



# BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

## Board of Trustees Meeting Materials for January 14<sup>th</sup>, 2020

### Table of Contents

- **Agenda**
- **Minutes of December 17<sup>th</sup>, 2019**
- **Director's Report**
- **Youth Services Board Report**
- **Expenditures Report**
- **Revenue Report**
- **Endowment Report for Calendar Year 2019**
- **Behavior Code**



# BROOKS MEMORIAL LIBRARY

brookslibraryvt.org

224 Main Street, Brattleboro, VT 05301

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

**Tuesday—January 14, 2020 4:45 PM—Meeting Room**

Call to Order / 4:45 PM

Welcome Hollis Carlisle as notetaker

Agenda/Changes or additions

Public Comments

Minutes of December 17, 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**

- Pay for part time employees
- Community engagement and outreach
- Revise Behavior Code
- Board positions
- Trustee recruitment

### **NEW BUSINESS**

- Staff development event

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
December 17, 2019**

Present: Trustees, Jennifer Rowe, Howard Burrows, Leo Schiff, , Sirkka Kauffman, Adam Franklin-Lyons, and John Woodward. Absent: Jane Southworth, Connie Bresnahan and Elizabeth Ruane. Also present were Library Director, Starr LaTronica; Youth Services Librarian, Lindsay Bellville; Recording Secretary, Jane Fletcher; Town Manager, Peter Elwell; and Town Human Resources Director, Sally Nix.

**Call to Order:** Jenny called the meeting to order at 4:48pm.

**Agenda Changes or Additions:** None

**Public Comments:** None

**Minutes of November 12, 2019:** Leo moved to accept the minutes; seconded by Sirkka.  
Passed.

**Committee Reports:**

- A. Friends of the Library:** Howard attended the November meeting. The annual fund raising campaign is doing well. The Friends like to support new offerings at the library so have asked the library to include the downloadable book fees, which are now a standard service of the library, in the library budget rather than the Friends budget. Howard will attend the December 18th Friends meeting and Jenny will attend the January meeting.
- B. Building and Grounds Committee:** No meeting was held.
- C. Finance/Asset Development Committee:** See reports. Minutes of the December 16th meeting forthcoming. The postage line is overspent because it incorporates the courier. That line has been increased in the FY21 proposed budget.
- D. Fine Arts Committee:** No meeting was held. The committee is still short members.
- E. Planning Committee:** No meeting was held.
- F. Technology Committee:** The contract with the website vendor is being reviewed by the Town Attorney prior to implementation.
- G. Advocacy and liaison to national and regional library organizations:** Howard's article in the VLA newsletter was distributed. The reports on the other summer meetings attended are still to come.

**Department Reports:** see reports.

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
December 17, 2019**

**Continuing Business:**

**Pay for part time employees:** Town Manager, Peter Elwell, gave a lengthy explanation of the process the town is following to provide more equitable pay for non-union staff. The process will move forward in January during the FY21 budget process.

**Community engagement and outreach:** Starr provided Lara's matrix which asks Trustees to indicate other interests and abilities that could be beneficial in supporting their role as a trustee. Howard, Jane, Sirkka, John and Leo will be an  
adhoc  
committee exploring possibilities for collaboration with regional libraries.

**Revise Circulation Policy:** the policy is part of the Catamount Consortium rules and does not require a policy change at the library level.

**New Business:**

**Revise Behavior Code:** The first reading of the revised code was approved. See text below.

## **Brooks Memorial Library Behavior Code**

Brooks Memorial Library supports the *Library Bill of Rights* in all its interpretations by the American Library Association.

**Purpose:**

The purpose of the Behavior Code is to maintain an atmosphere that promotes the use and enjoyment of the resources and services of the Library; promotes the safety of the general public and the Library staff; and protects the building, furniture, equipment, and materials of the Library.

**Rules for Library Behavior:**

- Show respect for everyone in the Library. Use appropriate language and behavior. Behavior that is disruptive or disturbs others is prohibited. Harassment of any kind will not be tolerated.
- Treat Library property with care. Theft of Library property or any purposeful damage done to the material, equipment, furniture, building, or property of the Library is against the law.
- Personal items should not be left unattended and walkways must be kept clear at all times. Library Staff cannot hold personal items for patrons and will not be responsible for any personal items left unattended.

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
December 17, 2019**

- Weapons of any type are not appropriate in the Library.
- Appropriate attire, including shirts and shoes, is required.
- Cell phones and other electronic devices must be set to silent or vibrating mode. Phone conversations must be held in designated areas and maintained at reasonable volume. These areas will be determined by the Library director.
- Food and drink are allowed in designated areas only.

