



Board of Trustees Meeting Materials for May 9th, 2023

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BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, May 9, 2023 4:45 PM
Meeting to be held on site or via Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/83917781481?pwd=TGtGVHZlSOJ2OEErWGIYN3N4MkQ5UT09>

Meeting ID: 839 1778 1481 Passcode: 359655

AGENDA

Call to Order / **4:45 PM**

Agenda/Changes or additions

Public Comments

Minutes of April 11, 2023 <https://brookslibraryvt.org/wp-content/uploads/2023/02/20230214-Trustees-Minutes.pdf>

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library

- Update
- Annual Meeting
- May 19th Fundraiser

B. Finance/Asset Development Committee—John Woodward

- Update on finances and budget process
- Update on art collection
- Overview of endowment funds

C. Technology Committee

- No report

D. Buildings and Grounds—Karen Tyler, Chair

- Update

E. Advocacy and Liaison to Library Organizations

- No report

F. Strategic Planning Committee—Ann Varilly, Chair

- Update

G. Department Reports: Director, Reference, Youth Services

CONTINUING BUSINESS

- Social work assistance at BML
- Safety

NEW BUSINESS

- Committee assignments and workplans
- Appreciation gift for volunteer
- Contract for deaccessioning art/artifacts
- Marketing team and plan
- Board picture

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday April 11, 2023 4:45 PM

Minutes

Present: Sirkka Kauffman, Starr Latronica, Karen Tyler, Jeanne Walsh (Information services librarian), Jennifer Rowe, Leo Schiff, Joyce Sullivan, Ann Varilly, John Woodward, Kate O'Connor, Nikki Holland. Also present: outgoing Trustee Howard Burrows.

Call to Order / 4:45 PM Leo
Agenda/Changes or additions: None.

Public Comments: none.

Minutes of February 14, 2023: Kate moved to approve; Jenny seconded. All who were in attendance voted to approve.

COMMITTEE UPDATES/ DEPARTMENT REPORTS

Introductions and welcome to Nikki! Leo asked each Trustee to introduce themselves, followed by Nikki Holland saying a few words about her background and interest in the library.

- A. Friends of the Library- Starr and Ann Varilly update
 - The Friends purchased another Treasury bill.
 - There will be an event **near the end of May, “Novels, Nonfiction and Nosh,” for which the Friends are looking for donations of “like new” books.**
 - Leo suggested that at our next meeting we review the coverage of Friends meetings.
- B. Finance/Asset Development Committee—John Woodward, Chair
 - John brought the wording of the public noticing draft for discussion, for which no vote is needed. It will be posted next week initially, and then reposted as needed.
 - He then asked for discussion of the two auction lists, one for William Smith Auctions, and one for Bonhams Skinner sales proposals. Joyce moved, and Leo seconded that the Trustees approve those two lists of items. All voted in favor.
 - Jenny noted that the quarterly report on endowment includes foreign fees and taxes, and because of the small amounts it is not worth our time to deal with them. We could ask Prentiss Smith to not invest any of our funds outside the U.S., but this would restrict the diversification.
 - Jenny agreed to provide a financial orientation or refresher at the next meeting.
- C. Technology Committee
 - No report.
- D. Buildings and Grounds—Karen Tyler, Chair

- Karen noted that the flag in front is outside now. The flags cost a bit more than expected, but they are double-sided. Discussion followed about the outdoor building project, with a the design projected onto the big screen to better understand it spatially. The initial cost should be about \$40,000, starting with the seating, then the path, and finally the roof. There was a suggestion to add a design and cost estimate of extending the retaining wall to the street. The general sense was that the committee may move forward with the project at its next meeting on April 21st. Karen will see if Alec can come to the next Board meeting with updated designs and some materials that could be used.
- Alec has submitted a sketch for the cover on the book drop. It would cost \$3,600 in metal, with an additional \$900 for shingles.

E. Advocacy and liaison to library organizations

- Starr reported that she, Sirkka and Jen attended the joint VLA and the VSLA April 3rd conference in Burlington. At the session on Capital Projects Grants it was suggested that large projects up to hundreds of thousands of dollars might be viewed very favorably, as could projects with several phases.

