



# BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

## Board of Trustees Meeting Materials for October 8<sup>th</sup>, 2019

### Table of Contents

- **Agenda**
- **Minutes of September 10<sup>th</sup>, 2019**
- **Committee Minutes**
  - Asset Development Committee
- **Director's Report**
- **Youth Services Board Report**
- **Expenditures Report**
- **Revenue Report**
- **Report of Meeting with State Library Consultant, Governance and Management, on September 28, 2019**



# BROOKS MEMORIAL LIBRARY

brookslibraryvt.org

224 Main Street, Brattleboro, VT 05301

## **BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA**

**Tuesday— October 8, 2019 4:45 PM—Meeting Room**

Call to Order / 4:45 PM

Agenda/Changes or additions

Public Comments

Minutes of September 10, 2019

### **COMMITTEE UPDATES/ DEPARTMENT REPORTS**

A. Friends of the Library

- Activities update

B. Buildings and Grounds Committee—Connie Bresnahan, Chair

- Update

C. Finance/Asset Development Committee—Adam Franklin-Lyons, Chair

- Treasurer's Report and Update

D. Fine Arts Committee—Howard Burrows, Chair

- Update

E. Planning Committee—Jane Southworth, Chair

- Update

F. Technology Committee—Leo Schiff, Chair

- Update

G. Advocacy and liaison to library organizations—Howard Burrows

- Update

H. Department Reports: Director; Reference, Youth Services

### **CONTINUING BUSINESS**

- Director's evaluation
- Pay for part time employees

### **NEW BUSINESS**

- Community engagement and outreach

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
September 10, 2019**

Present: Trustees Jennifer Rowe, Howard Burrows, Leo Schiff, Connie Bresnahan, Sirkka Kauffman, Adam Franklin-Lyons, John Woodward. Also present were Library Director, Starr LaTronica; Reference Librarian, Jeanne Walsh; Recording Secretary, Jane Fletcher. Absent: Jane Southworth, and Elizabeth Ruane.

**Call to Order:** Jenny called the meeting to order at 4:50pm.

**Agenda Changes or Additions:** None

**Public Comments:** None

**Minutes of July 9, 2019:** Connie moved; seconded by Sirkka. Passed

**Committee Reports:**

- A. Friends of the Library:** Howard attended the August meeting. Fund raising is going very well. The Friends will be burying new laptops for the library to have available for patrons to check out. Friends are working with Vermont Folklife as part of the Brattleboro Words project. The next meeting in September 18; Connie will attend.
- B. Building and Grounds Committee:** no meeting this month. Starr, Courtney and Jeanne went to Burlington to look at chairs. A quote is expected soon. The teen room has new chairs.
- C. Finance/Asset Development Committee:** Several budgets will have to be adjusted down slightly due to a book-keeping error in the roll-over funds from 2018. Full details will be presented at the October meeting.

The committee is looking at options beyond just mailing letters for the annual appeal; online, target amounts, etc. Three grant opportunities have been identified that may help with buying furniture, art and collection preservation, and purchasing a new sound system for 1st Wednesdays.
- D. Fine Arts Committee:** see meeting minutes.
- E. Planning Committee:** Next meeting is October 3 at which time the progress matrix will be discussed to consider progress and next steps.
- F. Technology Committee:** RFP is completed and awaiting replies. Reading of the bids will follow the established procedures. Library staff is still conducting interviews with patrons on use and familiarity with the existing website to help improve the new site.
- G. Advocacy and liaison to national and regional library organizations:** Howard attended the Association of Rural and Small Libraries conference. He will write reports for all of the conferences and trainings that he has attended this summer.

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
September 10, 2019**

**Department Reports:** see reports. In addition to Starr's report, the library will be open late on October 19th, as part of the Literary Festival, for a 30th book party with Archer Mayor. The library will also be open Sunday Oct 20th for Literary Festival events.

On September 21st in conjunction with the Downtown Brattleboro Alliance better block proposal, there will be a walk up Main Street to the library. Participants will have streamers with their favorite books printed on which will then be used in an art project in front of the library.

There is EAP training for the staff on September 26.

**Motion:** Howard moved that \$300.00 be approved from Board Approved Projects account to provide refreshments for 20 staff members. Sirkka seconded. Passed.

All full-time staff will be added to the rotation to attend Trustees' meetings.

The library may have to close one morning for the staff to attend an event. Starr will keep the board informed.

Jeanne reported that the library will be dropping Lynda.com access due to new requirements that the library is not willing to support.

