

**Woodbridge Library Commission
Regular Meeting
September 14, 2020
6:30 PM**

Via Tele-Conference at
<https://zoom.us/j/99089588408?pwd=UGR5d2Z1ZE84dmdRWINHSGxwWHdpZz09>

Materials for this meeting will be posted on the web page:
<https://www.woodbridgect.org/306/Library-Commission>

AGENDA

1. Call to order
2. Additions to the agenda
3. Public Comments and Liaison Reports
 - a. Public comment
 - b. Friends of the Library
 - c. Board of Finance
 - d. Board of Selectmen
4. Approval of minutes from July 13, 2020 meeting
5. Committee reports
 - a. Budget and Finance
 - i. Munis and 405 reports
 - b. Policy & Personnel
 - c. Property & Maintenance
6. Director's report
7. Director's goals update
8. New business
9. Old business
 - a. Curbside pickup and re-opening plans
10. Executive session
11. Items for October 13, 2020 meeting – 6:30 PM (Tuesday)
12. Adjournment

Commission Report August 2020
Friends of the Woodbridge Library

Although the bookstore is closed, we have sold quite a few books through Amazon. Also, we have put two book carts with books for sale outside the Library with the Library's Park and Pick up books. Payment is by the honor system, with two cash boxes on the carts. The community has been very generous, proof once again of the love for the Woodbridge Town Library.

The Friends have been supplying bags for the Park and Pick up which is not only helpful in the book distribution, but great advertising for the Friends.

We are planning two donation afternoons in September, the 14 and the 17. If this is successful, we will plan another donation day on a Saturday in October.

The staff and the Director have been wonderful in helping us navigate the conditions under Covid, and this is appreciated.

Respectfully submitted,

Donna Lehman

Woodbridge Library Commission Minutes
July 13, 2020
Via Tele-Conference
6:30 PM

Members Present: Jeanette Glicksman (Chair), Jim Moriarty, Tina Brogadir, Emily Sharp, Judi Young, Andi Doucette, Ellen Spark, Tom Shernow & Renee Bevacqua-Bollier (Vice-Chairman)

Members Absent: None

Also Present: Eric Werthmann, Library Director and Sandy Stein, Board of Selectman.

1. Call to Order at 6:33

2. Additions to the Agenda – None

3. Public Comment and Liaison Report-

- a) Friends of the Library – Eric Werthmann (LD) informed us that The Friends are in the process of changing their fiscal year to June 30 which coincides with the Library’s year-end.

The Friends hope to mail their annual appeal this Fall instead of the normal Spring mailing.

The Friends received a large financial donation from Jeanette Kordiak’s estate. This is the result of a pledge made when the Library expansion occurred.

- b) Board of Selectman – Sandy Stein told us that an extension has been reached with the Woodbridge Historical Society to maintain it’s use of the Thomas Darling house.
- c) Public comment – N/A
- d) Board of Finance – N/A

4. Approval of Minutes

From May 11, 2020 Commission meeting – Emily Sharp moved to accept the minutes and seconded by Andi Doucette. The motion passed 8-0-1, Ellen Spark abstained.

5. Committees –

- a. Finance - Munis Reports- The Commission members received March through June monthly Operating (Munis) Reports. Tom Shernow questioned if the Collections budget was expended before year-end? L.D. replied that \$13,001 was not spent before year-end. Sandy Stein (BOS) suggested that the L.D. should request this amount from

FY 20 to be designated for purchasing library materials in FY21. Ellen Spark made a motion for this and Tom Shernow seconded. The motion passed unanimously 9-0.

Judi Young moved to accept all financial reports. Tom Shernow seconded. The vote passed unanimously, 9-0.

b. Policy & Personnel – Status of promotion of full-time Children’s Services Assistant and Adult Services Librarian. No action taken at July 8 BOS meeting. LD to contact Town Hall to follow-up to provide more data in order to gain approvals for the two fulltime staff members.

c. Property Maintenance – N/A.

6. Directors report – Library staff returned on June 8th. At present time the Library staff has been decreased. As additional services are made available to the public L.D. to request additional staff from Town Hall. Outdoor programming is planned for two canopy classroom spaces beginning Aug. 3.

The Children’s Department has developed a great summer reading program and virtual programs.