In accordance with town policies and state law:

- Smoking, alcohol and illegal drugs are not permitted in the Library.
- Animals are not permitted, with the exception of service animals.
- Soliciting is not allowed.

Library staff has the responsibility and the authority to take steps to ensure that the rules are enforced. The judgment of the Library staff shall determine what is considered inappropriate or unsafe behavior. Please bring any concerns about possible violations of this policy to the attention of the Library staff.

**Note taker for Board meetings:** The board thanked Jane for her services. Hollis Carlisle will take the minutes starting in January.

**Board positions:** The three board positions available in 2020 are held by Connie, Jenny and John. John and Jenny have expressed interest in continuing on the board. Also, Adam plans to resign before the appointments are made by town meeting in March so the remaining year of his term will also need to be appointed. Adam, Howard, Leo, and Jenny will serve on the nominating committee.

**Adjourn:** At 6:15pm Leo moved and Howard seconded that the meeting adjourn.

Jane Fletcher, Recording Secretary  
Connie Bresnahan, Board Secretary

## Director's Report for December 2019

**Building:** Our book theft detection system on the second floor has been malfunctioning. Russ has examined it and I have been in touch with the manufacturer to discuss repairs.

**Community Collaboration:** A representative for the upcoming census has been staffing a table on several occasions to recruit census workers and publicize the importance of the upcoming count. I met with several members of the community and the incoming sustainability coordinator, all of whom are interested in establishing a tool lending library, (at a difference site). Compassionate Brattleboro continued its community conversations with a panel who discussed safety downtown. It was well attended and the discussion was thoughtful. I contributed a letter of support for an NEH planning grant to establish a Retreat Farm Story Paths and Landscape Learning Center.

**Programs:** Our First Wednesday program on the history of U.S. Immigration Policy elicited an agitated response from an audience member who, unfortunately, only heard the last 10-15 minutes of his presentation. The presenter expressed his appreciation for the way the situation was handled. The audience member was not asked to leave, though she chose to do so. We held a Saturday evening poetry reading to celebrate the winter solstice, which was a gratifying success! About 40 people attended, many of whom were young adults. People enjoyed mulled cider and ginger snaps and lingered to mingle.

**Display:** The adult department featured Winter Reads and Short Stories for Long Nights.

**Website project:** We are finalizing the contract with MRW to move forward with our website redesign.

**Personnel:** Pay increases and ranges for non-Union, part time employees have been established and there is expected to be a vote at the 1/21/20 Selectboard meeting.

**Town activities:** I presented the proposed operations budget for the Library to the Selectboard, (an opportunity to talk about all the Library does). I participated in the annual December breakfast for Town employees.

**Professional Development:** I moderated a panel of illustrators who demonstrated their process for a group of librarians at the Society of Illustrators in NYC.

**Friends:** The Friends conducted a very successful "like new" booksale and basket raffle. They are still receiving donations for their Annual Appeal.

**Publicity:** Jeanne Walsh did a spectacular job promoting books, libraries and reading as a guest on VPR's Winter Reading episode of Vermont edition.

Many patrons (and some employees and volunteers) have suggested that we establish a coffee bar at the library. While that is too ambitious at this time, (staffing, etc.) we have begun offering coffee (donations welcome) on Friday mornings. It has been appreciated and we may expand the service.

## Youth Services Board Report- December 2019

We had a busier than expected December. Typically, December quiets down a bit since families are rushing around preparing for and celebrating the holidays. But this year was the exception to the rule. We stayed busy right up to and through the holidays.

Our annual Holly Jolly Gingerbread Craft Time was held on Saturday December 7. We had 27 children and 21 adults attend in the morning and 25 children and 18 adults attend in the afternoon. This year we purchased bakery boxes for everyone to carry home their gingerbread creations which ensured more made it home than in past years.

In January, we will be offering a new program which we have named "Pages and Paws". This program invites children in kindergarten through 3<sup>rd</sup> grade to come and read to a dog. Our patron Linda Lyons trains service dogs and contacted us about having her black lab "Kelso" volunteer in the Children's Room. This initial offering of the program will consist of two 3-week sessions with five children participating per session. Children can sign up in the Children's Room for a 20-minute time slot. We anticipate offering this program again once we assess how the program worked and decide if we need to make changes.

