



# BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

## Board of Trustees Meeting Materials for September 12<sup>th</sup>, 2017

### Table of Contents

- **Agenda**
- **Minutes of August 8<sup>th</sup>, 2017**
- **Committee Minutes**
  - Building and Grounds Committee
- **Director's Report**
- **Youth Services Board Report**
- **Expenditures Report**
- **Revenue Report**

BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA  
Tuesday—September 12<sup>th</sup>, 2017—4:45 PM—Meeting Room

Call to Order / 4:45 PM

Agenda/Changes or additions

Public Comments

Minutes of August 8<sup>th</sup>, 2017

COMMITTEE UPDATES/ DEPARTMENT REPORTS

- A. Friends of the Library
  - Activities update
- B. Buildings and Grounds Committee—Pamela Becker, Chair
  - Update
- C. Finance/Asset Development Committee—Adam Franklin-Lyons, Chair
  - Treasurer's Report and Update
  - Vote to transfer funds
- D. Fine Arts Committee-- Howard Burrows, Chair
  - Update
- E. Planning Committee—Jane Southworth, Chair
  - Update
- F. Technology Committee—Amity De Angelis, Chair
  - Update
- G. Advocacy and Liaison to national and regional library organizations—Howard Burrows
  - Update
- H. 50<sup>th</sup> Anniversary committee—Robert Stack
- I. Department Reports: Library Director; Reference Report

OLD BUSINESS

- Fine Forgiveness
- Computer use with fines
- NEH grant partnership
- Volunteer party
- Meeting Room Policies

NEW BUSINESS

- Literary Festival
- Trustee recruitment

OTHER

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
AUGUST 8, 2017**

Present: Trustees Robert Stack, Jane Southworth, Pam Becker, Howard Burrows, Amity DeAngelis, Adam Franklin-Lyons, Jennifer Rowe, Susan Troy and Connie Bresnahan. Also Present were Library Director, Starr LaTronica: Youth Service Librarian: Lindsay Bellville.  
Missing: Jane Fletcher, Recording Secretary

**Call to Order:** Robert called the meeting to order at 4:48pm.

**Agenda Changes or Additions:**

- Volunteer Party/recognition event
- Staffing and town budget
- Meeting room application form update
- Computer use for patrons with fines
- Gifting of discarded books to Guilford Library
- Food drive for fine forgiveness
- NEH Grant

**Public Comments:** None

**Minutes of July 11, 2017**

Pam moved and Jane seconded that the minutes be accepted. Passed.

**Committee Reports: (see written committee reports)**

**A. Friends of the Library:**

Information was shared about current projects including the annual appeal scheduled for the fall and the first Wednesday programs. The friends will be selling a calendar and book bag at the 50<sup>th</sup> Anniversary celebration.

**B. Buildings and Grounds:**

The last meeting was postponed as there would not have been a quorum. The water leak in the back of the library and an additional leak in the glass meeting room continue to be a problem. The town is continuing to review potential remedies. The committee will meet on 8/10/17 with a town maintenance official to discuss next steps. The committee may decide to issue a RFP.

**C. Finance/Asset Development Committee:**

The reporting is being changed to the Quickbooks system. The transition should be complete in September.

**Motion:** Adam moved to transfer \$26,000. From the Read project fund to the permanent endowment and \$32,430.03 from the Howland fund to the same account. Seconded by Pam. Passed unanimously.

**D. Fine Arts Committee:**

Two meetings have been held without quorum so no business was transacted.

**E. Planning Committee:**

The committee will meet in September for quarterly review of the Strategic Plan. Starr will send the plan to the Select board.

**F. Technology Committee:**

In addition to the minutes, Amity reported that the committee is discussing possible solutions to the multiple problems with the computers in the Children's room and updates needed for the library website.

**G. ALA/VLA:**

Howard provided a legislative update. NELA conference is being held October 22-23, 2017. There is a preconference on advocacy on October 21.

**H. 50<sup>th</sup> Anniversary Committee:**

Review of plans for events to be held on September 23<sup>rd</sup>.

**I. Department Reports:**

In addition to reports, Starr has been discussing how to increase IT services with the town. There has been increased public demand for IT support/instruction. Starr will develop a proposal to provide substitutes for coverage so staff can attend continuing education.

**Old Business:**

**A. Policy for new Meeting Spaces:**

First reading:

The word "shared" will be taken out and "quiet" added.

**B. Trustee Training:**

Full day training scheduled for October 28<sup>th</sup>. Morning will be trustees only and the afternoon session will be open to trustees and staff of area libraries.

**New Business:**

**A. Diversity Summit:**

Starr, Robert and Jeanne attended.

**B. Open Meeting Law Seminar:**

Highlights reviewed.

**C. Volunteer Party:**

Options discussed. Cost of holding the event at a venue will be investigated. It is likely to be scheduled as a daytime event this year. Date not set at this time.

**D. Staffing and town budget:**

Discussed during staff reports

**E. Meeting Room form application:**

**Motion:** Adam moved to add the works “social Media” to line 5 of the application for use of the large Meeting Room. Seconded by Robert. Approved.

**F. Computer use for patrons with fines:**

Currently patrons may not use computers if they have a fine of over \$10. For items not returned. Determine if any changes to the policy next meeting after public warning.

**G. Gifting of Discarded books:**

Determine policy next meeting.

