01 Personal Pay	PR					367.34	
08/05/22	XX01 Regular Pay	PR					16313.87	
08/05/22	XX01 Sick Wages	PR					228.96	
08/05/22	XX01 Vacation Pay	PR					1135.57	
08/19/22	XX01 Negative Regular	PR						312.32
08/19/22	XX01 Personal Wages	PR					146.16	
08/19/22	XX01 Regular Pay	PR					15227.95	
08/19/22	XX01 Sick Bonus	PR					600.00	
08/19/22	XX01 Sick Wages	PR					100.17	
08/19/22	XX01 Vacation Pay	PR					4104.55	
Transaction Totals			0.00	0.00	0.00	0.00	75398.03	17509.94
Account Totals			0.00		0.00		57888.09	

			Last Year					Unexpended
Account: 01-6-2800-060.00			Unused Budget	Budget	Encumbrance	YTD Posting		Balance
Description: Office Equipment			0.00	4,500.00	0.00	839.04		3,660.96

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/29/22	AP01 Ck:253362:CIT FINANCE LLC Batch 354						237.73	
07/29/22	AP01 Ck:253410:OFFICE ENVIRONM Batch 354						409.34	
08/05/22	AP01 Ck:253472:BROWN & ROBERTS Batch 355						21.98	
08/11/22	AP01 Ck:253616:STAPLES BUSINES Batch 356						169.99	
Transaction Totals			0.00	0.00	0.00	0.00	839.04	0.00
Account Totals			0.00		0.00		839.04	

Account:	01-6-2800-141.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Computer Supplies	0.00	4,000.00	0.00	927.81	3,072.19

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
08/11/22	AP01 Ck:253616:STAPLES BUSINES Batch 356						226.02	
08/18/22	AP01 Po:20230178:STAPLES BUSIN Batch 359				701.79			
Transaction Totals			0.00	0.00	701.79	0.00	226.02	0.00
Account Totals			0.00		701.79		226.02	

Account:	01-6-2800-152.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Book & Non-Print Supplies	0.00	5,000.00	0.00	709.22	4,290.78

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/15/22	AP01 Ck:253181:BAKER & TAYLOR Batch 351						5.45	
07/21/22	AP01 Po:20230074:AMAZON/SYNCB Batch 353				94.91			
07/22/22	AP01 Ck:253272:BAKER & TAYLOR Batch 353						35.43	
07/29/22	AP01 In:438476373639:AMAZON/SY Batch 354					94.91		
07/29/22	AP01 Ck:253339:AMAZON/SYNCB Batch 354						33.95	
07/29/22	AP01 Ck:253339:AMAZON/SYNCB Batch 354						60.96	
07/29/22	AP01 Ck:253346:BAKER & TAYLOR Batch 354						1.87	
07/29/22	AP01 Ck:253346:BAKER & TAYLOR Batch 354						6.23	
07/31/22	AP01 Po:20230105:PERMACARD Batch 355				469.80			
08/05/22	AP01 In:217086:PERMACARD Batch 355					469.80		
08/05/22	AP01 Ck:253514:PERMACARD Batch 355						469.80	
08/05/22	AP01 Ck:253468:BAKER & TAYLOR Batch 355						9.50	
08/05/22	AP01 Ck:253468:BAKER & TAYLOR Batch 355						0.78	

			Budget	Budget	Encumbrance	Encumbrance	Actual	Actual
Date	From Description	Reference	Debit	Credit	Debit	Credit	Debit	Credit

Account:	01-6-2800-152.00							
08/05/22	AP01 Ck:253468:BAKER & TAYLOR	Batch 355					3.82	
08/05/22	AP01 Ck:253468:BAKER & TAYLOR	Batch 355					16.90	
08/05/22	AP01 Ck:253468:BAKER & TAYLOR	Batch 355					2.57	
08/31/22	AP01 Ck:253816:AMAZON/SYNCE	Batch 361					61.96	
Transaction Totals			0.00	0.00	564.71	564.71	709.22	0.00
Account Totals			0.00		0.00		709.22	
			=====		=====		=====	

			Last Year				Unexpended		
Account: 01-6-2800-235.00			Unused Budget	Budget	Encumbrance	YTD Posting	Balance		
			-----	-----	-----	-----	-----		
Description: Electric			0.00	18,875.00	0.00	2,232.51	16,642.49		
			Budget	Budget	Encumbrance	Encumbrance	Actual	Actual	
Date	From Description		Reference	Debit	Credit	Debit	Credit	Debit	Credit

08/05/22	AP01	Ck:253496:GREEN MOUNTAIN	Batch 355					61.59	
08/05/22	AP01	Ck:253517:PSVTF1 BRATTLEB	Batch 355					1573.76	
08/31/22	AP01	Ck:253846:GREEN MOUNTAIN	Batch 361					597.16	
				-----	-----	-----	-----	-----	-----
Transaction Totals				0.00	0.00	0.00	0.00	2232.51	0.00
				-----	-----	-----	-----	-----	-----
Account Totals				0.00		0.00		2232.51	
				=====		=====		=====	

