



# BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

## Board of Trustees Meeting Materials for May 11<sup>th</sup>, 2021

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**BROOKS MEMORIAL LIBRARY  
Board of Trustees Regular Meeting  
Tuesday, May 11, 2021 4:45 PM**

**NOTE: Per public health best practices,  
this meeting will be held using Zoom**

Join Zoom Meeting

<https://us02web.zoom.us/j/82435581849?pwd=c29uMUZNN0tLd0FLcHJ1c2JOeUplUT09>

Meeting ID: 824 3558 1849

Passcode: 546727

One tap mobile

Meeting ID: 824 3558 1849

Find your local number: <https://us02web.zoom.us/j/82435581849>

**AGENDA**

Call to Order / 4:45 PM  
Agenda/Changes or additions  
Public Comments  
Minutes of April 13, 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.
- Electric bike loan program
- VISTA position update
- Strategic Plan Update
- Tool Library update

**NEW BUSINESS**

Committee assignments  
Debrief on department presentations  
Land acknowledgement



**BROOKS MEMORIAL LIBRARY**  
**Board of Trustees Regular Meeting**  
**Tuesday, April 13, 2021 4:45 PM**

**MINUTES**

Present: Leo Schiff, Ann Varilly, Kate O'Connor, Starr Latronica, Howard Burrows, Jane Southworth, John Woodward, Jenny Rowe, Karen Tyler, Leslie Markey (Library cataloguer), Wendy Collins, Kathryn Turnas, Michael Hoffman, Sarah Vincent-Hoag (notes)

Call to Order / 4:47 PM - Leo

Agenda/Changes or additions- Starr: add land acknowledgement in new business

Public Comments: none

Minutes of March 9, 2021: Jane moved to approve, Sirkka seconded, all in favor, none opposed

Wendy Collins and Kathryn Turnas introduced themselves to the board. They are both interested in joining Board Committees

**WELCOME NEW BOARD MEMBERS**

Board members introduced themselves to the new Board members, Kate O'Connor and Ann Varilly

**COMMITTEE UPDATES/ DEPARTMENT REPORTS**

**A. Friends of the Library**

Starr: has a solid 26K budget. Joyce said there are 4 new board members, 1 – 2 book sales, upcoming ice cream social, and she was on the zoom call when Bernie Sanders spoke to librarians.

Leo: Friends will meet next week if anyone is interested. Question about a rotating attendance for Trustees at Friends meeting. Agreed to have a calendar so each person could take their turn attending. Starr will generate dates of Friends meetings and put Trustees names on it going forward and will send it out to the Board for people to ok their spot.

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

Jennifer: Committee met yesterday and the minutes are in email. 3<sup>rd</sup> quarter report on endowment: doing fine. So far in Fiscal Year, the return is up 15.84%. She explained the details of the benchmarks from Prentiss Smith. Other financial reports available, four from the Town and two from the Library. Jenny will explain and educate board on these a little each month.

Michael Hoffman (member from the public) joined the meeting and introduced himself. Said he would like to connect BML with the Eric Carle Library and the Jewish Book Center in Amherst

**C. Technology Committee—Leo Schiff, Chair**

Leo: Summarized minutes: Website has been up for two months, and favorable comments from the public. Have been working on a room booking software. Starr: had an online meeting about it with Zack and the requirements for this one is complicated. They want patrons to be able to reserve their space and have the info populate without library staff having to do it. Zach will research other products. Starr said this hasn't been resolved but they are making progress

**D. Buildings and Grounds—Jenny Rowe**

Committee met two weeks ago with the idea of pandemic funds and discussion on how we might use them. Came up with a list of current, near term and long-term pie-in-the-sky projects. And they are:

1.) Sign in front of the building Starr has spoken with Peter Elwell: town arts committee will be involved. Starr asked for the Board's ok to talk to PE about design.

There is a need for comprehensive signage inside the library that is in line with the outside sign design (What?! It's poetry month....) Q: Is the Board on board with this? A: Thumbs up

Jane: We need to continue with this as a Board project. Has a recommendation of a person who could help. Starr will talk to PE about it.

