



BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

Board of Trustees Meeting Materials for November 14th, 2017

Table of Contents

- **Agenda**
- **Minutes of October 10th, 2017**
- **Committee Minutes**
 - Building and Grounds
 - Finance / Asset Development
- **Director's Report**
- **Youth Services Board Report**
- **Expenditures Report**
- **Revenue Report**

BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA

Tuesday—November 14th, 2017—4:45 PM—Meeting Room

Call to Order / 4:45 PM

Agenda/Changes or additions

Public Comments

Minutes of October 10th, 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
- 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
- I. Department Reports: Library Director; Reference Report, Youth Services Report

OLD BUSINESS

- Fine Forgiveness
- Computer use with fines
- NEH grant partnership report

NEW BUSINESS

- Request to open for State Attorney General's Office/Human Rights Commission public hearing

OTHER

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

October 10, 2017

Present: Trustees Robert Stack, Connie Bresnahan, Howard Burrows, Adam Franklin-Lyons, Jane Southworth, Pam Becker, Jennifer Rowe and Susan Troy. Also present were Library Director, Starr LaTronica; Cataloging Librarian, Leslie Markey; Recording Secretary, Jane Fletcher; Friends Liaison, Sue Dyer. Absent: Amity DeAngelis,

Call to Order: Robert called the meeting to order at 4:50pm.

Agenda Changes or Additions: None

Public Comments: None

Minutes of September 12, 2017:

Connie moved and Jenny seconded that the minutes be accepted. Passed

Committee Reports:

A. Friends of the Library:

- Poster for the film series on journalism is posted
- 16 Book bags have been sold so far
- The annual appeal is moving forward
- Christmas book sale will begin last week of November
- A spring fund raiser is being planned
- The gold lettering donated by the Friends to commemorate the 50th year is up on the building.

An inquiry was made to Sue of whether the Friends will sponsor a reading group this winter. She will ask at the next Friends meeting.

B. Building and Grounds Committee: Committee has not met since early September. Next meeting is scheduled for Thursday. The new boiler is here but not yet installed. One bid for the upstairs bathroom renovations has been received for \$39,000. The committee will discuss if all of the upstairs bathrooms are still necessary now that there is a bathroom on the first floor. The children's room staff will be consulted. The Town's capital budget will cover the HVAC renovations and repair of the bb holes in the large windows. Replacing the water damaged tiles is not included in the Town's capital budget.

C. Finance/Asset Development Committee:

Reports were reviewed. The discrepancy that continues to show on the report is from gifts and interest funds that do not automatically merge. Adam is working on correcting the problem. A written explanation summarizing the financial statements will accompany future reports.

D. Fine Arts Committee:

The Terry Sylvester mural has been taken down. People, Places and Words exhibit has been installed.

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

October 10, 2017

The Anna Dewdney event has been delayed until Spring. The Three Schoolgirls bronze statue has been polished and shined. The Snow Angel and plaque have been moved to the second floor.

E. Planning Committee:

The last meeting was September 14. A tri-fold pamphlet summarizing the strategic plan is in the works. At the next meeting a disaster plan will be discussed. Review of the trustees bylaws and the library policies are part of the strategic plan.

F. Technology Committee: See minutes.

G. Advocacy and liaison to national and regional library organizations:

NELA conference is coming up. Jenny, Connie and some of the staff will attend. The Vermont Secretary of State will review open meeting law in Burlington on November 4th. Starr will not attend the midwinter ALA conference in Denver. Some staff members will attend the Public Library conference in Philadelphia.

H. 50th Anniversary committee:

Thanks to Susan for organizing the refreshments for the events.

I. Department Reports: Additions to the Director's Report include the following: The town will hold anti-harassment training for staff. The NEH grant partnership program History of Publishing and Printing in Brattleboro opens tomorrow night from 5-7 at the library followed by a Ham operator program. Three events of the Literary Festival will take place at the library Thursday night and another five events on Sunday.

Motion: Pam moved and Howard seconded to approval that the library stay open late on Thursday October 19 for the Building Bright futures in Windham County event. Passed.

Old Business:

Fine Forgiveness: Starr has been talking to the Town Manager. Fine forgiveness could reduce the Library's budgeted revenue by up to \$16,000 which would have to be supplemented from other sources.

