



BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

Board of Trustees Meeting Materials for February 11th, 2020

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BROOKS MEMORIAL LIBRARY

brookslibraryvt.org

224 Main Street, Brattleboro, VT 05301

BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES

AGENDA

Tuesday—February 11, 2020 4:45 PM—Meeting Room

Call to Order / 4:45 PM

Agenda/Changes or additions

Public Comments

Minutes of January 14, 2020

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library

- Activities update

B. Buildings and Grounds Committee—Connie Bresnahan, 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—Leo Schiff, Chair

- Update

G. Advocacy and liaison to library organizations—Howard Burrows

- Update

H. Department Reports: Director; Reference, Youth Services

CONTINUING BUSINESS

- Community engagement and outreach
- Board positions
- Trustee recruitment
- Staff development event

NEW BUSINESS

- Request for photographer
- Vista employee
- Programming policy

BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

January 15, 2020

Trustees Present: Jennifer Rowe, Connie Bresnahan, Howard Burrows, Leo Schiff, Sirkka Kauffman, Adam Franklin-Lyons, Jane Southworth, Elizabeth Ruane and John Woodward

Also Present: Starr Latronica (Library Director), Jeanne Walsh (Reference Librarian), Hollis Carlisle (Recording Secretary)

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

Agenda Changes or Additions: None

Public Comments: None

Minutes of December 17, 2019 meeting: Leo moved to accept the minutes; seconded by John. Passed

Committee Reports

Friends of the Library: The board has been depleted by several resignations, including that of their newspaper editor. The annual appeal has been well received. A bus trip to Louisa May Alcott's home is under consideration as an income raising event. Some Friends budget line items have been moved to the Library's budget in an effort to have these duties appropriately applied.

Buildings and Grounds: No meeting was held. The next meeting will be February 6 at 8:30am.

Finance/Asset Development: Adam reported that the first quarter numbers have been amended to account for a movement of cash by the Library's investment firm (PSI).

Fine Arts: No meeting was held.

Planning: No meeting was held.

Technology: The contract with the website vendor (MRW) is undergoing some changes recommended by the town's attorney. Blitz week will occur the last week in February

Advocacy and Liaison to national/regional library organizations: Howard updated the Board on his activities.

Department Reports

Jeanne reviewed the Foundation Database (which has recently merged with GuideStar). Some discussion re: Kanopy where patrons will experience a reduction to four (4) movies a month. Starr will be attending the ALA midwinter conference in Philadelphia. There was discussion re: a programming policy. Starr will research.

Continuing Business

Pay for part time employees: Pending changes, awaiting Selectboard approval, applauded by the board.

Community engagement and outreach: Howard will chair a committee to arrange visits to neighboring libraries. Leo, Jane and John are interested in participating.

Revision of Library Behavior Code: The second reading of the code was approved.

Board Positions: Jenny has forwarded, to each board member, a list of their current assignments, asking of their continuing interest. She also asks that each committee delineate their past six-month accomplishments and their future six month goals.

Trustee Recruitment: Adam, Howard, Leo and Jenny reaffirmed their interest in serving on the nominating committee. The job posting will be added to Brattleboro's Front Porch Forum.

New Business

Staff Development Event Starr requested permission to close the Library for a morning to offer professional development to both reward and refresh employees. The program will be developed in conjunction with staff. Jenny verbalized a general expression of approval which was seconded by Jane. Starr will proceed with collecting information to organize the event.

Adjourn: at 6:25 Jane moved and Sirkka seconded that the meeting adjourn.

Hollis Carlisle, Recording Secretary

Connie Bresnahan, Board Secretary

Brooks Memorial Library Technology Committee Minutes

January 22, 2020, 4:30 p.m.

Agenda: no changes

Minutes: approved

Public comment: none

Continuing business:

Update on preparation for website development and blitz week

Starr is continuing work with Bob Fisher and MRW to work out the final details of the contract. She also confirmed that blitz week will be the last week in February.

Matt has been reviewing the inventory work we did in the summer, and he'll continue that. His goal is to find out by Friday the full status of that inventory and share it with the committee. It might be helpful for board members on the committee to review inventory that staff did and add their own notes. It would be OK to use email to communicate about who wants to look at specific sections; we just can't discuss details and make decisions outside a warned meeting. We'll learn what MRW needs from us for blitz week; they'll send us "homework."

