



BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

Board of Trustees Meeting Materials for July 10th, 2018

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BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA

Tuesday—July 10th, 2018—4:45 PM—Meeting Room

Call to Order / 4:45 PM

Agenda/Changes or additions

Public Comments

Minutes of June 12th, 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. Department Reports: Director; Reference, Youth Services

OLD BUSINESS

- Fine Forgiveness progress updates
- Acceptable Computer Use Policy, second reading
- Bylaws update
- Circulation policy update

NEW BUSINESS

- Request to loan artifacts
- Request to accept artifacts

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

June 12, 2018

Present: Trustees Jennifer Rowe, Howard Burrows, Pam Becker, Jane Southworth, Amity DeAngelis, Adam Franklin-Lyons, Leo Schiff, Sirkka Kauffman, and Connie Bresnahan. Also present were Library Director, Starr LaTronica; Youth Services Librarian, Lindsay Bellville; Friends Liaison, Sue Dyer; Recording Secretary, Jane Fletcher.

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

Agenda Changes or Additions: committee membership; Downtown Business Alliance; Candidate forum.

Public Comments: None

Minutes of May 15, 2018:

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

Committee Reports:

A. Friends of the Library:

- Betsy Wagenknecht elect Vice-President. The rest of the officers remain the same.
- Cartoonist, Jeff Danziger, spoke to the meeting.
- Summer book sale has raised \$3573.00
- The last little free library was raffled. Overall they raised \$2137.00
- The fund raising committee is working on First Wednesday donors, a concert in October and a fashion show, the date to be announced.

B. Building and Grounds Committee: No meeting.

Starr is waiting to hear from an electrician about the ungrounded wire. There have been 2 bids from the 3 gardeners about restoring the garden. The third bid is expected. GPI Construction was the only bidder on the HVAC replacement and will be responsible for the front window repairs as well. The concrete pad for the book drop may also fall to them. Tile replacement will begin on the 25th after the books are removed from the bottom shelves and temporarily placed on the book sale shelving.

C. Finance/Asset Development Committee: Met with Prentiss Smith & Co.

A review of their process for making investment decisions was discussed. A regular review of the investment options is required every few years. The board may take that up in the near future.

D. Fine Arts Committee: Statues are being cleaned and repaired. In future a policy of ongoing maintenance should be followed. Discussions of cataloging options to increase the versatility of the collection are ongoing. A coordinator for the children's exhibit displays is being sought and the committee is also looking for ways to put exhibits on the main floor.

E. Planning Committee: Next meeting will be June 28th. Template for emergency procedures is still being modified. Protocols for active threat

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

June 12, 2018

response are being discussed with police and fire chiefs.

- F. Technology Committee:** The RFQ for the new website is nearly complete with the intention of having the site up in September.

The new acceptable use policy reads as follows:

**Brooks Memorial Library
Public Access Computer and Internet Use Policy**

Purpose

In its mission to connect people and resources to inspire, inform and empower our diverse community, the Library extends access to information and media by offering public Internet access, public access computers, online research databases, applications, and printing.

Terms of Use

- The Library cannot guarantee the accuracy of information on the Internet.
- The Library does not filter content on public access computers, including in the Children's Room and Teen Room.
- The Library cannot guarantee the privacy of data or computer usage.
- Patrons assume responsibility for their personal devices.
- The Library's Behavior Code applies to computer and Internet use.
- Use of library computers for illegal activity will result in loss of library computer access privileges.
- Display of sexually explicit graphics or otherwise offensive material is inappropriate for an open public environment and is prohibited.
- Patrons accept financial responsibility for any damage they cause to library property.

Requirements for Use

- Users must have a current library or computer user card to use the computers.
- Sessions have time limits, which may be extended if no one else is waiting.
- Public Access Computers in the Children's Room are to be used only by children or adults who are accompanying a child.
- Public access computers in the Teen Room are for ages 13-19 use only.