**H. Food drive for fine forgiveness.**

Determine policy next meeting.

**I. NEH Grant proposal**

Proposal shared. Will discuss next meeting.

**Adjourn:**

Adjourned at 6:59pm. Moved by Jane; seconded by Connie.  
Susan Troy, Board Secretary

**Buildings and Grounds Committee Minutes, Brooks Memorial Library  
Thursday, September 7, 2017**

1. Call to order - 8:30 AM

**Committee members in attendance:** Starr Latronica, Jenny Rowe, Elizabeth Tannenbaum, Christine DeVallet, Jane Southworth, Lindsay Bellville, Pamela Becker

**Absent:** Paige Martin, Jeanne Walsh

2. Agenda - Changes and Additions - None

3. Public Comment - None

4. Minutes of 8/24/17 - Approved

5. New Furnishings - Starr met with a furniture rep "middleman" who supplied catalogues and information about what we might want to look for. He recommended a salesman from Burlington who can come and do a design plan at no cost. He has worked with other library staffs before. We will have him give us suggestions and designs for all spaces. Starr will contact him.

6. New signage - no decisions made yet.

7. Routine maintenance and safety procedures - A "Safety Audit" by the town is scheduled to happen soon. This will provide us with information about what is routinely covered. We hope to create a document which lists which procedures are in place and decide if there are any additional areas to cover. Leslie is the Library rep on the Town Safety Committee so she will also be consulted.

(FYI - This is a quote from the Oct. 2014 Manual for Library Trustees:

"Nonetheless, if a trustee is aware of a problem, it is his/her duty that it is taken care of. This includes, but it is not limited to, building deficiencies and staff and patron safety. In addition, it is wise practice to be aware of situations which could become problems in the future. Inspect the building and equipment for fire safety violations at least annually. Make sure emergency procedures, equipment, and supplies are available and up-to-date. Discuss safety issues with your library director.")

8. **Updates -**

- **Drainage problem** - No leaks during recent heavy rains. Town has been asking when the floor can be replaced. Books from lower shelves will need to be removed so floor can be stripped.
- **Bathroom renovations** - Three contractors who submitted bids did the walk through yesterday. There will have to be addenda written by Steve Horton on specs with changes in plumbing plans and new doors. Selection of contractor will be made on 9/20.

7. Meeting adjourned at 9:10 AM

NEXT MEETING - TBA

## Director's Monthly Activities Report for August 2017

**Building:** The saga of the leak along the first floor back wall has ended!!! Thanks to the hard work and persistence of Russ Brown and help from Vermont Sewer and Drain, a broken pipe was excavated and repaired and the library has been dry ever since. The flooring and ceiling tiles damaged by leakage will need to be replaced, but we are heartened by the progress and ultimate solution. And speaking of leakage and damage, we have put out a request to renovate and replace the fixtures in the two old restrooms. We had a walk-through by interested builders and the bids will be due in a couple of weeks.

**Programs:** The Children's Room continued their dynamic programming schedule including nonstop summer learning efforts, daily programs, and provided free lunches for patrons up to age 18. We hosted a week-long public reading series by four nationally known authors who were teaching a writing workshop at Marlboro College, culminating with a reading by the students. It succeeded beyond expectations and furthered collaborative efforts. The Retreat also used our Main Reading Room for readings by the participants in their Writing for Recovery. Patrons who were coincidentally on hand for all these public readings enjoyed themselves and became engaged in the experience.

The solar eclipse provided a unique opportunity for resource sharing and programming. We distributed nearly 200 pairs of glasses to safely view the eclipse, holding back a few pair which were shared by people who came by the day of the event. Overall, approximately 35 people came by and enjoyed the view. Some brought homemade pinhole contraptions which they in turn shared. One artist passed out new earrings to those in attendance.

**Community Collaboration:** Continued collaboration with the efforts of the People Places and Words project, including a meeting with the new state Director of Tourism, and the Promise Community project. Plans for the Literary Festival are moving along with plans for an expanded presence at BML. A brown bag session on Microaggressions produced a request from those in attendance to continue the conversation. I volunteered the library as a venue and resource for those efforts and have met with the school district's diversity officer to discuss strategies for moving forward. Attended the opening of the new child care center at the Retreat for parents in treatment for addiction and discussed ways the library can support their efforts. Staff members met with a representative of the housing council to discuss resources for job hunters and made plans to visit the sites to talk about the library and issue cards to residents. The Vermont Authors Project is moving forth and nearly ready for a public unveiling.

**Professional Development:** I attended a distance workshop on proposal writing from the Foundation Center, arranged and facilitated by Reference librarian Jeanne Walsh.

**Town operations:** Staff participated in the picnic for Town employees.

**Publicity:** The latest Green Mountain Mornings appearance with Chris Lenois, is available as a podcast at: <http://wkvtradio.com/gmm/at-your-local-library-35/>.

Cardholders checked out 12,534 items from the library in August. We logged 12,171 visitors.

## Youth Service Board Report- August 2017

It was a dark and stormy night...no, really it was! The torrential rain, booming thunder and flashing lightening provided the perfect backdrop for our first ever teen zombie tag event. Six teens joined us at the *Brooks Mind Research Facility*. Utilizing black lights, mind power and knowledge of the Dewey decimal system, teens had to find the clues to find the key to unlock the room and the three digit code to unlock the antidote before time ran out. Unfortunately the two first tries resulted in zombie apocalypse. After a quick break for pizza and soda they were ready for round three. This time- success! They found the code, the key and the antidote!

