



BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

Board of Trustees Meeting Materials for March 13th, 2018

Table of Contents

- **Agenda**
- **Minutes of February 13th, 2018**
- **Committee Minutes**
 - Building and Grounds Committee
 - Finance Committee
 - Fine Arts Committee
 - Nominating Committee
- **Director's Report**
- **Youth Services Board Report**
- **Expenditures Report**
- **Revenue Report**

BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA

Tuesday—March 13th, 2018—4:30 PM—Local History Room

Call to Order / 4:30 PM

Agenda/Changes or additions

Public Comments

Minutes of February 13th, 2018

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
- H. Nominating Committee
 - Update and discussion of Trustee roles
- I. Department Reports: Library Director; Reference Report, Youth Services Report

OLD BUSINESS

- Fine Forgiveness progress updates
- Review of policies and bylaws—discussion and proposed amendments
- Staff appreciation event
- Stephen Daye Press Collection

NEW BUSINESS

- Legislative resolution on honor of 50th anniversary
- Refusal of bequest
- VDL Trustee training April 28
- Discussion on procedure of forming and ratifying committees

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

February 13, 2018

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

Call to Order: Jenny called the meeting to order at 4:43pm.

Agenda Changes or Additions: Add 3 additional items under new business; Brattleboro Savings and Loan sponsorship, a continuing education opportunity, and a request to keep the library open later on March 15.

Public Comments: None

Minutes of January 16, 2018:

With the correction of the number of responses to the director's review survey revised from 9 to 13, Pam moved that the minutes be accepted. Connie seconded. Passed.

Committee Reports:

A. Friends of the Library:

- The Friends are looking for a new Vice President and other board members.
- \$10,996.00 was raised during the month of December.
- Among the programs the Friends will continue to support are the Foundation Center and First Wednesdays programs.
- The next book sale will be May 31 – June 2 to coincide with Strolling of the Heifers.
- The little libraries project with Rotary is progressing. Neighborhoods could be encouraged to pool resources to purchase one for their street.
- Frankie Gibson's Friends materials and books will be reviewed at the end of March or April.

B. Building and Grounds Committee: see minutes of February 13th meeting. The plans for a drive-up book drop were well received.

C. Finance/Asset Development Committee:

Revisions to the BR4 Investment Fund Policy were presented for review by the board. The revision is intended to reflect current practice and to bring the written policy into line with the Uniform Prudent Management of Institutional Funds Act (UPMIFA). Adam will make the suggested edits to be reviewed again at the March board meeting.

There was lengthy discussion of creating an additional document that would be a less detailed overview of the policy which can be easily accessed from the website for members of the public who wish to understand library funding policy, but do not need to know all the processes followed by the board.

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

February 13, 2018

D. Fine Arts Committee: See minutes.

The Anna Dewdney, Llama, Llama event was attended by 300 people. Staff and organizers were pleased with how smoothly the event ran. Credit was given to the staff for their excellent organization and planning that allowed all participants to enjoy the entire program by having repeating events at all stations.

Starr sent thank you emails to the volunteers and Howard, as Chair of the Fine Arts Committee, will also send notes of appreciation.

The committee is working with Zephyr Designs to get more pieces safely mounted on the library walls.

E. Planning Committee:

Bookmarks of the strategic plan summary are now available.

Fire Chief Bucossi is reviewing the emergency plan.

F. Technology Committee: Final technology policy draft for public access and computer use will be available for the next trustees meeting.

An RFQ for a web designer, which will be paid from contractual funds, is being created.

The children's room computer issues are still being resolved.

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

There are major changes underway at the State level including moving the offices. The new staff members at the State are working hard to make all libraries' materials more accessible.

NELA, VLA and ALA have meetings coming up in the Spring or Summer.

H. Nominating Committee:

The committee has interviewed 7 applicants. There are 3 seats to fill as Connie, Robert and Susan will not be extending their terms.

I. Department Reports: see reports.

Old Business:

Fine Forgiveness progress updates:

Progress on this is on hold until after Town Meeting. Decisions will also have to be made concerning books received from other libraries. From 2012 to present there are 810 overdue items still unpaid. Books do not become considered lost until at least 30 days after the due date.