		Last Year				Unexpended		
Account:	01-6-2800-240.00	Unused Budget	Budget	Encumbrance	YTD Posting	Balance		
		-----	-----	-----	-----	-----		
Description: Utilities		0.00	1,840.00	0.00	332.99	1,507.01		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
			-----	-----	-----	-----	-----	-----
08/03/22	GL01 Qtr Water & Sewer	GJ# 20230026					332.99	
			-----	-----	-----	-----	-----	-----
Transaction Totals			0.00	0.00	0.00	0.00	332.99	0.00
			-----	-----	-----	-----	-----	-----
Account Totals			0.00		0.00		332.99	
			=====		=====		=====	

		Last Year				Unexpended		
Account:	01-6-2800-250.00	Unused Budget	Budget	Encumbrance	YTD Posting	Balance		

Description:	Building Equip & Maint	0.00	20,000.00	2,409.64	3,005.38	14,584.98		

		Budget	Budget	Encumbrance	Encumbrance	Actual	Actual	
Date	From Description	Reference	Debit	Credit	Debit	Credit	Debit	Credit

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
06/16/22	AP01 Po:20230012:OTIS ELEVATOR Batch 350				1926.96			
07/12/22	AP01 Po:20230047:AMITY ALARM & Batch 351				264.00			
07/13/22	AP01 Po:20230055:CONTROL TECHN Batch 351				1125.00			
07/13/22	AP01 Po:20230055:CONTROL TECHN Batch 351				1125.00			
07/15/22	AP01 In:100400830005:OTIS ELEV Batch 351					321.16		
07/15/22	AP01 Ck:253187:BROWN & ROBERTS Batch 351						22.37	
07/15/22	AP01 Ck:253230:OTIS ELEVATOR C Batch 351						321.16	
07/22/22	AP01 In:208219:CONTROL TECHNOL Batch 353					1125.00		
07/22/22	AP01 In:R36963:AMITY ALARM & S Batch 353					264.00		
07/22/22	AP01 Ck:253283:CONTROL TECHNOL Batch 353						1125.00	
07/22/22	AP01 Ck:253269:AMITY ALARM & S Batch 353						264.00	
07/22/22	AP01 Ck:253264:A1 JEFFERS AND Batch 353						220.00	
07/29/22	AP01 In:100040086269:OTIS ELEV Batch 354					321.16		
07/29/22	AP01 Ck:253412:OTIS ELEVATOR C Batch 354						321.16	
08/19/22	AP01 Po:20230181:OTIS ELEVATOR Batch 360				331.69			
08/22/22	AP01 Po Adjustment:20230057 Batch 360				400.00			
08/31/22	AP01 In:100400893373:OTIS ELEV Batch 361					331.69		
08/31/22	AP01 Ck:253871:OTIS ELEVATOR C Batch 361						331.69	
Transaction Totals			0.00	0.00	5172.65	2363.01	2605.38	0.00
Account Totals			0.00		2809.64		2605.38	

		Last Year				Unexpended		
Account:	01-6-2800-255.00	Unused Budget	Budget	Encumbrance	YTD Posting	Balance		
Description: Maintenance Supplies		0.00	4,000.00	0.00	77.72	3,922.28		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/22/22	AP01 Ck:253276:BROWN & ROBERTS Batch 353						46.80	
08/05/22	AP01 Ck:253484:CRYSTAL ROCK Batch 355						30.92	
Transaction Totals			0.00	0.00	0.00	0.00	77.72	0.00
Account Totals			0.00		0.00		77.72	

		Last Year				Unexpended	
Account:	01-6-2800-350.00	Unused Budget	Budget	Encumbrance	YTD Posting	Balance	
Description: Telephone		0.00	3,000.00	0.00	959.11	2,040.89	
			Budget	Budget	Encumbrance	Encumbrance	Actual
Date	From Description	Reference	Debit	Credit	Debit	Credit	Debit
07/22/22	AP01 Ck:253327:VERIZON WIRELES Batch 353						40.42
08/11/22	AP01 Ck:253579:FIRSTLIGHT FIBE Batch 356						279.73

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit

Account:	01-6-2800-350.00							
08/11/22	AP01 Ck:253579:FIRSTLIGHT FIBE Batch 356						137.72	
08/24/22	AP01 Ck:253803:VERIZON WIRELES Batch 360						40.43	

