



Board of Trustees Meeting Materials for December 14th, 2021

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BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, December 13, 2021 4:45 PM
Meeting to be held on site or via Zoom:

Join Zoom Meeting
<https://us02web.zoom.us/j/83917781481?pwd=TGtGVHZlS0J2OEErWGIYN3N4MkQ5UT09>
Meeting ID: 839 1778 1481
Passcode: 359655

AGENDA

Call to Order / **4:45 PM**
Agenda/Changes or additions
Public Comments
Minutes of November 9, 2021

COMMITTEE UPDATES/ DEPARTMENT REPORTS

- A. Friends of the Library
 - Activities update
 - Annual appeal
- B. Finance/Asset Development Committee—John Woodward, Chair
 - Update
- C. Technology Committee
 - No report
- D. Buildings and Grounds—Sirkka Kauffman, Chair
 - Update
- E. Advocacy and liaison to library organizations—Howard Burrows
 - Tentative
- F. Strategic Planning Committee
 - Update
- F. Department Reports: Director; Reference, Youth Services

CONTINUING BUSINESS

- Update on phased reopening and volunteer re-entry, including mask requirement
- Tool Library update
- Personnel update
- Committee charges
- Nominating committee
- E-bikes

NEW BUSINESS

- Holiday bonuses for staff
- Mental Health First Aid Training for staff
- Staff retreat for strategic planning

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, November 9, 2021 4:45 PM

Minutes

Present: in person: Sirkka Kauffman, Jennifer Rowe, Ann Varilly, Howard Burrows, Starr Latronica, Jeanne Walsh (Information services librarian); remotely: Karen Tyler, Leo Schiff, **Jane Southworth, John Woodward, Kate O'Connor.**

Call to Order / 4:46 PM Leo

Agenda/Changes or additions: Discussion on potential hybrid in person/remote meetings

Public Comments: none

Minutes of October 12, 2021: Karen moved to approve; Jenny seconded. All in favor, none opposed, none abstained.

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library- Starr update

- Activities update: The book sale will take place for the first time in a few years; they are looking for help in setting up shelves on Tuesday, November 16 and placing books on shelves Wednesday morning, November 17.
- Annual appeal: The letters have gone out. John indicated he had not received an invoice.
- Jane will attend next Friends meeting.

B. Finance/Asset Development Committee—John Woodward, Chair

- Committee met yesterday, and minutes will be available at a later date. We have an appointment on November 17 with Gary Deziel of UVM extension for an online consultation on how best to represent our financial sources and uses.
- Loud funds update: Starr reported that she had contacted Jerry Carbone to possibly track down Loud heirs. Jenny noted that Ann had looked into the issue, and believe that we do not need to find heirs in order to use the Loud Fund money for Fine Arts purposes. We would need to notify the Attorney General on how we plan to use the funds and how that supports the Fine Arts. Leo asked for an agenda item update on this in 2 months.

C. Technology Committee

- No meeting. Leo reported he sent the committee charge. Howard asked if Gabe, our VISTA, should be on this committee since he has a technology background. It was agreed that he will be asked.

D. Buildings and Grounds—Sirkka Kauffman, Chair

- The committee is working on the charge, and will have that done by the next meeting.

- At next meeting, Monday November 22 at 9:45 am (note time change to accommodate guest) Denis Maltais from Classic Signs will come to discuss potential designs for signs. If they cost more than \$10,000 in total we will need to go out for bids.
- Kate asked about the sign behind the big tree for the garden dedication. An examination of this will be added to the next meeting.

E. Advocacy and liaison to library organizations—Howard Burrows

- Howard had sent out an email about the NELA strategic planning sessions, and likes to get feedback from trustees. He suggested that we may want to write a policy on public programs. He enjoys being a liaison to the teens group. He noted that the free LibraryCon starts tomorrow, and will send link to that.

F. Strategic Planning Committee

- Karen reported the meeting with the two interns, who drafted a survey to which we have 2 responses. The committee is looking at hiring a consultant, and Ann has set up online meetings with several people. She suggested we need an RFP, and the cost will likely be above \$10,000. Leo was unsure whether an RFP is needed. Jenny noted that there is no process required to go to Finance committee first; rather the Board would approve the amount of funds needed, and Finance would say where the funds would come out of.