Board members warned us that they would need about 3 weeks of advance warning to free up their schedules if we need their participation in blitz week. If they're needed, it will probably be for a focused, limited time. Maybe MRW would rough out a more detailed calendar about what we might expect each day of the blitz so that we can plan ahead. Starr will continue to be our contact with MRW and will deputize staff Tech Committee members if needed.

Matt has been in touch with our patron who is blind who offered to help us assess accessibility as our new site is built. The patron might be able to come in during some of the planning. Meanwhile, Matt has introduced him to some of MRW's work.

Statement of work for the next 6 months

The Tech Committee must report back to the full board about its plans for the next six months. Should we do anything besides the website? We have to be very careful about our time during the project. We discussed doing some public programs or making progress on our plans to review patron privacy policies and procedures related to technology. We concluded that we don't have capacity to tackle those until the website is done.

Adjourned at 5:15

Director's Report for January 2020

Community Collaboration: I have met several times with an expanding group of community members who are interested in pursuing a tool lending library. Jeanne Walsh and Courtney Carey participated in the Get the Word Out not-for-profit fair. I continue to meet with the Community Equity Collaborative.

1. a and d, 2. a and b

Programs: Our First Wednesday program on the stone walls of New England was a huge hit! We saw many people who I had not seen in the library before. The audience was rapt as the speaker shared his vast expertise on the subject all the while constructing a miniature stone wall as he spoke. Those in attendance gave the evening rave reviews, and the speaker donated a copy of his new book. We began a series of Democracy Forums, featuring presentations by local experts, followed by community discussions. Tim Mayo and Charlie Butterfield read from their new collections of poetry. We have begun a new series of weekly sessions of gentle yoga for beginners.

1. a, 2. a and b

Display: The adult department displayed The Hilltop Montessori School's Life in Brattleboro: the Society Project, books created by students who worked with reference librarian, Jeanne Walsh and used the library collection for research in primary sources.

1. b & f, 2. b, 4. b, 5. b and g, 6. a

Website project: The contract with MRW has been signed and we are moving ahead with our website redesign.

6. f

Personnel: Thanks to the efforts of Town staff pay for non-Union, part time employees has been recalibrated. We are all grateful for the recognition and support for what the library staff does.

5. g

Professional Development: The staff participated in the anti-bias training, which all felt was enriching and time well spent. I attended the American Library Association Midwinter Meeting in Philadelphia and took part in sessions related to program design, service to community and organizational culture.

5. g + **The mission of the Brooks Memorial Library is to connect people and resources to inspire, inform, and empower our diverse community.**

Youth Services Board Report- January 2020

Our brand new Pages & Paws program has been lots of fun. The first week of session one was held on January 29. We had 4 children signed up for the 5 slots and then had an impromptu reader the day of the event. All five children thoroughly enjoyed their first reading to a dog session and are looking forward to the rest. We still have openings available for session two, which will run from February 26 through March 11.

We have made some programming changes recently that are now going into effect. LEGO-palooza is now offered two times a month instead of one. LEGO-palooza now happens on the first and third Thursday of the month instead of just the third Thursday. Families are enjoying the added session though it does keep sneaking up on staff until we get used to it. Going from once a month to twice a month may not seem like much but there is quite a bit of set up and clean up for each event. Tables and chairs are set up, bins of LEGOs are brought out, and signs must be hung up. Once the new creations are made and have a description card written, they are added to the LEGOs displays in both the glass case in the back lobby or the Children's Room window near the snack table. Getting the creations from the table in the Meeting Room into the displays can be very tricky, requiring a steady hand, a bit of contortion to access the display cases and occasionally emergency repair work. The creations that have been removed from the displays are then disassembled and the LEGOs are returned to the bins, which are put away until the next time. The Meeting Room needs to be cleaned up (which can take a bit of time depending on how busy it was and how many LEGOs ended up on the floor), chairs and tables need to be put away and signs need to be taken down. Each 2 hour LEGO-palooza session takes about 2 hours of staff time for set up and clean up.

Back in the summer, we decided to shift the Rhyme Time schedule to better align with the school calendar. Due to this change, we will not be holding Rhyme Time in February this year which is very good because we will be very busy!