Most of January will focus on preparing for our February events. We are happy to have the Annies Music and Puppets return for Winter Carnival on February 21. Winter Break will also include a life-size Candy Land game! We will be recreating the childhood favorite in the Meeting Room. Children will be the game pieces and travel along the path through Candy Land from the peppermint forest, through the molasses swamp and on to the candy castle. We will be quite busy making life size (non-edible) confections!

Lindsay Bellville- Youth Services Librarian

TAFLTS, our Teen Advisory Board, met on December 11th. 5 teens participated as the other two were in a play and had rehearsal. We updated the Teen Board Favourites shelf and discussed future programming for the Teen room. The teens all came prepared with suggestions for programming to run this year and are excited to have a robust schedule, alternating movie nights with other fun events. Our first event of the year will be a Teen Writing Workshop on January 31st, where teens will be encouraged to come join us to just sit and write whatever they want.

Chloe Liotta-Jones- Assistant Youth Services Librarian

# Brooks Memorial Library

## Fiscal Year Actual vs Budget

### July 2019 through June 2020

Ordinary Income/Expense	Jul '19 - Jun 20	Budget	\$ Over Budget
Expense			
BR01 - Buffer Account	0.00		
BR02 - Library Donations to Town	0.00	10,000.00	-10,000.00
BR22 - Employee Leave Awards	125.00	0.00	0.00
BR03 - Conferences & Workshops	3,124.32	4,000.00	-3,875.00
BR04 - Contractual Services	950.00	8,622.85	-5,498.53
BR05 - Books Adults	10,107.80	40,259.72	-39,309.72
BR06 - Juvenile Programs	2,708.30	21,965.19	-11,857.39
BR07 - Reference Sources	3,004.35	5,435.79	-2,727.49
BR08 - Local History Source	214.32	4,793.75	-1,789.40
BR09 - Young Adult Sources	658.28	2,884.97	-2,670.65
BR10 - Non-Print	5,731.44	666.91	-8.63
BR11 - Periodicals	1,391.53	14,841.73	-9,110.29
BR12 - Trustees Conferences	0.00	8,565.37	-7,173.84
BR13 - Adult Programs	751.17	1,000.00	-1,000.00
BR14 - Fine Arts	355.00	3,593.47	-2,842.30
BR15 - Board Approved Projects	2,061.85	1,787.40	-1,432.40
BR16 - Books Children	1,846.40	12,908.51	-10,846.66
BR17 - Outreach	331.56	6,305.02	-4,458.62
BR18 - Conservation	337.11	5,544.72	-5,213.16
BR19 - Short Term Gift Funds		500.00	-162.89
AH01 - Amelia Hancock Fund	-59.11	-59.11	0.00
AR01 - Arrington, Jeanne Fund	2.22	2.22	0.00
BP01 - Brattle Post Card Fund	0.00	668.49	-668.49
BL01 - Ella Westenberg-Bayliss Fund	18.90	18.90	0.00
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	14.28	214.26	-199.98
EG01 - Ellie Gibbs Fund (11/4/14)	23.01	23.01	0.00
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	-43.19	0.00	0.00
ST01 - Staff Fund	0.00	2,244.52	-2,287.71
TB01 - Tom Burdo Fund 1/2/2012	0.00	0.00	0.00
WJ01 - Wojtowicz Fund 5/11/11	0.00	124.00	-124.00
Total BR19 - Short Term Gift Funds	-43.89	0.00	0.00
BR20 - Projects		4,163.86	-4,207.75
SP01 - Sanderson/Pike Bequest	-4,623.89	4,751.26	-9,375.15
MH01 - Miriam Adams Howland Bequest	0.00	0.00	0.00
RR01 - Ronald Read Capital Improvement	0.00	0.00	0.00
Total BR20 - Projects	-4,623.89	4,751.26	-9,375.15
BR21 - Legacy			
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	544.85	800.00	-255.15
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



11:47 AM

01/06/20

Accrual Basis

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

	Jul '19 - Jun 20	Budget	\$ Over Budget
DW01 · Dowley Fund	0.00	1,449.92	-1,449.92
PG01 · Pageant Fund	0.00	296.04	-296.04
Total BR21 · Legacy	649.09	23,072.70	-22,423.61
Total Expense	29,679.74	185,663.22	-155,983.48
Net Ordinary Income	-29,679.74	-185,663.22	155,983.48
Net Income	-29,679.74	-185,663.22	155,983.48

