



BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

Board of Trustees Meeting Materials for July 13th, 2021

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BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, July 13, 2021 4:45 PM
Meeting to be held onsite at 224 Main St., Brattleboro

AGENDA

Call to Order / **4:45 PM**
Agenda/Changes or additions
Public Comments
Minutes of June 8, 2021

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—Jenny Rowe
 - Update
- E. Advocacy and liaison to library organizations—Howard Burrows
 - Update
- F. Department Reports: Director; Reference, Youth Services

CONTINUING BUSINESS

- Update on phased reopening and volunteer re-entry, including mask requirement
- VISTA position update
- Strategic Plan Update
- Tool Library update
- Committee assignments
- Committee charges

NEW BUSINESS

Consent to close building for Town employee picnic at 11am Monday, August 23
Personnel announcements
Recognition for gardening volunteers
ARPA spending

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, June 8, 2021 5:00PM

Minutes

Present: Jane Southworth, Leo Schiff, Sirkka Kauffman, Jennifer Rowe, Kate **O'Connor**, Karen Tyler, Ann Varilly, Howard Burrows, John Woodward, Starr Latronica, Lindsay Bellville (Children's Room librarian), Jeanne Walsh (Reference librarian) Sarah Vincent-Hoag(notes)

Call to Order / 5:00 PM Leo

Agenda/Changes or additions: Starr added Poet Laureate to continuing business

Public Comments: none

Minutes of May 11, 2021: Jane moved to approve. Jennifer seconded. All in favor, none opposed, none abstained.

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library

Sirkka updated. Friends passed the new annual budget for this year. Two fundraising events were discussed (ice-cream social which is being pushed off for now and scarecrow idea) All are recorded in the minutes. Jenny will attend the next Friends meeting (June)

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

Jennifer presented two items, the first a chart illustrating how funds flow –agreed to see if there is time to go over it later in the meeting

The second, the 2022 endowment budget (detailed in the finance committee minutes).

Synopsis: Proposed budget set around 10K – larger than last year. Starr has adjusted the line items (e.g. NYT expense etc.)

Jenny: There is a large rollover of funds year to year, but still allocating 4% when going unspent **year to year. Committee decided it's ok to do this for one more year**: there is value in a consistent draw from the endowment, gives a cushion in case of a down year. Will look at it again year, but ok for now.

Starr: Book \$ will be spent out. Spoke to supervisors for input before adjusting budget lines.

Jane: Moved to approve budget as presented by Jennifer Rowe both on paper and verbally.

Karen seconded. All in favor. Budget passed unanimously.

C. Technology Committee—Leo Schiff, Chair

Tech committee has not yet met, but Leo will call a meeting for later this month.

D. Buildings and Grounds—Jenny Rowe

1.)B&G committee has pursued the idea of getting input from Bob Stevens regarding the third floor and a meeting with Bob has been scheduled for June 28 at 8:45AM in the library.

2.)Furniture in the library: Committee is focusing on new furniture. In 2017 the Board gave

B&G permission to spend 20K which was spent on 2nd floor bathroom and blue bookdrop. There is a spreadsheet with staff input on what is needed.

50K worth of furniture: 5K is in the Brooks Building Fund and 4K is available from energy efficiency rebate, so need 40K to complete the total needed. There is 64K in the Board Project fund, and B&G asking permission from the Board to draw the 40K from it. Jane: Feels we **shouldn't nitpick, just do it.**

Howard: Moved that the 40K for furniture be allocated from the Board Project Fund. Karen Seconded. All in favor. None opposed.

Howard: Question about the tusk. Starr: Billy is treating it to shrink the plaster so it can be removed. Moving the horses piece is on the list of projects to be addressed. The dinosaur fossils will be featured as part of the summer reading program.

E. Advocacy and liaison to library organizations—Howard Burrows

VLA and NELA meetings are happening. Howard will get the reports out to the Board

F. Department Reports: Director; Reference, Youth Services

Youth services

Lindsay presented a summer reading program show and tell. Tails and Tales events:

- Song and dance with Robin outside on the Common

- In the CR, Rhyme Time is starting up again

- Lunch program, pick up lunches on site

- Read to a dog with KelsO the most adorable black lab on the planet. Kids can sign up to read **to Kelso, 3 Tuesdays are scheduled and Linda Lyon, Kelso's mom, is open to adding more days** as needed

- Summer movie series at Northfield drive in. People can just go to the drive in and show their library card to get the discount

- In the back lobby there will be lifesize silhouettes of animals and paw prints for paths through the CR

- Activity bags will be distributed from the library as well as to approximately 300 children at offsite locations

Lindsay showed the contents of the summer reading bags

YA is doing a mystery theme with movie night and a book scavenger event

Directors Report

There have been 26 applicants for the circulation desk manager – application is now closed and moving to next steps

There will be a summer intern who has a degree in art history from Cornell and is studying library science at Simmons. She will be focusing on the art collection in the library. A student worker will be coming to the library through the summer career exploration program.