There has been a large increase in digital service usage. This has increased the cost for Hoopla and Kanopy services. The Friends have generously offered to cover the excess costs.

7. Directors Goals. N/A

8. New Business – Curbside pickup and possible reopening plans. L.D., working with staff, determined the simplest curbside pickup system would be to put requests in bags on tables in front of the Library for up to a week. Feedback from patrons has been very positive. Plans are in process about how to open for other services in a limited manner.

9. Old business - N/A

10. Executive Session – N /A

11. Items for September 14, 2020 Meeting – 6:30 P.M.

12. Adjournment

Moved to adjourn by Judi Young and seconded by Andi Doucette. Unanimously approved 9-0. Adjourned at 7:21 P.M.

Respectfully submitted,
Tom Shernow, Woodbridge Library Commission Secretary

Library Director's Report September 2020

The Library has remained closed to the public since the last Commission meeting, but staff has been continuing to come in Monday through Friday. We've continued to offer our Park & Pickup service and the system we came up with has, in general, been working quite well. Park & Pickup has continued to be very popular. We've been doing story times and book club meetings outside in the grove and people seem grateful to be able to meet in person. We also had a big end-of-summer-reading program on August 17th behind the Library. This was a fun bubble program called *Bubble-Ology* and it was well-attended. All Town buildings are still closed to the public, and I think this will be true for at least another few weeks. If this continues deeper into fall and winter, we may have to start relying more on virtual programming instead of outdoor meetings.

We are continuing to plan for a limited opening, whenever that happens. Most likely this will involve letting a limited number of patrons in to browse for limited windows of time. We will also try to open up the public computers for use by appointment as well, though providing in-depth computer assistance will be very difficult in the present circumstances. We will probably not have in-person programs in the building for quite a while, and we probably won't let people linger inside the Library for some time either.

As I mentioned above, the Park & Pickup service has proved to be very successful. However, there are still quite a few patrons who prefer browsing for library materials, and we're working on a system that allows some of this while the Library is still closed to the public. Though this may change, we're currently planning on having a couple of carts of books available outside for patrons to browse. Patrons would then be able to check out whatever they like from these carts through a walk-up check-out window we're setting up. This would be somewhat similar to the walk-up tax collection window that was set up at Town Hall a few months ago.

The Board of Selectmen did approve our candidates to fill our two vacant full-time positions at their meeting on August 12th. So we finally have an (almost) complete full-time staff! Though we will probably lose one or more staff members when we start opening up to the public.

We've been awarded a FY21 Fiber to the Library Grant from the Connecticut State Library. This grant funds the construction of a new high speed fiber internet connection to the Library, which will be far faster than what we have now. This project is budgeted at \$22,600 and the grant will cover all of this. I've been working on this grant since February, so it's gratifying to see it finally go through. This new connection should ensure that the Library can remain up-to-date technologically for the foreseeable future.

It is just about time to start working on the Capital Budget for Fiscal Year 2022. I think it will make sense to actually pursue the installation of new carpeting for the stacks, something we have pushed back several times. The Capital Budget forms should be released soon, and they're usually due in early December.

I've managed to fill in all of the various revenues and expenditures since March into the 405 report. I'm submitting two reports – once for the end of FY20 and one that is current up until the end of August.

The Children's Department and the Adult Services Department are planning on collaborating on a pumpkin decorating program in October. This would be held outside behind the Library and everyone would have to socially distance and wear masks. It would mostly be for families who could work together to decorate their pumpkins using various craft materials that we would provide.

Jennifer Sullivan, Head of Adult Services

July felt like the month of book clubs. The senior center book club discussed *The Dutch House* early in the month; due to its popularity among all of our patrons, I held a second discussion for anyone else who had read it. Our "external" book clubs were excited to know we were back in the building and kept me busy with their selections for the next few months, requesting their copies via LION and ILL. There was also an uptick in Readers Advisory services, both for some of the book clubs and individual patrons.

Kira and I have continued to work on managing the physical collection—we weeded and shifted the audiobooks and the beginning of the fiction section. Both are still bloated and space needs to be made, especially now that I am back to ordering. After we finish with these two areas, the 400s, 900s, and biography sections will need to be weeded for the first time in at least three years. I assisted Emily (Children's Dept.) with her first foray at weeding the YA and children's sections, running reports and guiding her on how I make decisions to cull materials from the shelves. Kira is now fully trained on ordering from Baker & Taylor and has been assigned the nonfiction sections 000-649.99.