# Brooks Memorial Library

## Fiscal Year Actual vs Budget

July through December 2019

Ordinary Income/Expense	Jul - Dec 19	Budget	\$ Over Budget
Expense			
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	2,000.00	-2,000.00
BR03 - Conferences & Workshops	2,402.66	5,982.85	-3,580.19
BR04 - Contractual Services	550.00	37,759.72	-37,209.72
BR05 - Books Adults	6,397.26	11,965.19	-5,567.93
BR06 - Juvenile Programs	2,464.41	2,435.79	28.62
BR07 - Reference Sources	2,984.38	2,793.75	190.63
BR08 - Local History Source	214.32	1,634.97	-1,420.65
BR09 - Young Adult Sources	658.28	166.91	491.37
BR10 - Non-Print	1,548.74	11,591.73	-10,042.99
BR11 - Periodicals	1,391.53	6,565.37	-5,173.84
BR12 - Trustees Conferences	0.00	500.00	-500.00
BR13 - Adult Programs	651.17	2,593.47	-1,942.30
BR14 - Fine Arts	175.00	1,287.40	-1,112.40
BR15 - Board Approved Projects	280.91	7,908.51	-7,627.60
BR16 - Books Children	1,155.76	4,305.02	-3,149.26
BR17 - Outreach	290.08	4,294.72	-4,004.64
BR18 - Conservation	337.11	250.00	87.11
BR19 - Short Term Gift Funds			
AH01 - Amelia Hancock Fund	-59.11	-59.11	0.00
AR01 - Arrington, Jeanne Fund	2.22	2.22	0.00
BP01 - Brattle Post Card Fund	0.00	668.49	-668.49
BL01 - Ella Westenberg-Bayliss Fund	14.73	18.90	-4.17
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	-51.15	2,244.52	-2,295.67
ST01 - Staff Fund	0.00	0.00	0.00
TB01 - Tom Burdo Fund 1/2/2012	0.00	124.00	-124.00
WJ01 - Wojtowicz Fund 5/11/11	0.00	0.00	0.00
Total BR19 - Short Term Gift Funds	-93.31	4,163.86	-4,257.17
BR20 - Projects			
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
Total BR20 - Projects	83.11	4,751.26	-4,668.15
BR21 - Legacy			
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	294.57	800.00	-505.43
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

11:45 AM  
01/06/20  
Cash Basis

Brooks Memorial Library  
Fiscal Year Actual vs Budget  
July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget
DW01 · Dowley Fund	0.00	1,449.92	-1,449.92
PG01 · Pageant Fund	0.00	296.04	-296.04
Total BR21 · Legacy	398.81	23,072.70	-22,673.89
Total Expense	21,890.22	146,023.22	-124,133.00
Net Ordinary Income	-21,890.22	-146,023.22	124,133.00
Net Income	-21,890.22	-146,023.22	124,133.00

11:44 AM

01/06/20

Cash Basis

# Brooks Memorial Library

## Profit & Loss

July 2019 through June 2020

	Jul '19 - Jun 20
Ordinary Income/Expense	
Income	
Bequests Received	878.76
Dividend Income	87.87
Gifts Received	150.00
Total Income	1,116.63
Gross Profit	1,116.63
Expense	
BR03 · Conferences & Workshops	2,402.66
BR04 · Contractual Services	550.00
BR05 · Books Adults	6,397.26
BR06 · Juvenile Programs	2,464.41
BR07 · Reference Sources	2,984.38
BR08 · Local History Source	214.32
BR09 · Young Adult Sources	658.28
BR10 · Non-Print	1,548.74
BR11 · Periodicals	1,391.53
BR13 · Adult Programs	651.17
BR14 · Fine Arts	175.00
BR15 · Board Approved Projects	280.91
BR16 · Books Children	1,155.76
BR17 · Outreach	290.08
BR18 · Conservation	337.11
BR19 · Short Term Gift Funds	
AH01 · Amelia Hancock Fund	-59.11
AR01 · Arrington, Jeanne Fund	2.22
BL01 · Ella Westerberg-Bayliss Fund	14.73
SG01 · Small Gifts	-51.15
Total BR19 · Short Term Gift Funds	-93.31
BR20 · Projects	
SP01 · Sanderson/Pike Bequest	83.11
Total BR20 · Projects	83.11
BR21 · Legacy	
CK01 · Calista Book Fund	294.57
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	75.15
Total BR21 · Legacy	398.81
Total Expense	21,890.22
Net Ordinary Income	-20,773.59
Net Income	-20,773.59