F. Strategic Planning Committee – Ann Varilly, Chair

- Ann reported that with the Plan completed, they were working on marketing materials which she passed around. Starr will be checking in with staff on various items in the Plan. Leo reminded us that it is a living document.

G. Nominating Committee – Leo update

- Finished its business for this round.

G. Department Reports: Director; Reference; Youth Services – all in packet

Director

Starr noted that April 25th is National Library Workers Day. We agreed to give the staff a cake **from Amy's** and have it at noon that day. Trustees are welcome to attend.

CONTINUING BUSINESS

- Social work assistance at BML:

With the temporary closing of the shelter, the Library has become the center for their **residents' mail, and a drop-in** center. The Town made the decision to hire the new social worker to work with the police, but the Library may request his services. There was agreement that more resources are needed.

- Second reading of amendment to Endowment Policy, to add the Brooks Building Fund and the proposed draw of 4% from it annually.

NEW BUSINESS

- Election of officers

Leo moved, and Kate seconded the following slate of officers, which was unanimously approved.

President: Ann Varilly

Vice President: Karen Tyler

Secretary: Joyce Sullivan

Co-Treasurers: Jennifer Rowe and John Woodward

- National Library Week: April 23-29.
- Safety: Starr reported that we do receive police support, and staff have panic buttons. There was discussion of options to get around having one person alone in the evenings **in the Children's Room.**
- Appreciation and farewell to Howard for his 9 years of service as Trustee!

6:48 pm. Leo adjourned.

Brooks Memorial Library

Buildings and Grounds Committee

4/21/2023

Called to Order at 9:05 AM.

Present were Syrkka Kauffman, Elizabeth Tannenbaum, Jane Southworth, Christine deVallet, Starr Latronica, and Karen Tyler.

No additions or changes to agenda.

Minutes of 3/17/2023 meeting accepted as written,

No members of public present.

Old Business:

Ongoing and Proposed projects

Outdoor Building Project: Karen mentioned that Alec Goldschmid will attend the next Board meeting, to which B&G members who are not also Board members would be welcome.

Starr suggested inviting Brian Bannon, who oversees permits for the town, to our next committee meeting to discuss next steps. She will reach out to Brian.

Sue Fillion has mentioned that the Main Street grant might be a source of funding.

Book Drop Shelter: Karen will make another request of Alec for more formal drawings. Everyone present agreed that a metal roof, rather than shingles, would be the preferred choice.

Staff input re: building and furnishing needs. Starr reported that the large cabinet is arriving today, and that the new Children's Room shelving was being assembled by Lindsay's family as we were meeting,

New Business: Rear of Building Aesthetics

Karen requested that we continue to revisit this topic. Starr reported that Pete Lynch of the DPW came by and has agreed to mill and fill the parking lot around the end of May, repaint lines, fix signs. There has been a change in the town's structure regarding building maintenance. Starr has spoken to Russ, who is now the designated person, about the process for requesting work on the shed and adjacent debris.

There have been recent problems with people leaving things in the alley and using the recycling bins inappropriately. Maintenance has been doing a great job managing this.

Rear flag going out soon (need to decide location).

The unsightly black marks on the soffitt are due to tar drips. There is a proposed plan to encapsulate the soffit (metal or asbestos due to asbestos).

Town employees have talked about raised beds, with which Edible Brattleboro could be involved. Kids are coming to plant the arbor.

Meeting adjourned about 9:35 AM.

Respectfully submitted,

Karen Tyler, Chair

Brooks Memorial Library

Finance Committee

Monday May 1, 2023 4:45 PM (EST)

MINUTES

1) Call to Order 4:48.

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

2) Agenda/Changes or additions

None

3) Approval of Minutes of April 7, 2022 ([link](#))

4) Public Comment

None

5) Continuing Business

- Loud fund and collection

Auction house pickup of items is scheduled for week of the 8th.