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

Vermont Library Association conference was well received. The retreat for VLA members will discuss Catamount and Interlibrary loan systems and the staff changes at the State Library.

- H. Department Reports:** see reports. In addition to the Director's Report, the library is eligible for membership in the Downtown Business Alliance at a fee of \$25 and will be receiving the district flower pots soon. To be a sponsor of the Brattleboro Plan-a-go-go calendar is \$300.00. Library website will link to the calendar.

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

June 12, 2018

Old Business:

Fine Forgiveness progress updates:

Fines are being waived. Staff is being trained to forgive allowable fines. The public roll out will be at the 4th of July parade with read freely promotion.

Acceptable Computer Use Policy: see F above

Bylaws update: Still to be reviewed are Fine Arts, BR3 and social software policies.

New Business:

Family Search Database:

The library has an opportunity to become an affiliate library. This would be a free resource.

Review and ratification of fines schedule:

Starr will review the schedule and submit for ratification at the next meeting.

Committee membership:

Following lengthy discussion it was decided that Jenny will draft a section for inclusion in the bylaws delineating how members are appointed to committees.

Candidate forum: The library will host the Windham county candidates for the State Senate and Legislature at a candidates night on July 25th to discuss their favorite books.

Adjourn: At 6:33 Connie moved and Sirkka seconded that the meeting adjourn.

Jane Fletcher, Recording Secretary
Connie Bresnahan, Board Secretary

**Brooks Memorial Library
Finance Committee
Minutes
18 June, 2018 4:30 PM
Brooks Library Small Meeting Room
Brattleboro, VT 05301**

1) Call to Order / 4:30 PM

2) Agenda/Changes or additions

3) Public Comment

4) New Business

A) Preparations for the 2018 Annual Appeal

In 2017 we sent 465 request (17 e-mail, the remaining letters)

Raised \$11,049.12 net (minus the small fees)

Adam - will check the specific number spent on Howard printing costs and add to the minutes...The quantities are: \$992 for the general mailings and \$225 for thank you notes. The thank you notes will last longer than one year, so the base cost is around \$1000 - pretty good return rate.

Discussion of decisions for this coming year -

- Pizza signing party: decision to not write appeal notes because we can't use the bulk mail if we have hand-written notes.

- Thank you notes? Check the cost of the thank you notes as well in the above amount.

- Thank you cards remaining? Will we need to print more? Joyce will check how many we have and whether or not we will need to order more.

- The letter itself will only go to the finance committee, Joyce will be in charge of writing it. Trustees will pay for the initial mailing, contact with Howard.

- The committee discussed the possibility of a donors' party - We generally think it's a good idea and Joyce will ask the Friends for their opinion.

Ideas:

No need for a particular lecture or event, but just fun and snacks.
(buttons - friends of Brooks Memorial Library?) Location could be in the meeting room.

The desert party also included a raffle, people will think about if there is a particular activity that we could include that would be fun. Sneak preview of first Wednesdays? Specific discussion topic? Books available for checkout? Door prizes (something related to the first Wednesdays?) Tickets to Samira Evans? (The committee likes the tickets to Samirah as a possible door prize)

We also discussed the possibility of giving out information on bequests and planned giving. Is this a good time to send along with the annual appeal? Because of the general direction of the bequests towards the endowment and the annual appeal being focused on the Friends, it seemed like a better idea to keep them separate. The planned giving is something the trustees can do separately.

Last question: Do we want to approach anyone in particular or businesses? The friends are specifically already asking for corporate donations for the First Wednesdays, but it's not clear that we need it at this point in time. The Friends are comfortable with our current level of fundraising so we'll leave it as it stands for the moment.

B) Vote on Budgets from the secondary accounts (Loud, Legacy, Calista, and Schorling)

Calista: \$800.00 (fixed)

Schorling: \$8228.28 Available - what quantity should we leave? (There has been some loss since then).

Proposal to Leave 21K in the Calista fund for a buffer and take \$7228.00 out of Schorling and consider the fund dissolved.

