



BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

Board of Trustees Meeting Materials for December 8th, 2020

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BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, December 8, 2020 4:45 PM

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AGENDA

Call to Order / 4:45 PM

Agenda/Changes or additions

Public Comments

Minutes of November 10, 2020

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library

- Activities update

B. Finance/Asset Development Committee—Jennifer Rowe, Chair

- Treasurer's Report and Update

C. Technology Committee—Leo Schiff, Chair

- Update

D. Buildings and Grounds—Gabriel Sistare

- Update

E. Advocacy and liaison to library organizations—Howard Burrows

- Update

F. Department Reports: Director; Reference, Youth Services

CONTINUING BUSINESS

- Update on current services/staffing.
- Zoom accounts for public use.
- Second reading of Endowment Policy revision to govern interest earned on Board Projects subaccounts.
- Further discussion of process of preparing for new strategic plan.

NEW BUSINESS

- Board members for 2021: Sirkka; Leo and Gabriel are eligible for reappointment.
- Grant opportunities: ALA community engagement, local public art opportunities.

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, November 10, 2020 5:00 PM

Minutes

Present: Leo Schiff, Jennifer Rowe, Howard Burrows, Karen Tyler, John Woodward, Gabriel Sistare, Jane Southworth, Sirkka Kauffman, John Komar (BML Friend), Starr Latronica, Jeanne Walsh (Reference Librarian), Sarah Vincent-Hoag (recording secretary)

Absent: Beth Ruane

Leo: Call to Order / 5:00 PM

Agenda/Changes or additions - none

Public Comments -none

Minutes of October 13, 2020 – Jane moved to approve, all in favor

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library – John Komar

- Activities update

Annual appeal is receiving ongoing donations to date about \$3000. Corporate contributions/sponsorship support, ongoing contributions to date \$2100, expecting more. All monies are going into “one pot”.

Giving Tuesday (an online fundraiser through Facebook), John is looking at it to make sure it is effective.

Chamber of Commerce window display for businesses – John is seeking to partner with a sponsor that supports the library and community. Friends will do the work on it and it will likely result in financial sponsorship/donation

B. Finance/Asset Development Committee—Jennifer Rowe, Chair

- Treasurer’s Report and Update

-Quarterly report: Investments up 3% overall, everything is doing fine.

With regard to the Project Funds account (See minutes addendum from BML Finance Committee meeting, Tuesday, November 3), suggested change:

“From December 2020, each such donation or bequest will be held in a subaccount of the Project Fund Account and will be accounted for separately”

Discussion and agreement (thumbs up from everyone) that this is the policy we want to use. Second reading will be conducted at the December meeting.

C. Technology Committee—Leo Schiff, Chair

- Update

MRW has continued to work on the library website and respond to feedback.

Starr: Update on training sessions with library staff who now have the ability to go in and change content etc. Starr is very happy with the results

Jeanne: Has done a little editing, Matt and Jeanne had an administration raining to create users/editors etc. for basic maintenance. They hope to launch the website this month. Jeanne will send the Board the link to the new website.

D. Buildings and Grounds – Gabriel Sistare

- Update

Virus and air filters have been placed air handling system. The library is confirmed for winter use.

Ongoing HVAC issue: Control Technologies have been here to adjust the system.

Prune or remove the yew bush in front of the library? Jane suggested a committee to come to a resolution and bring it to the Board. Gabriel will include 1 – 2 photos of the yew bush for the board meeting next month.

E. Advocacy and liaison to library organizations—Howard Burrows

- Update

There has been a lot of remotely done activity.

NELA: This Thursday, the keynote speaker from Library Freedom will present re: privacy issues for patrons

ARSL meeting. Starr: 2 staff members applied for and received grants to attend.

Braver Angels: Planning meeting for the NE chapter is tonight. Compassionate Brattleboro is offering a kid's kit from Orleans library with materials to add multiple skin colors to coloring figures.

This is available to the library

ALA midwinter meeting: Sign ups available now. Tuition less expensive for Trustees and \$130 for staff.

The marble pedestal has been repaired and funnily enough, this isn't the first time it's been broken.

Howard added at the end that there will be an expected spike in COVID and said the library should not be afraid to shut down

F. Department Reports: Director; Reference, Youth Services

Director:

Stats: we have picked up a lot in circulation, especially the Children's Room because of school groups coming in and teachers who have reduced access to their libraries coming in for books.

Jeanne has been busy with reference services.