01/06/20  
11:10 am

Town of Brattleboro General Ledger  
Expenditure Report - Grants Fund  
Current Year Period 6 Dec

Page 1 of  
kjohnson

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 MTD Pd 6 Dec
<b>04-6-2801 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	2,990.42	5,632.43	587.76
04-6-2801-126.04 BR22 Staff Leave	4,000.00	0.00	125.00	3,875.00	125.00
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	337.11	162.89	0.00
04-6-2801-501.05 BR05 Books Adults	21,965.19	0.00	9,953.53	12,011.66	3,556.27
04-6-2801-501.08 BR08 Local History Source	2,884.97	0.00	214.32	2,670.65	0.00
04-6-2801-502.07 BR07 Reference Sources	4,793.75	0.00	3,004.35	1,789.40	19.97
04-6-2801-505.14 BR14 Fine Arts	1,787.40	0.00	355.00	1,432.40	180.00
04-6-2801-505.16 BR16 Books Children	6,305.02	268.40	1,846.40	4,190.22	690.64
04-6-2801-510.09 BR09 Young Adult Sources	666.91	0.00	658.28	8.63	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	8,565.37	0.00	1,391.53	7,173.84	0.00
04-6-2801-530.10 BR10 Non-Print	14,841.73	0.00	6,433.95	8,407.78	4,182.70
04-6-2801-551.04 BR04 Contract Srvs Adult	40,259.72	0.00	950.00	39,309.72	400.00
04-6-2801-551.13 BR13 Adult Programs	3,443.47	0.00	751.17	2,692.30	100.00
04-6-2801-552.06 BR06 Juvenile Programs	5,435.79	0.00	2,708.30	2,727.49	243.89
04-6-2801-600.15 BR15 Board Approved Proje	12,908.51	0.00	1,957.85	10,950.66	1,676.94
04-6-2801-600.17 BR17 Outreach	5,544.72	0.00	331.56	5,213.16	41.48
04-6-2801-600.19 BR19 Gifts	4,139.57	0.00	206.11	3,933.46	49.42
04-6-2801-600.20 BR20 Projects	4,751.26	0.00	83.11	4,668.15	0.00
04-6-2801-600.21 BR21 Legacy	23,072.70	0.00	649.09	22,423.61	250.28
<b>Total Library Trust</b>	<b>185,488.93</b>	<b>268.40</b>	<b>34,947.08</b>	<b>150,273.45</b>	<b>12,104.35</b>
<b>Total Grants Fund</b>	<b>185,488.93</b>	<b>268.40</b>	<b>34,947.08</b>	<b>150,273.45</b>	<b>12,104.35</b>
<b>Total All Funds</b>	<b>185,488.93</b>	<b>268.40</b>	<b>34,947.08</b>	<b>150,273.45</b>	<b>12,104.35</b>

01/06/20

11:11 am

Town of Brattleboro General Ledger  
Expenditure Report - General Fund  
Current Year Period 6 Dec