The library will be contracting with an archivist to identify archival quality material. This may help with one of the grant applications as it shows that the library is already showing competence in this area.

**Continuing Business:**

**Discussion of position statement re: opioid crisis:** The Trustees will not present a letter of support at this time. Something may be put in the Library section of the Town's Annual Report.

**Employee leave proposal:** Instructions for applying have been made available to the staff. One person has applied. Starr and Sirkka will review the application. Another opportunity to apply may be available in January.

**Trustee training, September 28th:** Regional training will take place in the morning: local in the afternoon. Starr will send the trustees the schedule.

**New Business:**

**Director's evaluation:** Staff will be surveyed and patron feedback sought. Jenny, Connie and Sirkka will assess. Leo, as Vice-chair, may observe.

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
September 10, 2019**

**Pay for part time employees:** The Town has contracted with an HR consultant to survey what part-time employees are paid elsewhere. The results will be available prior to finalizing the next fiscal budget.

**Adjourn:** At 6:15pm Connie moved and John seconded that the meeting adjourn.

Jane Fletcher, Recording Secretary  
Connie Bresnahan, Board Secretary

DRAFT

**Brooks Memorial Library  
Finance Committee  
AGENDA  
9 September, 2019 4:30 PM  
Brooks Library Small Meeting Room  
Brattleboro, VT 05301**

- 1) Call to Order / 5:00 PM
- 2) Agenda/Changes or additions
- 3) Public Comment
- 4) New Business

A) Annual Appeal check in - letter, process, plans for broader communications.

The Letter - main items on the list of Friends sponsored items:

Movies! - Kanopy has been very popular

New program of the laptops being able to go home from Friends support

Also: museum passes, hip hop concert, first Wednesday, the Mime in the children's room, Star lab.

Take these all away and the library would be a really different experience!

*People to Include and goals:*

New patrons as usual - go back two years on the Friends' list - Large poster board version of the letter for the library

Make two blow-up versions of the letter - one on the blank door on the upstairs, one on foam backing for the main floor.

Social Media - What would a social media campaign look like? (Testaments from other donors, etc.) Trustees could be included in the donors who write testimonies individually on a social media campaign. We could also include a goal that we repost or announce when we reach 5,000, and then 10,000. Previous years have hovered between 10K and 15K – we should at least aim for 15K.

For the dollar amount on the envelope, we should also make a bigger spread (low end of 10 or 15 and a higher end in the hundreds).

## 5) Old Business

### A) Grant applications and possible funding sources

Now that we have identified several possible grants, we should choose two or three to actually apply for. The obvious three are:

Thomas Thompson - Collection Improvement Project - around \$10,000 – we received a previous contract to have Jeanne to go through the collection for weeding and purchase new materials. This is a good grant option to go for 10-15K for furniture. We could couch the application in terms of a large number of improvements - new floors, ceilings, open main floor plan, etc., that makes a new more welcoming space. Alongside this, the comfortable furniture has simply worn out and now is a great time to get new furnishings.

NEH Preservation Assistance Grant for Small Institutions – this is explicitly for art collections and maintenance or accessibility. This would be a great source to update our catalog, appraisal, and recommendations for better maintenance. It is also around 10K and would go well with some form of matching funds from our own fundraising.

Alma Gibbs Gonchian – they support access for the elderly and they already support first Wednesdays. Although this is not a long-term project, it would be perfect for a new sound system for first Wednesdays, particularly as regards the availability of good sound transmission for the elderly or hearing impaired.

**Items to do:** Invite Kim to our next meeting to know about the town side of things (**Starr**)

Talk to the buildings and grounds for budgets and prices (**Starr** - price lists for furniture for the Thomas Thompson Trust)

Contact Thomas Thompson about the possibility of applying (**Sirka**)

Begin preparing or thinking about the NEH - **Jenny Rowe** will talk to Fine Arts Committee about specific ideas and goals.

Alma Gibbs Gonchian - **Adam** will gather application info; **Starr** will ask about the price of the sound system or what other people use.)