Computer use with fines: Starr needs to clarify with Catamount System.

NEH grant partnership: see I. above.

Volunteer party discussion and reminder: Trustees are asked to provide protein, juice or brunch food and let Theresa know for coordination.

Motion: Jane moved and Pam seconded to open the library at noon on October 26 so that staff may attend the volunteer party. Passed.

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
October 10, 2017**

New Business:

Request for fundraising table in front of library. Withdrawn.

Executive session to discuss personnel issue: entered executive session at 6:17.

Adjourn: Executive session ended and with no action being taken as a result of the executive session the meeting adjourned at 6:35pm.

Jane Fletcher, Recording Secretary
Susan Troy, Board Secretary

DRAFT

**Buildings and Grounds Committee Minutes, Brooks Memorial Library
Tuesday, October 17, 2017**

1. Call to order - 8:30 AM

Committee members in attendance: Starr Latronica, Jenny Rowe, Christine DeVallet, Lindsay Bellville, Paige Martin, Jeanne Walsh, Pamela Becker

Absent: Jane Southworth, Elizabeth Tannenbaum

2. Agenda - Changes and Additions - None

3. Public Comment - None

4. Minutes of 9/7/17 - Approved

5. Bathroom Renovations - Only one bid was submitted for renovation of the two small upstairs bathrooms; cost would be \$39,676. Discussion ensued about whether we need three restrooms upstairs now that there is one on Main Floor.

ACTION: Starr will ask Steve Horton to get bids for renovating and making one large restroom so that we can compare the cost difference and make a more informed decision.

6. Ventilation Issues - The HVAC work will be done in the next fiscal year.

7. Landscaping needs - We discussed the appearance of the front of the building: the overgrown shrubs, the front garden and the condition of the sidewalk. The condition of the wheelchair ramp/walkway is also a concern. Starr shared that Dick DeGray has some ideas for actions as does Steve Barrett. We would like to develop a timeline for improving these areas.

ACTION: Starr will invite Steve Barrett to attend our next meeting to share his ideas for changes in the front of the building.

8. Routine maintenance and safety procedures - We are still hoping to make a list of what is routinely covered and what the procedures are, and whose responsibility it is to do what, in the event of emergencies.

ACTIONS: Starr will check with Lenny Howard about the FD checklist. Pam will contact EAP to find out if they have any resources.

9. Floor Tile replacement - Lawton Flooring already quoted a price; Russ has that on file and will get it for us.

10. Lighting for the mezzanine statue - It would cost about \$250 for a canned light. There was discussion about whether that's the best choice.

ACTION: Starr will check with the Fine Arts Committee and also with the Smith College contact person, Billy, about what kind of lighting is needed.

Updates -

- The boiler has been replaced.

- The town is still committed to replacing the front single pane window panel with the hole. It now has a large crack. Starr will check with Patrick Moreland about the timing of this project.

Meeting adjourned at 9:30 AM

NEXT MEETING - Friday, Nov. 17, 8:30AM

**Brooks Memorial Library
Finance Committee
MINUTES
16 October, 2017 4:30 PM
Library Meeting Room**

1) Call to Order / 4:30 PM

2) Agenda/Changes or additions

3) Public Comment

4) Old Business

- Proposals for investment of project funds

update: e-mailed Laurie

Discussion of what to do with the money - generate a list

Bathrooms, ceilings, furniture, other capital improvements

- Related question: How to replace the two impending budget changes?

1) Schorling will run out in 1 year - next year we will get around \$6000 instead of the \$10,000 we've been drawing.

2) change in fines money - we don't know how much donations will make up, but this could be more than a \$10,000 change also.

3) There are possible changes in hours in exchange for book purchasing money to keep the library open on Saturday afternoon over the summer, also.

Starr will discuss some of this with Patrick and Town Manager.

Currently, the town only covers \$6000.00 on books - we are moving closer to having the Town only covering

employees. There is around 160,000.00 that they cover that are not salary, though - beyond book costs.

Hours: summer hours are still not covered (around 36x3 hours for Saturday in the summer and a few more for the childrens library for outreach - 1 afternoon a week - 4 hours). There is also the addition of programming and PR added into someone's job (this would also assist with the lectures and arrangements as well.) There is already 16K available for this - Starr thinks it might be less - perhaps around 10K. Saturday hours are built in to the town budget.