Creativity and chaos reign in the Children's Room as we create our life-sized Candy Land game, which will encompass the entire Meeting Room from Thursday February 20 through Saturday February 22. We've been busy super-sizing lollipops, candy cane signs, molasses swamps and candy houses. The game 'board' spans the entire width and length of the Meeting Room. We will be assembling all the pieces on Wednesday February 19 and (hopefully) be ready to go when the library opens on Thursday. This huge undertaking is rivalling our extraordinary Llama, Llama event we held a few years ago. Perhaps we will make Candy Land an annual or semi-annual event...if we can find a place to store everything!

The Annies are returning to Brooks Memorial Library for Winter Carnival on Friday February 21 at 10:30 am. As in past years, the show will be held in the Main Room downstairs since we can't possibly fit all of their fans in the Children's Room or Meeting Room.

We are happy to report we had 8 teens join us for pizza and writing at our first Teen Writing Night hosted by our TAFLTS on Friday January 31. Our volunteer and TAFLTS member Anna Cummings facilitated the evening with writing prompts, free writing time and then the opportunity for teens to share what they have written. All the participants asked us to do this again.

We will be having a Teen Movie night on Friday February 28. The TAFLTS have chosen the film "Every Day" based on David Levithan's acclaimed New York Times bestseller of the same name. Pizza and popcorn will be provided. This will be the first in a monthly series of movies for teens.

Now off to build more candy cane signs...

Lindsay Bellville- Youth Services Librarian

10:42 AM
02/04/20
Cash Basis

Brooks Memorial Library
Profit & Loss
July 2019 through June 2020

	Jul '19 - Jun 20
Ordinary Income/Expense	
Income	
Bequests Received	878.76
Dividend Income	119.69
Gifts Received	150.00
Total Income	1,148.45
Gross Profit	1,148.45
Expense	
BR22 - Employee Leave Awards	125.00
BR03 - Conferences & Workshops	2,990.42
BR04 - Contractual Services	950.00
BR05 - Books Adults	9,953.53
BR06 - Juvenile Programs	2,708.30
BR07 - Reference Sources	3,004.35
BR08 - Local History Source	214.32
BR09 - Young Adult Sources	658.28
BR10 - Non-Print	5,731.44
BR11 - Periodicals	1,391.53
BR13 - Adult Programs	751.17
BR14 - Fine Arts	355.00
BR15 - Board Approved Projects	1,957.85
BR16 - Books Children	1,846.40
BR17 - Outreach	331.56
BR18 - Conservation	337.11
BR19 - Short Term Gift Funds	
AH01 - Amelia Hancock Fund	-59.11
AR01 - Arrington, Jeanne Fund	2.22
BL01 - Ella Westerberg-Bayliss Fund	18.90
EJ01 - Edward Johnson Fund	14.28
EG01 - Ellie Gibbs Fund (11/4/14)	23.01
SG01 - Small Gifts	-143.19
Total BR19 - Short Term Gift Funds	-143.89
BR20 - Projects	
SP01 - Sanderson/Pike Bequest	83.11
Total BR20 - Projects	83.11
BR21 - Legacy	
CK01 - Calista Book Fund	544.85
SH01 - Schorling 2007 Books Adult	-917.92
SH02 - Schorling 2007 Books Juv	-2,115.27
SH03 - Schorling 2007 Books Ref	3,062.28
WY01 - Wyatt Fund	75.15
Total BR21 - Legacy	649.09
Total Expense	33,894.57
Net Ordinary Income	-32,746.12
Net Income	-32,746.12