	Transaction Totals		0.00	0.00	0.00	0.00	498.30	0.00

	Account Totals		0.00		0.00		498.30	
=====								

Account:	01-6-2800-450.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance

Description:	Postage/Courier Expense	0.00	7,500.00	0.00	414.40	7,085.60

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit

08/11/22	AP01 Ck:253608:PRIORITY EXPRES Batch 356						414.40	

	Transaction Totals		0.00	0.00	0.00	0.00	414.40	0.00

	Account Totals		0.00		0.00		414.40	
=====								

Account:	01-6-2800-500.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance

Description:	Office Supplies	0.00	4,000.00	0.00	265.41	3,734.59

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit

07/31/22	GL01 Jul '22 supplies	GJ# 20230052					86.60	
08/11/22	AP01 Ck:253616:STAPLES BUSINES Batch 356						37.78	
08/31/22	AP01 Ck:253823:BROWN & ROBERTS Batch 361						8.62	
08/31/22	AP01 Ck:253877:QUILL CORP Batch 361						37.98	
08/31/22	AP01 Ck:253877:QUILL CORP Batch 361						35.98	
08/31/22	GL01 Aug '22 supplies	GJ# 20230087					20.70	

	Transaction Totals		0.00	0.00	0.00	0.00	227.66	0.00

	Account Totals		0.00		0.00		227.66	
=====								

Account:	01-6-2800-501.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance

Description:	Books - General	0.00	6,000.00	3,297.50	1,402.38	1,300.12

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit

Date	From Description	Reference	Budget	Budget	Encumbrance	Encumbrance	Actual	Actual
			Debit	Credit	Debit	Credit	Debit	Credit
07/06/22	AP01 Po:20230032:BAKER & TAYLO	Batch 350			1000.00			
07/15/22	AP01 Ck:253181:BAKER & TAYLOR	Batch 351					126.69	
07/21/22	AP01 Po:20230074:AMAZON/SYNCB	Batch 353			14.99			
07/22/22	AP01 Ck:253272:BAKER & TAYLOR	Batch 353					161.02	
07/29/22	AP01 In:438476373639:AMAZON/SY	Batch 354				14.99		
07/29/22	AP01 Ck:253339:AMAZON/SYNCB	Batch 354					14.99	
07/29/22	AP01 Ck:253377:EVERYONE'S BOOK	Batch 354					39.90	
07/29/22	AP01 Ck:253377:EVERYONE'S BOOK	Batch 354					14.99	
07/29/22	AP01 Ck:253377:EVERYONE'S BOOK	Batch 354						9.98
08/01/22	AP01 Po:20230106:BAKER & TAYLO	Batch 355			2000.00			
08/05/22	AP01 In:5017870577:BAKER & TAY	Batch 355				202.50		
08/05/22	AP01 Ck:253468:BAKER & TAYLOR	Batch 355					202.50	
08/18/22	AP01 Ck:253668:EVERYONE'S BOOK	Batch 358					15.00	
08/18/22	AP01 Ck:253668:EVERYONE'S BOOK	Batch 358					140.92	
08/18/22	AP01 Ck:253668:EVERYONE'S BOOK	Batch 358					29.96	
08/31/22	AP01 Ck:253835:EVERYONE'S BOOK	Batch 361					11.96	
08/31/22	AP01 Ck:253854:INGRAM LIBRARY	Batch 361					37.99	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					23.49	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					24.92	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					49.30	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					38.98	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					49.98	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					44.89	
08/31/22	AP01 Ck:253835:EVERYONE'S BOOK	Batch 361					13.46	
Transaction Totals			0.00	0.00	3014.99	217.49	1040.94	9.98
Account Totals			0.00		2797.50		1030.96	

Account:	01-6-2800-502.00	Last Year				Unexpended
		Unused Budget	Budget	Encumbrance	YTD Posting	Balance
Description:	Reference Sources	0.00	18,250.00	0.00	14,977.81	3,272.19

Date	From Description	Reference	Budget	Budget	Encumbrance	Encumbrance	Actual	Actual
			Debit	Credit	Debit	Credit	Debit	Credit
06/09/22	AP01 Po:20230006:PROQUEST INFO	Batch 350			353.16			
06/09/22	AP01 In:06587*RTRN1022592	Batch 350					2956.00	
06/09/22	AP01 In:00281*77879429	Batch 350					300.00	
06/09/22	AP01 In:10172*1591	Batch 350					350.00	
06/16/22	AP01 In:03904*11449136FY23	Batch 350					1349.00	
06/23/22	AP01 Po:2023:EBSCO INFORMATION	Batch 350			1391.00			
06/28/22	AP01 Po:20230017:NEW YORK TIME	Batch 350			2002.00			
07/05/22	AP01 Po:20230028:PROQUEST INFO	Batch 350			1983.01			
07/05/22	AP01 Po:20230029:LYRASIS	Batch 350			593.11			
07/07/22	AP01 Po:20230037:A TO Z DATABA	Batch 350			1325.00			
07/07/22	AP01 In:2023:NEW YORK TIMES BI	Batch 350				2002.00		
07/07/22	AP01 In:70736692:PROQUEST INFO	Batch 350				353.16		