## 6) Adjourn

**Next Meeting: TBA**

## Director's Report for September 2019

**Building:** Our windows were washed so everyone who visits has a gorgeous view of the foliage on Wantastiquet. Thanks to the Build a Better Block project (see below), we also now have bright yellow bistro tables and chairs to be used outdoors and on the tiled area. (And, thus was able to respond positively to a patron's written suggestion for outdoor seating). The main floor carpets will be cleaned and the stairwell will be painted this coming weekend. **5a, c**

**Community Collaboration:** I told stories at a Downtown Brattleboro Alliance pop-up event in the alley by the Transportation Center. BML partnered with DBA to Build a Better Block. We staffed a table at the Whetstone Pathway where people could write the title of a favorite book on a ribbon, had a "storywalk" that families could enjoy as they walked up Main St. to the library where the ribbons were woven onto wire sculptures by Cynthia Parker-Houghton. We have received positive comments from patrons of all ages regarding the colorful installation. The yellow tables and chairs, referenced above, will be available for other groups to borrow for events. We hosted a Compassionate Community Conversation on Climate, the first in a new series of events by this community group. I also attended a DBA conversation regarding the downtown plan and a meeting of the Community Equity Collaborative and had a very positive, energizing meeting with the director of the Retreat Farm about possible collaborations. Courtney and Jeanne have worked with experts in the community to create displays for American Craft Week and Indigenous Peoples Day **1d,f 2a,b, 3, 5a,g,h**

**Programs:** Meg Mott presented another lecture/discussion on the Bill of Rights, this time covering the Fifth Amendment. We are looking forward to continuing the series, funded by the Friends of Brooks Memorial Library. As a partner in the People, Places and Words of Brattleboro we hosted a film and presentation of a story by Mary Wilkins Freeman a 19<sup>th</sup> Century Brattleboro author. And then, in honor of a contemporary Brattleboro author, we hosted discussion groups for Ann Braden's highly acclaimed book, *The Benefits of Being an Octopus* and a large public program where Ann presented her thoughts on the power of story as the culmination of our community read. The River Gallery has begun its next series of art bookmaking workshops for all ages. Vermont Historical Society, in collaboration with the Vermont Department of Libraries sponsored Community Conversations: 20th Century Development and Progress in Vermont with Paul Searls, based on his recent book. We ended the month with a viewing of *Taking Root: the vision of Wangari Maathai*, including a discussion with the filmmakers, Lisa Merton and Alan Dater. The event was organized by Rolf Parker-Houghton who provided advice, seeds and nuts to plant trees to combat climate change. Our twice weekly Scrabble games continue and were now offer nature backpacks with binoculars and field guides for loan, along with our hiking poles. **1e, 2a,b, 3, 4, 5h,**

**Professional Development:** EAP provided training in Communication: from Conflict to Collaboration for all BML employees. **5g**

**Publicity**—The BML Build a Better Block project received front page coverage on *The Reformer*. **1d**



## Youth Services Board Report- September 2019

As expected, our September was a busy one!

After months of buildup and anticipation, our Let's Read 2019 events for Brattleboro author Ann Braden's debut novel *The Benefits of Being an Octopus* finally happened. Since June, Brooks Memorial Library has lent out 172 Let's Read copies of 'the octopus book'- that is in addition to the 17 times the library's four copies circulated!

We started the month with three book groups for *The Benefits of Being an Octopus*. Both students and adults participated in the discussions with each of the three discussions organically exploring different aspects and themes of the book. We were extremely lucky to have Ann come to the last 30 minutes of each of the book discussions to answer questions from the participants.

On Monday September 16, fifty-seven people came to hear Ann speak about her book and discuss how, even in a divided country, stories are what bring people together. The audience spanned the age ranges with children and adults attending. Ann spoke about what drove her to create two community organizations, GunSenseVT and Local Love Brigade, and how she harnesses that passion to write "books about kids struggling to find their voice amidst the realities of life". She spoke about the schools she has visited in Alabama, Georgia, Iowa and Tennessee, and the students she has met, how at every school she hears students identifying with her characters. Throughout the evening Ann shared photos of school visits and notes she received from students. During her talk, Ann showed the well-known red states vs. blue states map. At the end of her talk, Ann used the same map to show where the students from the photos were from, illustrating that Zoey's story is a story shared by students across America regardless of the 'color' of their state.

Additional Let's Read events are scheduled for October including Ann's talk at Putney Public Library at 6:30 p.m. on October 10 and an evening of staged readings from the book at the Boys & Girls Club on October 16.

Staff members Francisco Mugnani and Jeni Clary represented the library at the River Valley Credit Union Kid's Fair on Saturday, September 21. Kids and adults enjoyed coloring their own bookmarks and adding beads and tassels. We held a drawing to give away two bags of books, one a book bag containing 8 picture books and one a book bag containing 8 chapter books. We ran out of entry slips with exactly 50 entries for each of the bags!

Our weekly class visits with St. Michael school students have begun. Each Friday two classes from St. Michael School visit the Children's Room. On one week the pre-K and Kindergarten & 1st grade classes visit. On the next week the 2<sup>nd</sup> & 3<sup>rd</sup> grade and 4<sup>th</sup> & 5<sup>th</sup> grade classes visit.