Starr and Ann interviewed by the Commons. Photographer being sent before story.

Committee will plan to do a press release or public notice when auction date is set. Starr will add previous press release on website

Ann shared Woodstock Historical Society templates for noticing deaccession of unprovenanced items and agreed to adapt them for BML use. Vermont state archives association has to approve how we notice unprovenanced items. Ann will ask them to sign off the adapted templates.

Ann sent the list of remaining items to Windham Historical Society (those that neither BHS nor VHS want).

Group agreed to bring proposal to board to gift Laura Paris a gas card for her invaluable efforts.

6) New Business

- Budgeting

Starr presented current budget balances to initiate discussion about how the annual allocations from the endowment draw will be distributed. She proposed removal of a few defunct budget lines from the town's accounting categories as well as addition of an electronic resources line item (differentiated for Adult, YA, and children) that would capture ebooks, audio, kanopy, etc. (distinct from "digital services") and a marketing line item independent from the outreach line item.

7) Adjourn 5:55

Director's Report for April 2023

Announcements: We are grateful for Stephen Dotson's support during our stint handling the mail for Groundworks and their clients. His presence has been tremendous help.

The e-bikes are available for loan again. They can be reserved at <https://brookslibraryvt.org/e-bikes/>

The Big Red Shed full of garden tools is open again. Tools and other treasures can be reserved at <https://brookslibraryvt.org/use-the-library/library-of-things/>

Building and Grounds: Many thanks to Russ Brown for carting away some of our broken furniture. Thanks to Pete Lynch for contacting Portland Glass to repair our vandalized window.

Community Collaborations: BML stepped up to assist Groundworks in its time of need. We are receiving, sorting and disseminating mail to GW clientele, as well as residents of Morningside shelter, Great River Terrace, Quality Inn and The Chalet, along with help from the GW board, United Way, Stephen Dotson, and some GW staff. We have seen many new faces in the library because of this service and a lack of places that welcome this population. As a result, we have also experienced an increased use of supplies (e.g. tissues, hand sanitizer, etc.). I also attended several zoom meetings of the Groundworks Incident Control team. On a happier note, we had fun promotions for National Library Week—we were featured in Boomerang's newsletter and in the Chamber Window. BCTV also ran a PSA written and acted by Jeni Clary.

Programs/displays: We featured a presentation by award winning author Kekla Magoon who spoke about her book *Revolution in Our Time: The Black Panther Party's Promise to the People* and hosted a dinner with her for the high schoolers who presented the Teach-In for MLK Jr. Day and other distinguished guests. We launched Tim Stevenson's new book, *Transformative Activism*. The Stitchers group is so popular that we needed to extend it to a 3 hour period. We had very popular displays on libraries, nature walks, nature writing, and our *Books We Love* continues to be a hit.

Continuing Education/Professional Development: Three staff members are attending the core collection Development class in their pursuit of certification by the Vermont Department of Libraries, which will enhance their service to the public. Jeni Clary participated in the advanced tier of the New England Library Leadership Symposium. Jen Robb and I attended the Vermont Library Association conference in Burlington where we attended practical sessions on programming planning, grants for capital projects, defending challenged materials, and where retired cataloger, Leslie Marky was recognized for her contributions to technical services with the Birdie Award. Presided over the CLN Board meeting as president. The staff attended Stop the Bleed Training.

Friends of the Library activities: Preparations are underway for the Spring fundraiser, Novels, Nonfiction and Nosh on May 19 at 6 pm. Attendees will sample sweet and savory snacks and leave with a wrapped book (like a grab bag).

Town activities: I attended the swearing in ceremony of Assistant Police Chief Jeremy Evans, and participated in the oral boards for the new BFD Captain. I am working with administration and HR to upgrade the job descriptions Teen Services Specialist and Electronic Services Specialist to try and promote those positions to a higher tier.

BML Information Services:

Reference, Electronic Services, Interlibrary Loan, and VISTA

April 2023

The whole information services crew stepped up in April to keep the circulation desk staffed and assist Groundworks clients who came in to collect their mail. While it was a hectic time, our connections with the Groundworks folks were generally very positive, and staff were glad to have an opportunity to help.