CONTINUING BUSINESS

Update on phased reopening and volunteer re-entry, including mask requirement

Starr: So far there has been no problem with patrons wearing masks. The library is now open every day at 10AM and staying open till 8PM Wednesday. Will soon return to regular hours.

Kathy Johnson, the accounts manager is back in the library on some mornings before we open. Francisco is still remote but will come back at the end of June
Next step: extending the time allowed in the library (ie: to 50 minutes)
Volunteer re-entry: Moving towards bringing back the volunteers who have been pro-actively requesting to come back (shelvers). Starr will proceed with this gradually.

VISTA position update

Starr: Has interviewed one applicant and has another to interview on Thursday. There is an area-wide housing shortage, which may be a barrier for the VISTA.

Strategic Plan Update

Jane: Committee met last week. The next meeting is scheduled for Wednesday, June 23. Jane passed out documents. The first page is the bones of the existing plan. Second page is Jane's suggestions based on how it was done before. A possible approach would be to adopt the existing plan for another year and use the intervening time to write a new plan.

Suggested "homework": on the VLA website, look at A Library Board's Practical Guide to Strategic Planning". **ALA for the EEse of libraries "Advocacy resources and ideas".** Starr: found hard copies of the last plan. If you want one please let her know.

Leo: Asked if people would like to be part of leadership team for the strategic planning committee.

Tool Library update

Starr and Leo met with Stephen Dotson and Kevin O'Brien and they are moving forward with the concept of the TL (enhanced library of things). Kevin will speak to other libraries regarding storage, cataloguing, staffing, acquisition and which items are the most popular. They looked at potential spaces for storage. There will be another TL meeting later this month. If interested please let Starr know and she will send invitation.

Committee assignments

Nominating committee: Howard, Jenny, Leo

B&G Committee: Jane, Jenny(acting chair), Elizabeth Tannenbaum, Jeanne and Lindsay.

Jenny: another Trustee on this committee would be great. Sirkka will join.

Howard is interest in participating in B&G with regards to the art collection, would like to be in the loop on that piece.

Finance: Jenny, John, Ann and Sirkka

Technology: Leo(chair), John, Jeanne, Chloe, Howard, Jeanne, Matt (**Jeanne: you don't need to be a tech wizard to be on this committee**)

Strategic Planning: Jane, Kate, Leo, Ann, Howard

Committee charges

Jenny: The doc still needs to be updated with the information she sent. This subject will be moved to the next meeting.

Leo: regarding Trustee bios and contact info on website, one board member objected to it.

Howard stressed the importance of Board members linking to the community with regard to interests and a human connection. There was a discussion on this and the group agreed that in lieu of putting contact/bio info on the website, they would post a group picture on the website. Jeanne photographed the group for the website.

Proposal for Outreach Committee

Karen: Howard proposed this committee about a year ago. Karen outlined her vision of the Library as an important part of social services in the community with regards to the underserved and that this can be folded into the strategic plan. She is excited to be a part of the strategic planning committee.

Leo: The role of the library has been a neutral and inclusive community hub during the

pandemic and it's great that outreach and inclusion would be a focus in the strategic plan.

Jane: commented on the subject of the Prodigal Son painting as an important metaphor for this. Karen commented that more diverse art in the library would be welcome.

BIPOC statement/land acknowledgement

Starr and Leo agreed that Town is working on it so it might make sense to follow the lead of the Town IDEA committee This sounded great to everyone.

NEW BUSINESS

Poet Laureate

Starr spoke to two poets who are not on the committee because they want to apply for PL.

Karen, Jane and John would like to be on this committee. A posting about seeking members from the community will go into the newsletter.

Election of officers

Leo: Proposed a vote on slate of officers

Slate:

Leo- President

John- Vice President

Jenny- Treasurer

Sirkka- Secretary

All voted in favor, none opposed.