On October 12, from 10:00 a.m. to 3:00 p.m. we will hold our 38<sup>th</sup> Annual Design-A-Plate workshop. This event is fun for all ages, from the littlest scribblers to teenagers and grownups making gifts for loved ones. Prices for the 8" plate, the 10" plate or the 12 ounce bowl remain at \$6.00 per item thanks to the 20% off Early Bird special the library qualifies for. Last year we had 154 children and 133 adults make 286 items- it was our busiest year in 20 years!

Our teen patrons love the new three comfy chairs in the Spicy Lime. Thanks to the Friends of Brooks Memorial Library for their funding support in purchasing these wonderful chairs!

What better time than right before Halloween to hold a Zombie Tag Teen event at the library? Teens are invited to join us on Friday October 25 at 6:30 p.m. to try their luck in evading zombies and locating the antidote before time runs out...

Lindsay Bellville – Youth Services Librarian

Brooks Memorial Library  
Profit & Loss  
July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>
Ordinary Income/Expense	
Income	
Bequests Received	878.76
Dividend Income	44.53
Gifts Received	150.00
Total Income	<u>1,073.29</u>
Gross Profit	1,073.29
Expense	
BR03 · Conferences & Workshops	715.00
BR05 · Books Adults	1,792.08
BR06 · Juvenile Programs	1,309.22
BR07 · Reference Sources	1,542.13
BR09 · Young Adult Sources	58.28
BR10 · Non-Print	1,000.00
BR11 · Periodicals	328.39
BR13 · Adult Programs	105.20
BR14 · Fine Arts	175.00
BR16 · Books Children	388.98
BR18 · Conservation	116.77
BR19 · Short Term Gift Funds	
AH01 · Amelia Hancock Fund	-59.11
SG01 · Small Gifts	123.31
Total BR19 · Short Term Gift Funds	<u>64.20</u>
BR21 · Legacy	
CK01 · Calista Book Fund	169.96
SH01 · Schorling 2007 Books Adult	-917.92
SH02 · Schorling 2007 Books Juv	-2,115.27
SH03 · Schorling 2007 Books Ref	3,062.28
WY01 · Wyatt Fund	54.00
Total BR21 · Legacy	<u>253.05</u>
Total Expense	<u>7,848.30</u>
Net Ordinary Income	<u>-6,775.01</u>
Net Income	<u><u>-6,775.01</u></u>