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

February 13, 2018

Computer use with fines – first reading of proposed policy changes:

Tabled until next meeting.

Personnel update: 4 new hires. All are being cross-trained to cover both Children's room and main floor.

Review of policies and bylaws – discussion and proposed amendments:

First reading of Articles 1 and 2-2.1 Discussion of changing the meeting time will wait until April when the new board members are in attendance. Two more articles will be reviewed next month.

Staff appreciation event: Thursday, March 15 at 8AM. Adam will organize with help from Sue.

New Business:

Revise Conference Room Policy with new capacity load.

The Local History room capacity has been increased to 24. No other revisions were made.

Proposed time change for regular Board of Trustees meetings.

The March meeting will be held at 4:30pm on March 13.

Brattleboro Savings & Loan Sponsorship:

Starr, Pam, and Joyce Marcel, Friends President, will meet with a representative of BS&L on Friday to discuss ways in which in BS&Ls community sponsorship program can collaborate with the library.

Sustainability panel:

Motion: Howard moved and Connie seconded that if the Sustainability panel, proposed by School for International Training, is held at the library on March 15, the library will stay open late. Passed.

Library Leadership educational program at Harvard:

Jeanne is going to apply to attend. Costs for this 3 day seminar and food and lodging will be paid from the professional development budget.

Executive Session:

Motion: At 6:40pm Pam moved and Jane seconded that the Board go into executive session to discuss the director's review. Passed.

At 6:59pm the regular meeting of the board resumed.

Motion: Howard moved and Jane seconded that the Trustees approve the performance review of the library director as submitted. Passed.

Adjourn: Howard moved and Jane seconded to adjourned at 7:00pm.

Jane Fletcher, Recording Secretary
Susan Troy, Board Secretary

**Buildings and Grounds Committee Minutes, Brooks Memorial Library
Tuesday, February 13, 2018**

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

Absent: Paige Martin

Also present : Russ Brown

1. Call to order - 8:30 AM
2. Agenda - Changes and additions - none
3. Public Comment - none
4. Minutes of 1/16/17 approved
5. Updates:
 - Bathroom renovations - Starr said that she hopes to consult with Steve Horton.
 - Floor tile replacement in main floor stacks area - Estimates are in and Russ will meet with Starr to discuss next steps.
 - Lighting for mezzanine statue - No news.
6. Drive-up bookdrop - Lindsay reported that Paige sent a survey to all staff about this and the responses were mixed. However, it has often been a request of patrons to have such a box for accessibility. Supervisors looked at options and want a box with two sections; one for books and one for media. Public Works Dept. was consulted about placement. The proposed site is in the upper parking lot where patrons can pull up and then be able to turn around to leave. The box will be bolted down and therefore movable when the lot is renovated. The price range is between four and six thousand dollars; installation will add to this cost and a sturdy cart to transport the materials to the library will also be needed.

A motion was made and approved to appropriate \$8000 from the Buildings and Grounds funds for this project.
7. Review of improvement plans for outside redesign- We discussed the plans, (A and B,) that Steve Barrett, Director of Public Works, presented last month.
 - A ramp for the front of the building to improve patron access is our first priority.
 - Although some liked the bowed out green space of Plan B, it would mean a loss of parking spots, so the committee prefers Plan A.
 - We'd like to see an elevation plan if one is available.
 - We discussed the possibility of removing the large trees in the front of the building; Starr hopes to consult with the local Tree Board about their opinion.
 - Improving accessibility via the Municipal Building parking area is also a priority, but we recognize that there are other parties who will have to weigh in on that design.
8. Building Safety Checklist - Pam shared a draft. It's a one page list procedures and whose responsibility it is to do them and the frequency. (i.e. Fire Dept., Elevator Maintenance Co. etc.) Starr will add missing details and the committee will discuss the list at our next meeting.

Meeting adjourned at 9:45

NEXT MEETING - Tuesday, March 20th, 8:30AM.