6:30 Howard moved to adjourn, Karen seconded.

Thank you.

Brooks Memorial Library
Buildings and Grounds Committee
Monday, June 28, 2021 8:45 AM - 9:45 AM (EST)
Main Floor, Brooks Memorial Library

Present: Jenny Rowe, Jane Southworth, Sirkka Kauffman, trustees; Starr LaTronica, director; Jeanne Walsh, staff member; Elizabeth Tannenbaum, community member.

MINUTES

- 1) Call to Order at 8:50.
- 2) Agenda/Changes or additions: none.
- 3) Approval of Minutes of May 24, 2021: motion to approve by Jane, second by Elizabeth. Approved.

Note: A question arose as to whether staff members of the committee are eligible to vote. The answer is yes, except for votes to expend funds. From the Board's Bylaws:

"Votes by the committee to expend funds, whether allocated for the committee's use by the full Board or from some other source, shall require the assent of a majority of the committee's Trustee members, or if there are only two Trustee members, by all of the Trustee members.

Members of the public, particularly Library staff, bring valuable expertise to the work of Board committees and are encouraged to join at the invitation of the committee chair. Committee members shall have a vote in committee decisions and may act on behalf of the committee at the request of the committee."

- 4) Public Comment: See discussion with Bob Stevens, below.

5) Old Business

- Questions regarding assessment of building structure -- discussion with guest Bob Stevens of Stevens & Associates, P.C., the Brattleboro civil and structural engineering and architectural consulting firm. The committee and Bob examined the original blueprints and went outside to take a brief look at the front and side of the building.

Building codes have changed since the 1960s so even though the library building was reportedly designed to take a third floor, Bob advised that seismic reinforcing requirements would be different now. A third floor would be "possible – anything can be fixed" but it would not be possible to keep the library open while building up. We would need to plan on shutting down for around a year while lower structural elements were upgraded and tower systems such as the elevator shaft, stairways, and heating/cooling were extended. It would be a premium cost for the resulting space.

Bob encouraged the committee to consider other existing spaces in the downtown area to augment the library's current space, since in general renovating an old building is less expensive than a new addition.

Identifying space needs more precisely is an important next step. Would remote storage free up enough space in the current building? What possible space is adjacent to the current building that could be annexed? Storage for historical archives should be climate controlled; where could that be achieved? Are there ways to make existing space more easily convertible (for example, a large screen that could drop down into the main floor space? *Starr commented that the screen idea has already been explored and found to be too difficult with the double-height ceiling.*)

Exploring the possibilities of an addition to the side and back of the building instead of to the top, the discussion ranged to a four-story addition with a side exit, wrapping around the back. This would add some street frontage – important for announcing the building's uses – and might be a good way to connect physically to the Town Hall building. There is a lot of parking lot space that might be used.

The current building is not a concrete structure but a conventional steel building, wrapped in concrete panels. This is a little easier to work with. A green roof would be a possibility.

To pursue the addition idea, the next step would be to work with a design professional to develop a concept plan, a feasibility study, and a cost estimate.

The committee thanked Bob for his generous contribution of time and expertise, which helped the committee advance the space discussion considerably.

- Status of ongoing projects and proposed projects:

Following on the building addition discussion, the committee focused on space needs: One example of what is currently needed is staff work space in the Children's Room. A computer training lab and a dedicated maker space are two more ideas, in addition to the standing demand for small and large meeting spaces. Might the committee contribute questions to the Strategic Planning survey? Should we also undertake an internal assessment? Jane suggested the ALA may have advice on how to do a space needs study. Jenny commented that all of these proposed space uses would allow incremental improvement in activities already underway at the library – there is no activity we are completely prevented from undertaking in the space we already have.

The Brooks Building fund will cover the cost for the Children's Room chairs and they have been ordered.

For the Children's Room vicinity especially, it would be an improvement to replace the stairway doors with high-quality glass doors. This would improve light in the stairwell and allow people to see whether someone is on the other side of the door before pushing it open.

Sign: Jane will invite Helen Merena to the next meeting to advise on the look and materials of a "Library" sign. Helen suggests looking at the sign on the new Groundworks building for a good example – brushed aluminum, individual letters.

- Status of Board funding pre-approved for committee use: The Board approved \$40,000 for the furniture purchase.