The library has been very busy with the courier system (now 4x a week delivery and pick up)

Today the entry/exit doors on the main level have been reversed back to normal – because of the cold coming in the open back door and a second Chipmunk Incident. We now have a have-aheart trap at the library.

CONTINUING BUSINESS

Discussion of phased resumption of services.

From the Town department heads meeting: Peter Elwell is cautious about keeping public spaces open (e.g.: The Gibson Aiken Center)

Asked to work out staffing to have as little overlap as possible and has been making preparations on how to scale back or shut down the library if there is another government order

The town now has a telecommute policy and checklist for work from home

The library will not be expanding open hours at this time

Staff is very cautious/nervous especially those at risk

If a town employee goes out of town/state for an extended period, they should expect to quarantine for 2 weeks or 1 week plus COVID test.

Question about closing down the library for the two weeks following Thanksgiving to mitigate risk of infections during busy social time. This would mean the library is closed to all except curbside (with staff working remotely and to facilitate curbside)

Starr will be keeping an eye on the COVID numbers. This is a contingency plan, but she will be keeping everyone informed.

Leo: We don't need to make a motion on this because Starr has been given discretion by way of the continuing operation plan. Starr will inform Peter and the supervisors of this.

Zoom accounts for public use.

First Wednesday event for November has been postponed.

Reciprocal borrowing

During the annual Catamount Libraries meeting, Starr floated the idea and some libraries were open to allowing patrons to borrow from other consortium libraries. Starr is working on it.

NEW BUSINESS

Revise Endowment Policy to govern interest earned on Board Projects subaccounts.

First reading occurred during Finance Committee report

Discuss preliminary process of preparing for new strategic plan.

Leo: Impressed with Jane's document. Feels it will be very useful to new strategic plan.

Jane: Suggested forming a subcommittee to do the work on this after Xmas, and report to the board by March 1.

Leo: Asked board members to email him by the beginning of December if interested in serving on the strategic planning committee for the next year and a half or so, an important task for board members so looking for willing and enthusiastic participants

Jane: There are helpful participants from the community- other Board members can drop in and contribute too (staff, Friends, public, etc.) can contribute as well.

Leo: will schedule a meeting in January

Leo: Asked about a response from the Health department re: library plan in case of infection

Starr: Regarding contact tracing, if someone testing positive for COVID has been in the library for over 15 minutes, the library leadership and the town is to be notified. If someone is a close contact with someone testing positive, not as urgent an issue.

Leo: Motion to adjourn 6:13PM. Jenny seconded, All in favor.

Thank you.

Director's Report November 2020

COVID update: With concern over the growing number of cases in the region, we closed the building to the public indefinitely, as of Monday, November 16th. We are continuing our robust curbside and delivery service. By taking this precaution we hope to avoid another total shutdown.

Processes are much more labor intensive and time-consuming than in-person contact for even the simplest standard procedures.

We spend an inordinate amount of time just circulating books. Instead of people coming in and choosing their own materials, we first receive a phone call, voicemail, email, or an extensive holds queue. Even if a patron simply requests specific titles, there are multiple steps: we need to check to see if the items are owned by BML; verify that they are in; locate them on the shelves; bring them to the counter; check them out; notify the patron; and package them for pick-up or delivery. This simplest of library tasks—getting patrons their books—took an average of 2-5 minutes, but now can take 15 minutes to half an hour. If the requested items are not in the building we need to place holds or submit ILL requests, all the while answering the door for folks who are picking up their orders and fielding phone calls for people seeking information, or requesting more books. Sometimes people submit a general request for a genre, subject, reading level, interest, etc. While we savor those kinds of projects, they are very time consuming and require a fair amount of in-house research; checking the patron's circulation history, the catalog and again combing the stacks. Last Tuesday, the children's room staff had only one person on duty who received requests totaling 70 volumes. In addition to this monumental task which requires attention, expertise, knowledge of the collection and developmental stages of childhood, the CR staff is charged with the onerous obligation of emptying the bookdrop in the Municipal Center Parking Lot. Retrieving and checking in books is another (formerly) simple procedure that has grown exponentially. While both bookdrops were previously emptied once daily, most people brought their books in to us, on their way to choose more materials. Now *all* items are to be returned to the bookdrop which needs to be emptied at least three times a day. Wagonloads are carted across the parking lot and stacked in quarantine. It is physically grueling and incredibly time-consuming. After all those books have been sorted and checked in they must be shelved, a task that was previously covered entirely by volunteers.