Sixty-one teens participated in our Teen Summer Challenge this year. Teens earned scratch tickets when checking out books (one ticket per day) and attending a YA event. We handed out 196 tickets with 99 prize winners and 97 Try Again! Prizes included Bruegger's Bagels, lanyards, aluminum water bottles and gift certificates for Amy's, Sam's, the Latchis, the Works and Brattleboro Food Co-op. The most coveted prizes were the free Advanced Reader Copies (ARCs) books, many of which aren't even published yet! Those scratch tickets featuring a "Try Again!" were entered into the grand prizes drawings. Teens had their choice of trying for one of the two \$25 gift cards for GameStop, one of the two Latchis Prize Packs which included two movie tickets and a small popcorn or the Aveda shampoo and conditioner set (donated by Enright & Co.) which included three ARCs. A huge thank you to all the businesses and individuals who donated prizes! The scratch off tickets helped the Teen Room to another monthly statistics increase, hitting 575 items circulated in August. This is the highest circulation in over four years!

The teens weren't the only ones having fun this summer. We wrapped up our Children's Room Summer Challenge on Saturday August 12 though children could come in through Saturday August 26 to claim their prizes. We had 143 kids sign up for the Summer Challenge and 37 children participate in our Early Literary summer program. We served 296 lunches during the seven-week Summer Food Service Program with Mondays and Wednesdays being our busiest days, often serving 15 meals each day.

We would like to thank all our sponsors who help to make this summer program possible through funding of events and donations of prizes including the Friends of Brooks Memorial Library, Bellville Realty, Bruegger's Bagels, Burger King, Fast Eddie's Bakery and Ice Cream, the Latchis Theatre, Sam's Outdoor Outfitters, Twinkle Town of Swanzey and Subway.

As fall descends on Brattleboro we take a break from our weekly Wednesday morning Rhyme Times. Those looking for something fun to do can head over to KidsPLAYce which will be open Wednesday mornings from 10:00 to 12:00 in September with free admission. Rhyme Time will begin again in October. Our monthly LEGO-paloozas continue from 3:00-5:00 pm on the third Thursday of each month: September 21, October 19 and November 16. Mark your calendar for the 36th annual Design-a-Plate event on Saturday October 21 from 10:00 am to 3:00 pm.!

Lindsay Bellville  
Youth Services Librarian



Town of Brattleboro General Ledger  
Expenditure Report - Grants Fund  
Current Year Period 2 Aug

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-17/18 MTD Pd 2 Aug
<b>04-6-2801</b>					
<b>Library Trust</b>					
04-6-2801-126.03 BR03 Conferences & Worksh	7,083.79	0.00	0.00	7,083.79	0.00
04-6-2801-126.12 BR12 Trustees Conferences	1,241.04	0.00	45.00	1,196.04	0.00
04-6-2801-135.02 Library Donations to Town	10,441.14	0.00	0.00	10,441.14	0.00
04-6-2801-173.18 BR18 Conservation	714.62	0.00	111.71	602.91	111.71
04-6-2801-501.05 BR05 Books Adults	20,261.19	316.36	1,062.73	18,882.10	393.43
04-6-2801-501.08 BR08 Local History Source	449.00	0.00	0.00	449.00	0.00
04-6-2801-502.07 BR07 Reference Sources	6,099.71	0.00	113.77	5,985.94	27.54
04-6-2801-505.14 BR14 Fine Arts	1,419.55	0.00	0.00	1,419.55	0.00
04-6-2801-505.16 BR16 Books Children	1,478.07	0.00	22.10	1,455.97	0.00
04-6-2801-510.09 BR09 Young Adult Sources	2,541.26	0.00	74.95	2,466.31	74.95
04-6-2801-515.01 RF01 Replacement	0.00	0.00	0.00	0.00	0.00
04-6-2801-520.11 BR11 Periodicals & Newspa	6,707.87	0.00	242.50	6,465.37	242.50
04-6-2801-530.10 BR10 Non-Print	5,981.45	0.00	58.29	5,923.16	58.29
04-6-2801-551.04 BR04 Contract Srvs Adult	36,517.53	0.00	51.76	36,465.77	51.76
04-6-2801-551.13 BR13 Adult Programs	1,854.25	0.00	0.00	1,854.25	0.00
04-6-2801-552.06 BR06 Juvenile Programs	3,248.12	0.00	432.96	2,815.16	161.00
04-6-2801-600.15 BR15 Board Approved Proje	10,197.26	400.00	2,165.45	7,631.81	1,161.95
04-6-2801-600.17 BR17 Outreach	1,734.08	0.00	62.08	1,672.00	0.00
04-6-2801-600.19 BR19 Gifts	9,048.43	172.21	1,159.08	7,717.14	833.28
04-6-2801-600.20 BR20 Projects	20,000.00	0.00	2,000.00	18,000.00	0.00
04-6-2801-600.21 BR21 Legacy	30,051.81	88.79	998.62	28,964.40	333.92
<b>Total Library Trust</b>	<b>177,070.17</b>	<b>977.36</b>	<b>8,601.00</b>	<b>167,491.81</b>	<b>3,450.33</b>
<b>Total Grants Fund</b>	<b>177,070.17</b>	<b>977.36</b>	<b>8,601.00</b>	<b>167,491.81</b>	<b>3,450.33</b>
<b>Total All Funds</b>	<b>177,070.17</b>	<b>977.36</b>	<b>8,601.00</b>	<b>167,491.81</b>	<b>3,450.33</b>