2.) Adding a third floor to the building. CR is needs the extra space. Need to work with the town to hire someone to assess building plan to see if a third floor is feasible and in line with current building codes and etc. Bob Stevens had given a square footage cost estimate in the recent past that would result in 1.7 – 2M. Kathryn: The information is in the blueprints. Jenny: BP's are 50 years old and may need to be reassessed with today's standards.

John: How likely is it to get funding for this? Starr: Federal legislation proposed for America's libraries so funding may be available and it would be great to be prepared for that possibility.

Q to the Board: Is this something we would like to pursue? Leo suggested it could be New Business at next meeting. Jenny: Is there community interest – and there was discussion around this. Leo: Is there a consensus to explore this without spending? Starr will speak to Peter Elwell about it. Jane will invite Bob Stevens to the B&G committee meeting.

#### E. Advocacy and liaison to library organizations—Howard Burrows

ALA Summer meeting is virtual and funding is available

NELA has a tech submeeting Friday and Howard will attend. Also, their annual meeting will be held in three virtual sessions Starting Sept 1. Funding is available if anyone would like to join VLA or NELA

#### F. Department Reports: Director; Reference, Youth Services

Youth Services – Starr: They are really upbeat and doing a lot of good work!

Directors Report: Big “Poe-tree” for poetry month is in front window

A description for VISTA went up on Friday and there is already an applicant. Starr spoke to Peter Elwell regarding federal funds –must be expended by 2024

Attended mental health and etc issues presentation for small and rural libraries

Leo: Looks like the circulation numbers are going up

Starr: Got to talk with Bernie Sanders who was appalled with the exorbitant cost of downloadable materials and the woefully low pay for library staff.

### **CONTINUING BUSINESS**

#### Update on current services/staffing

Starr: Library open to patrons by appointment starting April 13: Jerry Carbone was the first visitor. Kris Radder took pictures of Jerry and library for the paper. All appts. for today were filled. Karen has signed up, quite a few slots still available going forward. Feels that people are still reluctant to come in. However, some volunteers are anxious to come back. Some are fully vaxxed. Starr wondered what the Board thinks about them coming back? Howard: ok with it. Starr will discuss it with staff.

Leo: Does Starr need Board to empower her to act on it before next meeting? Starr: If discretion is granted that would be fine. Karen asked about consistency with town volunteers. Kathryn explained how it works at the senior's center and Starr said there is just one volunteer at the Town who is pretty much walled off behind plexiglass. Leo: there is no objection from the Board

### Electric bike loan program

Starr: Consulted with Local Motion, VBike and attorney. VBike ok, stored and run out of library.

Starr was sent the town MOU (from attorney). VBike is on board

Starr spoke with Peter Elwell. If the Board ok's based on MOU, we can move forward.

Jenny: Liked the MOU but had questions about insurance. Starr will follow up with Dave Cohen.

Leo: Do we support MOU provided the insurance is up to snuff? Jane: Is in favor but would like to make sure that the lawyer is satisfied before moving on.

Jenny: Moved to approve. Karen seconded. All in favor, none opposed, none abstaining.

### VISTA position update

Covered under Directors report

### Strategic Plan Update

Still don't have a new leader but do have an activity plan. There will be a meeting for board to meet with staff members to learn about functions in library

Starr: This meeting will be April 28 from 3 – 4:30PM. Starr will send out GoToMeeting/Zoom info in the next couple of days

### Tool Library update

Leo: updated on process so far.

Starr: Hasn't heard any more from Kevin or Stephen. There will be a seed and herb/plant swap April 22 through the Saturday, so may be able to survey gardener interest

Leo: Invited Leslie Markey to talk about her job as library cataloguer and give her opinion about the Tool Library.

Leslie: Explained her job as a cataloguer including nonbook items such as telescope and snowshoes.

## **NEW BUSINESS**

### Bonus compensation for website work

This is an executive session item. Jenny suggested that John Woodward could take over the minutes and Jenny will email to SVH after the meeting to be included here.

### Elimination of fines for ILL materials

Starr received input from the ILL librarian about this. Seems that it's more trouble than it's worth.

Starr wanted to make sure that the Board is ok with eliminating these fines. It probably would not require a policy change but she will double check to make sure. Leo: Any objection? A: None.