We have worked out a system to manage curbside printing, scanning, and faxing as those are services in great demand these days, but not available anywhere in the center of town. It will mean increased traffic to at curbside, and again, many more steps to accomplish, but will meet an essential need.

The above is just a sample of how much things have had to change for our services to remain the same. This is the case across the board, reference interactions are cumbersome and complex, as are electronic support consultations and collaborations with community partners. Outreach through social media and enews has become much more rigorous, and requires increasing staff time and attention. And still, books must be ordered, received, and processed.

While this is stressful, our reward is the gratitude of the community and the satisfaction of providing a dose of normalcy, human contact, to say nothing of access to the wide, rich world of books and beyond in this time where we can't go anywhere. As they say on the Internet these days, "Reading gives us somewhere to go when we have to stay where we are." We are honored to do our part, to provide an essential element of emotional support to many members of the community and their appreciation is apparent in our brief interactions and in the comments that have accompanied the Annual Appeal donations. We know how lucky we are to be part of this profession, this community and this library.

Projects, programs, activities: In addition to pulling interest-based book bundles for patrons, we have constructed book displays (new books, Native American History Month) in the front windows for patrons to

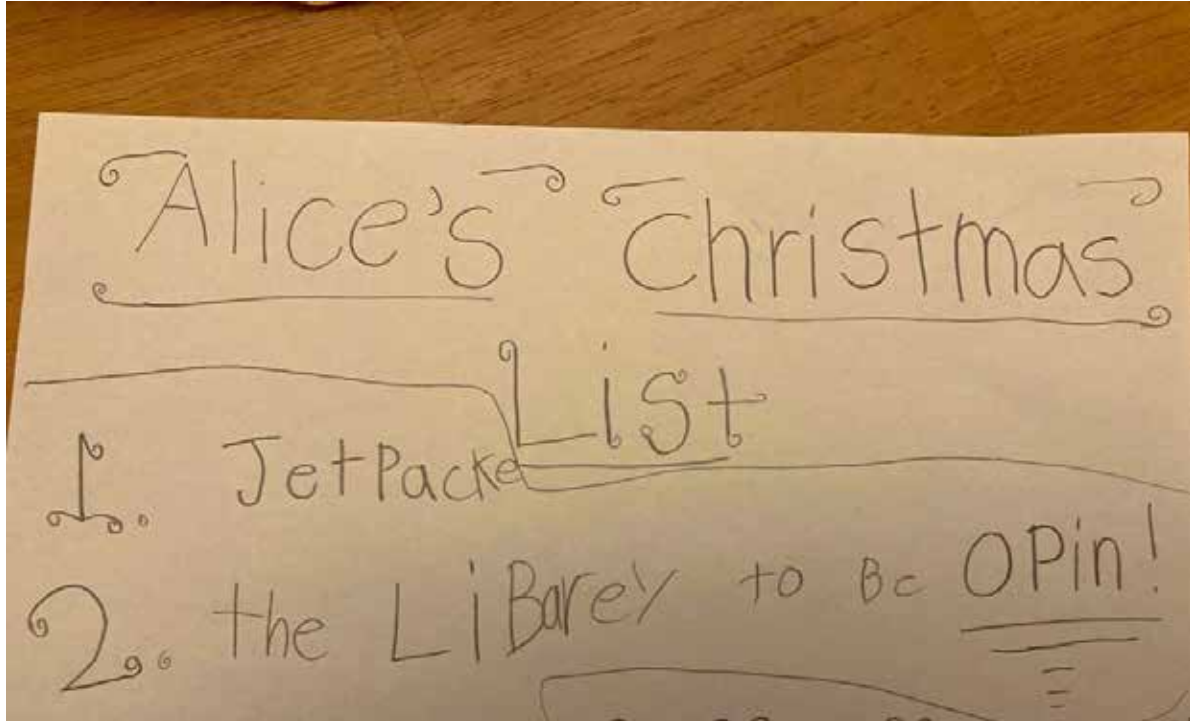
peruse and request. Staff prepared resource lists and activity suggestions for the newsletter and Facebook. The Children's Room staff prepared take-and-make craft bags for families and carried through with the time-honored Design-A-Plate program that has become a decade-long tradition in the community. Again, the process was much more labor-intensive, but the response was overwhelming with more participants than ever. Though we offered the "pay what you can" opportunity, everyone contributed at least the suggested payment, with others contributing even more. Our November 1st Wednesday program was postponed at the request of the presenter. We have been piloting public use of our Zoom accounts and will begin publicizing this resource.