## Brooks Memorial Library Fiscal Year Actual vs Budget July through September 2019

Ordinary Income/Expense	Jul - Sep 19	Budget	\$ Over Budget
<b>Expense</b>			
BR01 - Buffer Account	0.00	10,000.00	-10,000.00
BR02 - Library Donations to Town	0.00	0.00	0.00
BR22 - Employee Leave Awards	0.00	1,000.00	-1,000.00
BR03 - Conferences & Workshops	715.00	4,662.85	-3,947.85
BR04 - Contractual Services	0.00	36,509.72	-36,509.72
BR05 - Books Adults	1,792.08	6,965.19	-5,173.11
BR06 - Juvenile Programs	1,309.22	935.79	373.43
BR07 - Reference Sources	1,542.13	1,793.75	-251.62
BR08 - Local History Source	0.00	1,009.97	-1,009.97
BR09 - Young Adult Sources	58.28	-83.09	141.37
BR10 - Non-Print	1,000.00	9,966.73	-8,966.73
BR11 - Periodicals	328.39	5,565.37	-5,236.98
BR12 - Trustees Conferences	0.00	250.00	-250.00
BR13 - Adult Programs	105.20	1,943.47	-1,838.27
BR14 - Fine Arts	175.00	1,037.40	-862.40
BR15 - Board Approved Projects	0.00	5,408.51	-5,408.51
BR16 - Books Children	388.98	3,305.02	-2,916.04
BR17 - Outreach	0.00	3,669.72	-3,669.72
BR18 - Conservation	116.77	125.00	-8.23
<b>BR19 - Short Term Gift Funds</b>			
AH01 - Amelia Hancock Fund	-59.11	-59.11	0.00
AR01 - Arrington, Jeanne Fund	0.00	2.22	-2.22
BP01 - Brattle Post Card Fund	0.00	668.49	-668.49
BL01 - Ella Westerberg-Bayliss Fund	0.00	18.90	-18.90
BC01 - Brattleboro Camera Club	0.00	71.52	-71.52
BS01 - Brattleboro Stamp Club Donation	0.00	90.20	-90.20
EJ01 - Edward Johnson Fund	0.00	214.26	-214.26
EG01 - Ellie Gibbs Fund (11/4/14)	0.00	23.01	-23.01
HS01 - Harold Sheldrick Fund 9/30/15	0.00	100.00	-100.00
DU01 - Helen Durant Fund 9/6/2007	0.00	665.85	-665.85
MO01 - Moulton, Lois Fund 4/14/2014	0.00	0.00	0.00
PI01 - Pinkerton Fund	0.00	0.00	0.00
SG01 - Small Gifts	123.31	2,220.23	-2,096.92
ST01 - Staff Fund	0.00	0.00	0.00
TB01 - Tom Burdo Fund 1/2/2012	0.00	124.00	-124.00
WJ01 - Wojtowitz Fund 5/11/11	0.00	0.00	0.00
<b>Total BR19 - Short Term Gift Funds</b>	<b>64.20</b>	<b>4,139.57</b>	<b>-4,075.37</b>
<b>BR20 - Projects</b>			
SP01 - Sanderson/Pike Bequest	0.00	4,751.26	-4,751.26
MH01 - Miriam Adams Howland Bequest	0.00	0.00	0.00
RR01 - Ronald Read Capital Improvement	0.00	0.00	0.00
<b>Total BR20 - Projects</b>	<b>0.00</b>	<b>4,751.26</b>	<b>-4,751.26</b>
<b>BR21 - Legacy</b>			
GB01 - George Brooks Fund	0.00	802.50	-802.50
LU01 - Loud Fund	0.00	6,434.50	-6,434.50
CK01 - Calista Book Fund	169.96	800.00	-630.04
SH01 - Schorling 2007 Books Adult	-917.92	-917.92	0.00
SH02 - Schorling 2007 Books Juv	-2,115.27	-2,115.27	0.00
SH03 - Schorling 2007 Books Ref	3,062.28	10,132.88	-7,070.60
BN01 - Brown Fund	0.00	197.47	-197.47
FR01 - Frothingham Fund	0.00	4,442.52	-4,442.52
JR01 - Jerard Fund	0.00	1,121.05	-1,121.05
WY01 - Wyatt Fund	54.00	429.01	-375.01

11:03 AM  
10/02/19  
Cash Basis

**Brooks Memorial Library**  
**Fiscal Year Actual vs Budget**  
July through September 2019

	<u>Jul - Sep 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>
DW01 · Dowley Fund	0.00	1,449.92	-1,449.92
PG01 · Pageant Fund	0.00	296.04	-296.04
Total BR21 · Legacy	253.05	23,072.70	-22,819.65
Total Expense	7,848.30	126,028.93	-118,180.63
Net Ordinary Income	-7,848.30	-126,028.93	118,180.63
Net Income	<u>-7,848.30</u>	<u>-126,028.93</u>	<u>118,180.63</u>