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit

Account:	01-6-2800-502.00							
07/07/22	AP01 In:0804054-IN:LYRASIS	Batch 350				593.11		
07/07/22	AP01 In:70737794:PROQUEST INFO	Batch 350				1983.01		
07/07/22	AP01 Ck:253108:NEW YORK TIMES	Batch 350					2002.00	
07/07/22	AP01 Ck:253129:PROQUEST INFORM	Batch 350					353.16	
07/07/22	AP01 Ck:253100:LYRASIS	Batch 350					593.11	
07/07/22	AP01 Ck:253129:PROQUEST INFORM	Batch 350					1983.01	
07/13/22	AP01 Po:20230056:EBSCO INFORMA	Batch 351			1391.00			
07/13/22	AP01 Po Adjustment:00002023	Batch 351				1391.00		
07/15/22	AP01 In:123859:A TO Z DATABASE	Batch 351				1325.00		
07/15/22	AP01 In:1000185517-1:EBSCO INF	Batch 351				1391.00		
07/15/22	AP01 Ck:253171:A TO Z DATABASE	Batch 351					1325.00	
07/15/22	AP01 Ck:253200:EBSCO INFORMATI	Batch 351					1391.00	
08/10/22	AP01 Po:20230153:NEW YORK TIME	Batch 356			2002.00			
08/10/22	AP01 Po:20230168:P4A ANTIQUES	Batch 358			299.00			
08/11/22	AP01 In:2023 5682:NEW YORK TIM	Batch 356				2002.00		
08/11/22	AP01 Ck:253603:OVERDRIVE, INC	Batch 356					11.96	
08/11/22	AP01 Ck:253601:NEW YORK TIMES	Batch 356					2002.00	
08/18/22	AP01 Ck:253678:HOLYOKE NEWS CO	Batch 358					62.57	
08/24/22	AP01 In:701:P4A ANTIQUES RESEA	Batch 360				299.00		
08/24/22	AP01 Ck:253781:P4A ANTIQUES RE	Batch 360					299.00	
Transaction Totals			0.00	0.00	11339.28	11339.28	14977.81	0.00
Account Totals			0.00		0.00		14977.81	
			=====		=====		=====	

			Last Year					Unexpended
Account:	01-6-2800-505.00		Unused Budget	Budget	Encumbrance	YTD Posting	Balance	
Description: Juvenile Books			0.00	8,500.00	1,200.00	33.75	7,266.25	
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit

07/18/22	AP01 Po:20230067:BAKER & TAYLO	Batch 352			600.00			
07/27/22	AP01 Po:20230093:BAKER & TAYLO	Batch 354			600.00			
07/29/22	AP01 Ck:253346:BAKER & TAYLOR	Batch 354					33.75	
Transaction Totals			0.00	0.00	1200.00	0.00	33.75	0.00
Account Totals			0.00		1200.00		33.75	
			=====		=====		=====	

		Last Year				Unexpended	
Account:	01-6-2800-515.00	Unused Budget	Budget	Encumbrance	YTD Posting	Balance	
		-----	-----	-----	-----	-----	
Description: Replacement Books		0.00	2,500.00	0.00	322.83	2,177.17	

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/21/22	AP01 Po:20230074:AMAZON/SYNCB	Batch 353			96.05			
07/22/22	AP01 Ck:253272:BAKER & TAYLOR	Batch 353					59.02	
07/29/22	AP01 In:438476373639:AMAZON/SY	Batch 354				96.05		
07/29/22	AP01 Ck:253339:AMAZON/SYNCB	Batch 354					60.16	
07/29/22	AP01 Ck:253339:AMAZON/SYNCB	Batch 354					35.89	
08/05/22	AP01 Ck:253468:BAKER & TAYLOR	Batch 355					47.50	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					12.99	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					27.95	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					32.26	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					24.99	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					22.07	
Transaction Totals			0.00	0.00	96.05	96.05	322.83	0.00
Account Totals			0.00		0.00		322.83	

Account:	01-6-2800-520.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Periodicals & Newspapers	0.00	7,500.00	0.00	3,640.66	3,859.34