What began as a curious musing turned into a big project in August. After we'd been back in the building for a month, I wondered how many items were still checked out, because it seemed like every time I'd look for an item, it was checked out with a July 1 due date. I ran a report at the end of July and found that the library had over 1200 items that had July 1 due dates. These were items checked out in February or March and that had been automatically extended several times during the library's closure. When we came back to the building, we all assumed that people would start returning their items, but the rate was very slow. I sent an email out to all LION patrons who had Woodbridge items checked out and due back on July 1. Many people, including Woodbridge residents, had no idea the library was open for returns and Park & Pickup! This was surprising, but has shown us that despite the many channels we use to promote our news and services, we are not reaching everyone in town. By the end of August, the number of items with July 1 due dates was down to just under 550 (44%). As of today, we are waiting for 343 items (28%) to be returned.

Our periodicals had been neglected since our return due to other projects and patron needs, but in August I finally took the plunge to get them organized and to train myself and Kira in cataloging

them. (I had never cataloged magazines here—that was something that Matt Rennie had handled, but with his layoff, it was up to Kira and I to get months of backlog into some order.) We have about half of the backlog cataloged and ready for patron requests and circulation.

Digital Services:

After a huge spike in usage during the library’s closure, stats for almost all of our downloadable and streaming services have fallen. This is most likely due to the fact that we have returned to the building to loan out physical materials, but can also be attributed to our patrons returning to work or finding other things to fill their time now that the state has started to reopen. See the chart below for a quick comparison.

Programming:

The only programming we did in July were the two discussions of *The Dutch House*. The senior center book club had 11 in attendance, and the all-patron group had 6 attendees.

Tuesday, August 4: Senior Center Book Group. *Olive, Again* by Elizabeth Strout. 9 attending, all online.

Wednesday, August 12: Savoring Summer with Robin Glowa, *The Conscious Cook*. 22 attending, all online.

Website Statistics:

| Google Analytics | April* | May | June | July | August |
|-----------------------------|---------------|---------------|---------------|---------------|---------------|
| Total Users | 442 | 1,598 | 1,914 | 1,958 | 1,742 |
| New Users | 442 | 1,491 | 1,703 | 1,600 | 1,394 |
| Returning Users | 0 | 107 | 211 | 725 | 642 |
| Sessions | 689 | 2,486 | 3,448 | 3,876 | 3,273 |
| Sessions per user | 1.56 | 1.56 | 1.80 | 1.98 | 1.88 |
| Pageviews | 1,498 | 4,926 | 6,483 | 6,413 | 5,119 |
| Pages/Session | 2.17 | 1.98 | 1.88 | 1.65 | 1.56 |
| Avg. Session Duration | 2 min, 12 sec | 1 min, 39 sec | 1 min, 41 sec | 1 min, 31 sec | 1 min, 22 sec |
| Bounce rate+ | 42.67% | 43.32% | 45.50% | 48.30% | 49.50% |
| Acquisition: Direct^ | 211 | 640 | 777 | 784 | 640 |
| Acquisition: Organic Search | 164 | 603 | 1,050 | 1,157 | 1,099 |
| Acquisition: Referral | 72 | 288 | 50 | 29 | 23 |
| Acquisition: Social | 10 | 109 | 91 | 24 | 10 |

*Google Analytics were initialized on April 20, 2020; April’s data is very small.

+ User went somewhere else after our website in the same browsing session.

^ Users coming directly to our site

External Communications:

We continue to send out weekly eblasts and frequently post on Facebook and Instagram. Kira and Emily have developed a social media posting schedule to streamline the process and make sure efforts in both departments are not duplicated nor posted simultaneously.

Patron support:

Digital resource assistance is what we spend most of our time on when helping patrons. We have started meeting patrons 1:1 outside, by appointment only, as some issues are too difficult to resolve over the phone.