6) New Business

- Possible use of ARPA funds for furniture: Many of these items are on the furniture purchase list and may be added to the ARPA list: "Indoor furniture for COVID response, such as dividers, un-upholstered furniture, smaller tables for separation, sneeze guards, lockers, etc., or furniture with embedded digital/electrical components, i.e., or tables, chairs, shelves with built-in chargers or outlets."

7) Set next meeting: TBD.

8) Meeting adjourned at 10:00.

Brooks Memorial Library

Minutes of Strategic Planning Committee

Meeting held in person at Library June 23, 2021

Present were, Jane Southworth, Starr Latronica, Jeanne Walsh, Lindsay Bellville, Kate O'Connor, Karen Tyler, Ann Varilly, Leo Schiff, Howard Burrows, John Woodward, and Kevin O'Brien (AmericCorps/VISTA).

1. Meeting called to order at 4:05 p.m. by current chair, Jane Southworth
2. No members of public were present.
3. All trustees present declared themselves members of the committee except for John Woodward,
4. The discussion about who would be the chair going forward was long and varied. Kate O'Connor stated that while she would have volunteered, she now has commitments that make that impossible. The subsequent discussion wandered a great deal, encompassing the nature of the job, the nature of the plan, and more. At some point, Lindsay brought up the idea of readopting the existing plan for a year to give time to make decisions about what the plan would become. After a second long discussion, a straw poll was taken and while there were concerns, there was no objection to adopting the existing plan again. Jane will make that motion at the next board meeting.

Jane asked Karen and Ann if they would plan the next meeting and lead it. They agreed.

5. The next meeting will be held on Wednesday July 28, 4-6 p.m. in person at the library. Ann Varilly and Karen Tyler will convene it.
6. Jane Southworth, recording angel pro tem.

Brooks Memorial Library Technology Committee Minutes, June 30, 2021

Called to order at 4:10

Minutes of March 31, 2021 approved

No public comment

CONTINUING BUSINESS

Update on Website

Booking tool: Matt reports that we evaluated three suggested plug-ins from MRW, and a new option has come to our attention that we will also evaluate. One of the things we're thinking about is focusing on the Community Meeting Room and finding a tool that meets the complex criteria for that space. Booking the other spaces is fundamentally simpler.

Events calendar: Chloe reports that we're working with processes for recurring events using tags, which has largely solved the problems (we made a note to get rid of the "see all" button for recurring events).

Our relationship with MRW: Starr clarified details of the six-month continuing service contract, which we can renew when the time comes. We're happy with their service thus far. We will soon sign off on the project as a whole, after a couple of details are addressed, specifically: Matt will check on the lingering donation button question and Starr will talk to MRW about the possibility of closing out the main project while they continue to work on a booking tool.

VISTA staff person

We had two great candidates, but both declined. Robyn Baylor of VT VISTA said we can recruit locally if we want. It merits further conversation. Do we want to run with this or let it ride for another year? Starr and staff will discuss it further. We noted that VISTAs face limited incomes and housing challenges.

Expansion of library materials

Internet hot spots are now available to check out, and we've promoted them in the newsletter and on website. Ebikes are also available, and the program has been very popular. New possibilities: Edible Brattleboro would be interested in helping us get fancy kitchen stuff, e.g., canning supplies, food processors, etc. We also got a request for tools from people working on trails. Starr is looking into fun things like disc golf and bocce.

NEW BUSINESS

Statement of purpose for the Technology Committee

We sought language to describe the committee's purpose and slipped into a stream of consciousness: *Proactively evaluate and collect technological tools so that the community can access resources to participate in 21st century; It should cover both a shovel and an internet hotspot; "Technological Literacy?" Relevant, but more of a service goal than the fundamental purpose; "Evaluating, collecting, instructing;" "Explore, access, teach, train in the use of varied technological resources;" "Make available" versus "collect," we make things available for people, instruction is part of that; "to meet the needs of the local community;" What is the role of our committee within the library? We're not a gatekeeper where things have to go to us, but we have an interest in the tech-heavy elements of library service; all of the Library of Things? Well, maybe not museum passes, but a lot of Things, and resources like public wifi.*

Proposal for a statement:

"Investigates, guides, and advises acquisition and promotion of technological resources to meet the needs of the local community."

We can keep refining that if we choose.