Electronic Services Matt managed the technical details to launch the new Library of Things booking module—and, soon, the room-booking tool. He worked with technical support at MRW to resolve a plug-in problem on the website that is slowing down the launch of a test version of the Access Brattleboro Community Database. He also had a lot of patron appointment in April.

VISTA-land was fun in April as Beth, Matt, & Jeanne worked on a mockup of the ABC Database and tried out logo possibilities. Beth consulted with Seth Thomas, who can help us with the design aspects of the project.

Interlibrary Loans kept rolling in, and Jen worked remotely one day to catch up with requesting after doing a lot of backup at the circulation desk. Jen is one of three adult services staff members who is working through the core curriculum of public library training through the Vermont Department of Libraries.

Help Desk I updated the website to share information and how-to on emerging projects, like the Library of Things. I assisted in gathering statistics for the annual Vermont compendium of library statistics. And I worked with patrons on a variety of questions, e.g.: visuals of the word “Welcome” in various languages with non-roman alphabets; identifying the manufacturer of a beloved antique stuffed animal; historic news articles, photos, and related documents about an unsolved murder in Brattleboro; and support for the new Palace app for ebooks and audio.

Jeanne Walsh

5/5/23

Youth Services Board Report- May 2023

On Sunday, May 7th at 3:00 pm we will be celebrating local middle grade author Ann Braden's new book *Opinions and Opossums* with a book launch party at the library. I will be joining Ann for a Q&A about the new book and her experiences as a children's book author. The celebration will include a photo booth, a 'shopping cart conversation' activity, and a live possum!

Patrons and staff have been admiring the brand-new shelving in the graphic novel and chapter book sections. The new shelving replaces the temporary shelving we had borrowed from the Friends of Brooks Memorial Library. The chapter book section was created a year ago when we decided to pull the beginning chapter books out of the fiction section and give them their own section. The chapter book section will also have a large overhaul with new book series and replacement copies of some long time favorites. A substantial weeding of the chapter books removed books which were no longer appealing to kids in order to make way for more than 60 new books. The graphic novel section underwent a dramatic expansion. We had borrowed shelving from the Friends to help hold our ever-expanding collection. Now with the new shelving, we have more than doubled the size of our graphic novel section. We now have space to spread out the collection, make room for continued growth and display the new graphic novels face out. The new shelves also make the graphic novel section now feel like its own separate space from the rest of the room.

In April, we wrapped up our three month *Sing & Dance with Robin* series which averaged 23 children and 18 adults per session. *Sing & Dance with Robin* will begin again at the end of June as part of our *All Together Now* summer reading program.

We are busy preparing for our summer reading program and winding down the school year. Our weekly class visits with St. Michael's school will end mid-May. We have been invited to attend the Oak Grove school Family Picnic on Friday June 9 to sign students up for library cards and promote our summer reading program.

In Teen-land, we are also busy preparing for summer reading program! We have some new ideas to try this year but are a little hampered in planning details because the teens don't know their summer schedules yet. Our TAFLTS April meeting was split between summer brainstorming and book selection.

At the end of April we had a movie night – in honor of the new Wednesday show on Netflix, we screened the 1991 "Addams Family" movie, which is one of Chloë's favorites but none of the teens had seen before. 11 teens attended and it was fun!

Additionally, with the help of our tech services librarian, we have now added a collection of books from "The Pocket Change Collective". This is a series of small books with personal essays on big ideas and experiences from today's leading activists and artists. Once they come off of the "new" shelf, they will live in a special box in the Teen room.