Plans going forward:

September will bring another Robin Glowa program and a senior center book club discussion. Kira and I want to keep working with patrons 1:1, outside, and are developing a way that we can do this on a regular basis. I will be sending out an email to all Woodbridge patrons with an email in their account, letting them know about all of the ways they can stay in touch with the library—via eblasts, social media, our website, the town newsletter, etc.

2020-2021 Reference Statistics

| | JUL | AUG | TOTAL |
|--|-----|------|---------|
| | | | FY20-21 |
| Reference Transactions Completed Same Day | 16 | 20 | 36 |
| Directional (Instructional Etc. Inc. Circulation) | 16 | 17 | 33 |
| Total All | 32 | 37 | 69 |
| Total Without Directional | 16 | 20 | 36 |
| Questions on eMaterials | 2 | 9 | 11 |
| Patron requests | 1 | 3 | 4 |
| Public Computer Use | 0 | 0 | 0 |
| ILL Borrowing Filled* | 1 | 982 | 983 |
| ILL Lending Filled* | 11 | 1313 | 1324 |
| Quiet Study Use | 0 | 0 | 0 |
| Overdrive Audio | 473 | 410 | 883 |
| Overdrive Ebooks | 982 | 987 | 1969 |
| ZINIO | 281 | 318 | 599 |
| Consumer Reports (page views) | 510 | | 510 |
| Shoutbomb (new patrons each month, total patrons at end, FY began with 78) | 0 | 0 | 78 |
| Hoopla (circulations) | 973 | 1024 | 1997 |
| Kanopy (plays) | 273 | 192 | 465 |

*LION transit numbers not provided in July



TOWN OF WOODBRIDGE
YEAR-TO-DATE BUDGET REPORT

09/10/2020 15:43
21631ser

FOR 2020 12

ACCOUNTS FOR:
100 GENERAL FUND

1550-00 Library

| | ORIGINAL APPROP | TRANFRS/ADJSTMIS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---------------------------------|-----------------|------------------|----------------|--------------|--------------|------------------|----------|
| 1550-00 50113 LIBRARY DIRECTOR | 71,748 | 0 | 71,748 | 74,107.22 | .00 | -2,359.22 | 103.3%* |
| 1550-00 50210 REGULAR ASSISTANT | 293,782 | 0 | 293,782 | 280,006.37 | .00 | 13,775.63 | 95.3% |
| 1550-00 50350 PART-TIME ALL OTH | 209,762 | 0 | 209,762 | 159,117.39 | .00 | 50,644.61 | 75.9% |
| 1550-00 50700 BUY BACK SICK | 9,055 | 0 | 9,055 | 10,275.25 | .00 | -1,220.25 | 113.5%* |
| 1550-00 52213 Automation | 40,968 | 0 | 40,968 | 40,968.36 | .00 | .36 | 100.0%* |
| 1550-00 53510 REPAIR & MAINT - | 3,900 | 0 | 3,900 | 2,998.72 | .00 | 901.28 | 76.9% |
| 1550-00 53530 REPAIR & MAINTENA | 2,300 | 0 | 2,300 | 1,287.00 | .00 | 1,013.00 | 56.0% |
| 1550-00 54210 COMMUNICATIONS - | 6,550 | 0 | 6,550 | 5,822.98 | .00 | 727.02 | 88.9% |
| 1550-00 54250 COMMUNICATIONS - | 150 | 0 | 150 | 97.30 | .00 | 52.70 | 64.9% |
| 1550-00 54260 COMMUNICATIONS - | 3,800 | 0 | 3,800 | 3,209.00 | .00 | 591.00 | 84.4% |
| 1550-00 54610 PROF. DEVELOPMENT | 1,700 | 0 | 1,700 | 1,741.16 | .00 | -41.16 | 102.4%* |
| 1550-00 54620 PROF. DEVELOPMENT | 1,185 | 0 | 1,185 | 1,120.00 | .00 | 65.00 | 94.5% |
| 1550-00 54710 Programs and Publ | 3,000 | 0 | 3,000 | 3,822.82 | .00 | -822.82 | 127.4%* |
| 1550-00 54711 Programs and Publ | 5,000 | 0 | 5,000 | 3,701.89 | .00 | 1,298.11 | 74.0% |
| 1550-00 55110 OFFICE | 7,600 | 0 | 7,600 | 5,909.61 | .00 | 1,690.39 | 77.8% |
| 1550-00 55111 COMPUTER | 1,300 | 0 | 1,300 | 1,300.00 | .00 | .00 | 100.0% |
| 1550-00 55130 MAINTENANCE | 1,150 | 0 | 1,150 | 693.04 | .00 | 456.96 | 60.3% |
| 1550-00 55221 ELECTRIC BUILDING | 53,500 | 0 | 53,500 | 52,078.95 | .00 | 1,421.05 | 97.3% |
| 1550-00 55222 NATURAL GAS | 10,000 | 0 | 10,000 | 13,449.94 | .00 | -3,449.94 | 134.5%* |
| 1550-00 55240 WATER | 950 | 0 | 950 | 826.97 | .00 | 123.03 | 87.0% |
| 1550-00 55300 BOOKS, MUSIC & MO | 75,358 | 0 | 75,358 | 61,080.32 | .00 | 14,277.68 | 81.1% |
| 1550-00 55310 Subscriptions | 9,800 | 0 | 9,800 | 8,830.22 | .00 | 969.78 | 90.1% |
| TOTAL Library | 812,558 | 0 | 812,558 | 732,444.51 | .00 | 80,113.49 | 90.1% |
| TOTAL GENERAL FUND | 812,558 | 0 | 812,558 | 732,444.51 | .00 | 80,113.49 | 90.1% |
| TOTAL EXPENSES | 812,558 | 0 | 812,558 | 732,444.51 | .00 | 80,113.49 | 90.1% |