Summary: Need a total of \$36,000 (\$10K from Schorling, \$16K from fines, and estimating \$10K for the programming and PR)

Potential reductions (discussion with Starr and Patrick):

Phone system - this will be cheaper next year - unknown savings.

Bindery services will be reduced (without difficulty)

(also possible reduction because staff time is no longer worth the cost of a replacement copy).

There is also \$16,000 in the endowment draw allocated for this sort of cost.

The \$10,000 for board approved projects might also be moved into these costs since we now have a general project budget line that we have not had before.

We can fairly easily make up around half the funds. Starr can figure out what savings will be and how we can close this gap from both sides.

Next Steps: Starr will compile a finance sheet of needs and savings for the committee to consider.

- Annual Appeal update

Return Envelope Corrections:

“(I will access my Friends information online—save the paper for another book.)” has been moved to a check box. Do we need a check box? Yes - keep. However, it should say: “I prefer not to receive the newsletter by mail.”

Two boxes:

“I prefer to receive the newsletter: By Mail Electronically”

The \$15.00 for friends checkbox is gone

Question for the appeal generally: should we send this to the 250 people who have given recently or the entire 450 on the friends lists: The committee prefers to send it to the entire 450 - it will not cost significantly more and we will have more specific data after this year to decide if there are people to not send it to next year.

Do we want letter/envelope in a blank envelope? **Starr will talk to people at the desk about what is easiest for people to have.**

If we make this a “Welcome packet” it might include also a Friends database or even voter registration. This will depend on the above conversation.

- Short quickbooks update on reconciliation

No data - Adam still needs to poke away at the database.

The main problem is assigning income from accounts into specific budgets which have to be changed manually.

5) New Business

6) Adjourn

**NEXT MEETING DATE: [provisional] 13 November, 2017 at
4:30PM**

Director's Report for October 2017

Building: The new boiler is fired up just in time for cold weather. We had to have several adjustments in the installation, but it is now safely operational thanks to help from Russ Brown, Steve Barrett and Mike Bucossi. We also had to replace a sensor so we could regulate the heat through our Control Technologies system. We will still need to install a sprinkler system in the boiler room. The leaky sink in the ladies' room and the front door issue of not latching reared their ugly heads again. We were able to adjust the front door so it latches

Programs: Our First Wednesday series got off to a great start with a lecture on FDR which was attended by nearly 100 people. We hosted an opening for the inaugural exhibit for the People Places and Words NEH project outlining the history of printing in Brattleboro. The Literary Festival initiated a new kickoff with three events at the library on Thursday evening, including one geared towards families. BML also worked to engage award winning author Avi for the Friday morning program for school children (which attracted nearly 700 students and teachers) and a booksigning on Saturday. Sunday's BLF events provided all day programming, including a standing room only crowd (130+) for the Poetry of Witness panel. In the midst of all that we also had a program on Ham radio operators. Poetry reading with Tim Mayo, Verandah Porche and two others rounded out our adult programming for the month. The Children's Room continued Rhyme Time and Legopalooza and collaborated with a local author and Everyone's Books with booktalks for teachers and parents on books with strong female subjects/characters.

Community Collaboration: Jeanne and Matt showcased BML electronic resources and job hunter services at the Career Expo. Thanks to Lindsay's suggestion, we accommodated a larger than usual Climate Change Café session by moving their presentation by a noted speaker from the meeting room to the Main Reading Room so that more members of the public could attend. The Trustees authorized the parents' discussion forum on downtown safety to meet after hours in the meeting room to accommodate the growing size of their group. I networked with other community groups at the WeCAN café and attended a local awards ceremony for Senator Becca Balint.

Trustee activities/training: Thanks to the Trustees and staff, we honored the hardworking volunteers who do so much for the library at a breakfast gathering. Lara Keenan from the State Library provided Trustee Training for BML Board Members and an overview of current trends and issues in libraries for trustees and Friends from libraries in the region. Howard Burrows (BML trustee) and Joyce Marcel (President of the Friends of Brooks Memorial Library) received advocacy training in Burlington.