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/05/22	AP01 Po:20230031:RUTLAND HERAL	Batch 350			408.56			
07/07/22	AP01 In:2022:RUTLAND HERALD	Batch 350				408.56		
07/07/22	AP01 Ck:253144:SKI	Batch 350					12.95	
07/07/22	AP01 Ck:253053:BURLINGTON FREE	Batch 350					142.47	
07/07/22	AP01 Ck:253142:RUTLAND HERALD	Batch 350					408.56	
07/14/22	AP01 Po:20230059:REFORMER BRAT	Batch 351			310.43			
07/22/22	AP01 In:1856691 FY23:NEW ENGLA	Batch 353				310.43		
07/22/22	AP01 Ck:253306:NEW ENGLAND NEW	Batch 353					310.43	
07/22/22	AP01 Ck:253306:NEW ENGLAND NEW	Batch 353					247.00	
07/26/22	AP01 Po:20230086:PRENAX INC	Batch 354			2021.47			
07/29/22	AP01 In:10631848:PRENAX INC	Batch 354				2021.47		
07/29/22	AP01 Ck:253419:PRENAX INC	Batch 354					2021.47	
08/05/22	AP01 Ck:253498:HOLYOKE NEWS CO	Batch 355					62.57	
08/05/22	AP01 Ck:253498:HOLYOKE NEWS CO	Batch 355					62.57	
08/05/22	AP01 Ck:253498:HOLYOKE NEWS CO	Batch 355					62.57	
08/05/22	AP01 Ck:253498:HOLYOKE NEWS CO	Batch 355					59.79	
08/05/22	AP01 Ck:253498:HOLYOKE NEWS CO	Batch 355					62.57	
08/24/22	AP01 Ck:253766:HOLYOKE NEWS CO	Batch 360					62.57	
Transaction Totals			0.00	0.00	2740.46	2740.46	3515.52	0.00
Account Totals			0.00		0.00		3515.52	

Account:	01-6-2800-525.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Digital Subscriptions	0.00	10,000.00	0.00	2,857.08	7,142.92

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/28/22	AP01 Po:20230096:CATAMOUNT LIB Batch 354				1657.08			
08/05/22	AP01 In:RENEWFY23:CATAMOUNT LI Batch 355					1657.08		
08/05/22	AP01 Ck:253477:CATAMOUNT LIBRA Batch 355						1657.08	
08/10/22	AP01 Po:20230154:MRW CONNECTED Batch 356				1200.00			
08/11/22	AP01 In:11443:MRW CONNECTED, I Batch 356					1200.00		
08/11/22	AP01 Ck:253597:MRW CONNECTED, Batch 356						1200.00	
Transaction Totals			0.00	0.00	2857.08	2857.08	2857.08	0.00
Account Totals			0.00		0.00		2857.08	

Account:	01-6-2800-530.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Non-Print Materials/Adult	0.00	6,000.00	0.00	387.35	5,612.65

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/15/22	AP01 Ck:253231:OVERDRIVE, INC Batch 351						40.00	
08/31/22	AP01 Ck:253820:BLACKSTONE AUDI Batch 361						64.98	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB Batch 361						45.91	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB Batch 361						210.48	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB Batch 361						25.98	
Transaction Totals			0.00	0.00	0.00	0.00	387.35	0.00
Account Totals			0.00		0.00		387.35	

Account:	01-6-2800-532.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	Non-Print Mat./Children	0.00	4,500.00	1,500.00	1,557.08	1,442.92

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
06/27/22	AP01 Po:20230015:FINDAWAY Batch 350				1500.00			
07/27/22	AP01 Po:20230092:FINDAWAY Batch 354				1500.00			
08/31/22	AP01 In:400773:FINDAWAY Batch 361					1500.00		
08/31/22	AP01 Ck:253837:FINDAWAY Batch 361						45.00	
08/31/22	AP01 Ck:253837:FINDAWAY Batch 361						1444.91	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB Batch 361						10.13	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB Batch 361						57.04	

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Detail Transactions Report

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Period 1 Jul to Period 2 Aug

Date	From Description	Reference	Budget	Budget	Encumbrance	Encumbrance	Actual	Actual
			Debit	Credit	Debit	Credit	Debit	Credit
Transaction Totals			0.00	0.00	3000.00	1500.00	1557.08	0.00
Account Totals			0.00		1500.00		1557.08	
			=====		=====		=====	

			Last Year				Unexpended	
Account: 04-6-2801-126.03			Unused Budget	Budget	Encumbrance	YTD Posting	Balance	
Description: BR03 Conferences & Worksh			0.00	0.00	0.00	435.00	(435.00)	
			** Over Budget **					
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit

08/18/22 AP01 Po:20230176:NEW ENGLAND L Batch 359					435.00			
08/24/22 AP01 In:5541:NEW ENGLAND LIBRA Batch 360						435.00		
08/24/22 AP01 Ck:253773:NEW ENGLAND LIB Batch 360							435.00	
			-----	-----	-----	-----	-----	-----
Transaction Totals			0.00	0.00	435.00	435.00	435.00	0.00
			-----	-----	-----	-----	-----	-----
Account Totals			0.00		0.00		435.00	
			=====		=====		=====	
=====								
			Last Year				Unexpended	
Account: 04-6-2801-173.18			Unused Budget	Budget	Encumbrance	YTD Posting	Balance	
Description: BR18 Conservation			0.00	0.00	0.00	204.42	(204.42)	
			** Over Budget **					
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit

08/18/22 AP01 Ck:253694:NE MICROGRAPHIC Batch 358							102.48	
08/18/22 AP01 Ck:253694:NE MICROGRAPHIC Batch 358							101.94	
			-----	-----	-----	-----	-----	-----
Transaction Totals			0.00	0.00	0.00	0.00	204.42	0.00
			-----	-----	-----	-----	-----	-----
Account Totals			0.00		0.00		204.42	
			=====		=====		=====	
=====								
			Last Year				Unexpended	
Account: 04-6-2801-501.05			Unused Budget	Budget	Encumbrance	YTD Posting	Balance	
Description: BR05 Books Adults			0.00	0.00	0.00	181.90	(181.90)	
			** Over Budget **					
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit

Previous Period Balance							166.56	
08/05/22 AP01 Ck:253468:BAKER & TAYLOR Batch 355							15.34	
			-----	-----	-----	-----	-----	-----
Transaction Totals			0.00	0.00	0.00	0.00	181.90	0.00
			-----	-----	-----	-----	-----	-----
Account Totals			0.00		0.00		181.90	
			=====		=====		=====	
=====								
			Last Year				Unexpended	
Account: 04-6-2801-502.07			Unused Budget	Budget	Encumbrance	YTD Posting	Balance	
Description: BR07 Reference Sources			0.00	0.00	0.00	152.69	(152.69)	
			** Over Budget **					

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
-----							-----	
	Previous Period Balance						52.50	
08/05/22	AP01 Ck:253513:OVERDRIVE, INC	Batch 355					58.62	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					10.99	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					9.99	
-----							-----	
	Transaction Totals		0.00	0.00	0.00	0.00	132.10	0.00
-----							-----	
	Account Totals		0.00		0.00		132.10	
			=====		=====		=====	

Account:	04-6-2801-505.16	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance

Description:	BR16 Books Children	0.00	0.00	0.00	545.21	(545.21)
						** Over Budget **

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
-----							-----	
	Previous Period Balance						20.99	
08/05/22	AP01 Ck:253468:BAKER & TAYLOR	Batch 355					51.55	
08/05/22	AP01 Ck:253468:BAKER & TAYLOR	Batch 355					28.98	
08/05/22	AP01 Ck:253468:BAKER & TAYLOR	Batch 355					192.91	
08/05/22	AP01 Ck:253468:BAKER & TAYLOR	Batch 355					18.13	
-----							-----	
	Transaction Totals		0.00	0.00	0.00	0.00	312.56	0.00
-----							-----	
	Account Totals		0.00		0.00		312.56	
			=====		=====		=====	

Account:	04-6-2801-510.09	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance

Description:	BR09 Young Adult Sources	0.00	0.00	0.00	451.84	(451.84)
						** Over Budget **

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
-----							-----	
08/05/22	AP01 Ck:253468:BAKER & TAYLOR	Batch 355					45.94	
08/05/22	AP01 Ck:253468:BAKER & TAYLOR	Batch 355					33.33	
08/31/22	AP01 Ck:253863:LIOTTA-JONES, C	Batch 361					372.57	
-----							-----	
	Transaction Totals		0.00	0.00	0.00	0.00	451.84	0.00
-----							-----	
	Account Totals		0.00		0.00		451.84	
			=====		=====		=====	

			Last Year					Unexpended
Account: 04-6-2801-552.06			Unused Budget	Budget	Encumbrance	YTD Posting		Balance
Description: BR06 Juvenile Programs			0.00	0.00	0.00	1,475.40		(1,475.40)
								** Over Budget **
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Previous Period Balance							502.51	
08/05/22	AP01 Ck:253472:BROWN & ROBERTS	Batch 355					11.97	
08/05/22	AP01 Ck:253476:BUSINESS CARD	Batch 355					50.00	
08/05/22	AP01 Ck:253476:BUSINESS CARD	Batch 355					50.00	
08/11/22	AP01 Ck:253552:BELLVILLE LINDS	Batch 356					31.51	
08/18/22	AP01 Ck:253707:S&S WORLDWIDE,	Batch 358					140.10	
08/31/22	AP01 Ck:253877:QUILL CORP	Batch 361					110.33	
08/31/22	AP01 Ck:253877:QUILL CORP	Batch 361					11.58	
08/31/22	AP01 Ck:253877:QUILL CORP	Batch 361					14.79	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					12.98	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					83.98	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					79.03	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					326.09	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					14.98	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					22.97	
Transaction Totals			0.00	0.00	0.00	0.00	1462.82	0.00
Account Totals			0.00		0.00		1462.82	

			Last Year					Unexpended
Account: 04-6-2801-600.17			Unused Budget	Budget	Encumbrance	YTD Posting		Balance
Description: BR17 Outreach			0.00	0.00	0.00	147.65		(147.65)
								** Over Budget **
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
08/05/22	AP01 Ck:253476:BUSINESS CARD	Batch 355					119.40	
Transaction Totals			0.00	0.00	0.00	0.00	119.40	0.00
Account Totals			0.00		0.00		119.40	

			Last Year					Unexpended
Account: 04-6-2801-600.21			Unused Budget	Budget	Encumbrance	YTD Posting		Balance
Description: BR21 Legacy			0.00	0.00	0.00	808.72		(808.72)
								** Over Budget **
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit

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			Budget	Budget	Encumbrance	Encumbrance	Actual	Actual
Date	From Description	Reference	Debit	Credit	Debit	Credit	Debit	Credit

	Previous Period Balance						666.60	
08/05/22	AP01 Ck:253468:BAKER & TAYLOR	Batch 355					142.12	
			-----		-----		-----	
	Transaction Totals		0.00	0.00	0.00	0.00	808.72	0.00
			-----		-----		-----	
	Account Totals		0.00		0.00		808.72	
			=====		=====		=====	
=====								

			Last Year				Unexpended	
Account: 04-6-2801-126.03			Unused Budget	Budget	Encumbrance	YTD Posting	Balance	
Description: BR03 Conferences & Worksh			0.00	0.00	0.00	435.00	(435.00)	
			** Over Budget **					
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit

08/18/22	AP01 Po:20230176:NEW ENGLAND L Batch 359				435.00			
08/24/22	AP01 In:5541:NEW ENGLAND LIBRA Batch 360					435.00		
08/24/22	AP01 Ck:253773:NEW ENGLAND LIB Batch 360						435.00	
Transaction Totals			0.00	0.00	435.00	435.00	435.00	0.00
Account Totals			0.00		0.00		435.00	
			=====		=====		=====	
=====								
			Last Year				Unexpended	
Account: 04-6-2801-173.18			Unused Budget	Budget	Encumbrance	YTD Posting	Balance	
Description: BR18 Conservation			0.00	0.00	0.00	204.42	(204.42)	
			** Over Budget **					
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit

08/18/22	AP01 Ck:253694:NE MICROGRAPHIC Batch 358						102.48	
08/18/22	AP01 Ck:253694:NE MICROGRAPHIC Batch 358						101.94	
Transaction Totals			0.00	0.00	0.00	0.00	204.42	0.00
Account Totals			0.00		0.00		204.42	
			=====		=====		=====	
=====								
			Last Year				Unexpended	
Account: 04-6-2801-501.05			Unused Budget	Budget	Encumbrance	YTD Posting	Balance	
Description: BR05 Books Adults			0.00	0.00	0.00	181.90	(181.90)	
			** Over Budget **					
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit

07/21/22	AP01 Po:20230074:AMAZON/SYNCB Batch 353				23.05			
07/22/22	AP01 Ck:253272:BAKER & TAYLOR Batch 353						39.60	
07/29/22	AP01 In:438476373639:AMAZON/SY Batch 354					23.05		
07/29/22	AP01 Ck:253339:AMAZON/SYNCB Batch 354						23.05	
07/29/22	AP01 Ck:253346:BAKER & TAYLOR Batch 354						103.91	
08/05/22	AP01 Ck:253468:BAKER & TAYLOR Batch 355						15.34	
Transaction Totals			0.00	0.00	23.05	23.05	181.90	0.00

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
Account Totals			0.00		0.00		181.90	
			=====		=====		=====	

Account:	04-6-2801-502.07	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	BR07 Reference Sources	0.00	0.00	0.00	152.69	(152.69)
						** Over Budget **

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/15/22	AP01 Ck:253231:OVERDRIVE, INC	Batch 351					52.50	
08/05/22	AP01 Ck:253513:OVERDRIVE, INC	Batch 355					58.62	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					10.99	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					9.99	
Transaction Totals			0.00	0.00	0.00	0.00	132.10	0.00
Account Totals			0.00		0.00		132.10	
			=====		=====		=====	

Account:	04-6-2801-505.16	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	BR16 Books Children	0.00	0.00	0.00	545.21	(545.21)
						** Over Budget **

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/29/22	AP01 Ck:253346:BAKER & TAYLOR	Batch 354					20.99	
08/05/22	AP01 Ck:253468:BAKER & TAYLOR	Batch 355					51.55	
08/05/22	AP01 Ck:253468:BAKER & TAYLOR	Batch 355					28.98	
08/05/22	AP01 Ck:253468:BAKER & TAYLOR	Batch 355					192.91	
08/05/22	AP01 Ck:253468:BAKER & TAYLOR	Batch 355					18.13	
Transaction Totals			0.00	0.00	0.00	0.00	312.56	0.00
Account Totals			0.00		0.00		312.56	
			=====		=====		=====	

Account:	04-6-2801-510.09	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	BR09 Young Adult Sources	0.00	0.00	0.00	451.84	(451.84)
						** Over Budget **

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
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Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
08/05/22	AP01 Ck:253468:BAKER & TAYLOR	Batch 355					45.94	
08/05/22	AP01 Ck:253468:BAKER & TAYLOR	Batch 355					33.33	
08/31/22	AP01 Ck:253863:LIOTTA-JONES, C	Batch 361					372.57	
Transaction Totals			0.00	0.00	0.00	0.00	451.84	0.00
Account Totals			0.00		0.00		451.84	