Priorities/plans for next 12 months

- Explore possibilities for enhanced library of things (including virtual reality?)
- Learn the community's interests and needs as we proceed with the next strategic plan.

Next meeting date: August 25th

Director's Report for June 2021

Service update: We are gradually restoring our hours and moving toward full restoration to pre-COVID time. Beginning next week, we will be open two evenings until 8, closing at 6pm on Monday. Volunteers are also beginning to return. We have resumed our regular schedule for Thursday-Saturday. Face coverings that cover nose and mouth are required in the Children's Room only, as a large portion of our clientele consists of young children who have not been vaccinated.

Projects, programs, activities: We hosted the Vermont Natural History Museum in front of the library and received a rousing response from the community and passersby! Their hawk and barred owl were great attention getters and some people driving by pulled over and parked to take a closer look. We are offering Sing and Dance with Robin on the Commons on Tuesday morning and Chloe had another smash hit with a parking lot showing of *Love, Simon* in honor of Pride. We had 20 teens in attendance on a Friday night—a record breaker!

Community Collaboration: I am participating in the WORDS Project Board meetings and committee meetings for the Literary Festival and we are collaborating on activities with the organizers of Gallery Walk. Discussions continue around the concept of tool (and other non-traditional items) lending with community partners.

Continuing education/professional development: I participated in a meeting of "Largish Library directors" and the Board meeting for the Catamount Library Network.

Buildings and Grounds: Bob Stevens met with us and counselled us not to pursue a third-floor addition. He recommends building to the side or back to alleviate our critical space needs.

Website project: We are still working on the booking tool and Jeanne is doing a wonderful job keeping the site refreshed with photos local people and places.

Press coverage: I was a guest on Vermont Viewpoint on WDEV in Waterbury to talk about good books, (of course).

Personnel: We had about 25 applicants for our Circulation Manager position. Many thanks to Sally Nix for her assistance and guidance. The process was so much smoother and faster and the experience was much less stressful than in the past! We will be promoting Jeni Clary to the position and are taking a good look at tasks and staffing structures to see how we might make adjustments to better utilize different classifications and increase coverage for improved service. We have a temporary part-time worker for the summer as part of Voc Rehab's Summer Career Exploration program. We are holding out hope for a VISTA/AmeriCorps person to help us gather and disseminate information and look forward to hosting an intern from Simmons University to help with our art collection and possibly do some collection development in the art book section. After many meetings with Sally Nix, she was able to negotiate a long overdue and well-deserved pay increase for Chloe, who was the lowest paid person on staff.

Circulation: We circulated 8332 items in June, compared with 6546 items in May, over a 27% increase. This compares with 3114 in June 2020 and 10926 in June of 2019.

2021 STATISTICS SUMMARY TOTALS	JAN	FEB	MAR	APR	MAY	JUNE
CIRCULATION & REGISTRATION (#129) [CM]						
ADULT AUDIO[CHECKOUTS+RENEWALS+INHOUSE]	174	143	173	189	154	206
ADULT VIDEO[CHECKOUTS+RENEWALS+]	222	183	212	237	219	294
ADULT PRINT[CHECKOUTS+RENEWALS+]	3044	3011	3630	3311	3126	3823
ADULT PERIODICALS[CHECKOUTS+RENEWALS+]	131	110	112	97	162	222
YA PRINT[CHECKOUTS+RENEWALS+]	130	176	198	193	246	307
YA AUDIO[CHECKOUTS+RENEWALS+]	3	7	13	7	4	9
YA PERIODICALS[CHECKOUTS+RENEWALS+]	0	0	0	0	0	0
YA VIDEO[CHECKOUTS+RENEWALS+]	2	1	1	0	0	0
CHILDREN'S AUDIO+kit[CHECKOUTS+RENEWALS+]	82	38	72	63	74	115
CHILDREN'S VIDEO[CHECKOUTS+RENEWALS+]	49	49	51	86	100	149
CHILDREN'S PRINT[CHECKOUTS+RENEWALS+]	1805	1696	2178	2218	2414	3148
CHILDREN'S PERIODICALS[CHECKOUTS+RENEWALS+]	2	5	4	7	18	15
ELECTRONIC DEVICE & AV EQUIPMENT	4	0	0	3	4	15
UNIDENTIFIED ITEM TYPE	6	20	21	17	25	29