### Land Acknowledgement

Starr: We were not the original inhabitants of this area. An idea to include this somewhere on the library website. Starr will ask the town diversity/equity committee to work with local leadership and come up with something. Does the Board support pursuing this?

Leo: BML website is part of the Town so how does this issue work with the town? Starr: It goes through the Town equity committee. There is no urgency on this and feels it's best to go slow and consider it carefully. Starr will put this on Continuing Business for the next Board meeting, she will send out the Vermont Humanities Council statement and material from others ahead of time. All were on board for this.

Kathryn asked if there is a list of committees that she and Wendy could see. Starr will send one out.

### Executive session

No further votes were taken and the meeting was adjourned at 6:18 pm.

# Brooks Memorial Library

## Buildings and Grounds Committee

Monday, April 26, 2021 8:30 AM - 9:30 AM (EST)

### MINUTES

In attendance remotely: Jenny Rowe, acting chair; Jane Southworth; Elizabeth Tannenbaum; Starr LaTronica; Jeanne Walsh; Lindsay Bellville

- 1) Call to Order at 8:39.
- 2) Agenda/Changes or additions: none.
- 3) Approval of Minutes of March 29, 2021: moved by Jane, seconded by Elizabeth, approved.
- 4) Public Comment: none.
- 5) Old Business

- Review and update project list:

Upstairs hallway carpeting and strip/waxing are done. Starr has a lead on a wallpaper stripper, no contact yet.

Billy Meier is working on the mammoth tusk, has been back to take more measurements, and will create a free-standing support for it rather than the wall mount. He regrets that the tusk was filled with plaster years ago -- not the current standard of preservation work.

Soffit repair to be completed by the town will also include encapsulation of the light-colored horizontal strip above the ground floor windows. That strip contains asbestos. Stucco is the most cost-effective material to use, and may be a choice for encapsulation. That strip is also the most likely place to install a building sign. If the sign is ready, the scissor lift doing the repair work could be used. The town will also wash the windows using the lift.

Starr will discuss the sign with the city planner. Thought should be given to a sign for the back door as well. Perhaps art installations could be added to the two vertical stretches of brick on the sides of the front facade. The building's modern style lends itself to public art. Starr has a super-sized blue bear in mind as an example.

Regarding the ongoing discussion of adding space to the building: The Historical Society is still interested in a joint project and will confer with Starr. Starr will also confer with the town planner about whether we could hire an engineer to assess the building structure with a third floor in mind. Jane suggested inviting Bob Stevens to a committee meeting for his opinion.

More space in the library would mean more room for the "library of things," such as the tool library idea and the e-bikes. Other committees may have other ideas for using additional space, and the strategic planning process may also produce ideas from the community. The possibility of expanding in West Brattleboro or some other location needs to be assessed alongside the possibility of expanding on Main Street.

- Status of summary and pricing of furniture needs post-pandemic: **Lindsay requested the purchase of a wooden tabletop book display for Youth Services, for \$400. The committee approved the purchase from the Board Project funds allocated by the board.**

There are no other purchases decided on yet. Starr will be asking staff to survey the furniture now in storage to see what should be returned to library use, and what discarded and replaced.

There is approx. \$4600 in the Brooks Building Fund that could be used for items such as computer station surrounds.

- Status of Board funding pre-approved for committee use: Jenny working on confirming the exact amounts allocated from Board Projects, and now remaining.

6) New Business: none.

7) Set next meeting: Tues May 25, 8:30 AM

8) Adjourned at 9:27 on a motion from Elizabeth, second by Jane.

# **Brooks Memorial Library**

## **Finance Committee**

Mon Aprio 12, 2021 5:00 PM (EST)

Present: Jenny Rowe, Leo Schiff, John Woodward, Starr LaTronica. Absent: Sirkka Kauffman

### **MINUTES**

- 1) Call to Order at 5:10.
- 2) Agenda/Changes or additions: none.
- 3) Approval of Minutes of March 1, 2021: Motion to approve by Leo, seconded by John. Approved.
- 4) Public Comment: none.
- 5) Old Business

Grants: Starr reported that pandemic-related funds for youth programming will be coming available. Leo suggested paying artists and performers for programming.

#### 6) New Business:

Third quarter endowment report: Jenny asked for comments and there was a brief discussion. No surprises this quarter.