Professional Development/Involvement: We hosted a meeting of regional librarians to meet the new representative from the State Library and discuss issues of concern. The Executive Director and Fiscal Officer of the Association for Library Service to Children visited BML and interviewed staff. Jenny Rowe and four staff members attended the New England Library Association Conference where I also presented on a panel that discussed use of data in raising community awareness.

Town operations: As part of the Department Heads meeting, I participated in conversation with Senator Leahy's staff. I judged the fabulous costumes at the Horrible Parade and attended the town-wide anti-harassment training on maintaining a climate of respect in the workplace.

Publicity: Olga Peters and I chatted about BML events and libraries in general on WKVT's *Green Mountain Mornings*. I responded to and met with the author of a letter to Reformer regarding shelving of DVDs. Thanks to Prudence Baird our children's art display headlined a national blog post:

<http://www.alsc.ala.org/blog/2017/11/road-trip-childrens-book-art-libraries/>

Cardholders checked out 12,348 items from the library in October. We logged 11,168 visitors.

Youth Services Board Report- October 2017

We saw a big increase in both attendance and number of items made during our 36th Annual Design-A-Plate workshop held on Saturday, October 21. We had a few families waiting outside before the library opened and were busy right through to 3:00 pm. Several times the line to get into the Meeting Room was twelve to fifteen people deep! It was our 4th busiest year since 2004. We had 115 children and 98 adults make 205 items. This year we offered a choice of three items- the 10" plate, 12 oz. bowl and a new 8" plate. Items are expected to be available for pick up at the beginning of December.

Our second Girl Power book talk session was held on Wednesday October 4. We focused on books classified as "middle grade" which can be confusing terminology. "Middle grade books" in the book industry refers to books for students ages 8 to 12, not books for middle school students. We had a lively discussion with the 3 children and 7 adults who attended. Our third Girl Power book talk session which will feature YA books was scheduled for Wednesday October 18 but had to be postponed due to illness. We are hoping to reschedule soon.

Lindsay Bellville
Youth Services Librarian

NELA Conference

I attended the three-day conference at NELA. On the first day, I attended an "ally-ship in Libraries" seminar presented by Outright, VT about supporting teen patrons in the queer community. Another workshop I attended was presented by the Research Librarian at Harvard about using Information Literacy to help inform Web Design and how libraries can begin to understand how to construct websites so that all the information we have available to patrons is also accessible to them on or through the website.

On Monday, I went to a great morning workshop headed up by Megan Schadlich from Chattanooga Public Library to talk about her book *Cooking Up Programs Teens and Tweens Will Love: Recipes for Success*. It was a fun brainstorming session to see what other librarians are up to in their teen and tween programs around New England. I also got to attend the luncheon that hosted Adam Gidwitz as a speaker who was fantastic. He recently got a Newberry honor for his book *The Inquisitor's Tale*, and talked about the need to have darker stories available to the kids that need them. After the luncheon, I attended a presentation on "Healing Libraries," which are newly created kits that a few libraries have begun to circulate for their patrons that focus on specific topics that are hard for kids or parents to discuss, process, or talk about. For example, some of the topics that they have curated kits for are *Understanding Alzheimer's* and *the Death of a Loved One*. I also got in some exhibit time talking to different vendors about products we already have, like the Awe Station, and products that would be great for passive programming opportunities, like the KEVA planks.

On Tuesday morning, I got to attend the Local Children's Author and Illustrator Panel and the Unscripted Customer Service Discussions. The presentations throughout the conference were informative. It was a great opportunity to see what other libraries throughout New England offer, what they are struggling with and brainstorming ideas going forward to serve our communities.