Website project: We are working on the room reservation component with the developers, the final element that needs to be built. We also resolved issues with the New Book Alerts program to let patrons view the fabulous new titles they can request for curbside pick-up. We are determined to get this launched soon. We can move forward even if the reservation system isn't complete, as we are not accepting reservations at this time.

Building and Grounds: We have reconfigured space in the building to create more areas in which staff can work in isolation, to avoid the potential exposure should anyone become ill. Luckily, the DAR has removed their files so we are able to use the local history research room as a temporary office for the periodicals clerk.

Circulation: Because so much of library circulation depends on browsing, our circulation has fallen off since closing to the public. We circulated 6777 items in November, compared with 9072 in October. Our November 2020 circulation is roughly half of our November 2019 number.

Finally—here is a snapshot of a young patron's Christmas list, coincidentally, they are the top two items on my list, but in reverse order!



Youth Services Board Report- November 2020

The library gave out over fifty Thanksgiving themed take & make craft bags in the two weeks leading up to Thanksgiving. The bags featured a Tree of Thanks craft in which children wrote what they are thankful for on small paper leaves they attached to a tree, a handprint paper turkey and a Thanksgiving themed folded fortune teller. Bags were available to pick up during curbside pickup service hours. The craft bags continue to be popular and we hope to continue offering them as staffing allows.

Over the course of two days, we received, sorted, alphabetized and bagged 369 items from our Design-A-Plate workshop. Normally we have our very dedicated volunteer Lee Ha come in every year (for the past 20+ years) to help. Of course, due to restrictions Lee could not help us this year and she was sorely missed! The sorting process entails matching each plate and bowl to its corresponding paper form. The plates and bowls are then grouped by families, alphabetized, bagged and organized into boxes for pick up. This year's process took over ten staff hours from start to finish! Plates and bowls are available for pick up beginning on December 1.

Per the Town's directive to reduce the amount of staff overlap, the Children's Room has been trying to adapt to a one-staff member per shift schedule since the library reverted back to curbside only service. This has been a challenge due to the volume of work to be done. A big thank you to the Tech Room staff for helping with the holds queue and returns early in the morning. Their help has been invaluable especially on Monday mornings when the workload tends to be higher.

Unlike our previous curbside-only period, patrons are returning their library materials in droves, which is good for circulation and those waiting for holds. The large amount of materials being returned each day is requiring multiple trips out to the blue book drop with a minimum of three trips a day, totaling over an hour a day! Unfortunately, this causes an issue when it rains. In our pre-COVID world, we were able to wait until the rain stopped to empty the book drop but with the current volume, that is no longer an option. We are currently trying a combination of using plastic tablecloths as tarps to cover the bins in the cart and the opening of the book drop or using umbrellas which requires two people. So we are still searching for better methods to empty the book drop without everything getting wet!

Lindsay Bellville- Youth Services Librarian

In November, the Teen Advisory Board TAFLTS met twice - 11/5 & 11/19. We have lost two members due to increased school and life circumstances, but have been approached by two other library teens who would like to be part of the board. We have decided to invite them to our next meeting. The teens have provided feedback on the up-and-coming website and have been discussing behavior guidelines for the Spicy Lime teen room.

Additionally, I partnered with Mikaela Simms (the WSESU Diversity Coordinator) to launch a series of book groups on the Vermont Reads pick "The Hate U Give". We had a kick-off event on 11/4 where we gave away books and invited people to join the groups. We gave away 40 books and will be running the book groups through December and into January.