Divided this way: Adult Books: \$4000.00; Childrens Books: \$2,000.00; Reference: \$1228.00.

Legacy: \$1763.88 (rounded to \$1764.00 - this is a standard 4% like the main endowment)

Brown (%2.7): \$47.63

Frothingham (%70): \$1234.80

Gerard (%7.3): \$128.77

Wyatt (%20): \$352.80

Loud: \$946.30 (rounded to \$946.00 - also 4% of the current fund)

We will propose these amounts at the next trustee meeting.

5) Old Business

Review of Quickbooks Reports (With new reports!)

Generally the committee liked the new reports - they capture very closely the amounts, but will not line up exactly until the quarterly additions of small gifts and interest payments.

Review of By-laws - note about impact investing

Put off for next meeting.

6) Adjourn

NEXT MEETING DATE: TBA

Director's Report for June 2018

Many thanks to the staff for their flexibility, good humor and hard work in making the transition to our new fine-free policy. The input from the supervisors, and especially from Circulation Manager Therese Marcy was invaluable.

Building: The cracks in our window are still sandwiched between insulation until we can have them repaired. We have finished encapsulating the asbestos tiles in the first floor stacks. We are still in need of a slab to support our bookdrop and are in the process of finding a landscaper to re-design the garden.

Programs: The Youth Services staff has done a spectacular job of arranging summer learning opportunities for all ages and has incorporated STEAM activities with literacy to stimulate multiple intelligences. Additionally, YS staff members are coordinating the summer lunch program that provides free nutritious lunches to anyone 18 and younger, (adults may purchase meals for \$3.50). We hosted our final 1st Wednesday lecture on the Pulitzer Prize winning novel, *The Known World*, which was rescheduled due to a snowstorm last winter. Jim Freedman delivered an informative presentation on economics in China to a full house and author/photographer Richard Marshall read from his book of interviews with local people and included a skit with Orly Munsing and Stephen Stearns. We are looking forward to the first *Candidates' Forum: Library Edition* on July 25th. The idea for this event was a parting gift from Paige Martin.

Resources: We are in the process of adding Kanopy, a streaming video service, and Family Search, a genealogical database.

Community Collaboration: We supported the Strolling of the Heifers event by opening to the public at 8 am (instead of 10) the day of the parade to provide restroom facilities and a drinking fountain. Attendance at a meeting of the FEET neighborhood group provided an opportunity to hear community concerns and to promote library services and our new no fines policy. I attended the monthly meeting of the Community Equity Collaborative. Diana Wahle included me in an informative meeting with Cary Brown, Executive Director of the Vermont Commission on Women. Finally, I sat for the RVG portrait series of the *Faces of Main St.*

Emergency Planning: We are moving forward to install speakers in the meeting room, teen room and stairwell. A landline is operational in the boiler room. In the meantime, I had extensive and informative conversations with BPD and Town officials in regards to a phone message left by an angry patron.

Continuing education: I attended a webinar on going fine free presented by the Research Institute for Public Libraries.

Professional development: I attended the annual conference of the American Library Association. Much of the conversation there was on topics of implicit bias, eliminating fines, social and economic equity and family engagement.

Publicity: Youth Services librarian Lindsay Bellville and I chatted with Olga Peters on Green Mountain Mornings about summer activities and the importance of keeping the learning process active in kids during the summer.

We logged 11,953 visits to the library in June.