Town of Brattleboro General Ledger  
Expenditure Report - General Fund  
Current Year Period 2 Aug

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-17/18 MTD Pd 2 Aug
<b>01-6-2800 Library</b>					
01-6-2800-001.00 Department Head Salary	73,037.00	0.00	10,001.46	63,035.54	5,802.50
01-6-2800-005.00 Staff Salaries	376,894.00	0.00	51,756.55	325,137.45	30,251.04
01-6-2800-005.01 Custodian	15,190.00	0.00	2,348.49	12,841.51	1,442.81
01-6-2800-005.16 Vacation BB - Retire Pay	0.00	0.00	0.00	0.00	0.00
01-6-2800-060.00 Office Equipment	4,000.00	0.00	687.33	3,312.67	665.56
01-6-2800-124.00 Training	200.00	0.00	45.00	155.00	0.00
01-6-2800-126.00 Conferences/Memberships	500.00	0.00	326.34	173.66	326.34
01-6-2800-128.00 Lost Book Refund Pmt Fees	300.00	0.00	101.55	198.45	22.50
01-6-2800-140.00 Computer Equipment Maint	15,000.00	0.00	126.00	14,874.00	126.00
01-6-2800-141.00 Computer Supplies	4,000.00	0.00	417.80	3,582.20	264.64
01-6-2800-152.00 Book & Non-Print Supplies	4,000.00	0.00	2,198.27	1,801.73	1,606.69
01-6-2800-173.00 Professional Services	400.00	0.00	0.00	400.00	0.00
01-6-2800-173.01 Bindery Services	300.00	0.00	0.00	300.00	0.00
01-6-2800-216.00 Reimbursable Expense	0.00	0.00	57.00	-57.00	57.00
01-6-2800-230.00 Fuel Expense	13,200.00	0.00	0.00	13,200.00	0.00
01-6-2800-235.00 Electric	26,470.00	0.00	5,867.45	20,602.55	2,979.22
01-6-2800-240.00 Utilities	1,800.00	0.00	495.25	1,304.75	495.25
01-6-2800-250.00 Building Equip & Maint	17,000.00	5,239.60	1,949.47	9,810.93	1,427.38
01-6-2800-255.00 Maintenance Supplies	3,000.00	1,703.16	68.74	1,228.10	47.45
01-6-2800-350.00 Telephone	6,000.00	2,000.00	478.45	3,521.55	427.40
01-6-2800-450.00 Postage Expense	7,500.00	0.00	794.30	6,705.70	195.00
01-6-2800-500.00 Office Supplies	4,000.00	0.00	251.49	3,748.51	171.25
01-6-2800-501.00 Books - General	6,000.00	1,243.38	1,573.09	3,183.53	398.68
01-6-2800-502.00 Reference Sources	19,000.00	0.00	11,583.64	7,416.36	5,304.49
01-6-2800-505.00 Juvenile Books	9,000.00	824.50	1,167.43	7,008.07	1,075.50
01-6-2800-510.00 Young Adult Sources	1,500.00	0.00	199.84	1,300.16	199.84
01-6-2800-515.00 Replacement Books	1,500.00	0.00	301.40	1,198.60	210.41
01-6-2800-520.00 Periodicals & Newspapers	7,000.00	0.00	2,221.36	4,778.64	1,962.26
01-6-2800-530.00 Non-Print Materials/Adult	5,500.00	184.20	689.72	4,626.08	556.03
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	0.00	166.07	3,633.93	62.96
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	100.00	0.00	0.00	100.00	0.00
01-6-2800-650.00 Equipment Maintenance	1,600.00	0.00	141.28	1,458.72	66.28
<b>Total Library</b>	<b>627,791.00</b>	<b>11,194.84</b>	<b>96,014.77</b>	<b>520,581.39</b>	<b>56,144.48</b>
<b>Total General Fund</b>	<b>627,791.00</b>	<b>11,194.84</b>	<b>96,014.77</b>	<b>520,581.39</b>	<b>56,144.48</b>
<b>Total All Funds</b>	<b>627,791.00</b>	<b>11,194.84</b>	<b>96,014.77</b>	<b>520,581.39</b>	<b>56,144.48</b>

