



BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

Board of Trustees Meeting Materials for November 10th, 2020

Table of Contents

- **Agenda**
- **Minutes of October 13th, 2020**
- **Committee Minutes**
 - Building and Grounds Committee
 - Finance Committee
 - Technology Committee
- **Director's Report**
- **Reference Report**
- **Circulation Statistics**
- **Expenses Report—General Fund**
- **Expenses Report—Grants Fund**
- **Revenue Report—General Fund**
- **Revenue Report—Grants Fund**
- **Quarterly Endowment Report**
- **Fiscal Year Actual vs. Budget**
- **Fiscal Year Profit & Loss**
- **Endowment Policy Proposed Amendment**

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, November 10, 2020 5:00 PM

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

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AGENDA

Call to Order / 5:00 PM

Agenda/Changes or additions

Public Comments

Minutes of October 13, 2020

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library

- Activities update

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

- Treasurer's Report and Update

C. Technology Committee—Leo Schiff, Chair

- Update

D. Buildings and Grounds

- Update

E. Advocacy and liaison to library organizations—Howard Burrows

- Update

F. Department Reports: Director; Reference, Youth Services

CONTINUING BUSINESS

- Discussion of phased resumption of services.
- Zoom accounts for public use.
- Reciprocal borrowing

NEW BUSINESS

- Revise Endowment Policy to govern interest earned on Board Projects subaccounts.
- Discuss preliminary process of preparing for new strategic plan.

BROOKS MEMORIAL LIBRARY Board of Trustees
Regular Meeting Tuesday, October 13, 2020
5:00 PM

Minutes

Request from the Board President: Please notify Leo prior to the meeting if you are unable to attend.

Present: Leo Schiff, Jane Southworth, Sirkka Kauffman, Gabriel Sistare, Karen Tyler, Jennifer Rowe, John Woodward, Howard Burrows, Starr Latronica, Leslie Markey, Sarah Vincent-Hoag (recording secretary)

Call to Order / 5:05 PM – Leo

Agenda/Changes or additions - none

Public Comments - none

Minutes of September 8, 2020 – Jane moved to approve.

Sirkka seconded, All in favor. Karen abstained

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library • Activities update

Starr: Jenny and Joyce worked hard on getting the annual appeal letter out. And requested 200 extra copies to be mailed to prospective donors not on our mailing list.

B. Finance/Asset Development Committee—Jennifer Rowe, Chair • Treasurer's Report and Update

Annual appeal is out.

Need a small addition to the policy on bookkeeping

All steady (look at the packet sent out)

C. Technology Committee—Leo Schiff, Chair • Update

Starr: MRW contractors update: Zack has emailed and still

working on requests for fixing things. Next step is training staff on maintaining the website. Staff will provide info on when to meet: end of this month or beginning of next month. The training will be virtual so it will be recorded. Involved staff can review revisions, will leave some changes for them to practice making changes. The site will be ready sometime this fall. Starr will keep the Board in the loop.

D. Advocacy and liaison to library organizations—Howard Burrows • Update

Compassionate Brattleboro bestowed an award of recognition for library staff

Compassionate New England meets tonight. CREW group and staff from Amherst library are working on climate issues through libraries.

VLA – Videos posted online

NELA – Report: Howard will send

E. Department Reports: Director; Reference, Youth Services

Karen: Thanks for all the good work

Leo: Excited to see the circulation figures are still going up. (currently at 69%)

CONTINUING BUSINESS

• Discussion of phased resumption of services.

Starr: Staff is doing a wonderful job. The town manager, Peter Elwell, is opposed to opening more (access and hours) this fall until we know the trajectory of health in the community.

Member of the community safety committee may use the library to get internet access to meeting Monday nights from 6 – 8. Courtney or Starr will be present in library

Jane: Staff is amazing

Howard: concerned about if there is a coordinated response to a COVID event at the library. Starr: Department heads are working on a plan if we need to shut down or reduce to curbside service. Considerations of what people would need to be able to work during a shutdown.