Brooks Memorial Library
Finance Committee
AGENDA
12 February, 2018 4:30 PM
Library Meeting Room

- 1) Call to Order / 4:30 PM
- 2) Agenda/Changes or additions
- 3) Public Comment
- 4) Old Business

Discussion of Asset Development Policies (See the Enowment Policy:

http://brookslibraryvt.org/images/about/pdfs/BR4_INVESTMENT_POLICY_FINAL_20141110.pdf

Adam provided a new document with various revisions (available upon requests).

The committee provided several comments on the revisions:

Jenny notes that there are specific definitions of terms for specific funds.

According to UPMIFA the “endowment” should be “institutional funds” and then split into “Endowment funds” which are restricted, and “Trustees’ Permanent Fund” which is the permanent investment portfolio. This involves several changes to the document, but will help clarify how we interact with and respond to the laws governing our management of the endowment.

Other notes include specifying how we withdraw money from other endowment accounts, clarifying how we deal with

donations (what account they go into first and how the trustees make decisions about its use) as well as including a new cap for **what is a “small gift.”**

Adam will attempt to type this up for the board meeting tomorrow night for the first reading.

5) New Business

Preparation of Library Budget for fiscal year 2018-2019

The January first Endowment was at \$1,986,690.

The 4% the committee recommends to be \$79,470 (the exact 4% is \$79,468.60)

Starr drafted a provisional set of new budgets for the above quantity. The committee agreed with the provisional draft, but Starr is going to go back to the staff and check on their budget levels and whether or not there are particular needs we are not aware of.

Starr will consult with staff about the budget levels and return to the next meeting with a finalized proposal so the committee can bring it to the board for a vote.

6) Adjourn

NEXT MEETING DATE: [provisional] 12 March, 2018 at 4:30PM

**Brooks Memorial Library — Fine Arts Committee Meeting
February 1, 2018**

Present Judith Bellamy, Connie Bresnahan, Howard Burrows, Christine deVallet. **Staff:** Starr LaTronica.
Absent: Prudence Baird, Alex Stinson.

Call to order Howard called the meeting to order at 9:15 a.m.

Changes to agenda None

Public comment None

Minutes of December 7, 2017, meeting. No corrections or additions.

FA Collection *Prioritize items for public display.* John Clements of Zephyr Designs will arrive at 10 a.m. (after end of meeting) to consult with the FA committee on what pieces to move to which locations and how to install them.

James Fisk bas relief bust. Judith was unsuccessful in contacting by phone the owner, Licia Kuhn of San Francisco, or her daughter, Felicia Kuhn, who lived locally. The committee would like to obtain Mrs. Kuhn's consent to transfer the long-term loan of the bas relief to the Brattleboro Historical Society, as the recent remodeling in the library considerably reduced the wall space available for displaying large artworks. Starr suggested sending a registered letter to Mrs. Kuhn's last known address, expressing the committee's request.

Stephen Day Press books. The library has accepted a collection of books from the Stephen Day family which had been housed at the Historical Society. The books will be on display in a locking glass-fronted bookcase in the Local History Room once the bookcase's lock and key is restored or replaced.

Exhibits *Children's Illustrators.* • Drawings that Anna Dewdney had done while giving a program at the library are on display in the children's cases in February to complement the *llama llama* celebration on the 10th. • March is Student Art Month; Connie will confirm with Marie Procter whether the local elementary schools will exhibit at the library this year as usual.

Public Art. Starr described the paintings and sculptures of recent Marlboro College graduate Grigoriy Molchanov, whose work will be on display until the end of February.

Anna Dewdney event Connie commended Prudence for a fantastic job of organizing the event. She said everything was set, with crafts in the Teen Room, storytime in the Children's Room, and breakfast in the Meeting Room. Connie also suggested that future events be proposed directly to the staff who will be most affected, before any decisions are made or action is taken, so they may collaborate from the very beginning of the project.

FA community opportunities/programming partners Howard said that Prudence had emailed him about an exhibit of altered books the Words Project is considering as a fundraiser. He thinks the FA committee should be involved.

Review of FA policies and forms Howard said the trustees are reviewing and updating the library's Bylaws, and the FA committee should update the FA policies in conjunction with the board's review and with the new strategic plan. There was some confusion about the distinction between the Bylaws and the policies; Howard did not understand the existing system used to number the library's policies, but said he would find out and report to the committee.