10:43 AM
02/04/20
Cash Basis

Brooks Memorial Library

Fiscal Year Actual vs Budget

July 2019 through January 2020

	Jul '19 - Jan 20	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	0.00	0.00
BR22 - Employee Leave Awards	125.00	3,000.00	-2,875.00
BR03 - Conferences & Workshops	2,990.42	7,302.85	-4,312.43
BR04 - Contractual Services	950.00	39,009.72	-38,059.72
BR05 - Books Adults	9,953.53	16,965.19	-7,011.66
BR06 - Juvenile Programs	2,708.30	3,935.79	-1,227.49
BR07 - Reference Sources	3,004.35	3,793.75	-789.40
BR08 - Local History Source	214.32	2,259.97	-2,045.65
BR09 - Young Adult Sources	658.28	416.91	241.37
BR10 - Non-Print	5,731.44	13,216.73	-7,485.29
BR11 - Periodicals	1,391.53	7,565.37	-6,173.84
BR12 - Trustees Conferences	0.00	750.00	-750.00
BR13 - Adult Programs	751.17	3,093.47	-2,342.30
BR14 - Fine Arts	355.00	1,537.40	-1,182.40
BR15 - Board Approved Projects	1,957.85	10,408.51	-8,450.66
BR16 - Books Children	1,846.40	5,305.02	-3,458.62
BR17 - Outreach	331.56	4,919.72	-4,588.16
BR18 - Conservation	337.11	375.00	-37.89
BR19 - Short Term Gift Funds			
AH01 - Amelia Hancock Fund	-59.11	-59.11	0.00
AR01 - Arrington, Jeanne Fund	2.22	2.22	0.00
BP01 - Brattle Post Card Fund	0.00	668.49	-668.49
BL01 - Ella Westerberg-Bayliss Fund	18.90	18.90	0.00
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	14.28	214.26	-199.98
EG01 - Ellie Gibbs Fund (11/4/14)	23.01	23.01	0.00
HS01 - Harold Sheldrick Fund 9/30/15	0.00	100.00	-100.00
DU01 - Helen Durant Fund 9/6/2007	0.00	665.85	-665.85
MO01 - Moulton, Lois Fund 4/14/2014	0.00	0.00	0.00
PI01 - Pinkerton Fund	0.00	0.00	0.00
SG01 - Small Gifts	-143.19	3,174.15	-3,317.34
ST01 - Staff Fund	0.00	0.00	0.00
TB01 - Tom Burdo Fund 1/2/2012	0.00	124.00	-124.00
WJ01 - Wojtowicz Fund 5/11/11	0.00	0.00	0.00
Total BR19 - Short Term Gift Funds	-143.89	5,093.49	-5,237.38
BR20 - Projects			
SP01 - Sanderson/Pike Bequest	83.11	4,751.26	-4,668.15
MH01 - Miriam Adams Howland Bequest	0.00	0.00	0.00
RR01 - Ronald Read Capital Improvement	0.00	0.00	0.00
Total BR20 - Projects	83.11	4,751.26	-4,668.15
BR21 - Legacy			
GB01 - George Brooks Fund	0.00	802.50	-802.50
LU01 - Loud Fund	0.00	6,434.50	-6,434.50
CK01 - Calista Book Fund	544.85	800.00	-255.15
SH01 - Schorling 2007 Books Adult	-917.92	-917.92	0.00
SH02 - Schorling 2007 Books Juv	-2,115.27	-2,115.27	0.00
SH03 - Schorling 2007 Books Ref	3,062.28	10,132.88	-7,070.60
BN01 - Brown Fund	0.00	197.47	-197.47
FR01 - Frothingham Fund	0.00	4,442.52	-4,442.52
JR01 - Jerard Fund	0.00	1,121.05	-1,121.05
WY01 - Wyatt Fund	75.15	429.01	-353.86

10:43 AM

02/04/20

Cash Basis

Brooks Memorial Library
Fiscal Year Actual vs Budget
July 2019 through January 2020

	Jul '19 - Jan 20	Budget	\$ Over Budget
DW01 · Dowley Fund	0.00	1,449.92	-1,449.92
PG01 · Pageant Fund	0.00	296.04	-296.04
Total BR21 · Legacy	649.09	23,072.70	-22,423.61
Total Expense	33,894.57	166,772.85	-132,878.28
Net Ordinary Income	-33,894.57	-166,772.85	132,878.28
Net Income	-33,894.57	-166,772.85	132,878.28