## Brooks Memorial Library Fiscal Year Actual vs Budget July 2019 through June 2020

Ordinary Income/Expense	Jul '19 - Jun 20	Budget	\$ Over Budget
<b>Expense</b>			
BR01 - Buffer Account	0.00	10,000.00	-10,000.00
BR02 - Library Donations to Town	0.00	0.00	0.00
BR22 - Employee Leave Awards	0.00	4,000.00	-4,000.00
BR03 - Conferences & Workshops	780.00	8,622.85	-7,842.85
BR04 - Contractual Services	0.00	40,259.72	-40,259.72
BR05 - Books Adults	2,687.08	21,965.19	-19,278.11
BR06 - Juvenile Programs	1,994.67	5,435.79	-3,441.12
BR07 - Reference Sources	2,139.90	4,793.75	-2,653.85
BR08 - Local History Source	0.00	2,884.97	-2,884.97
BR09 - Young Adult Sources	658.28	666.91	-8.63
BR10 - Non-Print	1,000.00	14,841.73	-13,841.73
BR11 - Periodicals	328.39	8,565.37	-8,236.98
BR12 - Trustees Conferences	0.00	1,000.00	-1,000.00
BR13 - Adult Programs	240.92	3,443.47	-3,202.55
BR14 - Fine Arts	175.00	1,787.40	-1,612.40
BR15 - Board Approved Projects	0.00	12,908.51	-12,908.51
BR16 - Books Children	568.77	6,305.02	-5,736.25
BR17 - Outreach	215.08	5,544.72	-5,329.64
BR18 - Conservation	228.70	500.00	-271.30
<b>BR19 - Short Term Gift Funds</b>			
AH01 - Amelia Hancock Fund	-59.11	-59.11	0.00
AR01 - Arrington, Jeanne Fund	0.00	2.22	-2.22
BP01 - Brattle Post Card Fund	0.00	668.49	-668.49
BL01 - Ella Westerberg-Bayliss Fund	0.00	18.90	-18.90
BC01 - Brattleboro Camera Club	0.00	71.52	-71.52
BS01 - Brattleboro Stamp Club Donation	0.00	90.20	-90.20
EJ01 - Edward Johnson Fund	0.00	214.26	-214.26
EG01 - Ellie Gibbs Fund (11/4/14)	0.00	23.01	-23.01
HS01 - Harold Sheldrick Fund 9/30/15	0.00	100.00	-100.00
DU01 - Helen Durant Fund 9/6/2007	0.00	665.85	-665.85
MO01 - Moulton, Lois Fund 4/14/2014	0.00	0.00	0.00
PI01 - Pinkerton Fund	0.00	0.00	0.00
SG01 - Small Gifts	169.85	2,220.23	-2,050.38
ST01 - Staff Fund	0.00	0.00	0.00
TB01 - Tom Burdo Fund 1/2/2012	0.00	124.00	-124.00
WJ01 - Wojtowitz Fund 5/11/11	0.00	0.00	0.00
<b>Total BR19 - Short Term Gift Funds</b>	<b>110.74</b>	<b>4,139.57</b>	<b>-4,028.83</b>
<b>BR20 - Projects</b>			
SP01 - Sanderson/Pike Bequest	83.11	4,751.26	-4,668.15
MH01 - Miriam Adams Howland Bequest	0.00	0.00	0.00
RR01 - Ronald Read Capital Improvement	0.00	0.00	0.00
<b>Total BR20 - Projects</b>	<b>83.11</b>	<b>4,751.26</b>	<b>-4,668.15</b>
<b>BR21 - Legacy</b>			
GB01 - George Brooks Fund	0.00	802.50	-802.50
LU01 - Loud Fund	0.00	6,434.50	-6,434.50
CK01 - Calista Book Fund	243.13	800.00	-556.87
SH01 - Schorling 2007 Books Adult	-917.92	-917.92	0.00
SH02 - Schorling 2007 Books Juv	-2,115.27	-2,115.27	0.00
SH03 - Schorling 2007 Books Ref	3,062.28	10,132.88	-7,070.60
BN01 - Brown Fund	0.00	197.47	-197.47
FR01 - Frothingham Fund	0.00	4,442.52	-4,442.52
JR01 - Jerard Fund	0.00	1,121.05	-1,121.05
WY01 - Wyatt Fund	75.15	429.01	-353.86

**Brooks Memorial Library**  
**Fiscal Year Actual vs Budget**  
July 2019 through June 2020

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
DW01 · Dowley Fund	0.00	1,449.92	-1,449.92
PG01 · Pageant Fund	0.00	296.04	-296.04
Total BR21 · Legacy	347.37	23,072.70	-22,725.33
Total Expense	11,558.01	185,488.93	-173,930.92
Net Ordinary Income	-11,558.01	-185,488.93	173,930.92
Net Income	<u>-11,558.01</u>	<u>-185,488.93</u>	<u>173,930.92</u>

Town of Brattleboro General Ledger  
Expenditure Report - Grants Fund  
Current Year Period 3 Sep