Lindsay Bellville- Youth Services Librarian

Chloë Liotta-Jones – Assistant Youth Services Librarian

05/02/23
10:08 am

Town of Brattleboro General Ledger
Expenditure Report - Grants Fund
Current Year Period 11 May

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Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-22/23 MTD Pd 11 May
<hr/>					
04-6-2801 Library Trust					
04-6-2801-005.04 Staff - Contract Srvs	0.00	0.00	0.00	0.00	0.00
04-6-2801-126.02 BR01 Buffer Account	10,000.00	0.00	0.00	10,000.00	0.00
04-6-2801-126.03 BR03 Conferences & Worksh	4,873.21	0.00	1,846.26	3,026.95	0.00
04-6-2801-126.04 BR22 Staff Leave	5,377.73	0.00	0.00	5,377.73	0.00
04-6-2801-126.12 BR12 Trustees Conferences	2,027.48	0.00	858.93	1,168.55	0.00
04-6-2801-135.02 Library Donations to Town	0.00	0.00	0.00	0.00	0.00
04-6-2801-173.18 BR18 Conservation	220.72	0.00	423.04	-202.32	0.00
04-6-2801-501.05 BR05 Books Adults	25,000.00	0.00	18,805.90	6,194.10	0.00
04-6-2801-501.08 BR08 Local History Source	6,430.51	0.00	201.95	6,228.56	0.00
04-6-2801-502.07 BR07 Reference Sources	6,079.64	0.00	3,841.81	2,237.83	0.00
04-6-2801-505.14 BR14 Fine Arts	5,055.40	0.00	0.00	5,055.40	0.00
04-6-2801-505.16 BR16 Books Children	5,436.85	0.00	3,633.01	1,803.84	0.00
04-6-2801-510.09 BR09 Young Adult Sources	3,238.65	0.00	1,819.11	1,419.54	0.00
04-6-2801-515.01 RF01 Replacement	0.00	0.00	0.00	0.00	0.00
04-6-2801-520.11 BR11 Periodicals & Newspa	9,109.18	0.00	3,306.68	5,802.50	0.00
04-6-2801-530.10 BR10 Non-Print	33,429.71	0.00	3,154.54	30,275.17	0.00
04-6-2801-551.04 BR04 Contract Srvs Adult	4,578.03	0.00	1,149.50	3,428.53	0.00
04-6-2801-551.13 BR13 Adult Programs	5,817.06	0.00	237.94	5,579.12	0.00
04-6-2801-552.06 BR06 Juvenile Programs	6,057.61	0.00	3,879.09	2,178.52	0.00
04-6-2801-600.15 BR15 Board Approved Proje	30,056.10	0.00	13,225.46	16,830.64	0.00
04-6-2801-600.17 BR17 Outreach	13,126.30	0.00	7,120.89	6,005.41	0.00
04-6-2801-600.19 BR19 Gifts	5,392.44	0.00	641.91	4,750.53	0.00
04-6-2801-600.20 BR20 Projects	44,206.54	0.00	2,388.57	41,817.97	0.00
04-6-2801-600.21 BR21 Legacy	17,034.52	0.00	1,949.02	15,085.50	0.00
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Total Library Trust	242,547.68	0.00	68,483.61	174,064.07	0.00
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Total Grants Fund	242,547.68	0.00	68,483.61	174,064.07	0.00
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Total All Funds	242,547.68	0.00	68,483.61	174,064.07	0.00
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Current Year Period 11 May