--Paige Martin

Assistant Youth Services Librarian

11/02/17
11:40 am

Town of Brattleboro General Ledger
Expenditure Report - Grants Fund
Current Year Period 4 Oct

Page 1 of 1
kjohnson

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-17/18 MTD Pd 4 Oct
04-6-2801 Library Trust					
04-6-2801-126.03 BR03 Conferences & Worksh	7,083.79	0.00	1,010.00	6,073.79	0.00
04-6-2801-126.12 BR12 Trustees Conferences	1,241.04	0.00	160.00	1,081.04	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	0.00
04-6-2801-501.05 BR05 Books Adults	20,261.19	945.96	1,601.26	17,713.97	222.17
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	536.99	5,562.72	195.26
04-6-2801-505.14 BR14 Fine Arts	1,419.55	0.00	876.77	542.78	251.77
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	0.00
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	0.00
04-6-2801-530.10 BR10 Non-Print	5,981.45	0.00	58.29	5,923.16	0.00
04-6-2801-551.04 BR04 Contract Srvs Adult	36,517.53	0.00	51.76	36,465.77	0.00
04-6-2801-551.13 BR13 Adult Programs	1,854.25	0.00	167.50	1,686.75	167.50
04-6-2801-552.06 BR06 Juvenile Programs	3,248.12	0.00	487.62	2,760.50	35.18
04-6-2801-600.15 BR15 Board Approved Proje	10,197.26	0.00	6,121.02	4,076.24	1,339.43
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	59.81	1,271.48	7,717.14	0.00
04-6-2801-600.20 BR20 Projects	20,000.00	0.00	2,990.00	17,010.00	220.00
04-6-2801-600.21 BR21 Legacy	30,051.81	56.09	1,985.78	28,009.94	95.08
Total Library Trust	177,070.17	1,061.86	17,831.81	158,176.50	2,526.39
Total Grants Fund	177,070.17	1,061.86	17,831.81	158,176.50	2,526.39
Total All Funds	177,070.17	1,061.86	17,831.81	158,176.50	2,526.39

Town of Brattleboro General Ledger
Expenditure Report - General Fund
Current Year Period 4 Oct

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-17/18 MTD Pd 4 Oct
01-6-2800 Library					
01-6-2800-001.00 Department Head Salary	73,037.00	0.00	21,206.48	51,830.52	5,602.51
01-6-2800-005.00 Staff Salaries	376,894.00	0.00	108,896.35	267,997.65	28,254.78
01-6-2800-005.01 Custodian	15,190.00	0.00	7,711.47	7,478.53	2,909.39
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	925.06	3,074.94	237.73
01-6-2800-124.00 Training	200.00	0.00	170.19	29.81	0.00
01-6-2800-126.00 Conferences/Memberships	500.00	0.00	326.34	173.66	0.00
01-6-2800-128.00 Lost Book Refund Pmt Fees	300.00	0.00	143.64	156.36	10.00
01-6-2800-140.00 Computer Equipment Maint	15,000.00	0.00	2,012.33	12,987.67	1,742.63
01-6-2800-141.00 Computer Supplies	4,000.00	0.00	1,021.05	2,978.95	234.29
01-6-2800-152.00 Book & Non-Print Supplies	4,000.00	0.00	2,771.19	1,228.81	328.77
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	77.95	-77.95	0.00
01-6-2800-230.00 Fuel Expense	13,200.00	0.00	894.50	12,305.50	0.00
01-6-2800-235.00 Electric	26,470.00	0.00	8,411.78	18,058.22	2,544.33
01-6-2800-240.00 Utilities	1,800.00	0.00	495.25	1,304.75	0.00
01-6-2800-250.00 Building Equip & Maint	17,000.00	2,964.78	4,986.16	9,049.06	707.54
01-6-2800-255.00 Maintenance Supplies	3,000.00	253.86	1,646.92	1,099.22	209.26
01-6-2800-350.00 Telephone	6,000.00	2,000.00	1,149.61	2,850.39	285.46
01-6-2800-450.00 Postage Expense	7,500.00	0.00	1,686.30	5,813.70	680.00
01-6-2800-500.00 Office Supplies	4,000.00	0.00	944.60	3,055.40	331.21
01-6-2800-501.00 Books - General	6,000.00	72.58	5,931.19	-3.77	1,426.03
01-6-2800-502.00 Reference Sources	19,000.00	0.00	11,894.70	7,105.30	67.99
01-6-2800-505.00 Juvenile Books	9,000.00	1,159.23	2,532.70	5,308.07	722.59
01-6-2800-510.00 Young Adult Sources	1,500.00	0.00	250.07	1,249.93	0.00
01-6-2800-515.00 Replacement Books	1,500.00	0.00	426.67	1,073.33	71.17
01-6-2800-520.00 Periodicals & Newspapers	7,000.00	0.00	2,816.21	4,183.79	487.00
01-6-2800-530.00 Non-Print Materials/Adult	5,500.00	156.24	900.01	4,443.75	143.85
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	0.00	383.97	3,416.03	11.65
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	258.28	1,341.72	0.00
Total Library	627,791.00	6,606.69	190,870.97	430,313.34	47,008.18
Total General Fund	627,791.00	6,606.69	190,870.97	430,313.34	47,008.18
Total All Funds	627,791.00	6,606.69	190,870.97	430,313.34	47,008.18