Other Howard said that a discussion of the FA budget should be added to the meeting agenda as a regular item.

NEXT MEETING Thursday, March 1, 2018, at 9 a.m.

Adjournment The meeting was adjourned at approximately 9:50 a.m. to prepare for the consultation with John Clements.

Notes by Judith Bellamy

Brooks Memorial Library
Nominating Committee Meeting Minutes
February 13, 2018

Present: Jenny Rowe, Sue Troy, Howard Burrows, Connie Bresnahan and Starr Latronica.

There were seven community members who applied for two open BML three-year Trustee positions and one two-year term from an unexpired Trustee position. Six applicants were interviewed on Saturday, February 10. One applicant was interviewed on Tuesday, February 13. The committee chose Sirkka Kauffman and Leo Schiff as the recommended candidates to fill the open BML three-year Trustee position and Tracy Murphy to fill the two year unexpired Trustee position.
Connie Bresnahan

Director's Report for February 2018

Brooks Memorial Library has been a busy hive the past month! Both staff and public have commented on how lively the energy has been.

Building: Russ Brown has been working with an electrician to repair the front exterior lights and we have brought our elevator up to code. There is a leak in the 2nd floor custodian's closet which Russ is addressing. We have new phones, which also means new extensions so we are working to update all of our informational pieces, both paper and electronic to reflect the change. The crumbling condition of the ADA pathway to the 2nd story entrance continues to present obstacles for patrons with mobility issues. We are moving closer to ordering the exterior bookdrop. I have consulted with Patrick Moreland on procurement and with Steve Barrett of Public Works to arrange for delivery as a tractor-trailer will not be able to deliver it to the site.

Programs: The Children's Room stole the show with their programs in February! The Llama love program was followed by an equally successful performance by "The Annie's" as part of the Winter Carnival. The audience literally filled the floor of the Main Reading room and the experience was a treat for all in attendance. The Young Adult room featured a display of anti-Valentine's non love stories. On the adult front, our First Wednesday VHC program on Rachel Carson was delayed a week due to weather but it did not dampen the attendance. We also hosted a media literacy program with Randy Holhut of *The Commons* who presented the art of photo journalism: taking pictures that tell a story, and the weekly Scrabble group is holding steady. Our Facebook posts are up and there is increased buzz on social media.

In celebration of African-American History Month the Children's Room staff sent daily Facebook posts highlighting African American creators of children's books. The Adult library featured materials on African American history and biography. We were fortunate to host a storytelling session with Dr. Joyce Duncan a professional storyteller and member of the National Association of Black Storytellers/African Folk Heritage Circle.

Community Collaboration: Trustee Pamela Becker and Friends of the Library President, Joyce Marcel and I met with Leah Goodman from Brattleboro Saving and Loan to discuss possibilities during Sponsorship Week. BML also connected Dr. Joyce Duncan with Mikaela Simms to bring storytelling into the local schools.

Town operations: I participated in the Town staff breakfast festivities, attended the ribbon cutting at the new and improved Central Fire Station, and attended the information/training session on VT Alert which opened opportunities to collaborate with Emergency Services and provide important information to the community.

Publicity: The Llama event (above) resulted in a colorful piece in *The Reformer* which can be accessed at <http://www.reformer.com/stories/llama-llama-i-love-you,532046>. I spoke with Olga Peters about library events and activities during Green Mountain Mornings on WKVT.

Cardholders checked out 11,603 items from the library in February. We logged 9882 visits.

Youth Services Board Report- February 2018

February may be the shortest month but it was a BIG month for all of us in Children's Room. We had two huge events.

Our Llama Llama I love you: a storytime celebration of Anna Dewdney was fantastic! We had over 250 people attend! Even with a crowd more than double what we had expected, everything worked like clockwork. The event took over the entire top floor of the library. The very yummy breakfast was served in the Meeting Room and included homemade mini muffins, fresh baked bread, bagels, bananas, yogurt and clementines. Special thanks to Prudence Baird who coordinated (and baked some of) the delicious breakfast. The Spicy Lime was emptied out and turned into our storytime room. The Children's Room had our Make a Valentine for Llama Llama craft table as well as the main attraction, Llama Llama himself!