TOWN OF WOODBRIDGE
YEAR-TO-DATE BUDGET REPORT

09/10/2020 15:43
21631ser

FOR 2020 12

| | ORIGINAL APPROP | TRANFRS/ADJSTMIS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-------------|-----------------|------------------|----------------|--------------|--------------|------------------|----------|
| GRAND TOTAL | 812,558 | 0 | 812,558 | 732,444.51 | .00 | 80,113.49 | 90.1% |

** END OF REPORT - Generated by Lynn Serra **



TOWN OF WOODBRIDGE
YEAR-TO-DATE BUDGET REPORT

09/04/2020 15:35
21631ser

FOR 2021 02

ACCOUNTS FOR:
100 GENERAL FUND

| | ORIGINAL APPROP | TRANFRS/ADJSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|---------------------------------|-----------------|------------------|----------------|--------------|--------------|------------------|----------|
| 1550-00 Library | | | | | | | |
| 1550-00 50113 LIBRARY DIRECTOR | 75,380 | 0 | 75,380 | 11,017.06 | .00 | 64,362.94 | 14.6% |
| 1550-00 50210 REGULAR ASSISTANT | 293,502 | 0 | 293,502 | 30,195.53 | .00 | 263,306.47 | 10.3% |
| 1550-00 50350 PART-TIME ALL OTH | 70,951 | 0 | 70,951 | 19,207.26 | .00 | 51,743.74 | 27.1% |
| 1550-00 50700 BUY BACK SICK | 9,055 | 0 | 9,055 | .00 | .00 | 9,055.00 | .0% |
| 1550-00 52213 Automation | 40,968 | 0 | 40,968 | 10,242.09 | 30,725.91 | .00 | 100.0% |
| 1550-00 53510 REPAIR & MAINT - | 3,900 | 0 | 3,900 | 219.59 | .00 | 3,680.41 | 5.6% |
| 1550-00 53530 REPAIR & MAINTENA | 1,800 | 0 | 1,800 | 190.96 | .00 | 1,609.04 | 10.6% |
| 1550-00 54210 COMMUNICATIONS - | 6,650 | 0 | 6,650 | 824.25 | .00 | 5,825.75 | 12.4% |
| 1550-00 54250 COMMUNICATIONS - | 150 | 0 | 150 | .00 | .00 | 150.00 | .0% |
| 1550-00 54260 COMMUNICATIONS - | 3,800 | 0 | 3,800 | 3,209.00 | .00 | 591.00 | 84.4% |
| 1550-00 54620 PROF. DEVELOPMENT | 1,210 | 0 | 1,210 | 350.00 | 795.00 | 65.00 | 94.6% |
| 1550-00 54710 Programs and Publ | 3,000 | 0 | 3,000 | 150.00 | .00 | 2,850.00 | 5.0% |
| 1550-00 54711 PROGRAMS AND PUBL | 5,000 | 0 | 5,000 | 1,295.09 | .00 | 3,704.91 | 25.9% |
| 1550-00 55110 OFFICE | 5,000 | 0 | 5,000 | 1,079.28 | .00 | 3,920.72 | 21.6% |
| 1550-00 55111 COMPUTER | 1,300 | 0 | 1,300 | 888.16 | .00 | 411.84 | 68.3% |
| 1550-00 55130 MAINTENANCE | 1,150 | 0 | 1,150 | 68.00 | .00 | 1,082.00 | 5.9% |
| 1550-00 55221 ELECTRIC BUILDING | 53,500 | 0 | 53,500 | 6,060.92 | .00 | 47,439.08 | 11.3% |
| 1550-00 55222 NATURAL GAS | 10,500 | 0 | 10,500 | .00 | .00 | 10,500.00 | .0% |
| 1550-00 55240 WATER | 950 | 0 | 950 | 353.81 | .00 | 596.19 | 37.2% |
| 1550-00 55300 BOOKS, MUSIC & MO | 60,358 | 0 | 60,358 | 6,531.10 | 50,846.23 | 2,980.67 | 95.1% |
| 1550-00 55310 Subscriptions | 9,800 | 0 | 9,800 | 2,153.16 | 1,300.00 | 6,346.84 | 35.2% |
| TOTAL Library | 657,924 | 0 | 657,924 | 94,035.26 | 83,667.14 | 480,221.60 | 27.0% |
| TOTAL GENERAL FUND | 657,924 | 0 | 657,924 | 94,035.26 | 83,667.14 | 480,221.60 | 27.0% |
| TOTAL EXPENSES | 657,924 | 0 | 657,924 | 94,035.26 | 83,667.14 | 480,221.60 | |