**Brooks Memorial Library**  
**Profit & Loss YTD Comparison**  
 September 1 - 5, 2017

	Sep 1 - 5, 17	Jul 1 - Sep 5, 17
Ordinary Income/Expense		
Income		
Bequests Received	0.00	107,430.03
Dividend Income	0.00	48.70
Gifts Received	0.00	504.58
Total Income	0.00	107,983.31
Gross Profit	0.00	107,983.31
Expense		
BR05 · Books Adults	0.00	1,039.92
BR06 · Juvenile Programs	0.00	432.96
BR07 · Reference Sources	0.00	113.77
BR09 · Young Adult Sources	0.00	74.95
BR10 · Non-Print	0.00	58.29
BR11 · Periodicals	0.00	242.50
BR12 · Trustees Conferences	0.00	45.00
BR13 · Adult Programs	0.00	51.76
BR15 · Board Approved Projects	0.00	2,165.45
BR16 · Books Children	0.00	22.10
BR17 · Outreach	0.00	62.08
BR18 · Conservation	0.00	111.71
BR19 · Short Term Gift Funds		
AH01 · Amelia Hancock Fund	0.00	536.99
AR01 · Arrington, Jeanne Fund	0.00	91.49
MO01 · Moulton, Lois Fund 4/14/2014	0.00	244.51
PI01 · Pinkerton Fund	0.00	245.92
SG01 · Small Gifts	0.00	40.17
Total BR19 · Short Term Gift Funds	0.00	1,159.08
BR20 · Projects		
RR01 · Ronald Read Capital Improvement	0.00	2,000.00
Total BR20 · Projects	0.00	2,000.00
BR21 · Legacy		
CK01 · Calista Book Fund	0.00	265.30
SH01 · Schorling 2007 Books Adult	0.00	400.84
SH02 · Schorling 2007 Books Juv	0.00	41.52
WY01 · Wyatt Fund	0.00	290.96
Total BR21 · Legacy	0.00	998.62
Total Expense	0.00	8,578.19
Net Ordinary Income	0.00	99,405.12
Other Income/Expense		
Other Income		
Change in Investment Value		
Change -3431	0.00	11,742.22
Total Change in Investment Value	0.00	11,742.22
Total Other Income	0.00	11,742.22
Net Other Income	0.00	11,742.22
Net Income	0.00	111,147.34

**Brooks Memorial Library**  
**Fiscal Year Actual vs Budget**  
 July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Expense			
BR02 · Library Donations to Town	0.00	10,441.14	-10,441.14
BR03 · Conferences & Workshops	0.00	7,083.79	-7,083.79
BR04 · Contractual Services	0.00	36,517.53	-36,517.53
BR05 · Books Adults	1,039.92	20,261.19	-19,221.27
BR06 · Juvenile Programs	432.96	3,248.12	-2,815.16
BR07 · Reference Sources	113.77	6,099.71	-5,985.94
BR08 · Local History Source	0.00	449.00	-449.00
BR09 · Young Adult Sources	74.95	2,541.26	-2,466.31
BR10 · Non-Print	58.29	5,981.45	-5,923.16
BR11 · Periodicals	242.50	6,707.87	-6,465.37
BR12 · Trustees Conferences	45.00	1,241.04	-1,196.04
BR13 · Adult Programs	51.76	1,854.25	-1,802.49
BR14 · Fine Arts	0.00	1,419.55	-1,419.55
BR15 · Board Approved Projects	2,165.45	10,197.26	-8,031.81
BR16 · Books Children	22.10	1,478.07	-1,455.97
BR17 · Outreach	62.08	1,734.08	-1,672.00
BR18 · Conservation	111.71	714.62	-602.91
BR19 · Short Term Gift Funds			
AH01 · Amelia Hancock Fund	536.99	672.87	-135.88
AR01 · Arrington, Jeanne Fund	91.49	133.99	-42.50
BP01 · Brattle Post Card Fund	0.00	668.49	-668.49
BL01 · Ella Westenberg-Bayliss Fund	0.00	46.44	-46.44
BC01 · Brattleboro Camera Club	0.00	71.52	-71.52
BS01 · Brattleboro Stamp Club Donation	0.00	90.20	-90.20
EJ01 · Edward Johnson Fund	0.00	214.26	-214.26
EG01 · Ellie Gibbs Fund (11/4/14)	0.00	100.00	-100.00
HS01 · Harold Sheldrick Fund 9/30/15	0.00	100.00	-100.00
CR01 · Hollis Carlisle Fund 3/20/2012	0.00	0.00	0.00
DU01 · Helen Durant Fund 9/6/2007	0.00	2,989.85	-2,989.85
MO01 · Moulton, Lois Fund 4/14/2014	244.51	333.72	-89.21
PI01 · Pinkerton Fund	245.92	564.29	-318.37
SG01 · Small Gifts	40.17	1,755.42	-1,715.25
ST01 · Staff Fund	0.00	23.26	-23.26
TB01 · Tom Burdo Fund 1/2/2012	0.00	124.00	-124.00
WJ01 · Wojtowicz Fund 5/11/11	0.00	1,160.12	-1,160.12
Total BR19 · Short Term Gift Funds	1,159.08	9,048.43	-7,889.35
BR20 · Projects			
MH01 · Miriam Adams Howland Bequest	0.00	0.00	0.00
RR01 · Ronald Read Capital Improvement	2,000.00	20,000.00	-18,000.00
Total BR20 · Projects	2,000.00	20,000.00	-18,000.00
BR21 · Legacy			
GB01 · George Brooks Fund	0.00	802.50	-802.50
LU01 · Loud Fund	0.00	5,250.20	-5,250.20
CK01 · Calista Book Fund	265.30	853.34	-588.04
SH01 · Schorling 2007 Books Adult	400.84	6,291.02	-5,890.18
SH02 · Schorling 2007 Books Juv	41.52	3,621.50	-3,579.98
SH03 · Schorling 2007 Books Ref	0.00	8,904.60	-8,904.60
BN01 · Brown Fund	0.00	134.89	-134.89
FR01 · Frothingham Fund	0.00	2,121.39	-2,121.39
JR01 · Jerard Fund	0.00	874.92	-874.92
WY01 · Wyatt Fund	290.96	678.24	-387.28
DW01 · Dowley Fund	0.00	703.10	-703.10
PG01 · Pageant Fund	0.00	220.69	-220.69
Total BR21 · Legacy	998.62	30,456.39	-29,457.77
Total Expense	8,578.19	177,474.75	-168,896.56
Net Ordinary Income	-8,578.19	-177,474.75	168,896.56
Net Income	-8,578.19	-177,474.75	168,896.56