Page 1 of 1  
kjohanson

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-19/20 MTD Pd 6 Dec
<b>01-6 Expenses</b>					
<b>01-6-2800 Library</b>					
01-6-2800-001.00 Department Head Salary	75,981.00	0.00	36,631.25	39,349.75	5,829.00
01-6-2800-005.00 Staff Salaries	388,602.00	0.00	193,789.43	194,812.57	34,044.38
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	2,074.15	1,925.85	1,012.09
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	0.00	0.00	0.00
01-6-2800-141.00 Computer Supplies	3,600.00	0.00	10,270.46	5,029.54	3,771.35
01-6-2800-152.00 Book & Non-Print Supplies	4,000.00	0.00	1,721.68	1,878.32	135.47
01-6-2800-173.00 Professional Services	400.00	0.00	2,596.73	1,403.27	531.11
01-6-2800-173.01 Bindery Services	0.00	0.00	52.50	347.50	0.00
01-6-2800-216.00 Reimbursable Expense	800.00	0.00	0.00	0.00	0.00
01-6-2800-230.00 Fuel Expense	12,000.00	0.00	1,552.00	-752.00	0.00
01-6-2800-235.00 Electric	25,425.00	0.00	1,934.85	10,065.15	1,771.41
01-6-2800-240.00 Utilities	2,000.00	0.00	8,153.92	17,271.08	3,054.84
01-6-2800-250.00 Building Equip & Maint	17,000.00	0.00	876.84	1,123.16	0.00
01-6-2800-255.00 Maintenance Supplies	3,500.00	2,862.64	3,891.46	10,245.90	300.44
01-6-2800-350.00 Telephone	2,500.00	0.00	1,512.74	1,987.26	319.96
01-6-2800-450.00 Postage Expense	2,500.00	0.00	919.04	1,580.96	182.19
01-6-2800-500.00 Office Supplies	3,500.00	0.00	3,033.55	-533.55	503.55
01-6-2800-501.00 Books - General	5,000.00	0.00	1,974.42	1,525.58	251.96
01-6-2800-502.00 Reference Sources	18,000.00	0.00	5,000.00	0.00	3.29
01-6-2800-505.00 Juvenile Books	7,500.00	0.00	12,865.74	5,134.26	204.33
01-6-2800-510.00 Young Adult Sources	1,500.00	608.73	3,704.24	3,187.03	477.84
01-6-2800-515.00 Replacement Books	1,500.00	71.07	971.96	456.97	493.53
01-6-2800-520.00 Periodicals & Newspapers	7,200.00	0.00	871.29	628.71	93.84
01-6-2800-530.00 Non-Print Materials/Adult	3,500.00	310.43	4,873.41	2,016.16	480.34
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	0.00	1,361.02	2,138.98	159.76
01-6-2800-551.01 Special Programs/Adult	0.00	56.25	1,154.05	2,589.70	247.37
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	0.00	0.00	0.00
		0.00	730.25	769.75	143.64
<b>Total Library</b>	<b>613,608.00</b>	<b>3,909.12</b>	<b>305,625.78</b>	<b>304,073.10</b>	<b>54,011.69</b>
<b>Total Expenses</b>	<b>613,608.00</b>	<b>3,909.12</b>	<b>305,625.78</b>	<b>304,073.10</b>	<b>54,011.69</b>
<b>Total General Fund</b>	<b>613,608.00</b>	<b>3,909.12</b>	<b>305,625.78</b>	<b>304,073.10</b>	<b>54,011.69</b>
<b>Total All Funds</b>	<b>613,608.00</b>	<b>3,909.12</b>	<b>305,625.78</b>	<b>304,073.10</b>	<b>54,011.69</b>

01/06/20  
11:12 am

Town of Brattleboro General Ledger  
Revenue Report - General Fund  
Current Year Period 6 Dec

Page 1 of 1  
kjohnson

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-19/20 MTD Pd 6 Dec
<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	2,965.10	3,534.90	410.15
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	1,552.00	-752.00	0.00
01-5-2800-360.00 Library Fines	0.00	0.00	145.00	-145.00	16.00
01-5-2800-370.00 Non-Resident Fees	15,000.00	0.00	8,390.00	6,610.00	1,388.00
01-5-2800-375.00 Gift Books & Replacement	4,000.00	0.00	868.88	3,131.12	168.64
01-5-2800-390.00 Library Postage Revenue	0.00	0.00	32.50	-32.50	15.00
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	5,000.00	0.00	1,087.29	3,912.71	89.69
<b>Total Library Revenue</b>	<b>31,300.00</b>	<b>0.00</b>	<b>15,040.77</b>	<b>16,259.23</b>	<b>2,087.48</b>
<b>Total Revenues</b>	<b>31,300.00</b>	<b>0.00</b>	<b>15,040.77</b>	<b>16,259.23</b>	<b>2,087.48</b>
<b>Total General Fund</b>	<b>31,300.00</b>	<b>0.00</b>	<b>15,040.77</b>	<b>16,259.23</b>	<b>2,087.48</b>
<b>Total All Funds</b>	<b>31,300.00</b>	<b>0.00</b>	<b>15,040.77</b>	<b>16,259.23</b>	<b>2,087.48</b>

01/06/20  
11:13 am

Town of Brattleboro General Ledger  
Revenue Report - Grants Fund  
Current Year Period 6 Dec

Page 1 of 1  
kjohnson

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-19/20 MTD Pd 6 Dec
-----	-----	-----	-----	-----	-----
04-5-2801      Library Trust					
04-5-2801-217.00 Trust Reimbursement	185,488.93	0.00	27,549.73	157,939.20	5,153.13
-----	-----	-----	-----	-----	-----
Total Library Trust	185,488.93	0.00	27,549.73	157,939.20	5,153.13
-----	-----	-----	-----	-----	-----
Total Grants Fund	185,488.93	0.00	27,549.73	157,939.20	5,153.13
=====	=====	=====	=====	=====	=====
Total All Funds	185,488.93	0.00	27,549.73	157,939.20	5,153.13
=====	=====	=====	=====	=====	=====