Leo: Question, discussion and suggestions about contact tracing. i.e: What day were they here, their whereabouts in the library, a plan to notify Starr and staff etc. Starr will check in about this subject with the Health Department

John: Question about how the summer day camp went. Starr: Program didn't happen because of insufficient enrollment

Howard: Expressed concerns about the safety of in-person Board meetings and asked if we had all taken our temperatures. (Except for library staff, we hadn't). Leo: In future meetings, do we agree to take our own temperatures with thermometer provided at circ. desk? All agreed.

- **Zoom accounts for public use.**

Starr: 171 people signed up for 1st Wednesday ("Why we Act."), 80 plus tuned in. In response, business license was increased to accommodate 500 participants. Starr will send out the recording when it is available.

Starr informed Nick Biddle from the Democracy Forum that this service is now available. Leo: suggested to try one more small group before the next Board meeting

- **Policies update and strategic plan extension for discussion in October.**

A lengthy discussion about various aspects of putting together the next strategic plan.

Starr: attended a webinar on assessing the needs of the community and will send out to the Board.

Jane: Suggested adopting the existing plan as a basis to starting to develop the new one.

There was a discussion about the timing of the strategic plan.
Leo: Would the minutes of the plan committee (web archived from last time) be a good place to look?

Jane: will create an outline of what they did for the last plan for the next Board meeting. She stressed that library plans are uniquely different from other municipal plans re: the process of seeking information. Library plans have had strategic outreach and action steps.

Leo: Suggested spending time at the next Board meeting to understand the process and to see what is involved. By the December meeting, Board members can decide if they want to be part of the process.

NEW BUSINESS

- **DAR records storage.**

Letter from Carolyn Handy.

Jenny: we had a policy that settled this issue, the library can't hold records that are not accessible to the public. Starr: The library agreed to hold records for an extra 2 years. DAR took some items away and the rest are in a locked cabinet in the microfilm area. There are still some files that are open to the public that have been moved to one of our filing cabinets in the Local History Room.

Leo: Anyone want to speak on behalf of keeping the files?
(none did)

Jane: Any objection to Leo writing to Carolyn Handy on behalf of the Board requesting that the DAR remove the files with a three-month deadline? (none) Jenny: There is no resolution needed on this.

- **Request to waive out of area fee for cards in COVID care packages.**

Starr: United Way has grant money for local

organizations to help people who have been negatively impacted by COVID. The library will partner to create care packages including information and needed items such as thermometers. The question put to the Board was: Can we put 6-month library cards (some of which will cost \$32 for out of towners) in the packages.

Leslie: Ask UW if they will fund the cards.

A lengthy discussion about how to fund the cards between the Board, the town and UW.

Jenny: Proposed a vote on authorizing the Board to spend the money if it becomes necessary and put a closing date on the authorization so the money can be held in case it is needed. Would we authorize up to \$3200 in the next five months. If decision needs to be made before the next board meeting Nov 10. On Board expense for COVID care package, Board authorized the Finance Committee to make the decision. Jenny moved.

Karen seconded. All in favor.

- Subsidize Design-A-Plate fee.

Starr described DAP program and commended the CR for doing a wonderful job pulling it together.

This year we want to be inclusive to all, so would like to institute a sliding scale, pay what you can option.

Jane: suggested that some people can contribute more than the \$6 cost. The deadline is October 20 and the intent is to publicize this a lot this week. Starr is planning to do a press release. Jenny suggested the Board can allocate \$1000 to subsidize DAP costs. Leo moved to authorize up to \$1000 for DAP. Karen seconded. All in favor, none opposed.

6:30 Motion to adjourn – Leo. Jane and Jenny seconded. All in favor.