**Brooks Memorial Library**  
**Endowment Budget Report**  
 July 2017 through June 2018

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	TOTAL
	Jul '17 - Jun 18
Ordinary Income/Expense	
Expense	
BR02 · Library Donations to Town	10,441.14
BR03 · Conferences & Workshops	7,083.79
BR04 · Contractual Services	36,517.53
BR05 · Books Adults	20,261.19
BR06 · Juvenile Programs	3,248.12
BR07 · Reference Sources	6,099.71
BR08 · Local History Source	449.00
BR09 · Young Adult Sources	2,541.26
BR10 · Non-Print	5,981.45
BR11 · Periodicals	6,707.87
BR12 · Trustees Conferences	1,241.04
BR13 · Adult Programs	1,854.25
BR14 · Fine Arts	1,419.55
BR15 · Board Approved Projects	10,197.26
BR16 · Books Children	1,478.07
BR17 · Outreach	1,734.08
BR18 · Conservation	714.62
Total Expense	117,969.93
Net Ordinary Income	-117,969.93
Net Income	-117,969.93

**Brooks Memorial Library**  
**Endowment Budget Report**  
 July 2017 through June 2018

	Jul - Sep 17	Oct - Dec 17	Jan - Mar 18	Apr - Jun 18
Ordinary Income/Expense				
Expense				
BR02 · Library Donations to Town	10,441.14	0.00		
BR03 · Conferences & Workshops	3,333.79	1,250.00	1,250.00	1,250.00
BR04 · Contractual Services	24,517.53	4,000.00	4,000.00	4,000.00
BR05 · Books Adults	6,761.19	4,500.00	4,500.00	4,500.00
BR06 · Juvenile Programs	998.12	750.00	750.00	750.00
BR07 · Reference Sources	3,099.71	1,000.00	1,000.00	1,000.00
BR08 · Local History Source	89.00	120.00	120.00	120.00
BR09 · Young Adult Sources	1,041.26	500.00	500.00	500.00
BR10 · Non-Print	1,856.45	1,375.00	1,375.00	1,375.00
BR11 · Periodicals	3,707.87	1,000.00	1,000.00	1,000.00
BR12 · Trustees Conferences	566.04	225.00	225.00	225.00
BR13 · Adult Programs	1,104.25	250.00	250.00	250.00
BR14 · Fine Arts	894.55	175.00	175.00	175.00
BR15 · Board Approved Projects	2,697.26	2,500.00	2,500.00	2,500.00
BR16 · Books Children	-21.93	500.00	500.00	500.00
BR17 · Outreach	984.08	250.00	250.00	250.00
BR18 · Conservation	339.62	125.00	125.00	125.00
<b>Total Expense</b>	<b>62,409.93</b>	<b>18,520.00</b>	<b>18,520.00</b>	<b>18,520.00</b>
<b>Net Ordinary Income</b>	<b>-62,409.93</b>	<b>-18,520.00</b>	<b>-18,520.00</b>	<b>-18,520.00</b>
<b>Net Income</b>	<b>-62,409.93</b>	<b>-18,520.00</b>	<b>-18,520.00</b>	<b>-18,520.00</b>

# Brooks Memorial Library Profit & Loss Detail July 1 through September 5, 2017

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
<b>Bequests Received</b>								
Deposit	07/11/2017		Miriam Howland	MH01		Money Mkt -4868	107,430.03	107,430.03
Total Bequests Received							107,430.03	107,430.03
<b>Dividend Income</b>								
Deposit	07/31/2017			Interest		Money Mkt -4868	48.70	48.70
Total Dividend Income							48.70	48.70
<b>Gifts Received</b>								
Deposit	07/13/2017		Linda Lyon	SG01		Money Mkt -4868	100.00	100.00
Deposit	07/19/2017		Trustee of Public Fu...	GB01		Money Mkt -4868	367.50	467.50
Deposit	07/19/2017		Trustee of Public Fu...	PG01		Money Mkt -4868	37.08	504.58
Total Gifts Received							504.58	504.58
Total Income							107,983.31	107,983.31
Gross Profit							107,983.31	107,983.31
<b>Expense</b>								
<b>BR05 - Books Adults</b>								
Bill	07/19/2017	B&T 3...	Town of Brattleboro			Accounts Paya...	14.69	14.69
Bill	07/24/2017	B&T 3...	Town of Brattleboro			Accounts Paya...	654.61	669.30
Bill	08/08/2017	Every...	Town of Brattleboro			Accounts Paya...	36.00	705.30
Bill	08/09/2017	B&T ...	Town of Brattleboro			Accounts Paya...	229.03	934.33
Bill	08/09/2017	30217 ...	Town of Brattleboro			Accounts Paya...	29.96	964.29
Bill	08/10/2017	Amaz...	Town of Brattleboro			Accounts Paya...	15.63	979.92
Bill	08/20/2017	Every...	Town of Brattleboro			Accounts Paya...	60.00	1,039.92
Total BR05 - Books Adults							1,039.92	1,039.92
<b>BR06 - Juvenile Programs</b>								
Bill	07/06/2017	Star L...	Town of Brattleboro			Accounts Paya...	2.50	2.50
Bill	07/06/2017	Busin...	Town of Brattleboro			Accounts Paya...	242.00	244.50
Bill	07/25/2017	Amaz...	Town of Brattleboro			Accounts Paya...	27.46	271.96
Bill	08/08/2017	Busin...	Town of Brattleboro			Accounts Paya...	51.76	323.72
Bill	08/09/2017	Demc...	Town of Brattleboro			Accounts Paya...	33.30	357.02
Bill	08/10/2017	Amaz...	Town of Brattleboro			Accounts Paya...	75.94	432.96
Total BR06 - Juvenile Programs							432.96	432.96
<b>BR07 - Reference Sources</b>								
Bill	07/25/2017	Amaz...	Town of Brattleboro			Accounts Paya...	86.23	86.23
Bill	08/10/2017	Amaz...	Town of Brattleboro			Accounts Paya...	27.54	113.77
Total BR07 - Reference Sources							113.77	113.77