Brooks Memorial Library
Profit & Loss
 July 2017 through June 2018

	Jul '17 - Jun 18
Ordinary Income/Expense	
Income	
Bequests Received	114,176.60
Dividend Income	697.66
Gifts Received	2,345.82
Total Income	117,220.08
Gross Profit	117,220.08
Expense	
BR03 · Conferences & Workshops	4,339.07
BR04 · Contractual Services	1,897.80
BR05 · Books Adults	17,832.53
BR06 · Juvenile Programs	2,109.03
BR07 · Reference Sources	2,339.10
BR08 · Local History Source	209.76
BR09 · Young Adult Sources	644.90
BR10 · Non-Print	6,731.45
BR11 · Periodicals	2,999.82
BR12 · Trustees Conferences	900.05
BR13 · Adult Programs	1,135.56
BR14 · Fine Arts	996.77
BR15 · Board Approved Projects	7,319.07
BR16 · Books Children	803.33
BR17 · Outreach	711.39
BR18 · Conservation	531.48
BR19 · Short Term Gift Funds	
AH01 · Amelia Hancock Fund	613.76
AR01 · Arrington, Jeanne Fund	107.29
DU01 · Helen Durant Fund 9/6/2007	2,189.00
MO01 · Moulton, Lois Fund 4/14/2014	304.07
PI01 · Pinkerton Fund	491.84
SG01 · Small Gifts	660.08
ST01 · Staff Fund	20.86
WJ01 · Wojtowicz Fund 5/11/11	992.01
Total BR19 · Short Term Gift Funds	5,378.91
BR20 · Projects	
MH01 · Miriam Adams Howland Bequest	373.03
RR01 · Ronald Read Capital Improvement	8,561.00
Total BR20 · Projects	8,934.03
BR21 · Legacy	
LU01 · Loud Fund	625.00
CK01 · Calista Book Fund	853.34
SH01 · Schorling 2007 Books Adult	1,295.42
SH02 · Schorling 2007 Books Juv	1,273.92
BN01 · Brown Fund	28.49
WY01 · Wyatt Fund	593.80
DW01 · Dowley Fund	-366.01
PG01 · Pageant Fund	-36.93
Total BR21 · Legacy	4,267.03
Total Expense	70,081.08
Net Ordinary Income	47,139.00

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07/09/18

Cash Basis

Brooks Memorial Library

Profit & Loss

July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>
Other Income/Expense	
Other Income	
Change in Investment Value	
Change -3431	75,468.93
Change -7353	12.33
Change in Investment Value - Other	<u>1,482.53</u>
Total Change in Investment Value	<u>76,963.79</u>
Total Other Income	76,963.79
Other Expense	
80000 · Ask My Accountant	<u>11,052.27</u>
Total Other Expense	<u>11,052.27</u>
Net Other Income	<u>65,911.52</u>
Net Income	<u><u>113,050.52</u></u>

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	4,339.07	7,083.79	-2,744.72
BR04 - Contractual Services	1,897.80	36,517.53	-34,619.73
BR05 - Books Adults	17,832.53	20,261.19	-2,428.66
BR06 - Juvenile Programs	2,109.03	3,248.12	-1,139.09
BR07 - Reference Sources	2,339.10	6,099.71	-3,760.61
BR08 - Local History Source	209.76	449.00	-239.24
BR09 - Young Adult Sources	644.90	2,541.26	-1,896.36
BR10 - Non-Print	6,731.45	6,731.45	0.00
BR11 - Periodicals	2,999.82	6,707.87	-3,708.05
BR12 - Trustees Conferences	900.05	1,241.04	-340.99
BR13 - Adult Programs	1,135.56	1,854.25	-718.69
BR14 - Fine Arts	996.77	1,669.55	-672.78
BR15 - Board Approved Projects	7,319.07	10,197.26	-2,878.19
BR16 - Books Children	803.33	1,120.81	-317.48
BR17 - Outreach	711.39	1,734.08	-1,022.69
BR18 - Conservation	531.48	714.62	-183.14
BR19 - Short Term Gift Funds			
AH01 - Amelia Hancock Fund	613.76	672.87	-59.11
AR01 - Arrington, Jeanne Fund	107.29	133.99	-26.70
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	2,189.00	2,989.85	-800.85
MO01 - Moulton, Lois Fund 4/14/2014	304.07	333.72	-29.65
PI01 - Pinkerton Fund	491.84	564.29	-72.45
SG01 - Small Gifts	660.08	3,135.42	-2,475.34
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	5,378.91	10,428.43	-5,049.52
BR20 - Projects			
MH01 - Miriam Adams Howland Bequest	373.03	6,707.00	-6,333.97
RR01 - Ronald Read Capital Improvement	8,561.00	30,000.00	-21,439.00
Total BR20 - Projects	8,934.03	36,707.00	-27,772.97
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	1,295.42	6,291.02	-4,995.60
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	28.49	134.89	-106.40
FR01 - Frothingham Fund	0.00	2,121.39	-2,121.39
JR01 - Jerard Fund	0.00	874.92	-874.92
WY01 - Wyatt Fund	593.80	678.24	-84.44