Bonuses: Discussion of the trustees appreciating the work of staff in developing the website, over and above their assigned duties and using skills beyond their job assignments. The library was able to avoid hiring a project manager because of the work done in-house on the website.

Buildings and grounds pre-approved expenditures: Jenny needs to locate the record of how much and when the board voted to put in B&G's control for spending on the building. Leo had some ideas and Jenny will search the minutes.

- 7) Set next meeting: Monday May 10, 4:45.
- 8) Meeting adjourned at 5:20 on a motion from Leo, seconded by John.

## Director's Report for April 2021

**COVID service update:** **We opened to the public for limited time periods by appointment in mid-April.** Curbside service and delivery continue to be strong. We are looking forward to expanding access by not requiring appointments beginning Monday.

**Projects, programs, activities:** Our 1<sup>st</sup> Wednesday presentation with Josie Leavitt on *Eating While Fat* was well attended, including by her father who had never seen her perform. The presenter is a stand-up comic and we experimented briefly with leaving everyone's microphones open to enable her to hear their reactions. It was chaos and madness for a bit, but things simmered down after everyone was eventually muted. We stationed a huge "poetree" in our front window in honor of National Poetry Month. Other celebrations of NPM included YouTube videos of staff members reading poems, a different one every day, to highlight our poetry books. Board books and packets for 1000 Books Before Kindergarten were distributed to families with preschoolers and spring craft bags were available for school age children.

**Community Collaboration:** The Women's Freedom Center partnered with us on a screening of *The Bystander Moment* and a post film discussion, all via Zoom. Poems Around Town, displayed original poems with our "poetree". Edible Brattleboro, the Retreat Farm and Town sustainability staff all pitched in on our 3-day seed and plant giveaway, which kicked off on Earth Day, where we also distributed bags for Green Up Vermont. We had a steady stream of people exchanging plants. The leftover seeds are now the beginning of a "seed library" which will stay at BML. Barbara George met with Jeanne to discuss ways the Brattleboro Historical Society could work with BML to pool resources and enhance services. WSESU and a group of youth are collaborating on a grant to fund anti-hate activities and appreciation for AAPI culture.

**Trustee Activities:** New trustees Kate O'Connor and Ann Varilly came in for behind-the scene tours. Staff also presented virtual "tours" for the full Board to explain their service areas.

**State Department of Library Activities/Professional activities:** I participated in the meet-up of "Largish Library Directors" from around the state and was invited to be a member of the panel that met with Senator Sanders for a discussion of Libraries and their needs. An MLIS student interviewed me for one of her graduate courses and was interviewed by a researcher compiling information for a national study sponsored by IMLS who will also consult with a sampling of staff and patrons.

**Continuing education/professional development:** I attended several inspiring and informative webinars: Moving to Dignity from Discrimination for people with substance use disorder; PBS Books on financial literacy; and Mental Health First Aid.

**Buildings and Grounds:** The upstairs hallway has been re-carpeted and looks great!

**Website project:** The team met with MRW to discuss ways of resolving issues with the room reservation tool and wrinkles with the Events module.

**Online services:** RB Digital will not carry Acorn TV, much to the dismay of their legion of area fans. The New York Times announced it will increase its cost for online access by *over 60%!!!* We now have hotspots that the public may borrow for internet access. The first borrower was a high school student whose family is being housed at the Colonial Motel.

**Press coverage:** BML had 3 different full color spreads in *The Reformer* (a behind-the scenes look at what happens during our closed time, re-opening by appointments, seed and plant share) and a long article about the meeting with Senator Sanders in *The Commons*.

**Circulation:** We checked out 6428 items in April, compared with 1199 items the same month last year when we were closed.