Chloë Liotta-Jones – Assistant Youth Services Librarian

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-20/21 MTD Pd 5 Nov
01-6 Expenses					
01-6-2800 Library					
01-6-2800-001.00 Department Head Salary	77,495.00	0.00	30,819.74	46,675.26	5,945.58
01-6-2800-005.00 Staff Salaries	423,170.00	0.00	166,594.94	256,575.06	32,014.80
01-6-2800-005.01 Custodian	0.00	0.00	0.00	0.00	0.00
01-6-2800-005.16 Vacation BB - Retire Pay	4,000.00	0.00	733.22	3,266.78	0.00
01-6-2800-060.00 Office Equipment	4,000.00	0.00	1,087.77	2,912.23	0.00
01-6-2800-124.00 Training	0.00	0.00	0.00	0.00	0.00
01-6-2800-126.00 Conferences/Memberships	0.00	0.00	0.00	0.00	0.00
01-6-2800-128.00 Lost Book Refund Pmt Fees	0.00	0.00	0.00	0.00	0.00
01-6-2800-140.00 Computer Equipment Maint	15,300.00	0.00	6,768.96	8,531.04	3,870.67
01-6-2800-141.00 Computer Supplies	3,600.00	1,615.44	2,057.07	-72.51	0.00
01-6-2800-152.00 Book & Non-Print Supplies	4,000.00	0.00	1,260.66	2,739.34	72.57
01-6-2800-173.00 Professional Services	400.00	0.00	140.00	260.00	0.00
01-6-2800-173.01 Bindery Services	0.00	0.00	0.00	0.00	0.00
01-6-2800-216.00 Reimbursable Expense	800.00	0.00	2,200.00	-1,400.00	2,200.00
01-6-2800-230.00 Fuel Expense	16,500.00	0.00	1,122.77	15,377.23	608.43
01-6-2800-235.00 Electric	21,500.00	0.00	5,841.63	15,658.37	1,877.62
01-6-2800-240.00 Utilities	2,080.00	0.00	501.97	1,578.03	270.91
01-6-2800-250.00 Building Equip & Maint	19,000.00	1,966.72	8,845.59	8,187.69	2,443.71
01-6-2800-255.00 Maintenance Supplies	3,500.00	0.00	463.57	3,036.43	60.28
01-6-2800-350.00 Telephone	2,500.00	0.00	1,496.40	1,003.60	363.66
01-6-2800-450.00 Postage/Courier Expense	5,500.00	0.00	953.96	4,546.04	350.12
01-6-2800-500.00 Office Supplies	3,500.00	0.00	897.34	2,602.66	11.91
01-6-2800-501.00 Books - General	5,000.00	0.00	4,991.66	8.34	15.21
01-6-2800-502.00 Reference Sources	18,000.00	-300.00	12,055.79	6,244.21	33.37
01-6-2800-505.00 Juvenile Books	7,500.00	709.65	2,270.88	4,519.47	640.34
01-6-2800-510.00 Young Adult Sources	1,500.00	0.00	436.26	1,063.74	0.00
01-6-2800-515.00 Replacement Books	1,500.00	0.00	1,065.48	434.52	298.48
01-6-2800-520.00 Periodicals & Newspapers	7,200.00	310.43	3,808.42	3,081.15	689.68
01-6-2800-530.00 Non-Print Materials/Adult	3,500.00	97.69	731.15	2,671.16	96.21
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	0.00	293.97	3,506.03	293.97
01-6-2800-551.01 Special Programs/Adult	0.00	0.00	0.00	0.00	0.00
01-6-2800-552.00 Special Programs/Children	0.00	0.00	0.00	0.00	0.00
01-6-2800-650.00 Equipment Maintenance	1,500.00	0.00	754.56	745.44	83.00
Total Library	656,345.00	4,399.93	258,193.76	393,751.31	52,240.52
Total Expenses	656,345.00	4,399.93	258,193.76	393,751.31	52,240.52
Total General Fund	656,345.00	4,399.93	258,193.76	393,751.31	52,240.52
Total All Funds	656,345.00	4,399.93	258,193.76	393,751.31	52,240.52

Town of Brattleboro General Ledger
Expenditure Report - Grants Fund
Current Year Period 5 Nov