Thank you to all the staff and volunteers who made this event such a success especially staff member Francisco Mugnani and volunteer Roland Boylan who each made Llama Llama come to life (even with a fan inside it, the costume gets VERY hot so having Francisco and Roland take turns as Llama Llama was great.)

A big thanks to the companies who donated food: The Works for the bagels, cream cheese and coffee; Brattleboro Co-op for the clementines and juice; and Commonwealth Creamery for the yummy yogurts.

Thank you to the Friends of Brooks Memorial Library for helping us bring Llama Llama to life by covering the rental cost of the Llama Llama costume and purchasing the paperback and board books to be given away to all children who attended the event. The \$500.00 allowed us to purchase 50 board books and 78 paperbacks. Originally we thought we would have lots of books left over but we ended up giving away 115 books at the event. The remaining 11 board books will be given away in the Welcome Baby bags and the 2 paperbacks will be used as prizes during the summer reading program.

The amazing turnout for our Llama Llama event is a true testament to Anna's talent and the beloved character she created. It highlights her impact on young children both in the bigger world and our small corner of it.

Our second amazing event was the return of *The Annies Music and Puppets* to perform for Winter Carnival. After a two year hiatus the duo of Annie Frelich and Annie Quest have begun performing again. As always the Main Room was wall to wall people. We had 102 children and 96 adults attend.

We have three events planned in March. Our monthly LEGO-palooza will take place on March 15. We'll be having our first ever Box Maze, on Saturday March 24. Kids ages 5 and up are invited to climb through our life sized maze made from boxes. On Monday March 26 we'll be offering a mini box maze for ages 18 months to 5 years old. On March 27, we will be having our third Girl Power book talk, this time focusing on YA books.

Lindsay Bellville
Youth Services Librarian

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

Ordinary Income/Expense	Jul '17 - Jun 18	Budget	\$ Over Budget
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	1,249.23	7,083.79	-5,834.56
BR04 - Contractual Services	717.50	36,517.53	-35,800.03
BR05 - Books Adults	11,102.49	20,261.19	-9,158.70
BR06 - Juvenile Programs	899.17	3,248.12	-2,348.95
BR07 - Reference Sources	1,193.13	6,099.71	-4,906.58
BR08 - Local History Source	209.76	449.00	-239.24
BR09 - Young Adult Sources	95.19	2,541.26	-2,446.07
BR10 - Non-Print	5,890.72	6,731.45	-840.73
BR11 - Periodicals	1,350.16	6,707.87	-5,357.71
BR12 - Trustees Conferences	294.17	1,241.04	-946.87
BR13 - Adult Programs	1,019.13	1,854.25	-835.12
BR14 - Fine Arts	876.77	1,669.55	-792.78
BR15 - Board Approved Projects	6,767.90	10,197.26	-3,429.36
BR16 - Books Children	539.38	1,120.81	-581.43
BR17 - Outreach	696.39	1,734.08	-1,037.69
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 Westerberg-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	1,389.00	2,989.85	-1,600.85
MO01 - Moulton, Lois Fund 4/14/2014	294.31	333.72	-39.41
PI01 - Pinkerton Fund	491.84	564.29	-72.45
SG01 - Small Gifts	422.88	2,583.94	-2,161.06
ST01 - Staff Fund	20.86	23.26	-2.40
TB01 - Tom Burdo Fund 1/2/2012	0.00	124.00	-124.00
WJ01 - Wojtowicz Fund 5/11/11	992.01	1,160.12	-168.11
Total BR19 - Short Term Gift Funds	4,301.98	9,876.95	-5,574.97
BR20 - Projects			
MH01 - Miriam Adams Howland Bequest	373.03	6,707.00	-6,333.97
RR01 - Ronald Read Capital Improvement	2,990.00	30,000.00	-27,010.00
Total BR20 - Projects	3,363.03	36,707.00	-33,343.97
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	853.34	853.34	0.00
SH01 - Schorling 2007 Books Adult	416.10	6,291.02	-5,874.92
SH02 - Schorling 2007 Books Juv	1,273.92	3,621.50	-2,347.58
SH03 - Schorling 2007 Books Ref	0.00	8,904.60	-8,904.60
BN01 - Brown Fund	16.32	134.89	-118.57
FR01 - Frothingham Fund	0.00	2,121.39	-2,121.39
JR01 - Jerard Fund	0.00	874.92	-874.92
WY01 - Wyatt Fund	574.72	678.24	-103.52