DRAFT

Buildings & Grounds Committee Meeting Minutes 10/13/2020

Members Present: Starr Latronica, Jennifer Rowe, Gabriel Sistare, Jane Southworth, Elizabeth Tannenbaum

8:33am Called to Order

Starr informed the committee that there is an issue with the door used to admit patrons. The door locks automatically and options to keep the door unlocked safely are being pursued.

The estimate for carpeting the upstairs is \$3000, which may be funded through available maintenance budget.

Virus filters and additional air filters were delivered and will be located in confined areas of the library.

Controlled Technologies is working on the air conditioning issue:

- The source was a computer issue, not a function of user error from library or town staff
- Because the company did not make their routine maintenance call, they will likely waive the \$1200 invoice

The library has been cleared for winter use.

A community member tripped on the sidewalk in front of the library. The town assumed liability and will be repairing the sidewalk to the whole extent.

The Work Today program will be ending this month and will be put on hiatus until the end of the winter.

There is an urge to either prune the yew bush in front of the library or to remove altogether. This will be shared with full board in the next meeting to propose a course of action.

The next meeting will tentatively be Nov. 4 at 8:15am.

Adjourned at 9:05am

Brooks Memorial Library Finance Committee

Tues, Nov 3, 2020 5:00 PM

Brooks Memorial Library, Main Lobby

Attending: Jenny Rowe, chair; Leo Schiff, Sirkka Kauffman, John Woodward, Starr Latronica.

MINUTES

Jenny called the meeting to order at 5:05 PM.

The minutes of the previous meeting were approved after a motion by Leo and a second by Sirkka.

- Progress on fall annual appeal: checks are arriving. A few duplicate letters were sent and those addresses have been removed from the database. Extra copies of the letter are available for trustees who would like to make personal appeals.
- New policy governing interest earned on Board Projects subaccounts: proposed policy amendment is attached.
- Improvements to presentation of financial reports: no progress yet.
- Grant applications: the library's priorities for spending are very different than when the finance committee first selected likely grant possibilities, pre-Covid. The Library has joined one relief money application, asking for WiFi hotspots that could be loaned out.
- The committee reviewed the Library's town budget request that Starr will present to the Selectboard. Some minor changes follow actual spending, for instance on the reimbursements for Design-A-Plate. Book processing is an increased expense. Computer supplies and equipment are the same total, but reportioned.
- To answer questions about investment management, Jenny will invite Paul Copeland from the Trust Company of Vermont to speak with the committee. It will be time soon for the periodic review of investment management so the committee will also be speaking with Prentiss Smith in the near future.
- Next meeting tentatively set for Tuesday Dec. 1, at 5:00 at the library.

Meeting adjourned at 5:30.

Brooks Memorial Library Technology Committee Minutes

October 28, 2020, 4:30 pm

Agenda changes: none

Minutes of Sept. 23: approved

Public comment: none

Continuing Business

Website review:

Starr reported on the back-and-forth with MRW about visual accessibility. We discussed this in detail, addressing both hopes and frustrations. We acknowledged that meeting baseline standards for accessibility is the minimum, and we would like our site go to beyond that to be truly welcoming for all patrons. We haven't yet reached that goal, and we need to keep talking to MRW. We also chatted about the informal (and generally encouraging) feedback we've received from several patrons we invited to test the site.

Zoom:

This has become our new platform for First Wednesdays. Matt would like to do a pilot meeting with a group before we advertise it more widely. It's possible we can use it for an in-house group like the teen group that has been meeting with Chloe via GotoMeeting. Matt created a calendar for Zoom meetings and has set up an email address for people to contact and request a meeting slot. He is also investigating the possibility for groups to start their own meetings without a staff member present.

Technology Budget:

Starr said we'll be structuring our budget a little differently to shed light on what kinds of library-specific technology we use as well as community needs for library technology. She'll be going before the Selectboard on Dec. 1st to talk about the library budget. We addressed some questions about specific technology budget lines: Catamount Library Network membership, the OCLC database for cataloging, and the AWE in the children's room (i.e., a specific cool technology for young children, not the general awe we all feel when we enter the children's room).