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

	Jul '17 - Jun 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Expense			
BR01 - Buffer Account	0.00	10,000.00	-10,000.00
BR02 - Library Donations to Town	0.00	10,441.14	-10,441.14
BR03 - Conferences & Workshops	1,478.69	7,083.79	-5,605.10
BR04 - Contractual Services	0.00	36,517.53	-36,517.53
BR05 - Books Adults	1,759.40	20,261.19	-18,501.79
BR06 - Juvenile Programs	622.96	3,248.12	-2,625.16
BR07 - Reference Sources	536.99	6,099.71	-5,562.72
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	160.00	1,241.04	-1,081.04
BR13 - Adult Programs	309.22	1,854.25	-1,545.03
BR14 - Fine Arts	876.77	1,419.55	-542.78
BR15 - Board Approved Projects	6,204.16	10,197.26	-3,993.10
BR16 - Books Children	22.10	1,478.07	-1,455.97
BR17 - Outreach	192.08	1,734.08	-1,542.00
BR18 - Conservation	111.71	714.62	-602.91
BR19 - Short Term Gift Funds			
AH01 - Amelia Hancock Fund	599.59	672.87	-73.28
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	294.31	333.72	-39.41
PI01 - Pinkerton Fund	245.92	564.29	-318.37
SG01 - Small Gifts	-158.69	2,049.41	-2,208.10
ST01 - Staff Fund	0.00	23.26	-23.26
TB01 - Tom Burdo Fund 1/2/2012	0.00	124.00	-124.00
WJ01 - Wojtowitz Fund 5/11/11	0.00	1,160.12	-1,160.12
Total BR19 - Short Term Gift Funds	1,072.62	9,342.42	-8,269.80
BR20 - Projects			
MH01 - Miriam Adams Howland Bequest	0.00	0.00	0.00
RR01 - Ronald Read Capital Improvement	2,990.00	30,000.00	-27,010.00
Total BR20 - Projects	2,990.00	30,000.00	-27,010.00
BR21 - Legacy			
GB01 - George Brooks Fund	0.00	802.50	-802.50
LU01 - Loud Fund	625.00	5,250.20	-4,625.20
CK01 - Calista Book Fund	420.45	853.34	-432.89
SH01 - Schorling 2007 Books Adult	400.84	6,291.02	-5,890.18
SH02 - Schorling 2007 Books Juv	301.58	3,621.50	-3,319.92
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	323.66	678.24	-354.58

11:36 AM

11/02/17

Accrual Basis

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

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
DW01 - Dowley Fund	0.00	703.10	-703.10
PG01 - Pageant Fund	0.00	220.69	-220.69
Total BR21 - Legacy	2,071.53	30,456.39	-28,384.86
Total Expense	18,783.97	197,768.74	-178,984.77
Net Ordinary Income	-18,783.97	-197,768.74	178,984.77
Net Income	<u>-18,783.97</u>	<u>-197,768.74</u>	<u>178,984.77</u>