Account:	04-6-2801-520.11	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	BR11 Periodicals & Newspa	0.00	0.00	0.00	50.00	(50.00)
** Over Budget **						

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
06/02/22	AP01 In:09351*LIBRENEW2023	Batch 350					50.00	
Transaction Totals			0.00	0.00	0.00	0.00	50.00	0.00
Account Totals			0.00		0.00		50.00	

Account:	04-6-2801-551.04	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	BR04 Contract Srvs Adult	0.00	0.00	0.00	1,149.50	(1,149.50)
** Over Budget **						

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
06/09/22	AP01 In:02998*NS22050075	Batch 350					1149.50	
Transaction Totals			0.00	0.00	0.00	0.00	1149.50	0.00
Account Totals			0.00		0.00		1149.50	

Account:	04-6-2801-551.13	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	BR13 Adult Programs	0.00	0.00	0.00	167.46	(167.46)
** Over Budget **						

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
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Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/22/22	AP01 Ck:253304:MOTT, MEG	Batch 353					100.00	
Transaction Totals			0.00	0.00	0.00	0.00	100.00	0.00
Account Totals			0.00		0.00		100.00	

Account:	04-6-2801-552.06	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	BR06 Juvenile Programs	0.00	0.00	0.00	1,475.40	(1,475.40)
						** Over Budget **

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/15/22	AP01 Ck:253249:THE GIRL SCOUTS	Batch 351					80.00	
07/21/22	AP01 Po:20230074:AMAZON/SYNCB	Batch 353			422.51			
07/29/22	AP01 In:438476373639:AMAZON/SY	Batch 354				422.51		
07/29/22	AP01 Ck:253339:AMAZON/SYNCB	Batch 354					198.40	
07/29/22	AP01 Ck:253339:AMAZON/SYNCB	Batch 354					166.18	
07/29/22	AP01 Ck:253339:AMAZON/SYNCB	Batch 354					28.32	
07/29/22	AP01 Ck:253339:AMAZON/SYNCB	Batch 354					16.73	
07/29/22	AP01 Ck:253339:AMAZON/SYNCB	Batch 354					12.88	
08/05/22	AP01 Ck:253472:BROWN & ROBERTS	Batch 355					11.97	
08/05/22	AP01 Ck:253476:BUSINESS CARD	Batch 355					50.00	
08/05/22	AP01 Ck:253476:BUSINESS CARD	Batch 355					50.00	
08/11/22	AP01 Ck:253552:BELLVILLE LINDS	Batch 356					31.51	
08/18/22	AP01 Ck:253707:S&S WORLDWIDE,	Batch 358					140.10	
08/31/22	AP01 Ck:253877:QUILL CORP	Batch 361					110.33	
08/31/22	AP01 Ck:253877:QUILL CORP	Batch 361					11.58	
08/31/22	AP01 Ck:253877:QUILL CORP	Batch 361					14.79	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					12.98	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					83.98	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					79.03	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					326.09	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					14.98	
08/31/22	AP01 Ck:253816:AMAZON/SYNCB	Batch 361					22.97	
Transaction Totals			0.00	0.00	422.51	422.51	1462.82	0.00
Account Totals			0.00		0.00		1462.82	

Account:	04-6-2801-600.17	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	BR17 Outreach	0.00	0.00	0.00	147.65	(147.65)
						** Over Budget **

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
08/05/22	AP01 Ck:253476:BUSINESS CARD	Batch 355					119.40	
Transaction Totals			0.00	0.00	0.00	0.00	119.40	0.00
Account Totals			0.00		0.00		119.40	

Account:	04-6-2801-600.19	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	BR19 Gifts	0.00	0.00	0.00	133.53	(133.53)
** Over Budget **						

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/29/22	AP01 Ck:253338:AMAZON CAPITAL	Batch 354					133.53	
Transaction Totals			0.00	0.00	0.00	0.00	133.53	0.00
Account Totals			0.00		0.00		133.53	

Account:	04-6-2801-600.21	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	BR21 Legacy	0.00	0.00	0.00	808.72	(808.72)
** Over Budget **						

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/14/22	AP01 Po:20230061:BAKER & TAYLO	Batch 351			646.22			
07/15/22	AP01 Ck:253205:GALE/CENGAGE LE	Batch 351					25.49	
07/19/22	AP01 Po Adjustment:20230061	Batch 353				59.02		
07/22/22	AP01 In:5017823781:BAKER & TAY	Batch 353				587.20		
07/22/22	AP01 Ck:253272:BAKER & TAYLOR	Batch 353					587.20	
07/29/22	AP01 Ck:253346:BAKER & TAYLOR	Batch 354					53.91	
08/05/22	AP01 Ck:253468:BAKER & TAYLOR	Batch 355					142.12	
Transaction Totals			0.00	0.00	646.22	646.22	808.72	0.00
Account Totals			0.00		0.00		808.72	