G. Department Reports: Director; Reference

Director's Report

Starr handed out the Town proposed budget, and noted that our full-time staff received their increases now rather than waiting for the next fiscal year, leading to an 8.5% increase in staff salaries. There has also been a step system instituted for staff to advance.

Reference

No written report, but Jeanne noted increased and more complex reference questions. She noted that the new ILL librarian has started, and everyone on staff works in circulation as needed.

Library Director Review

Leo reported that he, John, Jenny and Sirkka had completed a review of Starr. They designed a survey that was sent to trustees, staff, Friends, and Town officials, analyzed the results, wrote a report and met with Starr. She is doing a wonderful job!

CONTINUING BUSINESS

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

Starr: The Town is not lifting its mask mandate. The staff is doing more cleaning of keyboards and other surfaces.

Tool Library update

Starr: There is a meeting on November 17, which will include Steve Dotson, Gabe, Timetrade, and Edible Brattleboro. There is some erosion on the edge of the library where the shed will go, and a landscape architect will look at that. The building is still expected to be in place by April, but we can get some equipment before the shed.

Personnel update

Starr reported that the ILL librarian and a Clerk 2 in **Children's** room have started. The 15-hour circulation desk position has been posted and closes on November 20.

Committee charges

Kate asked what the charges should contain. Jenny said they are meant to give the Board a sense of a year, and what the committee will be focusing on then. The Board can approve them, or direct the groups to additional tasks. They are not meant to be mission statements. Leo asked that the charges be sent to him when done.

Nominating Committee

Leo, Howard and Karen now are on the committee, and recruiting has started to replace Jane (who cannot be replaced!). They expect to have candidate names by early December, and interview in time to get into the Town Meeting booklet. Starr reported receiving two applications so far, and will forward them to the full Board.

NEW BUSINESS

- Grant for water bottle refilling station

Starr reported that we will apply for a grant from Green Up Vermont, facilitated by Chittenden Solid Waste District, to replace the second floor water fountain. This includes the station and up to \$1,000 for installation.

Jenny made a motion to support applying for this grant, Ann seconded, all in favor, unanimous.

- Selectboard Budget hearing: will be on November 30, starting at 6:15 pm, but it is expected they will not get to the Library budget for several hours after that.
- Ebike update

Starr noted that the 2 bikes will need to go somewhere, and we are looking for a solution to keep them at the Library. The liability insurance is about \$3,000 a year, and Starr will meet with the Town attorney tomorrow to discuss this. She reported that Time Trade will fix the bikes and train riders, and their maintenance is in the budget. Leo suggested that we look at the cost of spending \$3,000 in insurance which equates to \$50 per use. While this program generates good will, it is expensive and we should look at potential sponsors for the program.

- Hybrid meeting option

There was discussion of offering hybrid meeting options in the future, with some attending in person and others remotely. The new big screen in the meeting room is great and has made it easier to see everyone on screen. It was noted that those attending remotely could not hear everyone in the room equally well, partly because of masks but also due to physical spacing of people. Leo suggested that we offer the hybrid option again, but asked that everyone notify Starr in advance how they will attend, so

that the furniture in the meeting room can be moved so that everyone will be visible to those attending remotely.

6:15 pm. Karen moved to adjourn; Jane seconded. Leo adjourned.

Brooks Memorial Library

Buildings and Grounds Committee

Monday, November 22, 2021 9:45 AM - 10:45 AM (EST)

Main Floor, Brooks Memorial Library

Minutes

Present: Jenny Rowe, Jane Southworth, Sirkka Kauffman, Elizabeth Tannenbaum, Christine De Vallet, Starr Latronica, guest Denis Maltais from Classic Signs, Inc.

- Sirkka called meeting to order at 9:45.
- Agenda/Changes or additions: none
- Approval of Minutes of October 25, 2021: Jane moved to approve, Jenny seconded, all approved.
- Public Comment: none
- Old Business
 - B&G Committee charge: The Committee approved the version of the charge circulated before the meeting. Sirkka will send it to Leo and Starr.
 - Status of ongoing and proposed projects: Starr updated on visit by the landscape architect to look at the erosion on the site for the Tool Lending shed. He will do a schematic for several steps and then gravel, stone or brick. This effort will cost about \$600, after which more formal work will be proposed.
 - Questions regarding new signage for the Library – external tour of building, and discussion with guest Denis Maltais, Classic Signs Inc. The committee and Denis examined the outside of the library from 3 sides, noting where proposed new signage would go, and the inside stairwell where the current Library sign is anchored. We considered options of moving the old sign, reinstalling it further on the wall, storing it, or leaving it in place. Denis noted that dismantling it and moving it could be very expensive, and suggested that we leave it in place and install a new sign near it that simply states “Library” in stainless steel, brushed or painted aluminum with halo lighting, possibly with dark letters on white. At the back, he suggested a freestanding sign by the big tree on 1 or 2 poles, possibly two-sided. He will draw up designs for several options and forward them to Starr. The committee thanked Denis for his time and expertise.