Brooks Memorial Library

1st Quarter Actual vs Budget

October through December 2017

Ordinary Income/Expense	Oct - Dec 17	Budget	\$ Over Budget
Expense			
BR02 · Library Donations to Town	0.00	0.00	0.00
BR03 · Conferences & Workshops	468.69	1,250.00	-781.31
BR04 · Contractual Services	0.00	4,000.00	-4,000.00
BR05 · Books Adults	380.31	4,500.00	-4,119.69
BR06 · Juvenile Programs	135.34	750.00	-614.66
BR07 · Reference Sources	195.26	1,000.00	-804.74
BR08 · Local History Source	0.00	120.00	-120.00
BR09 · Young Adult Sources	0.00	500.00	-500.00
BR10 · Non-Print	0.00	1,375.00	-1,375.00
BR11 · Periodicals	0.00	1,000.00	-1,000.00
BR12 · Trustees Conferences	0.00	225.00	-225.00
BR13 · Adult Programs	257.46	250.00	7.46
BR14 · Fine Arts	251.77	175.00	76.77
BR15 · Board Approved Projects	276.87	2,500.00	-2,223.13
BR16 · Books Children	0.00	500.00	-500.00
BR17 · Outreach	130.00	250.00	-120.00
BR18 · Conservation	0.00	125.00	-125.00
BR19 · Short Term Gift Funds			
AH01 · Amelia Hancock Fund	0.00	0.00	0.00
AR01 · Arrington, Jeanne Fund	0.00	0.00	0.00
BP01 · Brattle Post Card Fund	0.00	0.00	0.00
BL01 · Ella Westenberg-Bayliss Fund	0.00	0.00	0.00
BC01 · Brattleboro Camera Club	0.00	0.00	0.00
BS01 · Brattleboro Stamp Club Donation	0.00	0.00	0.00
EJ01 · Edward Johnson Fund	0.00	0.00	0.00
EG01 · Ellie Gibbs Fund (11/4/14)	0.00	0.00	0.00
HS01 · Harold Sheldrick Fund 9/30/15	0.00	0.00	0.00
CR01 · Hollis Carlisle Fund 3/20/2012	0.00	0.00	0.00
DU01 · Helen Durant Fund 9/6/2007	0.00	0.00	0.00
MO01 · Moulton, Lois Fund 4/14/2014	0.00	0.00	0.00
PI01 · Pinkerton Fund	0.00	0.00	0.00
SG01 · Small Gifts	0.00	0.00	0.00
ST01 · Staff Fund	0.00	0.00	0.00
TB01 · Tom Burdo Fund 1/2/2012	0.00	0.00	0.00
WJ01 · Wojtowicz Fund 5/11/11	0.00	0.00	0.00
Total BR19 · Short Term Gift Funds	0.00	0.00	0.00
BR20 · Projects			
MH01 · Miriam Adams Howland Bequest	0.00	0.00	0.00
RR01 · Ronald Read Capital Improvement	0.00	0.00	0.00
Total BR20 · Projects	0.00	0.00	0.00

Brooks Memorial Library 1st Quarter Actual vs Budget October through December 2017

	Oct - Dec 17	Budget	\$ Over Budget
BR21 · Legacy			
GB01 · George Brooks Fund	0.00	0.00	0.00
LU01 · Loud Fund	0.00	0.00	0.00
CK01 · Calista Book Fund	62.38	0.00	62.38
SH01 · Schorling 2007 Books Adult	0.00	0.00	0.00
SH02 · Schorling 2007 Books Juv	85.75	0.00	85.75
SH03 · Schorling 2007 Books Ref	0.00	0.00	0.00
BN01 · Brown Fund	0.00	0.00	0.00
FR01 · Frothingham Fund	0.00	0.00	0.00
JR01 · Jerard Fund	0.00	0.00	0.00
WY01 · Wyatt Fund	32.70	0.00	32.70
DW01 · Dowley Fund	0.00	0.00	0.00
PG01 · Pageant Fund	0.00	0.00	0.00
Total BR21 · Legacy	180.83	0.00	180.83
Total Expense	2,276.53	18,520.00	-16,243.47
Net Ordinary Income	-2,276.53	-18,520.00	16,243.47
Net Income	-2,276.53	-18,520.00	16,243.47

Brooks Memorial Library Current Approved Endowment 4% Draw July 2017 through June 2018