<b>LIBRARY ENDOWMENT REPORT</b>	Calendar Year Start of Year	<b>1/8-3/31**</b>	<b>4/1-6/30</b>	<b>7/1-9/30</b>	<b>10/1- 12/31/19</b>	<b>Fiscal Year Year Summary</b>
<b>2019 SUMMARY OF ACTIVITIES</b>		Quarter 3	Quarter 4	Quarter 1	Quarter 2	
<b>Beginning Market Value of Assets (BMV)</b>	1,981,910.05	1,981,910.05	2,124,895.14	2,145,061.67	2,123,073.47	1,981,910.05
<b>Gifts, Bequests and other Contributions</b>						
<b>Net Income (Dividends, Interest, etc.)</b>		11,316.98	13,699.30	7,734.42	11,428.24	44,178.94
<b>Disbursements</b>						
Transferred to *4868 for Brooks Library		-19,867.50	-19,867.50	-19,820.00	-19,820.00	(79,375.00)
Quarterly Mgmt Fee to Prentiss Smith		-2,300.08	-2,661.55	-2,684.48	-2,659.27	(10,305.38)
Foreign Taxes and Other Fees Withheld*		-495.97	-87.11	-45.14		(628.22)
<b>Gain (Loss) in Market Value of Assets (MVA)</b>		154,331.66	29,083.39	(7,173.00)	66,973.17	243,215.22
<b>Ending Market Value of Assets</b>		2,124,895.14	2,145,061.67	2,123,073.47	2,178,995.61	2,178,995.61
<b>1. Allocation of Assets</b>						
<b>\$ Allocation</b>						
Cash and Equivalent	222,012.05	63,894.32	285,123.83	61,756.39	68,005.65	68,005.65
Fixed Income (Bonds & CDs)	652,163.76	885,258.83	802,583.86	998,012.35	1,126,338.63	1,126,338.63
Equities (Stocks)	1,021,881.41	1,175,741.99	1,057,353.98	1,063,304.73	984,651.33	984,651.33
Equities (Mutual Funds)	85,852.83	-	-	-	-	-
<b>Total Ending Market Value of Assets</b>	1,981,910.05	2,124,895.14	2,145,061.67	2,123,073.47	2,178,995.61	2,178,995.61
<b>% Allocation</b>						
Cash and Equivalent	11.20%	3.01%	13.29%	2.91%	3.12%	3.12%
Fixed Income	32.91%	41.66%	37.42%	47.01%	51.69%	51.69%
Equities	51.56%	55.33%	49.29%	50.08%	45.19%	45.19%
Mutual Funds and ETFs	4.33%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Market Value of Assets</b>	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
<b>2. Performance Measures</b>						
<b>Total Return = Net Income + Gain in Value</b>		165,648.64	42,782.69	561.42	78,401.41	287,394.16
<b>Rate of Return = Total Return / BMV</b>		7.80%	2.01%	0.03%	3.69%	14.50%
<b>Other Accounts:</b>						
<b>3. xxxx-4868 Allocated Funds (Available in cash)</b>	\$316,444.30	\$306,828.71	\$232,159.22	\$123,558.58	\$124,912.63	\$124,912.63
<b>4. xxxx-3811 Calista Fund</b>	\$20,187.16	\$21,451.12	\$21,967.46	\$21,524.72	\$22,627.10	\$22,627.10
<b>5. xxxx-7577 Loud Fund</b>	\$21,748.25	\$23,128.07	\$23,679.16	\$23,213.56	\$24,418.42	\$24,418.42
<b>6. Xxxx-3335 Legacy Endowments</b>	\$40,525.55	\$43,113.11	\$44,146.42	\$43,283.55	\$45,543.11	\$45,543.11
<b>7. xxxx-7353 Projects Fund</b>	\$174,983.12	\$177,096.85	\$60,229.88	\$60,890.37	\$61,405.52	\$61,405.52

\*\* In December of 2018, the trustees voted on several significant funds transfers that did not post until the first week of January, although the decisions were made in the previous year. Hence, we have used the date right after those transfers posted – January 7 – to maintain consistency with the year in which those transfers were voted. See the 2018 report for a complete description of those changes and transfers.