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 MTD Pd 3 Sep
<b>04-6-2801</b>					
<b>Library Trust</b>					
04-6-2801-005.04 Staff - Contract Srvs	10,000.00	0.00	0.00	10,000.00	0.00
04-6-2801-126.03 BR03 Conferences & Worksh	8,622.85	0.00	780.00	7,842.85	65.00
04-6-2801-126.04 BR22 Staff Leave	4,000.00	0.00	0.00	4,000.00	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	228.70	271.30	111.93
04-6-2801-501.05 BR05 Books Adults	21,965.19	1,500.00	2,201.67	18,263.52	409.59
04-6-2801-501.08 BR08 Local History Source	2,884.97	0.00	0.00	2,884.97	0.00
04-6-2801-502.07 BR07 Reference Sources	4,793.75	0.00	2,087.66	2,706.09	545.53
04-6-2801-505.14 BR14 Fine Arts	1,787.40	0.00	175.00	1,612.40	0.00
04-6-2801-505.16 BR16 Books Children	6,305.02	493.36	568.77	5,242.89	179.79
04-6-2801-510.09 BR09 Young Adult Sources	666.91	0.00	658.28	8.63	600.00
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	8,565.37	0.00	328.39	8,236.98	0.00
04-6-2801-530.10 BR10 Non-Print	14,841.73	0.00	1,000.00	13,841.73	0.00
04-6-2801-551.04 BR04 Contract Srvs Adult	40,259.72	0.00	0.00	40,259.72	0.00
04-6-2801-551.13 BR13 Adult Programs	3,443.47	0.00	240.92	3,202.55	135.72
04-6-2801-552.06 BR06 Juvenile Programs	5,435.79	0.00	1,994.67	3,441.12	685.45
04-6-2801-600.15 BR15 Board Approved Proje	12,908.51	0.00	0.00	12,908.51	0.00
04-6-2801-600.17 BR17 Outreach	5,544.72	0.00	80.68	5,464.04	80.68
04-6-2801-600.19 BR19 Gifts	4,139.57	0.00	110.74	4,028.83	46.54
04-6-2801-600.20 BR20 Projects	4,751.26	0.00	0.00	4,751.26	0.00
04-6-2801-600.21 BR21 Legacy	23,072.70	0.00	284.24	22,788.46	31.19
<b>Total Library Trust</b>	<b>185,488.93</b>	<b>1,993.36</b>	<b>10,739.72</b>	<b>172,755.85</b>	<b>2,891.42</b>
<b>Total Grants Fund</b>	<b>185,488.93</b>	<b>1,993.36</b>	<b>10,739.72</b>	<b>172,755.85</b>	<b>2,891.42</b>
<b>Total All Funds</b>	<b>185,488.93</b>	<b>1,993.36</b>	<b>10,739.72</b>	<b>172,755.85</b>	<b>2,891.42</b>

Town of Brattleboro General Ledger  
Expenditure Report - General Fund  
Current Year Period 3 Sep

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 MTD Pd 3 Sep
<b>01-6 Expenses</b>					
<b>01-6-2800 Library</b>					
01-6-2800-001.00 Department Head Salary	75,981.00	0.00	16,229.75	59,751.25	5,829.00
01-6-2800-005.00 Staff Salaries	388,602.00	0.00	84,952.41	303,649.59	29,953.81
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	3,000.00	0.00	3,108.80	-108.80	0.00
01-6-2800-060.00 Office Equipment	4,000.00	0.00	586.60	3,413.40	348.87
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	1,714.95	13,585.05	52.74
01-6-2800-141.00 Computer Supplies	3,600.00	294.72	855.26	2,450.02	145.88
01-6-2800-152.00 Book & Non-Print Supplies	4,000.00	0.00	953.78	3,046.22	253.32
01-6-2800-173.00 Professional Services	400.00	0.00	52.50	347.50	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	0.00	800.00	0.00
01-6-2800-230.00 Fuel Expense	12,000.00	0.00	163.44	11,836.56	163.44
01-6-2800-235.00 Electric	25,425.00	0.00	2,978.77	22,446.23	1,534.56
01-6-2800-240.00 Utilities	2,000.00	0.00	455.70	1,544.30	0.00
01-6-2800-250.00 Building Equip & Maint	17,000.00	3,763.96	2,294.63	10,941.41	316.42
01-6-2800-255.00 Maintenance Supplies	3,500.00	0.00	215.20	3,284.80	24.00
01-6-2800-350.00 Telephone	2,500.00	0.00	779.44	1,720.56	364.52
01-6-2800-450.00 Postage Expense	2,500.00	0.00	2,030.00	470.00	760.00
01-6-2800-500.00 Office Supplies	3,500.00	23.35	998.67	2,477.98	277.45
01-6-2800-501.00 Books - General	5,000.00	665.54	4,291.25	43.21	651.70
01-6-2800-502.00 Reference Sources	18,000.00	0.00	12,305.65	5,694.35	303.45
01-6-2800-505.00 Juvenile Books	7,500.00	984.39	1,528.58	4,987.03	667.24
01-6-2800-510.00 Young Adult Sources	1,500.00	0.00	438.98	1,061.02	210.89
01-6-2800-515.00 Replacement Books	1,500.00	0.00	428.28	1,071.72	159.09
01-6-2800-520.00 Periodicals & Newspapers	7,200.00	310.43	3,123.56	3,766.01	312.00
01-6-2800-530.00 Non-Print Materials/Adult	3,500.00	0.00	1,042.86	2,457.14	272.79
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	56.25	684.53	3,059.22	430.50
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	262.62	1,237.38	262.62
<b>Total Library</b>	<b>613,608.00</b>	<b>6,098.64</b>	<b>142,476.21</b>	<b>465,033.15</b>	<b>43,294.29</b>
<b>Total Expenses</b>	<b>613,608.00</b>	<b>6,098.64</b>	<b>142,476.21</b>	<b>465,033.15</b>	<b>43,294.29</b>
<b>Total General Fund</b>	<b>613,608.00</b>	<b>6,098.64</b>	<b>142,476.21</b>	<b>465,033.15</b>	<b>43,294.29</b>
<b>Total All Funds</b>	<b>613,608.00</b>	<b>6,098.64</b>	<b>142,476.21</b>	<b>465,033.15</b>	<b>43,294.29</b>