**Brooks Memorial Library**  
**Profit & Loss Detail**  
July 1 through September 5, 2017

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Bill	08/04/2017	LM Inf...	Town of Brattleboro	YA Sources		Accounts Paya...	74.95	74.95
Total BR09 · Young Adult Sources								
Bill	08/09/2017	B&T ...	Town of Brattleboro			Accounts Paya...	58.29	58.29
Total BR10 · Non-Print								
Bill	08/04/2017	LM Inf...	Town of Brattleboro	Periodicals & ...		Accounts Paya...	242.50	242.50
Total BR11 · Periodicals								
Bill	07/06/2017	Busin...	Town of Brattleboro			Accounts Paya...	45.00	45.00
Total BR12 · Trustees Conferences								
Bill	08/08/2017	Busin...	Town of Brattleboro			Accounts Paya...	51.76	51.76
Total BR13 · Adult Programs								
Bill	07/05/2017	Friend...	Town of Brattleboro	50% deposit o...		Accounts Paya...	928.50	928.50
Bill	07/06/2017	Star L...	Town of Brattleboro	Table		Accounts Paya...	75.00	1,003.50
Bill	08/15/2017	Staple...	Town of Brattleboro	printed stragic...		Accounts Paya...	183.45	1,186.95
Bill	08/22/2017	Micha...	Town of Brattleboro	Deposit for Tri...		Accounts Paya...	50.00	1,236.95
Bill	08/24/2017	Friend...	Town of Brattleboro	Vertical blinds...		Accounts Paya...	928.50	2,165.45
Total BR15 · Board Approved Projects								
Bill	07/03/2017	B&T 3...	Town of Brattleboro			Accounts Paya...	22.10	22.10
Total BR16 · Books Children								
Bill	07/06/2017	Star L...	Town of Brattleboro	Bubble wands		Accounts Paya...	12.90	12.90
Bill	07/11/2017	Patrici...	Town of Brattleboro	banners for p...		Accounts Paya...	49.18	62.08
Total BR17 · Outreach								
Bill	08/09/2017	NE MI...	Town of Brattleboro	35mm microfilm		Accounts Paya...	111.71	111.71
Total BR18 · Conservation								



## Brooks Memorial Library Profit & Loss Detail July 1 through September 5, 2017

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>BR19 - Short Term Gift Funds</b>								
<b>AH01 - Amelia Hancock Fund</b>								
Bill	07/19/2017	B&T 3...	Town of Brattleboro			Accounts Paya...	14.14	14.14
Bill	08/09/2017	30217...	Town of Brattleboro			Accounts Paya...	386.73	400.87
Bill	08/22/2017	B&T - ...	Town of Brattleboro	Books		Accounts Paya...	136.12	536.99
Total AH01 - Amelia Hancock Fund								
<b>AR01 - Arrington, Jeanne Fund</b>								
Bill	07/19/2017	B&T 3...	Town of Brattleboro			Accounts Paya...	31.06	31.06
Bill	08/09/2017	30217...	Town of Brattleboro			Accounts Paya...	60.43	91.49
Total AR01 - Arrington, Jeanne Fund								
<b>MO01 - Moulton, Lois Fund 4/14/2014</b>								
Bill	08/09/2017	30217...	Town of Brattleboro			Accounts Paya...	168.75	168.75
Bill	08/22/2017	B&T - ...	Town of Brattleboro	Books		Accounts Paya...	75.76	244.51
Total MO01 - Moulton, Lois Fund 4/14/2014								
<b>PI01 - Pinkerton Fund</b>								
Bill	07/11/2017	B&T 3...	Town of Brattleboro			Accounts Paya...	245.92	245.92
Total PI01 - Pinkerton Fund								
<b>SG01 - Small Gifts</b>								
Bill	07/11/2017	Rashed	Town of Brattleboro	plants for fron...		Accounts Paya...	34.68	34.68
Bill	08/09/2017	30217...	Town of Brattleboro			Accounts Paya...	5.49	40.17
Total SG01 - Small Gifts								
Total BR19 - Short Term Gift Funds								
<b>BR20 - Projects</b>								
<b>RR01 - Ronald Read Capital Improvement</b>								
Bill	07/11/2017	GPI 5...	Town of Brattleboro	Bal. to finish j...		Accounts Paya...	2,000.00	2,000.00
Total RR01 - Ronald Read Capital Improvement								
Total BR20 - Projects								
<b>BR21 - Legacy</b>								
<b>CK01 - Calista Book Fund</b>								
Bill	07/06/2017	Gale 6...	Town of Brattleboro			Accounts Paya...	60.78	60.78
Bill	07/11/2017	B&T 3...	Town of Brattleboro			Accounts Paya...	67.99	128.77
Bill	07/11/2017	B&T 3...	Town of Brattleboro			Accounts Paya...	61.75	190.52
Bill	07/19/2017	B&T 3...	Town of Brattleboro			Accounts Paya...	43.59	234.11
Bill	08/03/2017	Gale/...	Town of Brattleboro	Inv #6097137		Accounts Paya...	31.19	265.30
Total CK01 - Calista Book Fund								