- New Business: signage on front of building about the garden. On the tour of the building the group noted the location of two signs about the garden bordering it, but the signs are obscured by the large shrub or tree. There were questions as to whether the shrub or tree could be trimmed without killing it. Elizabeth suggested referring the issue to the Town tree committee and the tree warden. Starr will follow up with them to look at all trees in the front and back.
- Set next meeting: January 24, 2022 at 8:45 am.
- Meeting adjourned by Sirkka at 10:45.

Brooks Memorial Library

Finance Committee Minutes

Monday November 13, 2021 4:45 PM (EST)

Attending: Sirkka Kauffman, Ann Varilly, John Woodward, Starr Latronica

- 1) Call to Order: 4:50
- 2) Agenda/Changes or additions: Process documentation discussion was tabled indefinitely
- 3) Approval of Minutes of September 13, 2021: Sirkka moved to approve. Ann seconded.
- 4) Public Comment: none
- 5) Continuing Business

- Grant writing

Group agreed not necessary to find Loud fund hears and ask permission to draw on fund to appraise collection or even to deaccession. Jenny concurred with this conclusion at the full board meeting on November 14.

Starr clarified that no appraisal of any part of the Loud collection has happened to date.

John agreed to reach out to Danny Lichtenfeld at Museum and Billy Myers about appraisal

Ann referred to state listing of grant opportunities. Group agreed it would be useful to keep regular tabs on these.

Ann informed group of strategic plan committee plans to issue an RFP for a consultant for the upcoming planning effort.

- Endowment policy gaps

John shared some initial thoughts on language that could be improved for clarity and agreed to send around red line before next meeting.

- Process documentation: no discussion.

- Financial reporting

John identified several expense categories that he wanted to better understand. These are listed below along with descriptions provided by Starr following the meeting

- Endowment
 - Contractual Services (BR04)
 - § People/businesses we contract with for specific projects (website developers, architects, etc.) It was originally established to contract with someone to do adult programming, but that function doesn't fit under VT law. Contractors have to be completely independent with no supervision and services must be contractual deliverables (IRS rule). We've ended up with a lot of money in fund not being spent because of these restrictions.
 - § As a side note, the Town thinks board could commit to paying someone's salary/benefits for a year at a time. Would have to be reaffirmed every year. Could get an outreach specialist this way possibly. It wouldn't be considered "contractual services."
 - Non-Print (BR10)
 - § DVDs, CDs, downloadable books and audiobooks, streaming video, etc.
 - Fine Arts (BR14)
 - § Mostly care and upkeep—the stuff Billy Myers does for us—moving art, restoring the tusk, repairing the broken pedestal, repairing the Spirit of Life (literally and metaphorically 😊), building pedestals and cases, etc.
 - Outreach (BR17)
 - § Expenses incurred for outreach projects and events—can range from refreshments at a reception for a specific group, (though I sometimes donate them) to printing informational brochures.
 - Conservation (BR18)
 - § This is the term that has been used forever to refer to microfilm of the Reformer
- Town (code prefix=01-6-2800)
 - Book & Non-Print Supplies (-152)
 - § Book pockets, spine labels, security targets, all the "stuff" that turns books/media into library books/media
 - Professional services (-173)
 - § Usually we pay someone to help us with the end-of-year transition in Quickbooks. Sometimes used for Billy Myers' services as opposed to his material costs from BR10
 - Reimbursable Expense (-216)
 - § This is the pass-through line, matched in our revenue budget—mostly for Design-a-plate expenses.
 - Office Supplies (-500)
 - § Pens, paper, file folders, post-its, etc.

- Friends annual appeal

Invoices from Howard printing have been paid. Nothing left for committee to do.