2021 STATISTICS SUMMARY TOTALS	JAN	FEB	MAR	APR
<b>CIRCULATION &amp; REGISTRATION (#129) [CM]</b>				
ADULT AUDIO[CHECKOUTS+RENEWALS+INHOUSE]	174	143	173	189
ADULT VIDEO[CHECKOUTS+RENEWALS+]	222	183	212	237
ADULT PRINT[CHECKOUTS+RENEWALS+]	3044	3011	3630	3311
ADULT PERIODICALS[CHECKOUTS+RENEWALS+]	131	110	112	97
YA PRINT[CHECKOUTS+RENEWALS+]	130	176	198	193
YA AUDIO[CHECKOUTS+RENEWALS+]	3	7	13	7
YA PERIODICALS[CHECKOUTS+RENEWALS+]	0	0	0	0
YA VIDEO[CHECKOUTS+RENEWALS+]	2	1	1	0
CHILDREN'S AUDIO+kit[CHECKOUTS+RENEWALS+]	82	38	72	63
CHILDREN'S VIDEO[CHECKOUTS+RENEWALS+]	49	49	51	86
CHILDREN'S PRINT[CHECKOUTS+RENEWALS+]	1805	1696	2178	2218
CHILDREN'S PERIODICALS[CHECKOUTS+RENEWALS+]	2	5	4	7
ELECTRONIC DEVICE & AV EQUIPMENT	4	0	0	3
UNIDENTIFIED ITEM TYPE	6	20	21	17

2020 STATISTICS SUMMARY TOTALS	JAN	FEB	MAR	APR
<b>CIRCULATION &amp; REGISTRATION [#129]</b>				
ADULT AUDIO[CHECKOUTS+RENEWALS+INHOUSE]	287	283	340	24
ADULT VIDEO[CHECKOUTS+RENEWALS+]	855	889	888	45
ADULT PRINT[CHECKOUTS+RENEWALS+]	5199	5079	6126	511
ADULT PERIODICALS[CHECKOUTS+RENEWALS+]	386	301	307	20
YA PRINT[CHECKOUTS+RENEWALS+]	351	339	492	47
YA AUDIO[CHECKOUTS+RENEWALS+]	16	7	14	3
YA PERIODICALS[CHECKOUTS+RENEWALS+]	0	0	0	0
YA VIDEO[CHECKOUTS+RENEWALS+]	2	0	1	0
CHILDREN'S AUDIO+kit[CHECKOUTS+RENEWALS+]	328	302	406	31
CHILDREN'S VIDEO[CHECKOUTS+RENEWALS+]	618	557	530	42
CHILDREN'S PRINT[CHECKOUTS+RENEWALS+]	5036	4710	5547	465
CHILDREN'S PERIODICALS[CHECKOUTS+RENEWALS+]	13	26	23	0
ELECTRONIC DEVICE & AV EQUIPMENT	10	12	10	1
UNIDENTIFIED ITEM TYPE	197	73	78	10

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-20/21 MTD Pd 10 Apr
<b>01-6 Expenses</b>					
<b>01-6-2800 Library</b>					
01-6-2800-001.00 Department Head Salary	77,495.00	0.00	63,520.43	13,974.57	8,918.37
01-6-2800-005.00 Staff Salaries	423,170.00	0.00	345,656.84	77,513.16	47,840.15
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	3,706.22	293.78	0.00
01-6-2800-060.00 Office Equipment	4,000.00	0.00	2,837.14	1,162.86	531.72
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	7,552.58	7,747.42	55.08
01-6-2800-141.00 Computer Supplies	3,600.00	0.00	3,457.94	142.06	904.82
01-6-2800-152.00 Book & Non-Print Supplies	4,000.00	0.00	2,563.30	1,436.70	160.81
01-6-2800-173.00 Professional Services	400.00	0.00	140.00	260.00	0.00
01-6-2800-173.01 Bindery Services	0.00	0.00	0.00	0.00	0.00
01-6-2800-216.00 Reimbursable Expense	800.00	0.00	2,200.00	-1,400.00	0.00
01-6-2800-230.00 Fuel Expense	16,500.00	0.00	8,024.02	8,475.98	905.99
01-6-2800-235.00 Electric	21,500.00	0.00	13,100.21	8,399.79	0.00
01-6-2800-240.00 Utilities	2,080.00	0.00	764.07	1,315.93	0.00
01-6-2800-250.00 Building Equip & Maint	19,000.00	56.72	15,287.76	3,655.52	2,110.96
01-6-2800-255.00 Maintenance Supplies	3,500.00	0.00	529.75	2,970.25	0.00
01-6-2800-350.00 Telephone	2,500.00	0.00	1,653.04	846.96	179.97
01-6-2800-450.00 Postage/Courier Expense	5,500.00	0.00	3,326.56	2,173.44	475.68
01-6-2800-500.00 Office Supplies	3,500.00	0.00	1,638.78	1,861.22	269.67
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	12,055.79	6,244.21	0.00
01-6-2800-505.00 Juvenile Books	7,500.00	1,630.31	4,770.11	1,099.58	1,198.54
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	310.43	4,808.01	2,081.56	66.75
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	97.69	809.86	2,592.45	0.00
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	0.00	659.15	3,140.85	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	1,500.00	0.00	1,186.32	313.68	0.00
<b>Total Library</b>	<b>656,345.00</b>	<b>1,795.15</b>	<b>508,161.69</b>	<b>146,388.16</b>	<b>63,618.51</b>
<b>Total Expenses</b>	<b>656,345.00</b>	<b>1,795.15</b>	<b>508,161.69</b>	<b>146,388.16</b>	<b>63,618.51</b>
<b>Total General Fund</b>	<b>656,345.00</b>	<b>1,795.15</b>	<b>508,161.69</b>	<b>146,388.16</b>	<b>63,618.51</b>
<b>Total All Funds</b>	<b>656,345.00</b>	<b>1,795.15</b>	<b>508,161.69</b>	<b>146,388.16</b>	<b>63,618.51</b>