11:14 AM

03/01/18

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	3,759.40	30,456.39	-26,696.99
Total Expense	44,437.21	205,653.01	-161,215.80
Net Ordinary Income	-44,437.21	-205,653.01	161,215.80
Net Income	-44,437.21	-205,653.01	161,215.80

Brooks Memorial Library
Current Quarter Actual vs Budget
 January through March 2018

Ordinary Income/Expense	Jan - Mar 18	Budget	\$ Over Budget
Expense			
BR03 · Conferences & Workshops	-70.00	1,250.00	-1,320.00
BR04 · Contractual Services	0.00	4,000.00	-4,000.00
BR05 · Books Adults	4,175.68	4,500.00	-324.32
BR06 · Juvenile Programs	172.44	750.00	-577.56
BR07 · Reference Sources	102.53	1,000.00	-897.47
BR08 · Local History Source	0.00	120.00	-120.00
BR09 · Young Adult Sources	0.00	500.00	-500.00
BR10 · Non-Print	65.00	1,375.00	-1,310.00
BR11 · Periodicals	245.30	1,000.00	-754.70
BR12 · Trustees Conferences	0.00	225.00	-225.00
BR13 · Adult Programs	13.74	250.00	-236.26
BR14 · Fine Arts	0.00	175.00	-175.00
BR15 · Board Approved Projects	104.00	2,500.00	-2,396.00
BR16 · Books Children	268.50	500.00	-231.50
BR17 · Outreach	481.33	250.00	231.33
BR18 · Conservation	0.00	125.00	-125.00
BR21 · Legacy			
CK01 · Calista Book Fund	308.93	0.00	308.93
SH01 · Schorling 2007 Books Adult	15.26	0.00	15.26
WY01 · Wyatt Fund	251.06	0.00	251.06
Total BR21 · Legacy	591.57	0.00	591.57
Total Expense	7,873.32	18,520.00	-10,646.68
Net Ordinary Income	-7,873.32	-18,520.00	10,646.68
Net Income	-7,873.32	-18,520.00	10,646.68

Brooks Memorial Library Profit & Loss January through March 2018

	Jan - Mar 18
Ordinary Income/Expense	
Income	
Requests Received	39.57
Gifts Received	90.00
Total Income	129.57
Gross Profit	129.57
Expense	
BR03 · Conferences & Workshops	-70.00
BR05 · Books Adults	4,175.68
BR06 · Juvenile Programs	172.44
BR07 · Reference Sources	102.53
BR10 · Non-Print	65.00
BR11 · Periodicals	245.30
BR13 · Adult Programs	13.74
BR15 · Board Approved Projects	104.00
BR16 · Books Children	268.50
BR17 · Outreach	481.33
BR19 · Short Term Gift Funds	
PI01 · Pinkerton Fund	245.92
SG01 · Small Gifts	121.41
ST01 · Staff Fund	20.86
WJ01 · Wojtowicz Fund 5/11/11	992.01
Total BR19 · Short Term Gift Funds	1,380.20
BR20 · Projects	
MH01 · Miriam Adams Howland Bequest	343.03
Total BR20 · Projects	343.03
BR21 · Legacy	
CK01 · Calista Book Fund	308.93
SH01 · Schorling 2007 Books Adult	15.26
BN01 · Brown Fund	16.32
WY01 · Wyatt Fund	251.06
Total BR21 · Legacy	591.57
Total Expense	7,873.32
Net Ordinary Income	-7,743.75
Net Income	-7,743.75