Brooks Memorial Library

Fiscal Year Actual vs Budget

July 1, 2019 through February 4, 2020

	Jul 1, '19 - Feb 4, 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Expense			
BR01 - Buffer Account	0.00	10,000.00	-10,000.00
DP01 - Design a Plate fund	0.00	0.00	0.00
66000 - Payroll Expenses	0.00	0.00	0.00
BR02 - Library Donations to Town	0.00	0.00	0.00
BR22 - Employee Leave Awards	125.00	3,000.00	-2,875.00
BR03 - Conferences & Workshops	5,138.62	7,302.85	-2,164.23
BR04 - Contractual Services	6,140.00	39,009.72	-32,869.72
BR05 - Books Adults	11,833.04	16,965.19	-5,132.15
BR06 - Juvenile Programs	2,805.28	3,935.79	-1,130.51
BR07 - Reference Sources	3,023.33	3,793.75	-770.42
BR08 - Local History Source	214.32	2,259.97	-2,045.65
BR09 - Young Adult Sources	658.28	416.91	241.37
BR10 - Non-Print	7,464.44	13,216.73	-5,752.29
BR11 - Periodicals	1,391.53	7,565.37	-6,173.84
BR12 - Trustees Conferences	30.00	750.00	-720.00
BR13 - Adult Programs	751.17	3,093.47	-2,342.30
BR14 - Fine Arts	355.00	1,537.40	-1,182.40
BR15 - Board Approved Projects	2,061.85	10,408.51	-8,346.66
BR16 - Books Children	2,147.31	5,305.02	-3,157.71
BR17 - Outreach	331.56	4,919.72	-4,588.16
BR18 - Conservation	443.32	375.00	68.32
BR19 - Short Term Gift Funds			
AH01 - Amelia Hancock Fund	-59.11	-59.11	0.00
AR01 - Arrington, Jeanne Fund	2.22	2.22	0.00
BP01 - Brattle Post Card Fund	0.00	668.49	-668.49
BL01 - Ella Westerberg-Bayliss Fund	18.90	18.90	0.00
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	14.28	214.26	-199.98
EG01 - Ellie Gibbs Fund (11/4/14)	23.01	23.01	0.00
HS01 - Harold Sheldrick Fund 9/30/15	0.00	100.00	-100.00
CR01 - Hollis Carlisle Fund 3/20/2012	0.00	0.00	0.00
DU01 - Helen Durant Fund 9/6/2007	0.00	665.85	-665.85
MO01 - Moulton, Lois Fund 4/14/2014	0.00	0.00	0.00
PI01 - Pinkerton Fund	0.00	0.00	0.00
SG01 - Small Gifts	-73.19	3,174.15	-3,247.34
ST01 - Staff Fund	0.00	0.00	0.00
TB01 - Tom Burdo Fund 1/2/2012	0.00	124.00	-124.00
WJ01 - Wojtowitz Fund 5/11/11	0.00	0.00	0.00
BR19 - Short Term Gift Funds - Other	0.00	0.00	0.00
Total BR19 - Short Term Gift Funds	-73.89	5,093.49	-5,167.38
BR20 - Projects			
SP01 - Sanderson/Pike Bequest	-4,623.89	4,751.26	-9,375.15
MH01 - Miriam Adams Howland Bequest	0.00	0.00	0.00
RR01 - Ronald Read Capital Improvement	0.00	0.00	0.00
BR20 - Projects - Other	0.00	0.00	0.00
Total BR20 - Projects	-4,623.89	4,751.26	-9,375.15
BR21 - Legacy			
GB01 - George Brooks Fund	0.00	802.50	-802.50
LU01 - Loud Fund	0.00	6,434.50	-6,434.50
CK01 - Calista Book Fund	727.46	800.00	-72.54
SH01 - Schorling 2007 Books Adult	-917.92	-917.92	0.00
SH02 - Schorling 2007 Books Juv	-2,115.27	-2,115.27	0.00
SH03 - Schorling 2007 Books Ref	3,062.28	10,132.88	-7,070.60
BN01 - Brown Fund	0.00	197.47	-197.47
FR01 - Frothingham Fund	0.00	4,442.52	-4,442.52
JR01 - Jerard Fund	0.00	1,121.05	-1,121.05
WY01 - Wyatt Fund	101.57	429.01	-327.44
DW01 - Dowley Fund	0.00	1,449.92	-1,449.92

10:43 AM

02/04/20

Accrual Basis

Brooks Memorial Library
Fiscal Year Actual vs Budget
July 1, 2019 through February 4, 2020