Town of Brattleboro General Ledger  
Expenditure Report - Grants Fund  
Current Year Period 10 Apr

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-20/21 MTD Pd 10 Apr
<b>04-6-2801 Library Trust</b>					
04-6-2801-005.04 Staff - Contract Srvs	0.00	0.00	0.00	0.00	0.00
04-6-2801-126.02 BR01 Buffer Account	10,000.00	0.00	0.00	10,000.00	0.00
04-6-2801-126.03 BR03 Conferences & Worksh	6,831.94	0.00	3,410.13	3,421.81	2,840.13
04-6-2801-126.04 BR22 Staff Leave	5,396.61	0.00	0.00	5,396.61	0.00
04-6-2801-126.12 BR12 Trustees Conferences	1,000.00	0.00	0.00	1,000.00	0.00
04-6-2801-135.02 Library Donations to Town	0.00	0.00	0.00	0.00	0.00
04-6-2801-173.18 BR18 Conservation	500.00	0.00	399.54	100.46	0.00
04-6-2801-501.05 BR05 Books Adults	20,177.29	580.21	18,994.04	603.04	1,553.17
04-6-2801-501.08 BR08 Local History Source	6,847.73	0.00	319.32	6,528.41	0.00
04-6-2801-502.07 BR07 Reference Sources	5,594.08	0.00	3,265.97	2,328.11	2,510.00
04-6-2801-505.14 BR14 Fine Arts	2,432.40	0.00	333.83	2,098.57	0.00
04-6-2801-505.16 BR16 Books Children	5,320.48	0.00	2,172.72	3,147.76	857.64
04-6-2801-510.09 BR09 Young Adult Sources	1,508.63	0.00	749.70	758.93	749.70
04-6-2801-515.01 RF01 Replacement	0.00	0.00	0.00	0.00	0.00
04-6-2801-520.11 BR11 Periodicals & Newspa	9,635.14	0.00	2,249.70	7,385.44	0.00
04-6-2801-530.10 BR10 Non-Print	11,493.14	60.77	9,579.48	1,852.89	0.00
04-6-2801-551.04 BR04 Contract Srvs Adult	14,018.52	0.00	9,775.24	4,243.28	0.00
04-6-2801-551.13 BR13 Adult Programs	2,694.30	0.00	450.00	2,244.30	450.00
04-6-2801-552.06 BR06 Juvenile Programs	6,000.00	0.00	2,344.23	3,655.77	4.80
04-6-2801-600.15 BR15 Board Approved Proje	20,621.66	0.00	6,509.96	14,111.70	0.00
04-6-2801-600.17 BR17 Outreach	9,993.95	0.00	1,593.97	8,399.98	-677.76
04-6-2801-600.19 BR19 Gifts	5,318.38	0.00	205.39	5,112.99	44.40
04-6-2801-600.20 BR20 Projects	9,375.15	0.00	4,740.05	4,635.10	0.00
04-6-2801-600.21 BR21 Legacy	22,247.65	0.00	4,494.73	17,752.92	121.75
<b>Total Library Trust</b>	<b>177,007.05</b>	<b>640.98</b>	<b>71,588.00</b>	<b>104,778.07</b>	<b>8,453.83</b>
<b>Total Grants Fund</b>	<b>177,007.05</b>	<b>640.98</b>	<b>71,588.00</b>	<b>104,778.07</b>	<b>8,453.83</b>
<b>Total All Funds</b>	<b>177,007.05</b>	<b>640.98</b>	<b>71,588.00</b>	<b>104,778.07</b>	<b>8,453.83</b>