Next meeting: Weds. Dec. 9th

Adjourned at 5:40

Director's Report for October 2020

Town Interdepartmental Collaboration: We partnered with DPW, BFD, BPD and Rec & Parks staff on socially distant Halloween festivities for families. The staff of all the departments were amazing at organizing and conducting this fun event. The community was very grateful for the opportunity to come out and see one another and show off their costumes. Rec and Parks did a great job preparing goody bags, popping corn and coordinating volunteers. Children's Room staff prepared information on getting a Library Card to be placed in each bag. Lindsay brought in a dragon and castle walls to add to the atmosphere and Chloe had an amazing costume to complement the tableau. A volunteer set up a photo booth on the first floor where families who walked could get their picture taken and printed as a souvenir. Stephen Dotson, TOB Sustainability Coordinator mentioned his plans to work with BML on upcoming projects, such as a seed library and tool lending library. We have had five people volunteer to serve on the Town's Diversity, Equity and Inclusion committee. We are charged with sending one standing member and one alternate, so I have consulted with Sally Nix, chair of the committee and have interviewed candidates to determine the best match.

Buildings and Grounds: Work Today folks have finished their tenure and sent a thank you card to the staff. This did a lot of work inside, painting furniture, removing decades of sticky tape residue and also raked leaves when the weather allowed. The inside and outside of the library have benefited greatly from their efforts. And speaking of transformations—DPW arranged for our cracked concrete sidewalk to be replaced with a spiffy new “street print” surface. The workers were quick and careful and courteous. They were a pleasure to work with and patrons love the new entrance. Two volunteers have spent days replenishing soil and preparing our little garden to be ready for spring.

Projects, programs, activities: In addition to the Halloween hijinks detailed above, the children's room staff prepared take-home Fall and Halloween-related projects. We continued our voter registration activities, and began our 1st Wednesday series of lectures from Vermont Humanities Council via Zoom. The first presentation was on “bystander response”, a lively talk by Catherine Sanderson from Amherst College and author of *Why We Act: Turning Bystanders into Moral Rebels*. We had over 175 people register for the event from all over New England and from as far away as Santa Fe, NM. The recording of this enlightening talk is available at <https://www.vermonthumanities.org/fw2021-merely-bystanders/>

Community Collaboration: BML continues to work with a group of community agencies which will apply for a United Way grant to create and distribute “care packages” to those impacted by COVID-19. I participated in the monthly Community Equity Collaborative meeting and met with a representative from Edible Brattleboro to discuss ways EB and BML can work together. They will provide equipment for canning that can be borrowed from the library.

Professional activities: Courtney Carey and I attended a terrific workshop on conflict resolution at the BFD. Staff continues to strengthen skills through webinars and virtual conference attendance. Klara Charlton and Lorena Cuevas received grants for the Division of Libraries to attend the annual conference of the Association of Rural and Small Libraries.

Website project: We resolved some of the formatting issues and will begin to practice adding content and editing the site. We look forward to better serving the community by offering information on this new platform.

Circulation: We are steadily increasing our usage numbers: We circulated 8921 items this October, slightly more 73% of last October's total of 12,197 items and shows an impressive increase from September 2020's total of 6937. There is an increase of over 1,000 children's print items from last month, which is the result of school visits from St. Michaels and increased use by families now that the school year has started. We have also seen an uptick in the number of DVDs circulated, which may be prompted by the cooler weather.

Reference – Technology – Interlibrary Loan

Brooks Memorial Library -- October 2020

Reference Service

Patrons continue to re-discover Reference in the midst of COVID.