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07/09/18

Cash 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	-366.01	703.10	-1,069.11
PG01 · Pageant Fund	-36.93	220.69	-257.62
Total BR21 · Legacy	<u>4,267.03</u>	<u>30,456.39</u>	<u>-26,189.36</u>
Total Expense	<u>70,081.08</u>	<u>206,204.49</u>	<u>-136,123.41</u>
Net Ordinary Income	<u>-70,081.08</u>	<u>-206,204.49</u>	<u>136,123.41</u>
Net Income	<u><u>-70,081.08</u></u>	<u><u>-206,204.49</u></u>	<u><u>136,123.41</u></u>

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07/09/18
Accrual Basis

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	5,698.70	7,083.79	-1,385.09
BR04 - Contractual Services	2,046.63	36,517.53	-34,470.90
BR05 - Books Adults	18,689.65	20,261.19	-1,571.54
BR06 - Juvenile Programs	2,799.93	3,248.12	-448.19
BR07 - Reference Sources	5,988.63	6,099.71	-111.08
BR08 - Local History Source	209.76	449.00	-239.24
BR09 - Young Adult Sources	2,459.50	2,541.26	-81.76
BR10 - Non-Print	6,819.47	6,731.45	88.02
BR11 - Periodicals	2,999.82	6,707.87	-3,708.05
BR12 - Trustees Conferences	900.05	1,241.04	-340.99
BR13 - Adult Programs	1,135.56	1,854.25	-718.69
BR14 - Fine Arts	1,056.77	1,669.55	-612.78
BR15 - Board Approved Projects	7,475.07	10,197.26	-2,722.19
BR16 - Books Children	803.33	1,120.81	-317.48
BR17 - Outreach	733.81	1,734.08	-1,000.27
BR18 - Conservation	531.48	714.62	-183.14
BR19 - Short Term Gift Funds			
AH01 - Amelia Hancock Fund	672.87	672.87	0.00
AR01 - Arrington, Jeanne Fund	122.25	133.99	-11.74
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)	34.66	100.00	-65.34
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	2,189.00	2,989.85	-800.85
MO01 - Moulton, Lois Fund 4/14/2014	304.07	333.72	-29.65
PI01 - Pinkerton Fund	564.29	564.29	0.00
SG01 - Small Gifts	660.08	3,135.42	-2,475.34
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	5,560.09	10,428.43	-4,868.34
BR20 - Projects			
MH01 - Miriam Adams Howland Bequest	373.03	6,707.00	-6,333.97
RR01 - Ronald Read Capital Improvement	14,927.56	30,000.00	-15,072.44
Total BR20 - Projects	15,300.59	36,707.00	-21,406.41
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	4,561.77	6,291.02	-1,729.25
SH02 - Schorling 2007 Books Juv	3,621.50	3,621.50	0.00
SH03 - Schorling 2007 Books Ref	0.00	8,904.60	-8,904.60
BN01 - Brown Fund	28.49	134.89	-106.40
FR01 - Frothingham Fund	39.27	2,121.39	-2,082.12
JR01 - Jerard Fund	0.00	874.92	-874.92
WY01 - Wyatt Fund	677.19	678.24	-1.05