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-20/21 MTD Pd 5 Nov
04-6-2801 Library Trust					
04-6-2801-005.04 Staff - Contract Srvs	0.00	0.00	0.00	0.00	0.00
04-6-2801-126.02 BR01 Buffer Account	10,000.00	0.00	0.00	10,000.00	0.00
04-6-2801-126.03 BR03 Conferences & Worksh	6,831.94	0.00	370.00	6,461.94	0.00
04-6-2801-126.04 BR22 Staff Leave	5,396.61	0.00	0.00	5,396.61	0.00
04-6-2801-126.12 BR12 Trustees Conferences	1,000.00	0.00	0.00	1,000.00	0.00
04-6-2801-135.02 Library Donations to Town	0.00	0.00	0.00	0.00	0.00
04-6-2801-173.18 BR18 Conservation	500.00	0.00	203.10	296.90	0.00
04-6-2801-501.05 BR05 Books Adults	20,177.29	1,731.58	6,347.99	12,097.72	2,338.27
04-6-2801-501.08 BR08 Local History Source	6,847.73	0.00	239.32	6,608.41	214.32
04-6-2801-502.07 BR07 Reference Sources	5,594.08	0.00	622.05	4,972.03	127.75
04-6-2801-505.14 BR14 Fine Arts	2,432.40	0.00	0.00	2,432.40	0.00
04-6-2801-505.16 BR16 Books Children	5,320.48	0.00	416.64	4,903.84	46.44
04-6-2801-510.09 BR09 Young Adult Sources	1,508.63	0.00	0.00	1,508.63	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	9,635.14	0.00	1,750.88	7,884.26	1,196.78
04-6-2801-530.10 BR10 Non-Print	11,493.14	0.00	8,248.96	3,244.18	4,198.96
04-6-2801-551.04 BR04 Contract Srvs Adult	14,018.52	0.00	25.24	13,993.28	0.00
04-6-2801-551.13 BR13 Adult Programs	2,694.30	0.00	0.00	2,694.30	0.00
04-6-2801-552.06 BR06 Juvenile Programs	6,000.00	0.00	1,512.34	4,487.66	903.94
04-6-2801-600.15 BR15 Board Approved Proje	20,621.66	0.00	1,539.18	19,082.48	1,321.05
04-6-2801-600.17 BR17 Outreach	9,993.95	0.00	850.08	9,143.87	0.00
04-6-2801-600.19 BR19 Gifts	5,318.38	0.00	113.83	5,204.55	0.00
04-6-2801-600.20 BR20 Projects	9,375.15	0.00	4,740.05	4,635.10	0.00
04-6-2801-600.21 BR21 Legacy	22,247.65	0.00	2,238.31	20,009.34	268.47
Total Library Trust	177,007.05	1,731.58	29,217.97	146,057.50	10,615.98
Total Grants Fund	177,007.05	1,731.58	29,217.97	146,057.50	10,615.98
Total All Funds	177,007.05	1,731.58	29,217.97	146,057.50	10,615.98

Town of Brattleboro General Ledger
Revenue Report - General Fund
Current Year Period 5 Nov

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-20/21 MTD Pd 5 Nov
01-5 Revenues					
01-5-2800 Library Revenue					
01-5-2800-120.00 Library Copier Revenue	6,500.00	0.00	5.25	6,494.75	1.95
01-5-2800-135.00 Library Donations	0.00	0.00	0.00	0.00	0.00
01-5-2800-216.00 Reimbursements	2,000.00	0.00	2,200.00	-200.00	0.00
01-5-2800-360.00 Library Fines	0.00	0.00	0.00	0.00	0.00
01-5-2800-370.00 Non-Resident Fees	16,000.00	0.00	4,670.00	11,330.00	1,428.00
01-5-2800-375.00 Gift Books & Replacement	4,000.00	0.00	226.50	3,773.50	114.95
01-5-2800-390.00 Library Postage Revenue	0.00	0.00	5.00	-5.00	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	3,000.00	0.00	0.00	3,000.00	0.00
Total Library Revenue	31,500.00	0.00	7,106.75	24,393.25	1,549.90
Total Revenues	31,500.00	0.00	7,106.75	24,393.25	1,549.90
Total General Fund	31,500.00	0.00	7,106.75	24,393.25	1,549.90
Total All Funds	31,500.00	0.00	7,106.75	24,393.25	1,549.90

Town of Brattleboro General Ledger
Revenue Report - Grants Fund
Current Year Period 5 Nov

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-20/21 MTD Pd 5 Nov
04-5-2801 Library Trust					
04-5-2801-217.00 Trust Reimbursement	78,658.00	0.00	18,601.99	60,056.01	3,831.04
Total Library Trust	78,658.00	0.00	18,601.99	60,056.01	3,831.04
Total Grants Fund	78,658.00	0.00	18,601.99	60,056.01	3,831.04
Total All Funds	78,658.00	0.00	18,601.99	60,056.01	3,831.04