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-20/21 MTD Pd 12 Jun
01-6 Expenses					
01-6-2800 Library					
01-6-2800-001.00 Department Head Salary	77,495.00	0.00	75,411.59	2,083.41	5,945.58
01-6-2800-005.00 Staff Salaries	423,170.00	0.00	408,649.26	14,520.74	30,800.04
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	6,545.50	-2,545.50	2,839.28
01-6-2800-060.00 Office Equipment	4,000.00	0.00	3,329.24	670.76	492.10
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	7,717.16	7,582.84	124.58
01-6-2800-141.00 Computer Supplies	3,600.00	0.00	3,457.94	142.06	0.00
01-6-2800-152.00 Book & Non-Print Supplies	4,000.00	0.00	3,297.57	702.43	610.33
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	2,208.50	-1,408.50	8.50
01-6-2800-230.00 Fuel Expense	16,500.00	0.00	8,785.43	7,714.57	507.77
01-6-2800-235.00 Electric	21,500.00	0.00	16,576.08	4,923.92	3,178.00
01-6-2800-240.00 Utilities	2,080.00	0.00	1,008.55	1,071.45	0.00
01-6-2800-250.00 Building Equip & Maint	19,000.00	-1,498.08	16,477.54	4,020.54	688.92
01-6-2800-255.00 Maintenance Supplies	3,500.00	0.00	1,042.59	2,457.41	287.84
01-6-2800-350.00 Telephone	2,500.00	0.00	2,061.92	438.08	228.91
01-6-2800-450.00 Postage/Courier Expense	5,500.00	0.00	4,189.80	1,310.20	409.20
01-6-2800-500.00 Office Supplies	3,500.00	0.00	2,216.83	1,283.17	574.68
01-6-2800-501.00 Books - General	5,000.00	0.00	4,991.66	8.34	0.00
01-6-2800-502.00 Reference Sources	18,000.00	-300.00	17,093.62	1,206.38	4,742.74
01-6-2800-505.00 Juvenile Books	7,500.00	0.00	6,063.33	1,436.67	1,293.22
01-6-2800-510.00 Young Adult Sources	1,500.00	0.00	1,422.15	77.85	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	7,200.00	0.00	6,641.47	558.53	789.73
01-6-2800-525.00 Digital Subscriptions	0.00	0.00	0.00	0.00	0.00
01-6-2800-530.00 Non-Print Materials/Adult	3,500.00	0.00	3,369.07	130.93	2,382.03
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	0.00	838.41	2,961.59	134.86
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	1,329.96	170.04	143.64
Total Library	656,345.00	-1,798.08	606,365.17	51,777.91	56,181.95
Total Expenses	656,345.00	-1,798.08	606,365.17	51,777.91	56,181.95
Total General Fund	656,345.00	-1,798.08	606,365.17	51,777.91	56,181.95
Total All Funds	656,345.00	-1,798.08	606,365.17	51,777.91	56,181.95

07/08/21
11:37 am

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

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kjohanson

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-20/21 MTD Pd 12 Jun

01-5					
Revenues					
01-5-2800					
Library Revenue					
01-5-2800-120.00 Library Copier Revenue	6,500.00	0.00	96.35	6,403.65	90.70
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	2,238.50	-238.50	38.50
01-5-2800-360.00 Library Fines	0.00	0.00	66.00	-66.00	0.00
01-5-2800-370.00 Non-Resident Fees	16,000.00	0.00	12,070.00	3,930.00	3,082.00
01-5-2800-375.00 Gift Books & Replacement	4,000.00	0.00	935.89	3,064.11	369.50
01-5-2800-390.00 Library Postage Revenue	0.00	0.00	5.00	-5.00	0.00
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	474.00	2,526.00	395.00
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Total Library Revenue	31,500.00	0.00	15,885.74	15,614.26	3,975.70
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Total Revenues	31,500.00	0.00	15,885.74	15,614.26	3,975.70
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Total General Fund	31,500.00	0.00	15,885.74	15,614.26	3,975.70
	=====	=====	=====	=====	=====
Total All Funds	31,500.00	0.00	15,885.74	15,614.26	3,975.70
	=====	=====	=====	=====	=====