Some October questions

- Brattleboro photo from the Wall Street Journal
- U.S. health statistics
- Reverend Hubbard Eastman's rebuke of utopian religious leader John Humphrey Noyes of Putney/Oneida NY
- Traditional methods for hand-digging wells
- Foundation Center access and search methods for grants
- Time-travel novels
- Christie Crowell of 19th-century Bratt, for a bio of his wife

Some recurring questions

- Filling out, saving, and uploading resumes and other forms
- Consumer Reports access and product reviews
- Setup/troubleshooting of the library's electronic resources

Interlibrary Loan

- *ILL and Circulation staff are cooperating more closely.* Circ staff have been running the pick list from the Clover ILL system along with the Catamount holds that have been a regular part of their daily routine. Thanks to Courtney and her staff for the teamwork.
- *We're reminded that troubleshooting is a major part of interlibrary loan,* e.g., a northern library received multiple copies of a DVD that should have been sent to us; a patron needed evidence that the novel they knew by the UK title was the same as the U.S. edition we received; various books showed up in the book drop that had not been acquired through ILL. Jeni is solving each puzzle as it comes.

Technology Services

- *Matt is ready to engage with a pilot group to test out public zoom sessions through the library.* We need guidance on whether to require a library card to access the service.
- *The new website is almost ready.* We worked with our developer, MRW, to edit the draft site, address concerns, and learn how to create and edit pages ourselves going forward. We intend to launch the site by the end of November.

Special Projects: Large Print

Thanks to a generous \$1000 gift from a patron, we were able to purchase 50 large print books from Thorndike Press to diversify the handful of popular large print titles we receive each month through a standing order plan. Thanks to Sarah for combing reviews!

“In almost every instance, uncovering truth means hearing the words of people who aren’t you.”

—*Librarian Mary Mann,*
“To Learn the Truth, Read
My Wikipedia Entry on
Sichuan Peppers,” Op-Ed
in the New York Times,
10/23/20



2020 STATISTICS SUMMARY TOTALS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT
ADULT AUDIO[CHECKOUTS+RENEWALS+INHOUSE]	287	283	340	24	41	78	142	152	151	203
ADULT VIDEO[CHECKOUTS+RENEWALS+]	855	889	888	45	82	201	310	275	396	466
ADULT PRINT[CHECKOUTS+RENEWALS+]	5199	5079	6126	511	1273	1689	2202	2665	2958	3566
ADULT PERIODICALS[CHECKOUTS+RENEWALS+]	386	301	307	20	6	23	107	121	137	193
YA PRINT[CHECKOUTS+RENEWALS+]	351	339	492	47	79	119	152	227	220	252
YA AUDIO[CHECKOUTS+RENEWALS+]	16	7	14	3	2	1	3	6	7	5
YA PERIODICALS[CHECKOUTS+RENEWALS+]	0	0	0	0	0		0	0	0	0
YA VIDEO[CHECKOUTS+RENEWALS+]	2	0	1	0	0	0	1	1	1	2
CHILDREN'S AUDIO+kit[CHECKOUTS+RENEWALS+]	328	302	406	31	29	61	97	219	163	212
CHILDREN'S VIDEO[CHECKOUTS+RENEWALS+]	618	557	530	42	23	44	96	116	158	205
CHILDREN'S PRINT[CHECKOUTS+RENEWALS+]	5036	4710	5547	465	669	886	1596	2620	2736	3793
CHILDREN'S PERIODICALS[CHECKOUTS+RENEWALS+]	13	26	23	0	3	4	1	0	1	1
ELECTRONIC DEVICE & AV EQUIPMENT	10	12	10	1	1	3	2	0	5	3
UNIDENTIFIED ITEM TYPE	197	73	78	10	4	5	3	5	4	20