	Jul 1, '19 - Feb 4, 20	Budget	\$ Over Budget
PG01 · Pageant Fund	0.00	296.04	-296.04
BR21 · Legacy - Other	0.00	0.00	0.00
Total BR21 · Legacy	858.12	23,072.70	-22,214.58
Total Expense	41,074.39	166,772.85	-125,698.46
Net Ordinary Income	-41,074.39	-166,772.85	125,698.46
Net Income	-41,074.39	-166,772.85	125,698.46

02/04/20
10:35 am

Town of Brattleboro General Ledger
Expenditure Report - Grants Fund
Current Year Period 7 Jan

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kjohnson

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 MTD Pd 7 Jan
04-6-2801 Library Trust					
04-6-2801-005.04 Staff - Contract Srvs	10,000.00	0.00	0.00	10,000.00	0.00
04-6-2801-126.03 BR03 Conferences & Worksh	8,622.85	0.00	3,124.32	5,498.53	133.90
04-6-2801-126.04 BR22 Staff Leave	4,000.00	0.00	125.00	3,875.00	0.00
04-6-2801-126.12 BR12 Trustees Conferences	1,000.00	0.00	30.00	970.00	30.00
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	443.32	56.68	106.21
04-6-2801-501.05 BR05 Books Adults	21,965.19	1,641.05	11,503.97	8,820.17	1,550.44
04-6-2801-501.08 BR08 Local History Source	2,884.97	0.00	214.32	2,670.65	0.00
04-6-2801-502.07 BR07 Reference Sources	4,793.75	0.00	3,023.33	1,770.42	18.98
04-6-2801-505.14 BR14 Fine Arts	1,787.40	0.00	355.00	1,432.40	0.00
04-6-2801-505.16 BR16 Books Children	6,305.02	248.06	2,147.31	3,909.65	300.91
04-6-2801-510.09 BR09 Young Adult Sources	666.91	0.00	658.28	8.63	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	8,565.37	0.00	1,391.53	7,173.84	0.00
04-6-2801-530.10 BR10 Non-Print	14,841.73	0.00	7,609.95	7,231.78	1,176.00
04-6-2801-551.04 BR04 Contract Srvs Adult	40,259.72	3,800.00	1,900.00	34,559.72	950.00
04-6-2801-551.13 BR13 Adult Programs	3,443.47	0.00	751.17	2,692.30	0.00
04-6-2801-552.06 BR06 Juvenile Programs	5,435.79	0.00	2,805.28	2,630.51	96.98
04-6-2801-600.15 BR15 Board Approved Proje	12,908.51	0.00	2,061.85	10,846.66	104.00
04-6-2801-600.17 BR17 Outreach	5,544.72	0.00	331.56	5,213.16	0.00
04-6-2801-600.19 BR19 Gifts	4,139.57	0.00	276.11	3,863.46	70.00
04-6-2801-600.20 BR20 Projects	4,751.26	0.00	83.11	4,668.15	0.00
04-6-2801-600.21 BR21 Legacy	23,072.70	0.00	858.12	22,214.58	209.03
Total Library Trust	185,488.93	5,689.11	39,693.53	140,106.29	4,746.45
Total Grants Fund	185,488.93	5,689.11	39,693.53	140,106.29	4,746.45
Total All Funds	185,488.93	5,689.11	39,693.53	140,106.29	4,746.45

02/04/20
10:39 am

Town of Brattleboro General Ledger
Expenditure Report - General Fund
Current Year Period 7 Jan