Town of Brattleboro General Ledger  
Revenue Report - General Fund  
Current Year Period 3 Sep

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-19/20 MTD Pd 3 Sep
<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	1,495.80	5,004.20	493.80
01-5-2800-135.00 Library Donations	0.00	0.00	0.00	0.00	0.00
01-5-2800-216.00 Reimbursements	800.00	0.00	0.00	800.00	0.00
01-5-2800-360.00 Library Fines	0.00	0.00	102.00	-102.00	73.00
01-5-2800-370.00 Non-Resident Fees	15,000.00	0.00	4,413.00	10,587.00	1,415.00
01-5-2800-375.00 Gift Books & Replacement	4,000.00	0.00	461.99	3,538.01	197.00
01-5-2800-390.00 Library Postage Revenue	0.00	0.00	7.50	-7.50	4.50
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	5,000.00	0.00	480.09	4,519.91	122.95
<b>Total Library Revenue</b>	<b>31,300.00</b>	<b>0.00</b>	<b>6,960.38</b>	<b>24,339.62</b>	<b>2,306.25</b>
<b>Total Revenues</b>	<b>31,300.00</b>	<b>0.00</b>	<b>6,960.38</b>	<b>24,339.62</b>	<b>2,306.25</b>
<b>Total General Fund</b>	<b>31,300.00</b>	<b>0.00</b>	<b>6,960.38</b>	<b>24,339.62</b>	<b>2,306.25</b>
<b>Total All Funds</b>	<b>31,300.00</b>	<b>0.00</b>	<b>6,960.38</b>	<b>24,339.62</b>	<b>2,306.25</b>

10/02/19  
10:59 am

Town of Brattleboro General Ledger  
Revenue Report - Grants Fund  
Current Year Period 3 Sep

Page 1 of 1  
kjohnson

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-19/20 MTD Pd 3 Sep
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<b>04-5-2801 Library Trust</b>					
04-5-2801-217.00 Trust Reimbursement	185,488.93	0.00	12,555.30	172,933.63	9,891.61
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<b>Total Library Trust</b>	<b>185,488.93</b>	<b>0.00</b>	<b>12,555.30</b>	<b>172,933.63</b>	<b>9,891.61</b>
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<b>Total Grants Fund</b>	<b>185,488.93</b>	<b>0.00</b>	<b>12,555.30</b>	<b>172,933.63</b>	<b>9,891.61</b>
	=====	=====	=====	=====	=====
<b>Total All Funds</b>	<b>185,488.93</b>	<b>0.00</b>	<b>12,555.30</b>	<b>172,933.63</b>	<b>9,891.61</b>
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**Brooks Memorial Library, Board of Trustees Meeting**  
**Conversation with Lara Keenan, State Library Consultant, Governance and Management**  
**September 28, 2019**

**Present:** Trustees Jennifer Rowe, Howard Burrows, Leo Schiff, Jane Southworth, Sirkka Kauffman, Adam Franklin-Lyons, Connie Bresnahan. Also present were Library Director, Starr LaTronica; State Library Consultant, Lara Keenan. **Absent:** John Woodward, Elizabeth Ruane.

**Call to Order:** Jenny called the meeting to order at 1:35pm.

Lara facilitated a discussion with trustees focused on moving forward with strategic planning and big picture ideas. Topics included:

- How to be more proactive in planning for future, unexpected financial needs
- Prioritizing ideas and noting how they are reflected in the strategic plan
- Supporting library staff
- Community outreach: engaging and interacting with all members of the community
- Turning outward:
  - Connecting with other libraries—combining and sharing diverse personnel, resources, materials
  - Working together with trustees of other libraries (How do our missions align?)
- Advocating, marketing for the library

**Adjourn:** At 3:34pm Jane moved and Adam seconded that the meeting adjourn.

Respectfully submitted,  
Connie Bresnahan  
Board Secretary