FOR 2021 02

| | ORIGINAL APPROP | TRANSFERS/ ADJUSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-------------|--------------------|-------------------------|-------------------|--------------|--------------|---------------------|-------------|
| GRAND TOTAL | 657,924 | 0 | 657,924 | 94,035.26 | 83,667.14 | 480,221.60 | 27.0% |

** END OF REPORT - Generated by Lynn Serra **

405 LIBRARY FUND
June 2020

| GIFTS NAMED | FUND NAME | BEGINNING BALANCE | REVENUE THIS MONTH | ADJUSTMENTS/ TRANSFERS | EXPENDITURES THIS MONTH | BALANCE REMAINING |
|-------------|---------------------------|---------------------|--------------------|------------------------|-------------------------|---------------------|
| | LIBRARY TRUST | 3,280.24 | | | | 3,280.24 |
| | SPECIAL GIFTS | 8,179.71 | | | | 8,179.71 |
| | *****YUDKIN FAMILY GIFT | 21,506.96 | | | | 21,506.96 |
| | SPECIAL PROGRAMS | 26.70 | | | | 26.70 |
| | LEGACY RETIREMENT GROUP | 350.00 | | | | 350.00 |
| | LITHUANIAN COMMUNITY | 390.00 | | | | 390.00 |
| | ECKHARDT GIFT | 152.00 | 660.00 | | | 812.00 |
| | CALL GIFT | 5,000.00 | 5,000.00 | | | 10,000.00 |
| | GIFTS SUBTOTAL | 38,885.61 | 5,660.00 | | | 44,545.61 |
| | CULTURAL GRANT -- CHINESE | 280.78 | | | | 280.78 |
| | STATE GRANT | 12,535.53 | 9,725.00 | | (4,204.72) | 18,055.81 |
| | LIBRARY MATERIALS | | | | | |
| | STATE GRANT SUBTOTAL | 12,535.53 | | | | 18,055.81 |
| | GRANTS SUBTOTAL | 12,816.31 | 9,725.00 | | (4,204.72) | 18,336.59 |
| | FRIENDS | 5,893.35 | | | (647.46) | 5,245.89 |
| | AUTOMATION | 9,864.13 | | | (8,551.96) | 1,312.17 |
| | BESTSELLERS | | | | | |
| | BOOK CLUB | 1,909.18 | | | | 1,909.18 |
| | FURNITURE ETC. | 1,382.15 | | | (1,234.77) | 147.38 |
| | MATERIALS | 4,650.00 | | | (1,191.51) | 3,458.49 |
| | MUSEUM PASSES | 3,241.00 | | | | 3,241.00 |
| | PUBLICITY & PRINTING | 1,487.03 | | | | 1,487.03 |
| | STAFF DEVELOPMENT | 4,122.12 | | | (125.42) | 3,996.70 |
| | UNDESIGNATED | 1,196.56 | | | | 1,196.56 |
| | YA (TEEN) PROGRAM | 1,331.93 | | | | 1,331.93 |
| | FRIENDS SUBTOTAL | 35,077.45 | | 0.00 | (11,751.12) | 23,326.33 |
| | REPLACEMENT | \$ 3,385.12 | \$422.69 | | \$ (1,586.95) | 2,220.86 |
| | INTEREST | \$ 5,774.76 | | | | 5,774.76 |
| | TOTAL 405 | \$ 95,939.25 | \$15,807.69 | \$ - | \$ (17,542.79) | \$ 94,204.15 |