Brooks Memorial Library

FISCAL YEAR ACTUAL VS BUDGET CASH BASIS

July 2020 - June 2021

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
Total Income			\$0.00
GROSS PROFIT	\$0.00	\$0.00	\$0.00
Expenses			
BR01 - Buffer Account		10,000.00	-10,000.00
BR02 Library Donations to Town (deleted)		0.00	0.00
BR03 Conferences & Workshops	370.00	6,831.94	-6,461.94
BR04 Contractual Services	25.24	14,018.52	-13,993.28
BR05 Books Adults	3,009.72	20,177.29	-17,167.57
BR06 Juvenile Programs	608.40	6,000.00	-5,391.60
BR07 Reference Sources	494.30	5,594.08	-5,099.78
BR08 Local History Source	25.00	6,847.73	-6,822.73
BR09 Young Adult Sources		1,508.63	-1,508.63
BR10 Non-Print	4,050.00	11,493.14	-7,443.14
BR11 Periodicals	554.10	9,635.14	-9,081.04
BR12 Trustees Conferences		1,000.00	-1,000.00
BR13 Adult Programs		2,694.30	-2,694.30
BR14 Fine Arts		2,432.40	-2,432.40
BR15 Board Approved Projects	218.13	20,621.66	-20,403.53
BR16 Books Children	350.20	5,320.48	-4,970.28
BR17 Outreach	850.08	9,993.95	-9,143.87
BR18 Conservation	203.10	500.00	-296.90
BR19 Short Term Gift Funds			
AH01 Amelia Hancock Fund		0.00	0.00
AR01 Arrington, Jeanne Fund		0.00	0.00
BC01 Brattleboro Camera Club		71.52	-71.52
BL01 Ella Westerberg-Bayliss Fund		0.00	0.00
BP01 Brattle Post Card Fund		668.49	-668.49
BS01 Brattleboro Stamp Club Donation		90.20	-90.20
CR01 Hollis Carlisle Fund 3/20/2012		0.00	0.00
DU01 Helen Durant Fund 9/6/2007		665.85	-665.85
EG01 Ellie Gibbs Fund (11/4/14)		0.00	0.00
EJ01 Edward Johnson Fund		199.98	-199.98
HS01 Harold Sheldrick Fund 9/30/15		100.00	-100.00
MO01 Moulton, Lois Fund 4/14/2014		0.00	0.00
PI01 Pinkerton Fund		0.00	0.00
SG01 Small Gifts	63.03	3,398.34	-3,335.31
ST01 Staff Fund		0.00	0.00
TB01 Tom Burdo Fund 1/2/2012		124.00	-124.00
WJ01 Wojtowicz Fund 5/11/11		0.00	0.00
Total BR19 Short Term Gift Funds	63.03	5,318.38	-5,255.35
BR20 Projects			

Brooks Memorial Library

FISCAL YEAR ACTUAL VS BUDGET CASH BASIS

July 2020 - June 2021

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
MH01 Miriam Adams Howland Bequest		0.00	0.00
RR01 Ronald Read Capital Improvement		0.00	0.00
SP01 - Sanderson/Pike Bequest	4,740.05	9,375.15	-4,635.10
Total BR20 Projects	4,740.05	9,375.15	-4,635.10
BR21 Legacy			
BN01 Brown Fund		104.17	-104.17
CK01 Calista Book Fund	269.67	800.00	-530.33
DW01 Dowley Fund	30.39	1,319.64	-1,289.25
FR01 Frothingham Fund		5,717.92	-5,717.92
GB01 George Brooks Fund		802.50	-802.50
JR01 Jerard Fund		1,254.05	-1,254.05
LU01 Loud Fund		7,411.50	-7,411.50
PG01 Pageant Fund		337.32	-337.32
SH01 Schorling 2007 Books Adult		0.00	0.00
SH02 Schorling 2007 Books Juv		0.00	0.00
SH03 Schorling 2007 Books Ref	1,669.78	3,876.12	-2,206.34
WY01 Wyatt Fund		624.43	-624.43
Total BR21 Legacy	1,969.84	22,247.65	-20,277.81
BR22 - Employee Leave Awards		5,396.61	-5,396.61
Total Expenses	\$17,531.19	\$177,007.05	\$ -159,475.86
NET OPERATING INCOME	\$ -17,531.19	\$ -177,007.05	\$159,475.86
NET INCOME	\$ -17,531.19	\$ -177,007.05	\$159,475.86