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	2,125.00	1,375.00	1,375.00	6,731.45
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	425.00	175.00	175.00	1,669.55
BR15 · Board Approved Projects	2,697.26	2,500.00	2,500.00	2,500.00	10,197.26
BR16 · Books Children	-379.19	500.00	500.00	500.00	1,120.81
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	62,052.67	19,520.00	18,520.00	18,520.00	118,612.67
Net Ordinary Income	-62,052.67	-19,520.00	-18,520.00	-18,520.00	-118,612.67
Net Income	-62,052.67	-19,520.00	-18,520.00	-18,520.00	-118,612.67

Town of Brattleboro General Ledger
Expenditure Report - General Fund
Current Year Period 8 Feb

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-17/18 MTD Pd 8 Feb
01-6-2800 Library					
01-6-2800-001.00 Department Head Salary	73,037.00	0.00	46,417.75	26,619.25	5,602.50
01-6-2800-005.00 Staff Salaries	376,894.00	0.00	239,143.12	137,750.88	28,385.54
01-6-2800-005.01 Custodian	15,190.00	0.00	18,523.48	-3,333.48	2,353.60
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	2,113.71	1,886.29	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	336.34	163.66	0.00
01-6-2800-128.00 Lost Book Refund Pmt Fees	300.00	0.00	186.59	113.41	18.00
01-6-2800-140.00 Computer Equipment Maint	15,000.00	0.00	8,473.86	6,526.14	594.23
01-6-2800-141.00 Computer Supplies	4,000.00	0.00	2,257.11	1,742.89	853.11
01-6-2800-152.00 Book & Non-Print Supplies	4,000.00	0.00	4,007.73	-7.73	0.00
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	13.04	286.96	0.00
01-6-2800-216.00 Reimbursable Expense	0.00	0.00	1,644.54	-1,644.54	0.00
01-6-2800-230.00 Fuel Expense	13,200.00	0.00	7,078.36	6,121.64	1,856.27
01-6-2800-235.00 Electric	26,470.00	0.00	17,277.57	9,192.43	1,592.52
01-6-2800-240.00 Utilities	1,800.00	0.00	1,440.77	359.23	435.68
01-6-2800-250.00 Building Equip & Maint	17,000.00	1,838.14	8,954.66	6,207.20	1,513.63
01-6-2800-255.00 Maintenance Supplies	3,000.00	253.86	2,533.63	212.51	217.76
01-6-2800-350.00 Telephone	6,000.00	2,000.00	2,910.34	1,089.66	491.31
01-6-2800-450.00 Postage Expense	7,500.00	0.00	3,771.30	3,728.70	500.00
01-6-2800-500.00 Office Supplies	4,000.00	0.00	2,235.60	1,764.40	514.34
01-6-2800-501.00 Books - General	6,000.00	0.00	5,988.81	11.19	0.00
01-6-2800-502.00 Reference Sources	19,000.00	0.00	14,659.27	4,340.73	2,153.25
01-6-2800-505.00 Juvenile Books	9,000.00	1,075.12	5,467.88	2,457.00	172.83
01-6-2800-510.00 Young Adult Sources	1,500.00	0.00	1,171.05	328.95	222.50
01-6-2800-515.00 Replacement Books	1,500.00	0.00	789.43	710.57	71.94
01-6-2800-520.00 Periodicals & Newspapers	7,000.00	0.00	6,640.25	359.75	1,440.77
01-6-2800-530.00 Non-Print Materials/Adult	5,500.00	125.33	2,511.09	2,863.58	102.35
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	0.00	1,697.99	2,102.01	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	100.00	0.00	0.00	100.00	0.00
01-6-2800-650.00 Equipment Maintenance	1,600.00	0.00	554.56	1,045.44	0.00
Total Library	627,791.00	5,292.45	408,970.02	213,528.53	49,329.86
Total General Fund	627,791.00	5,292.45	408,970.02	213,528.53	49,329.86
Total All Funds	627,791.00	5,292.45	408,970.02	213,528.53	49,329.86

Town of Brattleboro General Ledger
Expenditure Report - Grants Fund
Current Year Period 8 Feb