**Brooks Memorial Library**  
**Profit & Loss Detail**  
 July 1 through September 5, 2017

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>SH01 - Schorling 2007 Books Adult</b>								
Bill	07/11/2017	B&T 3...	Town of Brattleboro			Accounts Paya...	53.23	53.23
Bill	07/11/2017	B&T 3...	Town of Brattleboro			Accounts Paya...	270.56	323.79
Bill	07/19/2017	B&T 3...	Town of Brattleboro			Accounts Paya...	52.66	376.45
Bill	07/24/2017	B&T 3...	Town of Brattleboro			Accounts Paya...	24.39	400.84
Total SH01 - Schorling 2007 Books Adult								
<b>SH02 - Schorling 2007 Books Juv</b>								
Bill	08/08/2017	B&T 3...	Town of Brattleboro			Accounts Paya...	41.52	41.52
Total SH02 - Schorling 2007 Books Juv								
<b>WY01 - Wyatt Fund</b>								
Bill	07/11/2017	B&T 3...	Town of Brattleboro			Accounts Paya...	29.75	29.75
Bill	08/09/2017	30217...	Town of Brattleboro			Accounts Paya...	246.50	276.25
Bill	08/22/2017	B&T - ...	Town of Brattleboro	Books		Accounts Paya...	14.71	290.96
Total WY01 - Wyatt Fund								
Total BR21 - Legacy								
Total Expense							8,578.19	8,578.19
Net Ordinary Income							99,405.12	99,405.12
<b>Other Income/Expense</b>								
<b>Other Income</b>								
Change in Investment Value								
Check	07/06/2017	1	Prentiss Smith	management ...		Permanent En...	-2,339.85	-2,339.85
Deposit	07/31/2017			Deposit		Permanent En...	14,082.07	11,742.22
Total Change -3431							11,742.22	11,742.22
Total Change in Investment Value							11,742.22	11,742.22
Total Other Income								
Net Other Income							11,742.22	11,742.22
Net Income							111,147.34	111,147.34

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Town of Brattleboro General Ledger  
Revenue Report - Grants Fund  
Current Year Period 2 Aug

Page 1 of 1  
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Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-17/18 MTD Pd 2 Aug
<b>04-5-2801 Library Trust</b>					
04-5-2801-217.00 Trust Reimbursement	177,070.17	0.00	5,150.67	171,919.50	5,150.67
<b>Total Library Trust</b>	<b>177,070.17</b>	<b>0.00</b>	<b>5,150.67</b>	<b>171,919.50</b>	<b>5,150.67</b>
<b>Total Grants Fund</b>	<b>177,070.17</b>	<b>0.00</b>	<b>5,150.67</b>	<b>171,919.50</b>	<b>5,150.67</b>
<b>Total All Funds</b>	<b>177,070.17</b>	<b>0.00</b>	<b>5,150.67</b>	<b>171,919.50</b>	<b>5,150.67</b>

Town of Brattleboro General Ledger  
Revenue Report - General Fund  
Current Year Period 2 Aug

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-17/18 MTD Pd 2 Aug
<b>01-5-2800 Library Revenue</b>					
01-5-2800-120.00 Library Copier Revenue	6,700.00	0.00	1,043.51	5,656.49	596.65
01-5-2800-135.00 Library Donations	0.00	0.00	0.00	0.00	0.00
01-5-2800-216.00 Reimbursements	0.00	0.00	57.00	-57.00	57.00
01-5-2800-360.00 Library Fines	16,000.00	0.00	2,531.45	13,468.55	1,394.84
01-5-2800-370.00 Non-Resident Fees	18,000.00	0.00	2,982.00	15,018.00	2,032.00
01-5-2800-375.00 Gift Books & Replacement	4,000.00	0.00	347.10	3,652.90	209.40
01-5-2800-390.00 Library Postage Revenue	200.00	0.00	23.10	176.90	16.00
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	700.00	0.00	13.25	686.75	6.15
<b>Total Library Revenue</b>	<b>45,600.00</b>	<b>0.00</b>	<b>6,997.41</b>	<b>38,602.59</b>	<b>4,312.04</b>
<b>Total General Fund</b>	<b>45,600.00</b>	<b>0.00</b>	<b>6,997.41</b>	<b>38,602.59</b>	<b>4,312.04</b>
<b>Total All Funds</b>	<b>45,600.00</b>	<b>0.00</b>	<b>6,997.41</b>	<b>38,602.59</b>	<b>4,312.04</b>