6) New Business

- Gary Deziel consultation

see notes from meeting on Nov 17 appended to these minutes

7) Adjourn

JRW's notes from Nov 17 meeting with Deziel consult:

Attending: Ann Varilly, John Woodward, Jennifer Rowe, Starr Latronica

Deziel is Trustee at Georgia public library

Was previously associate dean for finance and operations (UVM extension), in charge of everything that wasn't programming. Now an extension assistant professor.

Mentioned Abby Friedman director of municipal assistance center (VLCT) and Jason Broughton.

There is no common chart of accounts in VT, like you have in other states. Every library has its own way.

New England Municipal Resource Center (NEMREC). Supplies accounting software for municipalities across the state.

Gary goes into town accounting system to run reports.

Most of Brooks' categories were assigned by the town (NEMREC). We use quickbooks for portion of funds we control.

Friends also have annual budget.

Legacy fund is companion account to endowment account

Small gifts fund is unrestricted. Only restricted fund is legacy funds

Building fund not under our control. There is separate board. We can ask them for money. Maybe a relic from when library moved buildings.

Town Brooks building. Gary asking if there is MOU with town around maintenance. Jenny not sure we have one.

Every expense over \$250 has to be PO. All invoices go through accounts clerk. Gary calling it a warrant. Starr saying voucher. Same difference

NEMREC is nothing like quickbooks. Flat files

Get data from town as budget detail report. Match fields to quickbooks.

Subcategories for books.

In quickbooks there are subaccounts in board projects. As well as in large gifts.

Could send Gary town reports and quickbooks over same time period for him to play with

Jenny asking about making deposits directly to expense accounts. This is the current practice for short term gifts. Gary saying this could work for returns (negative expense) or petty cash but not good for general accounting. Need separate revenue and expense lines.

Good gift policies to look into: Pearson library in Shelburne Falls, Milton library in Middlebury

Brooks Memorial Library Minutes of Strategic Planning Committee, Dec. 8, 2021

The meeting was wholly online because of a propane problem at the library that required shutting the building for most of the day.

Present: Leo Schiff, Starr LaTronica, Kate O'Connor, Howard Burrows, Jane Southworth, Karen Tyler, Jeanne Walsh, Olivia Mastria, JoJo Kauffman, Sue Fillion, Ann Varilly

Called to order by Karen at 4:50. Minutes were approved as written. No changes to the agenda and no public comments.

Continuing Business: Next Steps in Planning Process

Update on revised survey

Olivia displayed and fielded questions and comments on the revisions to the draft. Sue added her insights as Town Planner. We discussed several of the questions in detail to clarify their intent and likely usefulness.

We also discussed the question of where the survey fits in to the planning process and who was the target audience/people most likely to complete the survey. Sue explained legwork that has been required when Planning has used surveys to reach underrepresented groups. It's more substantial than what we might be able to do as a largely volunteer effort. Several committee members shared thoughts about using a variety of tools to include a variety of people.

Sue noted that this survey isn't going to help us identify people's inclusion in under-represented groups. Focus groups might help us do that.

Town Planner, Sue Fillion

The Planning Department has demographic and economic information that might be helpful. Household size is smaller, more low-income people in the community, senior community has grown. More people of color in the community, especially younger people. New entities in town, e.g., Multicultural Community Center.

Of course, we'll see differences since 2017 because of COVID. Still, we have a really good template from what we had in 2017. Activities can be great, e.g. SOAR. Public engagement has changed in COVID, but you can do a lot with zoom.

Question: guiding values, vision, and mission of the library, where does that come in? Should there be internal trustee/staff discussion before public outreach? There was some discussion

about this. Sue sees vision and mission as more board-level work. Jane noted that the vision and mission discussion might change if we step back during the planning process and question what we think we know about those things.

Comment: the existence of the demographics will really help our planning process. Sue encouraged us to find the Housing Survey results on the Town website <https://bit.ly/3EFA6cX>, and she will send us documents.

Can we map our users? A practical question. Sue will consult with some of her staff. Also, an ethical/legal question: can we do that in a way that protects patron privacy? Yes, as long as we're just doing rough mapping and not identifying people and their addresses.

How can the library's plan contribute to and benefit from the Town Plan? There is not a new Town Plan in the works at this time; it will be a couple years yet. The Planning Department will help with information as best they can and will help us get our survey out into the community.

Sue encourages us to think about the benefits of working with a consultant.