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07/09/18
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	-366.01	703.10	-1,069.11
PG01 · Pageant Fund	-36.93	220.69	-257.62
Total BR21 · Legacy	<u>10,003.62</u>	<u>30,456.39</u>	<u>-20,452.77</u>
Total Expense	<u>91,212.46</u>	<u>206,204.49</u>	<u>-114,992.03</u>
Net Ordinary Income	<u>-91,212.46</u>	<u>-206,204.49</u>	<u>114,992.03</u>
Net Income	<u><u>-91,212.46</u></u>	<u><u>-206,204.49</u></u>	<u><u>114,992.03</u></u>

Town of Brattleboro General Ledger
Expenditure Report - Grants Fund
Previous Year Period 12 Jun

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-17/18 MTD Pd 12 Jun
04-6-2801					
Library Trust					
04-6-2801-005.04 Staff - Contract Srvs	0.00	0.00	257.07	-257.07	148.83
04-6-2801-126.03 BR03 Conferences & Worksh	7,083.79	0.00	5,698.70	1,385.09	1,359.63
04-6-2801-126.12 BR12 Trustees Conferences	1,241.04	0.00	900.05	340.99	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	531.48	183.14	0.00
04-6-2801-501.05 BR05 Books Adults	20,261.19	0.00	18,689.65	1,571.54	857.12
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	5,988.63	111.08	3,649.53
04-6-2801-505.14 BR14 Fine Arts	1,419.55	0.00	1,056.77	362.78	60.00
04-6-2801-505.16 BR16 Books Children	1,478.07	0.00	803.33	674.74	0.00
04-6-2801-510.09 BR09 Young Adult Sources	2,541.26	0.00	2,459.50	81.76	1,814.60
04-6-2801-520.11 BR11 Periodicals & Newspa	6,707.87	0.00	2,999.82	3,708.05	0.00
04-6-2801-530.10 BR10 Non-Print	5,981.45	0.00	6,819.47	-838.02	88.02
04-6-2801-551.04 BR04 Contract Srvs Adult	36,517.53	0.00	1,841.32	34,676.21	0.00
04-6-2801-551.13 BR13 Adult Programs	1,854.25	0.00	1,083.80	770.45	0.00
04-6-2801-552.06 BR06 Juvenile Programs	3,248.12	0.00	2,799.93	448.19	690.90
04-6-2801-600.15 BR15 Board Approved Proje	10,197.26	0.00	7,475.07	2,722.19	156.00
04-6-2801-600.17 BR17 Outreach	1,734.08	0.00	733.81	1,000.27	22.42
04-6-2801-600.19 BR19 Gifts	9,048.43	0.00	5,560.09	3,488.34	181.18
04-6-2801-600.20 BR20 Projects	20,000.00	0.00	15,300.59	4,699.41	6,366.56
04-6-2801-600.21 BR21 Legacy	30,051.81	0.00	10,406.56	19,645.25	5,736.59
Total Library Trust	177,070.17	0.00	91,615.40	85,454.77	21,131.38
Total Grants Fund	177,070.17	0.00	91,615.40	85,454.77	21,131.38
Total All Funds	177,070.17	0.00	91,615.40	85,454.77	21,131.38

Town of Brattleboro General Ledger
Expenditure Report - General Fund
Previous Year Period 12 Jun