	Jul - Sep 17	Oct - Dec 17	Jan - Mar 18	Apr - Jun 18	TOTAL Jul '17 - Jun 18
Ordinary Income/Expense					
Expense					
BR02 · Library Donations to Town	10,441.14	0.00			10,441.14
BR03 · Conferences & Workshops	3,333.79	1,250.00	1,250.00	1,250.00	7,083.79
BR04 · Contractual Services	24,517.53	4,000.00	4,000.00	4,000.00	36,517.53
BR05 · Books Adults	6,761.19	4,500.00	4,500.00	4,500.00	20,261.19
BR06 · Juvenile Programs	998.12	750.00	750.00	750.00	3,248.12
BR07 · Reference Sources	3,099.71	1,000.00	1,000.00	1,000.00	6,099.71
BR08 · Local History Source	89.00	120.00	120.00	120.00	449.00
BR09 · Young Adult Sources	1,041.26	500.00	500.00	500.00	2,541.26
BR10 · Non-Print	1,856.45	1,375.00	1,375.00	1,375.00	5,981.45
BR11 · Periodicals	3,707.87	1,000.00	1,000.00	1,000.00	6,707.87
BR12 · Trustees Conferences	566.04	225.00	225.00	225.00	1,241.04
BR13 · Adult Programs	1,104.25	250.00	250.00	250.00	1,854.25
BR14 · Fine Arts	894.55	175.00	175.00	175.00	1,419.55
BR15 · Board Approved Projects	2,697.26	2,500.00	2,500.00	2,500.00	10,197.26
BR16 · Books Children	-21.93	500.00	500.00	500.00	1,478.07
BR17 · Outreach	984.08	250.00	250.00	250.00	1,734.08
BR18 · Conservation	339.62	125.00	125.00	125.00	714.62
Total Expense	62,409.93	18,520.00	18,520.00	18,520.00	117,969.93
Net Ordinary Income	-62,409.93	-18,520.00	-18,520.00	-18,520.00	-117,969.93
Net Income	-62,409.93	-18,520.00	-18,520.00	-18,520.00	-117,969.93

11/02/17
11:42 am

Town of Brattleboro General Ledger
Revenue Report - General Fund
Current Year Period 4 Oct

Page 1 of 1
kjohanson

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-17/18 MTD Pd 4 Oct
01-5-2800 Library Revenue					
01-5-2800-120.00 Library Copier Revenue	6,700.00	0.00	1,869.90	4,830.10	383.05
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	1,305.95	-1,305.95	1,228.00
01-5-2800-360.00 Library Fines	16,000.00	0.00	4,537.90	11,462.10	1,108.05
01-5-2800-370.00 Non-Resident Fees	18,000.00	0.00	5,256.00	12,744.00	992.00
01-5-2800-375.00 Gift Books & Replacement	4,000.00	0.00	858.01	3,141.99	162.87
01-5-2800-390.00 Library Postage Revenue	200.00	0.00	52.10	147.90	7.00
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	14.30	685.70	0.70
Total Library Revenue	45,600.00	0.00	13,894.16	31,705.84	3,881.67
Total General Fund	45,600.00	0.00	13,894.16	31,705.84	3,881.67
Total All Funds	45,600.00	0.00	13,894.16	31,705.84	3,881.67

11/02/17
11:42 am

Town of Brattleboro General Ledger
Revenue Report - Grants Fund
Current Year Period 4 Oct

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-17/18 MTD Pd 4 Oct
04-5-2800 LIBRARY					
04-5-2800-204.12 Loan Courier Pilot Grant	0.00	0.00	195.00	-195.00	195.00
04-5-2800-204.15 1st Wednesday FY18	650.00	0.00	650.00	0.00	0.00
04-5-2800-204.16 NELA Conference	0.00	0.00	495.00	-495.00	0.00
Total LIBRARY	650.00	0.00	1,340.00	-690.00	195.00
Total Grants Fund	650.00	0.00	1,340.00	-690.00	195.00
Total All Funds	650.00	0.00	1,340.00	-690.00	195.00

11/02/17
11:43 am

Town of Brattleboro General Ledger
Revenue Report - Grants Fund
Current Year Period 4 Oct

Page 1 of 1
kjohnson

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-17/18 MTD Pd 4 Oct
04-5-2801 Library Trust					
04-5-2801-217.00 Trust Reimbursement	177,070.17	0.00	15,305.42	161,764.75	6,704.42
Total Library Trust	177,070.17	0.00	15,305.42	161,764.75	6,704.42
Total Grants Fund	177,070.17	0.00	15,305.42	161,764.75	6,704.42
Total All Funds	177,070.17	0.00	15,305.42	161,764.75	6,704.42