Update on exploring potential of a paid consultant

Feedback on discussions with potential candidates

- Starr and Ann reported on discussions they have had with consultants. They'll meet with another next week. We had a detailed discussion about consultants and why or why not we might need them. Howard requested an "annotated list" of the people interviewed and would like to see that happen sometime soon.

Request for Proposal (RFP)

- Sue could help us with that. Also, depending on price, we might not need an RFP. We will see about engaging a consultant without an RFP.

Next meeting: January 18, 2022

Director's Report for November 2021

Service update: Public service is more complex these days. People have complicated needs, which can lead to difficult behaviors and frustrations that are placing an inordinate stress on staff. Recent incidents have resulted in two people being told they may not currently return to the library and have magnified the need for increased training. On the other hand, people regularly express appreciation for all the library does in the building, and within the community.

Funding: The Friends donations have been coming in for programming and enhancements to library service. The Friends are also having their first booksale in two years, which is adding to their coffers and putting good but inexpensive books into the community in time for the holiday season. I spoke with the Selectboard about next year's budget and they were very supportive of the library. The ARPA funds from the Department of Libraries have been accepted and appropriated by the Selectboard, so we can move forward with purchasing the sound system and furniture authorized by the grant. An application for grant funds to install a water bottle refill station has been submitted.

Projects, programs, activities: Teen events continue with book discussions and game nights. Parents regularly tell me how much being involved with the library and participating in these events means to their teens. The children's room continues to create take-home activities and craft bags to keep families engaged. The New Yorker magazine discussion group is continuing and our 1st Wednesday lecture on *Philanthropy in Challenging Times* drew a small but engaged group. We also hosted a launch for a new book on archeology of Indigenous sites in the region. Beloved, award-winning Katherine Paterson treated a public audience to an engaging conversation led by Lindsay at Centre Congregational Church. It was recorded by BCTV and is available on their YouTube channel.

Community Collaborations: I joined other town departments for a careers presentation for high school students and participated in a debrief on this summer's Gallery Walk activities. I also met with a representative from BMAC to talk about potential collaboration, community engagement and expansion of DEI efforts. We worked with the Women's Freedom Center to host virtual presentation/discussion on danger signs of grooming tactics of sexual predators.

Buildings and Grounds: The committee met with a sign company to discuss exterior signage and Stephen Dotson arranged for a consultation with a landscape architect to address the erosion near the rear entrance.

Personnel: We are short staffed due to a vacant position and an employee on FMLA. Some volunteers have returned, but cannot assist with standard library duties such as circulation, however, they can help with other projects. We have interviewed and selected a replacement for the part-time circulation position.

We have our new library cards!! Renowned illustrator Eileen Christelow created art for our new edition.