Brooks Memorial Library

FISCAL YEAR P&L CASH BASIS

July 2020 - June 2021

	TOTAL
Income	
Dividend Income	13,468.44
Total Income	\$13,468.44
GROSS PROFIT	\$13,468.44
Expenses	
BR03 Conferences & Workshops	370.00
BR04 Contractual Services	25.24
BR05 Books Adults	3,009.72
BR06 Juvenile Programs	608.40
BR07 Reference Sources	494.30
BR08 Local History Source	25.00
BR10 Non-Print	4,050.00
BR11 Periodicals	554.10
BR15 Board Approved Projects	218.13
BR16 Books Children	350.20
BR17 Outreach	850.08
BR18 Conservation	203.10
BR19 Short Term Gift Funds	
SG01 Small Gifts	63.03
Total BR19 Short Term Gift Funds	63.03
BR20 Projects	
SP01 - Sanderson/Pike Bequest	4,740.05
Total BR20 Projects	4,740.05
BR21 Legacy	
CK01 Calista Book Fund	269.67
DW01 Dowley Fund	30.39
SH03 Schorling 2007 Books Ref	1,669.78
Total BR21 Legacy	1,969.84
Total Expenses	\$17,531.19
NET OPERATING INCOME	\$ -4,062.75
Other Income	
Change in Investment Value	
Change -3335	3,941.60
Change -3431	174,407.01
Change -3811	1,926.72
Change -7353	347.31
Change -7577	2,101.71
Total Change in Investment Value	182,724.35
Total Other Income	\$182,724.35
NET OTHER INCOME	\$182,724.35
NET INCOME	\$178,661.60

2020 STATISTICS SUMMARY TOTALS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV
ADULT AUDIO	855	889	888	45	82	201	310	275	396	466	338
ADULT VIDEO	5199	5079	6126	511	1273	1689	2202	2665	2958	3566	3051
ADULT PRINT	386	301	307	20	6	23	107	121	137	193	97
ADULT PERIODICALS	351	339	492	47	79	119	152	227	220	252	186
YA PRINT	16	7	14	3	2	1	3	6	7	5	1
YA AUDIO	0	0	0	0	0		0	0	0	0	0
YA PERIODICALS	2	0	1	0	0	0	1	1	1	2	0
YA VIDEO	328	302	406	31	29	61	97	219	163	212	94
CHILDREN'S AUDIO+kit	618	557	530	42	23	44	96	116	158	205	84
CHILDREN'S VIDEO	5036	4710	5547	465	669	886	1596	2620	2736	3793	2597
CHILDREN'S PRINT	13	26	23	0	3	4	1	0	1	1	1
CHILDREN'S PERIODICALS	10	12	10	1	1	3	2	0	5	3	10
ELECTRONIC DEVICE & AV EQUIPMENT	197	73	78	10	4	5	3	5	4	20	9
UNIDENTIFIED ITEM TYPE											

2019 STATISTICS SUMMARY TOTALS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV
ADULT AUDIO[CHECKOUTS+RENEWALS+INHOUSE]	253	275	309	329	293	256	311	387	268	331	314
ADULT VIDEO[CHECKOUTS+RENEWALS+]	949	966	1037	899	776	743	860	864	858	852	851
ADULT PRINT[CHECKOUTS+RENEWALS+]	4666	4533	4980	4669	4282	4242	5408	5568	4599	4648	4586
ADULT PERIODICALS[CHECKOUTS+RENEWALS+]	391	351	391	375	312	306	377	357	297	351	325
YA PRINT[CHECKOUTS+RENEWALS+]	419	342	295	325	395	459	486	527	362	366	448
YA AUDIO[CHECKOUTS+RENEWALS+]	15	7	14	13	8	13	16	19	8	12	10
YA PERIODICALS[CHECKOUTS+RENEWALS+]						6	0	2	0	0	0
YA VIDEO[CHECKOUTS+RENEWALS+]	6	2	2	4	3	4	2	5	0	3	0
CHILDREN'S AUDIO+kit[CHECKOUTS+RENEWALS+]	363	306	307	332	233	332	415	375	270	292	316
CHILDREN'S VIDEO[CHECKOUTS+RENEWALS+]	556	629	578	513	403	491	633	598	520	643	618
CHILDREN'S PRINT[CHECKOUTS+RENEWALS+]	4101	4212	4613	4521	3655	3894	4640	4162	4294	4532	5368
CHILDREN'S PERIODICALS[CHECKOUTS+RENEWALS+]	19	20	31	17	11	15	15	10	22	10	9
ELECTRONIC DEVICE & AV EQUIPMENT	7	13	18	19	13	9	17	16	13	12	12
UNIDENTIFIED ITEM TYPE	77	332	304	253	195	156	233	34	22	145	40