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kjohnson

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 MTD Pd 7 Jan
01-6 Expenses					
01-6-2800 Library					
01-6-2800-001.00 Department Head Salary	75,981.00	0.00	42,460.25	33,520.75	5,829.00
01-6-2800-005.00 Staff Salaries	388,602.00	0.00	223,113.40	165,488.60	29,323.97
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	3,000.00	0.00	3,108.80	-108.80	0.00
01-6-2800-060.00 Office Equipment	4,000.00	0.00	2,311.88	1,688.12	237.73
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	10,417.17	4,882.83	146.71
01-6-2800-141.00 Computer Supplies	3,600.00	0.00	1,934.66	1,665.34	212.98
01-6-2800-152.00 Book & Non-Print Supplies	4,000.00	0.00	3,074.31	925.69	477.58
01-6-2800-173.00 Professional Services	400.00	0.00	52.50	347.50	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	1,552.00	-752.00	0.00
01-6-2800-230.00 Fuel Expense	12,000.00	0.00	4,796.51	7,203.49	2,861.66
01-6-2800-235.00 Electric	25,425.00	0.00	8,380.07	17,044.93	226.15
01-6-2800-240.00 Utilities	2,000.00	0.00	876.84	1,123.16	0.00
01-6-2800-250.00 Building Equip & Maint	17,000.00	1,502.20	5,418.81	10,078.99	1,527.35
01-6-2800-255.00 Maintenance Supplies	3,500.00	0.00	1,763.54	1,736.46	250.80
01-6-2800-350.00 Telephone	2,500.00	0.00	1,142.86	1,357.14	223.82
01-6-2800-450.00 Postage Expense	2,500.00	0.00	2,503.55	-3.55	-530.00
01-6-2800-500.00 Office Supplies	3,500.00	0.00	2,141.06	1,358.94	166.64
01-6-2800-501.00 Books - General	5,000.00	0.00	5,000.00	0.00	0.00
01-6-2800-502.00 Reference Sources	18,000.00	0.00	12,975.82	5,024.18	110.08
01-6-2800-505.00 Juvenile Books	7,500.00	779.96	4,233.01	2,487.03	528.77
01-6-2800-510.00 Young Adult Sources	1,500.00	20.77	1,237.86	241.37	265.90
01-6-2800-515.00 Replacement Books	1,500.00	0.00	1,020.17	479.83	148.88
01-6-2800-520.00 Periodicals & Newspapers	7,200.00	310.43	5,460.97	1,428.60	587.56
01-6-2800-530.00 Non-Print Materials/Adult	3,500.00	0.00	2,507.46	992.54	1,146.44
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	56.25	1,169.04	2,574.71	14.99
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	730.25	769.75	0.00
Total Library	613,608.00	2,669.61	349,382.79	261,555.60	43,757.01
Total Expenses	613,608.00	2,669.61	349,382.79	261,555.60	43,757.01
Total General Fund	613,608.00	2,669.61	349,382.79	261,555.60	43,757.01
Total All Funds	613,608.00	2,669.61	349,382.79	261,555.60	43,757.01

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Town of Brattleboro General Ledger
Revenue Report - General Fund
Current Year Period 7 Jan

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Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-19/20 MTD Pd 7 Jan
01-5 Revenues					
01-5-2800 Library Revenue					
01-5-2800-120.00 Library Copier Revenue	6,500.00	0.00	3,357.70	3,142.30	392.60
01-5-2800-135.00 Library Donations	0.00	0.00	0.00	0.00	0.00
01-5-2800-216.00 Reimbursements	800.00	0.00	1,552.00	-752.00	0.00
01-5-2800-360.00 Library Fines	0.00	0.00	155.00	-155.00	10.00
01-5-2800-370.00 Non-Resident Fees	15,000.00	0.00	9,993.00	5,007.00	1,603.00
01-5-2800-375.00 Gift Books & Replacement	4,000.00	0.00	1,047.28	2,952.72	178.40
01-5-2800-390.00 Library Postage Revenue	0.00	0.00	37.50	-37.50	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	5,000.00	0.00	1,333.77	3,666.23	246.48
Total Library Revenue	31,300.00	0.00	17,476.25	13,823.75	2,435.48
Total Revenues	31,300.00	0.00	17,476.25	13,823.75	2,435.48
Total General Fund	31,300.00	0.00	17,476.25	13,823.75	2,435.48
Total All Funds	31,300.00	0.00	17,476.25	13,823.75	2,435.48

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Town of Brattleboro General Ledger
Revenue Report - Grants Fund
Current Year Period 7 Jan

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Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-19/20 MTD Pd 7 Jan

04-5-2801 Library Trust					
04-5-2801-217.00 Trust Reimbursement	185,488.93	0.00	39,654.08	145,834.85	12,104.35

Total Library Trust	185,488.93	0.00	39,654.08	145,834.85	12,104.35

Total Grants Fund	185,488.93	0.00	39,654.08	145,834.85	12,104.35
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Total All Funds	185,488.93	0.00	39,654.08	145,834.85	12,104.35
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