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-17/18 MTD Pd 8 Feb
04-6-2801 Library Trust					
04-6-2801-005.04 Staff - Contract Srvs	0.00	0.00	0.00	0.00	0.00
04-6-2801-126.03 BR03 Conferences & Worksh	7,083.79	0.00	1,249.23	5,834.56	-70.00
04-6-2801-126.12 BR12 Trustees Conferences	1,241.04	0.00	294.17	946.87	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	1,319.01	10,993.54	7,948.64	1,410.80
04-6-2801-501.08 BR08 Local History Source	449.00	0.00	209.76	239.24	0.00
04-6-2801-502.07 BR07 Reference Sources	6,099.71	0.00	1,193.13	4,906.58	0.00
04-6-2801-505.14 BR14 Fine Arts	1,419.55	0.00	876.77	542.78	0.00
04-6-2801-505.16 BR16 Books Children	1,478.07	0.00	539.38	938.69	268.50
04-6-2801-510.09 BR09 Young Adult Sources	2,541.26	0.00	95.19	2,446.07	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	1,350.16	5,357.71	230.06
04-6-2801-530.10 BR10 Non-Print	5,981.45	0.00	5,890.72	90.73	0.00
04-6-2801-551.04 BR04 Contract Srvs Adult	36,517.53	0.00	769.26	35,748.27	0.00
04-6-2801-551.13 BR13 Adult Programs	1,854.25	0.00	967.37	886.88	0.00
04-6-2801-552.06 BR06 Juvenile Programs	3,248.12	0.00	899.17	2,348.95	172.44
04-6-2801-600.15 BR15 Board Approved Proje	10,197.26	0.00	6,767.90	3,429.36	0.00
04-6-2801-600.17 BR17 Outreach	1,734.08	0.00	696.39	1,037.69	0.00
04-6-2801-600.19 BR19 Gifts	9,048.43	0.00	4,301.98	4,746.45	1,280.25
04-6-2801-600.20 BR20 Projects	20,000.00	0.00	3,363.03	16,636.97	0.00
04-6-2801-600.21 BR21 Legacy	30,051.81	27.66	3,759.40	26,264.75	285.73
Total Library Trust	177,070.17	1,346.67	44,328.26	131,395.24	3,577.78
Total Grants Fund	177,070.17	1,346.67	44,328.26	131,395.24	3,577.78
Total All Funds	177,070.17	1,346.67	44,328.26	131,395.24	3,577.78

Town of Brattleboro General Ledger
Revenue Report - General Fund
Current Year Period 8 Feb

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-17/18 MTD Pd 8 Feb
01-5-2800 Library Revenue					
01-5-2800-120.00 Library Copier Revenue	6,700.00	0.00	3,425.44	3,274.56	68.93
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	1,604.95	-1,604.95	0.00
01-5-2800-360.00 Library Fines	16,000.00	0.00	8,957.75	7,042.25	908.35
01-5-2800-370.00 Non-Resident Fees	18,000.00	0.00	9,306.00	8,694.00	790.00
01-5-2800-375.00 Gift Books & Replacement	4,000.00	0.00	2,063.26	1,936.74	348.29
01-5-2800-390.00 Library Postage Revenue	200.00	0.00	111.60	88.40	12.00
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	45.74	654.26	21.84
Total Library Revenue	45,600.00	0.00	25,514.74	20,085.26	2,149.41
Total General Fund	45,600.00	0.00	25,514.74	20,085.26	2,149.41
Total All Funds	45,600.00	0.00	25,514.74	20,085.26	2,149.41

Town of Brattleboro General Ledger
Revenue Report - Grants Fund
Current Year Period 8 Feb

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-17/18 MTD Pd 8 Feb

04-5-2801 Library Trust					
04-5-2801-217.00 Trust Reimbursement	177,070.17	0.00	40,750.48	136,319.69	10,291.96

Total Library Trust	177,070.17	0.00	40,750.48	136,319.69	10,291.96

Total Grants Fund	177,070.17	0.00	40,750.48	136,319.69	10,291.96
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Total All Funds	177,070.17	0.00	40,750.48	136,319.69	10,291.96
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