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-22/23 MTD Pd 11 May
01-6 Expenses					
01-6-2800 Library					
01-6-2800-001.00 Department Head Salary	81,405.00	0.00	66,212.05	15,192.95	0.00
01-6-2800-005.00 Staff Salaries	468,055.00	0.00	403,580.79	64,474.21	0.00
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	3,580.02	919.98	0.00
01-6-2800-124.00 Training	0.00	0.00	0.00	0.00	0.00
01-6-2800-126.00 Conferences/Memberships	0.00	0.00	0.00	0.00	0.00
01-6-2800-128.00 Lost Book Refund Pmt Fees	200.00	0.00	197.94	2.06	0.00
01-6-2800-140.00 Computer Equipment Maint	6,000.00	0.00	4,414.81	1,585.19	0.00
01-6-2800-141.00 Computer Supplies	4,000.00	0.00	2,369.52	1,630.48	0.00
01-6-2800-152.00 Book & Non-Print Supplies	5,000.00	0.00	4,572.91	427.09	0.00
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
01-6-2800-216.00 Reimbursable Expense	3,500.00	0.00	3,512.00	-12.00	0.00
01-6-2800-230.00 Fuel Expense	10,000.00	0.00	9,177.43	822.57	0.00
01-6-2800-235.00 Electric	18,875.00	0.00	15,348.12	3,526.88	0.00
01-6-2800-240.00 Utilities	1,840.00	0.00	1,092.61	747.39	0.00
01-6-2800-250.00 Building Equip & Maint	20,000.00	2,409.64	16,074.32	1,516.04	0.00
01-6-2800-255.00 Maintenance Supplies	4,000.00	0.00	3,941.35	58.65	0.00
01-6-2800-350.00 Telephone	3,000.00	0.00	2,835.35	164.65	0.00
01-6-2800-450.00 Postage/Courier Expense	7,500.00	0.00	4,190.73	3,309.27	0.00
01-6-2800-500.00 Office Supplies	4,000.00	0.00	2,606.63	1,393.37	0.00
01-6-2800-501.00 Books - General	6,000.00	0.00	6,038.67	-38.67	0.00
01-6-2800-502.00 Reference Sources	18,250.00	0.00	14,911.74	3,338.26	0.00
01-6-2800-505.00 Juvenile Books	8,500.00	0.00	4,860.59	3,639.41	0.00
01-6-2800-510.00 Young Adult Sources	3,000.00	0.00	730.52	2,269.48	0.00
01-6-2800-515.00 Replacement Books	2,500.00	0.00	1,741.05	758.95	0.00
01-6-2800-520.00 Periodicals & Newspapers	7,500.00	0.00	7,189.21	310.79	0.00
01-6-2800-525.00 Digital Subscriptions	10,000.00	0.00	9,105.78	894.22	0.00
01-6-2800-530.00 Non-Print Materials/Adult	6,000.00	0.00	6,047.14	-47.14	0.00
01-6-2800-532.00 Non-Print Mat./Children	4,500.00	0.00	1,839.23	2,660.77	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	428.00	1,572.00	0.00
Total Library	715,325.00	2,409.64	596,598.51	116,316.85	0.00
Total Expenses	715,325.00	2,409.64	596,598.51	116,316.85	0.00
Total General Fund	715,325.00	2,409.64	596,598.51	116,316.85	0.00
Total All Funds	715,325.00	2,409.64	596,598.51	116,316.85	0.00

05/02/23
10:11 am

Town of Brattleboro General Ledger
Revenue Report - General Fund
Current Year Period 11 May

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Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-22/23 MTD Pd 11 May

01-5					
Revenues					
01-5-2800					
Library Revenue					
01-5-2800-120.00 Library Copier Revenue	4,500.00	0.00	3,697.95	802.05	0.00
01-5-2800-135.00 Library Donations	0.00	0.00	0.00	0.00	0.00
01-5-2800-216.00 Reimbursements	3,000.00	0.00	3,512.00	-512.00	0.00
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	13,000.00	0.00	12,639.00	361.00	0.00
01-5-2800-375.00 Gift Books & Replacement	2,500.00	0.00	1,210.09	1,289.91	0.00
01-5-2800-390.00 Library Postage Revenue	0.00	0.00	297.00	-297.00	0.00
01-5-2800-396.00 Audio Visual Rental	0.00	0.00	5.00	-5.00	0.00
01-5-2800-450.00 Miscellaneous Income	1,000.00	0.00	359.00	641.00	0.00
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Total Library Revenue	24,000.00	0.00	21,786.04	2,213.96	0.00
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Total Revenues	24,000.00	0.00	21,786.04	2,213.96	0.00
	-----	-----	-----	-----	-----
Total General Fund	24,000.00	0.00	21,786.04	2,213.96	0.00
	=====	=====	=====	=====	=====
Total All Funds	24,000.00	0.00	21,786.04	2,213.96	0.00
	=====	=====	=====	=====	=====