## ENDOWMENT AND OTHER FUNDS ANNUAL FINANCIAL REPORT

In 2019, the Institutional funds of the library reached a new equilibrium. After major changes in 2017 and continuing donations and expenditures in 2018, 2019 is a relatively calm year. We finally completed the reorganization of our accounts started four years ago when we set about separating the separating the unrestricted funds from the endowed funds as well as the donor restricted funds from the institutional endowment. The goals of this reorganization has always been to clarify what funds are available for what purpose to both the board itself and to the town and the public.

The first goal, separating unrestricted funds from endowed funds, should clarify the amount available in cash at any given time, rather than funds that are invested and intended for the very-long term use of the library. Originally, we had several funds in cash that we intended to spend as part of the annual budget still invested alongside the endowed funds, meaning our annual budget could be subject to swings in the stock market (not the best plan.) Now, all unrestricted cash donations over \$1000 go directly into the "Project Fund" account (#7) – smaller donations go into the "small gifts" fund which is part of the "Allocated Funds" money market account (#3). Funds placed in the "Project Fund" can either be allocated to a particular purpose or allocated to the general endowment for investment – both by a vote of the trustees. Generally, we have used these funds for renovation projects and capital expenses. We anticipate using some of the current fund for new furniture and for a new website.

Our other cash fund (#3 the "Allocated Funds"), contains all of our annual allocated cash, including the quarterly endowment draw used to fund a variety of routine work of the library (buying books, reference materials, programming, etc.) The allocation of all of these funds and their budget lines is \*\*attached/available on request\*\*. The one notable change for this fiscal year is that the trustees added a small line for a staff leave award that grants two employees an award to pursue a personal research or education project that can last several weeks. The budget line pays for the replacement of their hours while they are on leave.

The second goal, keeping donor restricted funds separate from the endowment, appears in the remaining funds listed above (#4-6). These funds now contain invested, donor-restricted funds that we are only allowed to withdraw specifics quantities from each year for specific purposes (generally the quantity is around %4, mirroring the general withdrawal from the institutional endowment.) At the beginning of the fiscal year, we withdraw the needed amount in cash and place it in the appropriate budget line in the money market account (#3) for use by the library staff. These protocols and practices should help keep the available funds clear for future trustees and for the town. The endowment helps feed the annual budget, improving library services for years to come, while the cash accounts allow us to undertake specific, short-term projects that make the library a nicer space to visit.

In general, this year has been calm in all accounts. The endowment recovered after a very bad stock month in December of 2018 and has, along with stocks generally, moderately increased over the course of the year. The endowment should allow us to continue using \$80,000 every year to improve library services. The only notable changes in funds are the final payouts for the new ceiling and vents in the library as well as the final payments for the renovated bathrooms on the top floor and the final payments to the town for the new HVAC system. These payments came out of account #3 and account #7 (the "Allocated Funds" and the "Project Funds"). The total cost of the HVAC, Ceiling, and Bathrooms came to nearly \$300,000; the reduction in the two accounts is around \$250,000 for this calendar year because the library made some of the first payments for those projects already in December of 2018.

## Brooks Memorial Library Behavior Code

Brooks Memorial Library supports the *Library Bill of Rights* in all its interpretations by the American Library Association.

### Purpose:

The purpose of the Behavior Code is to maintain an atmosphere that promotes the use and enjoyment of the resources and services of the Library; promotes the safety of the general public and the Library staff; and protects the building, furniture, equipment, and materials of the Library.

### Rules for Library Behavior:

- Show respect for everyone in the Library. Use appropriate language and behavior. Behavior that is disruptive or disturbs others is prohibited. Harassment of any kind will not be tolerated.
- Treat Library property with care. Theft of Library property or any purposeful damage done to the material, equipment, furniture, building, or property of the Library is against the law.
- Personal items should not be left unattended and walkways must be kept clear at all times. Library Staff cannot hold personal items for patrons and will not be responsible for any personal items left unattended.
- Weapons of any type are not appropriate in the Library.
- Appropriate attire, including shirts and shoes, is required.
- Cell phones and other electronic devices must be set to silent or vibrating mode. Phone conversations must be held in designated areas and maintained at reasonable volume. These areas will be determined by the Library director.
- Food and drink are allowed in designated areas only.

### In accordance with town policies and state law:

- Smoking, alcohol and illegal drugs are not permitted in the Library.
- Animals are not permitted, with the exception of service animals.
- Soliciting is not allowed.

Library staff has the responsibility and the authority to take steps to ensure that the rules are enforced. The judgment of the Library staff shall determine what is considered inappropriate or unsafe behavior. Please bring any concerns about possible violations of this policy to the attention of the Library staff.