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-21/22 MTD Pd 5 Nov
01-6 Expenses					
01-6-2800 Library					
01-6-2800-001.00 Department Head Salary	79,040.00	0.00	31,128.95	47,911.05	6,064.50
01-6-2800-005.00 Staff Salaries	431,360.00	0.00	163,462.08	267,897.92	33,813.58
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	5,000.00	0.00	0.00	5,000.00	0.00
01-6-2800-060.00 Office Equipment	4,500.00	0.00	1,049.56	3,450.44	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	200.00	0.00	0.00	200.00	0.00
01-6-2800-140.00 Computer Equipment Maint	6,000.00	0.00	179.85	5,820.15	0.00
01-6-2800-141.00 Computer Supplies	4,000.00	0.00	196.24	3,803.76	0.00
01-6-2800-152.00 Book & Non-Print Supplies	5,500.00	0.00	1,466.64	4,033.36	224.96
01-6-2800-173.00 Professional Services	200.00	0.00	0.00	200.00	0.00
01-6-2800-173.01 Bindery Services	0.00	0.00	0.00	0.00	0.00
01-6-2800-204.18 Field to Fork	0.00	0.00	0.00	0.00	0.00
01-6-2800-216.00 Reimbursable Expense	3,500.00	0.00	1,769.00	1,731.00	0.00
01-6-2800-230.00 Fuel Expense	11,740.00	0.00	1,158.41	10,581.59	856.08
01-6-2800-235.00 Electric	18,150.00	0.00	9,863.10	8,286.90	2,087.73
01-6-2800-240.00 Utilities	1,770.00	0.00	621.73	1,148.27	342.01
01-6-2800-250.00 Building Equip & Maint	19,000.00	1,710.00	5,435.71	11,854.29	310.96
01-6-2800-255.00 Maintenance Supplies	4,000.00	591.00	273.65	3,135.35	140.13
01-6-2800-350.00 Telephone	3,000.00	0.00	987.20	2,012.80	-375.01
01-6-2800-450.00 Postage/Courier Expense	7,500.00	0.00	2,154.64	5,345.36	410.00
01-6-2800-500.00 Office Supplies	4,000.00	0.00	1,036.84	2,963.16	171.04
01-6-2800-501.00 Books - General	6,000.00	0.00	6,000.00	0.00	1,553.44
01-6-2800-502.00 Reference Sources	18,250.00	0.00	14,660.54	3,589.46	11.96
01-6-2800-505.00 Juvenile Books	9,000.00	1,115.80	2,235.97	5,648.23	905.86
01-6-2800-510.00 Young Adult Sources	2,000.00	0.00	383.31	1,616.69	0.00
01-6-2800-515.00 Replacement Books	2,500.00	0.00	538.51	1,961.49	65.00
01-6-2800-520.00 Periodicals & Newspapers	7,500.00	0.00	3,501.54	3,998.46	266.65
01-6-2800-525.00 Digital Subscriptions	10,000.00	5,282.55	3,443.08	1,274.37	0.00
01-6-2800-530.00 Non-Print Materials/Adult	5,000.00	506.02	3,698.48	795.50	3,000.00
01-6-2800-532.00 Non-Print Mat./Children	4,500.00	0.00	263.35	4,236.65	0.00
01-6-2800-551.01 Special Programs/Adult	0.00	0.00	0.00	0.00	0.00
01-6-2800-552.00 Special Programs/Children	0.00	0.00	0.00	0.00	0.00
01-6-2800-650.00 Equipment Maintenance	2,000.00	0.00	436.24	1,563.76	0.00
Total Library	675,210.00	9,205.37	255,944.62	410,060.01	50,086.62
Total Expenses	675,210.00	9,205.37	255,944.62	410,060.01	50,086.62
Total General Fund	675,210.00	9,205.37	255,944.62	410,060.01	50,086.62
Total All Funds	675,210.00	9,205.37	255,944.62	410,060.01	50,086.62

12/02/21

Town of Brattleboro General Ledger

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12:21 pm

Revenue Report - General Fund

kjohanson

Current Year Period 5 Nov

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-21/22 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	1,760.80	4,739.20	186.00
01-5-2800-135.00 Library Donations	0.00	0.00	0.00	0.00	0.00
01-5-2800-204.18 Field to Fork	0.00	0.00	0.00	0.00	0.00
01-5-2800-216.00 Reimbursements	3,500.00	0.00	1,777.49	1,722.51	8.49
01-5-2800-360.00 Library Fines	0.00	0.00	35.00	-35.00	21.00
01-5-2800-370.00 Non-Resident Fees	15,000.00	0.00	6,849.00	8,151.00	1,231.00
01-5-2800-375.00 Gift Books & Replacement	2,500.00	0.00	422.90	2,077.10	204.50
01-5-2800-390.00 Library Postage Revenue	0.00	0.00	0.00	0.00	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	4,000.00	0.00	408.15	3,591.85	149.50
Total Library Revenue	31,500.00	0.00	11,253.34	20,246.66	1,800.49
Total Revenues	31,500.00	0.00	11,253.34	20,246.66	1,800.49
Total General Fund	31,500.00	0.00	11,253.34	20,246.66	1,800.49
Total All Funds	31,500.00	0.00	11,253.34	20,246.66	1,800.49