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-20/21 MTD Pd 11 May
<b>01-5 Revenues</b>					
<b>01-5-2800 Library Revenue</b>					
01-5-2800-120.00 Library Copier Revenue	6,500.00	0.00	5.65	6,494.35	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	2,000.00	0.00	2,200.00	-200.00	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	16,000.00	0.00	8,988.00	7,012.00	0.00
01-5-2800-375.00 Gift Books & Replacement	4,000.00	0.00	566.39	3,433.61	0.00
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	79.00	2,921.00	0.00
<b>Total Library Revenue</b>	<b>31,500.00</b>	<b>0.00</b>	<b>11,910.04</b>	<b>19,589.96</b>	<b>0.00</b>
<b>Total Revenues</b>	<b>31,500.00</b>	<b>0.00</b>	<b>11,910.04</b>	<b>19,589.96</b>	<b>0.00</b>
<b>Total General Fund</b>	<b>31,500.00</b>	<b>0.00</b>	<b>11,910.04</b>	<b>19,589.96</b>	<b>0.00</b>
<b>Total All Funds</b>	<b>31,500.00</b>	<b>0.00</b>	<b>11,910.04</b>	<b>19,589.96</b>	<b>0.00</b>

Town of Brattleboro General Ledger  
Revenue Report - Grants Fund  
Current Year Period 10 Apr

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-20/21 MTD Pd 10 Apr
-----					
<b>04-5-2801 Library Trust</b>					
04-5-2801-217.00 Trust Reimbursement	78,658.00	0.00	63,134.17	15,523.83	6,300.67
-----					
<b>Total Library Trust</b>	<b>78,658.00</b>	<b>0.00</b>	<b>63,134.17</b>	<b>15,523.83</b>	<b>6,300.67</b>
-----					
<b>Total Grants Fund</b>	<b>78,658.00</b>	<b>0.00</b>	<b>63,134.17</b>	<b>15,523.83</b>	<b>6,300.67</b>
=====					
<b>Total All Funds</b>	<b>78,658.00</b>	<b>0.00</b>	<b>63,134.17</b>	<b>15,523.83</b>	<b>6,300.67</b>
=====					