405 LIBRARY FUND
August 2020

| GIFTS NAMED | FUND NAME | BEGINNING BALANCE | REVENUE THIS MONTH | ADJUSTMENTS/ TRANSFERS | EXPENDITURES THIS MONTH | BALANCE REMAINING |
|-------------|---------------------------|---------------------|--------------------|------------------------|-------------------------|---------------------|
| | LIBRARY TRUST | 3,280.24 | | | | 3,280.24 |
| | SPECIAL GIFTS | 8,179.71 | | | | 8,179.71 |
| | *****YUDKIN FAMILY GIFT | 21,506.96 | | | | 21,506.96 |
| | SPECIAL PROGRAMS | 26.70 | | | | 26.70 |
| | LEGACY RETIREMENT GROUP | 350.00 | | | | 350.00 |
| | LITHUANIAN COMMUNITY | 390.00 | | | | 390.00 |
| | ECKHARDT GIFT | 812.00 | | | | 812.00 |
| | CALL GIFT | 10,000.00 | 2,071.10 | | | 12,071.10 |
| | GIFTS SUBTOTAL | 44,545.61 | 2,071.10 | | | 46,616.71 |
| | STATE GRANTS | 280.78 | | | | 280.78 |
| | CULTURAL GRANT -- CHINESE | - | | | | - |
| | STATE GRANT | 18,055.81 | | | (1,784.27) | 16,271.54 |
| | LIBRARY MATERIALS | - | | | | - |
| | STATE GRANT SUBTOTAL | 18,055.81 | | | | 16,271.54 |
| | GRANTS SUBTOTAL | 18,336.59 | \$0.00 | | (1,784.27) | 16,552.32 |
| | FRIENDS | 5,245.89 | | | | 5,245.89 |
| | AD PROGRAM | 1,312.17 | | | | 1,312.17 |
| | AUTOMATION | 1,909.18 | | | \$ (498.19) | 1,909.18 |
| | BOOK CLUB | 147.38 | | | | 147.38 |
| | FURNITURE ETC. | 3,458.49 | | | | 3,458.49 |
| | MATERIALS | 3,241.00 | | | | 3,241.00 |
| | MUSEUM PASSES | 1,487.03 | | | | 1,487.03 |
| | PUBLICITY & PRINTING | 3,996.70 | | | (155.54) | 3,841.16 |
| | STAFF DEVELOPMENT | 1,196.56 | | | | 1,196.56 |
| | UNDESIGNATED | 1,331.93 | | | | 1,331.93 |
| | YA (TEEN) PROGRAM | 23,326.33 | | 0.00 | (653.73) | 22,672.60 |
| | FRIENDS SUBTOTAL | 23,326.33 | - | 0.00 | (653.73) | 22,672.60 |
| | REPLACEMENT | \$ 2,220.86 | \$ 39.94 | | \$ (340.93) | 1,919.87 |
| | INTEREST | \$ 5,774.76 | | | | 5,774.76 |
| | TOTAL 405 | \$ 94,204.15 | \$2,111.04 | \$0.00 | (\$2,778.93) | \$ 93,536.26 |