Brooks Memorial Library

Budget vs. Actuals: FY_2021_2022 - FY22 P&L

July 2021 - June 2022

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
Total Income			\$0.00
GROSS PROFIT	\$0.00	\$0.00	\$0.00
Expenses			
BR01 - Buffer Account		10,000.00	10,000.00
BR03 Conferences & Workshops	390.00	5,057.61	4,667.61
BR04 Contractual Services		13,118.28	13,118.28
BR05 Books Adults	961.30	22,000.00	21,038.70
BR06 Juvenile Programs	1,690.29	6,706.23	5,015.94
BR07 Reference Sources	571.53	9,804.07	9,232.54
BR08 Local History Source	75.00	6,528.41	6,453.41
BR09 Young Adult Sources	306.57	2,286.87	1,980.30
BR10 Non-Print		21,913.66	21,913.66
BR11 Periodicals	454.19	11,861.00	11,406.81
BR12 Trustees Conferences		1,609.00	1,609.00
BR13 Adult Programs	285.00	6,044.30	5,759.30
BR14 Fine Arts	-8.50	3,087.80	3,096.30
BR15 Board Approved Projects	-5,029.37	23,901.70	28,931.07
BR16 Books Children	871.09	6,980.59	6,109.50
BR17 Outreach	365.96	12,956.58	12,590.62
BR18 Conservation	309.23	600.46	291.23
BR19 Short Term Gift Funds			
BC01 Brattleboro Camera Club		71.52	71.52
BP01 Brattle Post Card Fund		668.49	668.49
BS01 Brattleboro Stamp Club Donation		90.20	90.20
DU01 Helen Durant Fund 9/6/2007		665.85	665.85
EJ01 Edward Johnson Fund		164.38	164.38
HS01 Harold Sheldrick Fund 9/30/15		72.49	72.49
SG01 Small Gifts	-203.72	3,605.31	3,809.03
TB01 Tom Burdo Fund 1/2/2012		124.00	124.00
Total BR19 Short Term Gift Funds	-203.72	5,462.24	5,665.96
BR20 Projects			
SP01 - Sanderson/Pike Bequest		44,206.54	44,206.54
Total BR20 Projects		44,206.54	44,206.54
BR21 Legacy			
BN01 Brown Fund	53.95	134.90	80.95
CK01 Calista Book Fund	228.71	800.00	571.29
DW01 Dowley Fund		1,772.54	1,772.54
FR01 Frothingham Fund	2,028.82	4,089.62	2,060.80
GB01 George Brooks Fund		802.50	802.50
JR01 Jerard Fund		1,387.20	1,387.20
LU01 Loud Fund		8,391.50	8,391.50

Brooks Memorial Library

Budget vs. Actuals: FY_2021_2022 - FY22 P&L

July 2021 - June 2022

	TOTAL		
	ACTUAL	BUDGET	REMAINING
PG01 Pageant Fund		386.08	386.08
SH03 Schorling 2007 Books Ref		143.16	143.16
WY01 Wyatt Fund	50.25	863.47	813.22
Total BR21 Legacy	2,361.73	18,770.97	16,409.24
BR22 - Employee Leave Awards		5,396.61	5,396.61
Total Expenses	\$3,400.30	\$238,292.92	\$234,892.62
NET OPERATING INCOME	\$ -3,400.30	\$ -238,292.92	\$ -234,892.62
NET INCOME	\$ -3,400.30	\$ -238,292.92	\$ -234,892.62

Brooks Memorial Library

Fiscal Year P&L Cash Basis

July 2021 - June 2022

	TOTAL
Income	
Dividend Income	9,989.06
Total Income	\$9,989.06
GROSS PROFIT	\$9,989.06
Expenses	
BR03 Conferences & Workshops	390.00
BR05 Books Adults	961.30
BR06 Juvenile Programs	1,690.29
BR07 Reference Sources	571.53
BR08 Local History Source	75.00
BR09 Young Adult Sources	306.57
BR11 Periodicals	454.19
BR13 Adult Programs	285.00
BR14 Fine Arts	-8.50
BR15 Board Approved Projects	-5,029.37
BR16 Books Children	871.09
BR17 Outreach	365.96
BR18 Conservation	309.23
BR19 Short Term Gift Funds	
SG01 Small Gifts	-203.72
Total BR19 Short Term Gift Funds	-203.72
BR21 Legacy	
BN01 Brown Fund	53.95
CK01 Calista Book Fund	228.71
FR01 Frothingham Fund	2,028.82
WY01 Wyatt Fund	50.25
Total BR21 Legacy	2,361.73
Total Expenses	\$3,400.30
NET OPERATING INCOME	\$6,588.76
Other Income	
Change in Investment Value	272.75
Change -3335	-162.72
Change -3431	-73,515.69
Change -3811	-70.38
Change -7353	-162.68
Change -7577	-424.20
Total Change in Investment Value	-74,062.92
Total Other Income	\$ -74,062.92
NET OTHER INCOME	\$ -74,062.92
NET INCOME	\$ -67,474.16