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	3,410.13	6,831.94	-3,421.81
BR04 Contractual Services	10,855.24	14,018.52	-3,163.28
BR05 Books Adults	20,049.31	20,177.29	-127.98
BR06 Juvenile Programs	2,191.96	6,000.00	-3,808.04
BR07 Reference Sources	770.97	5,594.08	-4,823.11
BR08 Local History Source	319.32	6,847.73	-6,528.41
BR09 Young Adult Sources	749.70	1,508.63	-758.93
BR10 Non-Print	9,579.48	11,493.14	-1,913.66
BR11 Periodicals	2,274.14	9,635.14	-7,361.00
BR12 Trustees Conferences		1,000.00	-1,000.00
BR13 Adult Programs	275.00	2,694.30	-2,419.30
BR14 Fine Arts	344.60	2,432.40	-2,087.80
BR15 Board Approved Projects	6,509.96	20,621.66	-14,111.70
BR16 Books Children	2,178.92	5,320.48	-3,141.56
BR17 Outreach	1,927.46	9,993.95	-8,066.49
BR18 Conservation	399.54	500.00	-100.46
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	26.45	199.98	-173.53
HS01 Harold Sheldrick Fund 9/30/15	12.70	100.00	-87.30
MO01 Moulton, Lois Fund 4/14/2014		0.00	0.00
PI01 Pinkerton Fund		0.00	0.00
SG01 Small Gifts	-246.74	3,398.34	-3,645.08
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	-207.59	5,318.38	-5,525.97
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	18.52	104.17	-85.65
CK01 Calista Book Fund	800.00	800.00	0.00
DW01 Dowley Fund	-452.90	1,319.64	-1,772.54
FR01 Frothingham Fund	334.33	5,717.92	-5,383.59
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	-48.76	337.32	-386.08
SH01 Schorling 2007 Books Adult		0.00	0.00
SH02 Schorling 2007 Books Juv		0.00	0.00
SH03 Schorling 2007 Books Ref	3,732.96	3,876.12	-143.16
WY01 Wyatt Fund	47.08	624.43	-577.35
Total BR21 Legacy	4,431.23	22,247.65	-17,816.42
BR22 - Employee Leave Awards		5,396.61	-5,396.61
Total Expenses	\$70,799.42	\$177,007.05	\$ -106,207.63
NET OPERATING INCOME	\$ -70,799.42	\$ -177,007.05	\$106,207.63
NET INCOME	\$ -70,799.42	\$ -177,007.05	\$106,207.63

Brooks Memorial Library

Fiscal Year P&L Cash Basis

July 2020 - June 2021

	TOTAL
Income	
Dividend Income	35,837.62
Total Income	\$35,837.62
GROSS PROFIT	\$35,837.62
Expenses	
BR03 Conferences & Workshops	3,410.13
BR04 Contractual Services	10,855.24
BR05 Books Adults	20,049.31
BR06 Juvenile Programs	2,191.96
BR07 Reference Sources	770.97
BR08 Local History Source	319.32
BR09 Young Adult Sources	749.70
BR10 Non-Print	9,579.48
BR11 Periodicals	2,274.14
BR13 Adult Programs	275.00
BR14 Fine Arts	344.60
BR15 Board Approved Projects	6,509.96
BR16 Books Children	2,178.92
BR17 Outreach	1,927.46
BR18 Conservation	399.54
BR19 Short Term Gift Funds	
EJ01 Edward Johnson Fund	26.45
HS01 Harold Sheldrick Fund 9/30/15	12.70
SG01 Small Gifts	-246.74
Total BR19 Short Term Gift Funds	-207.59
BR20 Projects	
SP01 - Sanderson/Pike Bequest	4,740.05
Total BR20 Projects	4,740.05
BR21 Legacy	
BN01 Brown Fund	18.52
CK01 Calista Book Fund	800.00
DW01 Dowley Fund	-452.90
FR01 Frothingham Fund	334.33
PG01 Pageant Fund	-48.76
SH03 Schorling 2007 Books Ref	3,732.96
WY01 Wyatt Fund	47.08
Total BR21 Legacy	4,431.23
Total Expenses	\$70,799.42
NET OPERATING INCOME	\$ -34,961.80

Brooks Memorial Library

Fiscal Year P&L Cash Basis

July 2020 - June 2021

	TOTAL
Other Income	
Change in Investment Value	
Change -3335	8,660.66
Change -3431	410,403.17
Change -3811	4,222.94
Change -7353	1.74
Change -7577	4,617.98
Total Change in Investment Value	427,906.49
Total Other Income	\$427,906.49
NET OTHER INCOME	\$427,906.49
NET INCOME	\$392,944.69