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-17/18 MTD Pd 12 Jun
01-6-2800 Library					
01-6-2800-001.00 Department Head Salary	73,037.00	0.00	73,029.65	7.35	9,804.39
01-6-2800-005.00 Staff Salaries	376,894.00	0.00	373,446.62	3,447.38	49,592.88
01-6-2800-005.01 Custodian	15,190.00	0.00	30,960.52	-15,770.52	4,955.58
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	4,039.01	-39.01	705.89
01-6-2800-124.00 Training	200.00	0.00	200.00	0.00	0.00
01-6-2800-126.00 Conferences/Memberships	500.00	0.00	500.00	0.00	16.55
01-6-2800-128.00 Lost Book Refund Pmt Fees	300.00	0.00	257.48	42.52	25.00
01-6-2800-140.00 Computer Equipment Maint	15,000.00	0.00	14,953.09	46.91	2,726.19
01-6-2800-141.00 Computer Supplies	4,000.00	0.00	3,413.48	586.52	931.44
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	1,917.55	-1,917.55	0.00
01-6-2800-230.00 Fuel Expense	13,200.00	0.00	11,671.80	1,528.20	3,991.26
01-6-2800-235.00 Electric	26,470.00	0.00	25,351.74	1,118.26	4,934.56
01-6-2800-240.00 Utilities	1,800.00	0.00	1,876.45	-76.45	0.00
01-6-2800-250.00 Building Equip & Maint	17,000.00	0.00	16,833.38	166.62	3,140.11
01-6-2800-255.00 Maintenance Supplies	3,000.00	0.00	3,110.57	-110.57	36.00
01-6-2800-350.00 Telephone	6,000.00	0.00	4,684.79	1,315.21	-1,402.97
01-6-2800-450.00 Postage Expense	7,500.00	0.00	6,448.51	1,051.49	1,092.21
01-6-2800-500.00 Office Supplies	4,000.00	0.00	3,903.54	96.46	760.80
01-6-2800-501.00 Books - General	6,000.00	0.00	6,000.00	0.00	0.00
01-6-2800-502.00 Reference Sources	19,000.00	0.00	18,649.85	350.15	3,235.44
01-6-2800-505.00 Juvenile Books	9,000.00	0.00	8,961.05	38.95	0.00
01-6-2800-510.00 Young Adult Sources	1,500.00	0.00	1,492.29	7.71	0.00
01-6-2800-515.00 Replacement Books	1,500.00	0.00	1,500.00	0.00	0.00
01-6-2800-520.00 Periodicals & Newspapers	7,000.00	0.00	6,927.84	72.16	-72.16
01-6-2800-530.00 Non-Print Materials/Adult	5,500.00	0.00	5,405.58	94.42	0.00
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	0.00	3,722.93	77.07	412.96
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	841.84	758.16	143.64
Total Library	627,791.00	0.00	634,120.33	-6,329.33	85,029.77
Total General Fund	627,791.00	0.00	634,120.33	-6,329.33	85,029.77
Total All Funds	627,791.00	0.00	634,120.33	-6,329.33	85,029.77

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Town of Brattleboro General Ledger
Revenue Report - General Fund
Previous Year Period 12 Jun

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Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-17/18 MTD Pd 12 Jun
01-5-2800 Library Revenue					
01-5-2800-120.00 Library Copier Revenue	6,700.00	0.00	6,306.64	393.36	452.10
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	1,917.55	-1,917.55	0.00
01-5-2800-360.00 Library Fines	16,000.00	0.00	12,972.36	3,027.64	387.00
01-5-2800-370.00 Non-Resident Fees	18,000.00	0.00	14,048.00	3,952.00	1,137.00
01-5-2800-375.00 Gift Books & Replacement	4,000.00	0.00	3,084.93	915.07	163.43
01-5-2800-390.00 Library Postage Revenue	200.00	0.00	141.60	58.40	5.00
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	87.75	612.25	17.00
Total Library Revenue	45,600.00	0.00	38,558.83	7,041.17	2,161.53
Total General Fund	45,600.00	0.00	38,558.83	7,041.17	2,161.53
Total All Funds	45,600.00	0.00	38,558.83	7,041.17	2,161.53

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Town of Brattleboro General Ledger
Revenue Report - Grants Fund
Previous Year Period 12 Jun

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Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-17/18 MTD Pd 12 Jun
04-5-2801-217.00 Trust Reimbursement	177,070.17	0.00	70,484.02	106,586.15	13,101.36
Total Grants Fund	177,070.17	0.00	70,484.02	106,586.15	13,101.36
Total All Funds	177,070.17	0.00	70,484.02	106,586.15	13,101.36