# Brooks Memorial Library

## Fiscal Year Actual vs Budget Cash Basis

July 2020 - June 2021

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
<b>Total Income</b>			<b>\$0.00</b>
GROSS PROFIT	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Expenses			
BR01 - Buffer Account		10,000.00	-10,000.00
BR02 Library Donations to Town (deleted)		0.00	0.00
BR03 Conferences & Workshops	570.00	6,831.94	-6,261.94
BR04 Contractual Services	9,775.24	14,018.52	-4,243.28
BR05 Books Adults	16,390.87	20,177.29	-3,786.42
BR06 Juvenile Programs	2,139.43	6,000.00	-3,860.57
BR07 Reference Sources	755.97	5,594.08	-4,838.11
BR08 Local History Source	319.32	6,847.73	-6,528.41
BR09 Young Adult Sources		1,508.63	-1,508.63
BR10 Non-Print	9,579.48	11,493.14	-1,913.66
BR11 Periodicals	2,249.70	9,635.14	-7,385.44
BR12 Trustees Conferences		1,000.00	-1,000.00
BR13 Adult Programs		2,694.30	-2,694.30
BR14 Fine Arts	333.83	2,432.40	-2,098.57
BR15 Board Approved Projects	6,509.96	20,621.66	-14,111.70
BR16 Books Children	1,295.08	5,320.48	-4,025.40
BR17 Outreach	2,071.73	9,993.95	-7,922.22
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		199.98	-199.98
HS01 Harold Sheldrick Fund 9/30/15		100.00	-100.00
MO01 Moulton, Lois Fund 4/14/2014		0.00	0.00
PI01 Pinkerton Fund		0.00	0.00
SG01 Small Gifts	-239.81	3,398.34	-3,638.15
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
<b>Total BR19 Short Term Gift Funds</b>	<b>-239.81</b>	<b>5,318.38</b>	<b>-5,558.19</b>
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
<b>Total BR20 Projects</b>	<b>4,740.05</b>	<b>9,375.15</b>	<b>-4,635.10</b>
BR21 Legacy			
BN01 Brown Fund	18.52	104.17	-85.65
CK01 Calista Book Fund	620.34	800.00	-179.66
DW01 Dowley Fund	30.39	1,319.64	-1,289.25
FR01 Frothingham Fund		5,717.92	-5,717.92
GB01 George Brooks Fund		802.50	-802.50
JR01 Jerard Fund		1,254.05	-1,254.05
LU01 Loud Fund		7,411.50	-7,411.50
PG01 Pageant Fund		337.32	-337.32
SH01 Schorling 2007 Books Adult		0.00	0.00
SH02 Schorling 2007 Books Juv		0.00	0.00
SH03 Schorling 2007 Books Ref	3,671.99	3,876.12	-204.13
WY01 Wyatt Fund	31.74	624.43	-592.69
<b>Total BR21 Legacy</b>	<b>4,372.98</b>	<b>22,247.65</b>	<b>-17,874.67</b>
BR22 - Employee Leave Awards		5,396.61	-5,396.61
<b>Total Expenses</b>	<b>\$61,263.37</b>	<b>\$177,007.05</b>	<b>\$ -115,743.68</b>
NET OPERATING INCOME	<b>\$ -61,263.37</b>	<b>\$ -177,007.05</b>	<b>\$115,743.68</b>
NET INCOME	<b>\$ -61,263.37</b>	<b>\$ -177,007.05</b>	<b>\$115,743.68</b>

# Brooks Memorial Library

Fiscal Year P&L Cash Basis

July 2020 - June 2021

	TOTAL
Income	
Dividend Income	29,064.89
<b>Total Income</b>	<b>\$29,064.89</b>
<b>GROSS PROFIT</b>	<b>\$29,064.89</b>
Expenses	
BR03 Conferences & Workshops	570.00
BR04 Contractual Services	9,775.24
BR05 Books Adults	16,390.87
BR06 Juvenile Programs	2,139.43
BR07 Reference Sources	755.97
BR08 Local History Source	319.32
BR10 Non-Print	9,579.48
BR11 Periodicals	2,249.70
BR14 Fine Arts	333.83
BR15 Board Approved Projects	6,509.96
BR16 Books Children	1,295.08
BR17 Outreach	2,071.73
BR18 Conservation	399.54
BR19 Short Term Gift Funds	
SG01 Small Gifts	-239.81
<b>Total BR19 Short Term Gift Funds</b>	<b>-239.81</b>
BR20 Projects	
SP01 - Sanderson/Pike Bequest	4,740.05
<b>Total BR20 Projects</b>	<b>4,740.05</b>
BR21 Legacy	
BN01 Brown Fund	18.52
CK01 Calista Book Fund	620.34
DW01 Dowley Fund	30.39
SH03 Schorling 2007 Books Ref	3,671.99
WY01 Wyatt Fund	31.74
<b>Total BR21 Legacy</b>	<b>4,372.98</b>
<b>Total Expenses</b>	<b>\$61,263.37</b>
<b>NET OPERATING INCOME</b>	<b>\$ -32,198.48</b>
Other Income	
Change in Investment Value	
Change -3335	8,027.84
Change -3431	339,571.01
Change -3811	3,915.02
Change -7353	47.67
Change -7577	4,280.55
<b>Total Change in Investment Value</b>	<b>355,842.09</b>
<b>Total Other Income</b>	<b>\$355,842.09</b>
<b>NET OTHER INCOME</b>	<b>\$355,842.09</b>
<b>NET INCOME</b>	<b>\$323,643.61</b>