2019 STATISTICS SUMMARY TOTALS	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT
ADULT AUDIO[CHECKOUTS+RENEWALS+INHOUSE]	253	275	309	329	293	256	311	387	268	331
ADULT VIDEO[CHECKOUTS+RENEWALS+]	949	966	1037	899	776	743	860	864	858	852
ADULT PRINT[CHECKOUTS+RENEWALS+]	4666	4533	4980	4669	4282	4242	5408	5568	4599	4648
ADULT PERIODICALS[CHECKOUTS+RENEWALS+]	391	351	391	375	312	306	377	357	297	351
YA PRINT[CHECKOUTS+RENEWALS+]	419	342	295	325	395	459	486	527	362	366
YA AUDIO[CHECKOUTS+RENEWALS+]	15	7	14	13	8	13	16	19	8	12
YA PERIODICALS[CHECKOUTS+RENEWALS+]						6	0	2	0	0
YA VIDEO[CHECKOUTS+RENEWALS+]	6	2	2	4	3	4	2	5	0	3
CHILDREN'S AUDIO+kit[CHECKOUTS+RENEWALS+]	363	306	307	332	233	332	415	375	270	292
CHILDREN'S VIDEO[CHECKOUTS+RENEWALS+]	556	629	578	513	403	491	633	598	520	643
CHILDREN'S PRINT[CHECKOUTS+RENEWALS+]	4101	4212	4613	4521	3655	3894	4640	4162	4294	4532
CHILDREN'S PERIODICALS[CHECKOUTS+RENEWALS+]	19	20	31	17	11	15	15	10	22	10
ELECTRONIC DEVICE & AV EQUIPMENT	7	13	18	19	13	9	17	16	13	12
UNIDENTIFIED ITEM TYPE	77	332	304	253	195	156	233	34	22	145

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-20/21 MTD Pd 4 Oct
01-6 Expenses					
01-6-2800 Library					
01-6-2800-001.00 Department Head Salary	77,495.00	0.00	24,874.16	52,620.84	8,918.37
01-6-2800-005.00 Staff Salaries	423,170.00	0.00	134,580.14	288,589.86	47,196.67
01-6-2800-005.01 Custodian	0.00	0.00	0.00	0.00	0.00
01-6-2800-005.16 Vacation BB - Retire Pay	4,000.00	0.00	733.22	3,266.78	0.00
01-6-2800-060.00 Office Equipment	4,000.00	0.00	1,087.77	2,912.23	237.73
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	2,898.29	12,401.71	370.01
01-6-2800-141.00 Computer Supplies	3,600.00	1,615.44	2,057.07	-72.51	558.55
01-6-2800-152.00 Book & Non-Print Supplies	4,000.00	0.00	1,188.09	2,811.91	248.90
01-6-2800-173.00 Professional Services	400.00	0.00	140.00	260.00	0.00
01-6-2800-173.01 Bindery Services	0.00	0.00	0.00	0.00	0.00
01-6-2800-216.00 Reimbursable Expense	800.00	0.00	0.00	800.00	0.00
01-6-2800-230.00 Fuel Expense	16,500.00	0.00	514.34	15,985.66	287.06
01-6-2800-235.00 Electric	21,500.00	0.00	3,964.01	17,535.99	913.51
01-6-2800-240.00 Utilities	2,080.00	0.00	231.06	1,848.94	0.00
01-6-2800-250.00 Building Equip & Maint	19,000.00	1,427.68	6,401.88	11,170.44	422.85
01-6-2800-255.00 Maintenance Supplies	3,500.00	0.00	403.29	3,096.71	29.56
01-6-2800-350.00 Telephone	2,500.00	0.00	1,132.74	1,367.26	363.54
01-6-2800-450.00 Postage/Courier Expense	5,500.00	0.00	603.84	4,896.16	341.80
01-6-2800-500.00 Office Supplies	3,500.00	0.00	885.43	2,614.57	404.04
01-6-2800-501.00 Books - General	5,000.00	0.00	4,976.45	23.55	453.61
01-6-2800-502.00 Reference Sources	18,000.00	-300.00	12,022.42	6,277.58	16.01
01-6-2800-505.00 Juvenile Books	7,500.00	1,349.99	1,630.54	4,519.47	1,266.76
01-6-2800-510.00 Young Adult Sources	1,500.00	0.00	436.26	1,063.74	88.86
01-6-2800-515.00 Replacement Books	1,500.00	0.00	767.00	733.00	451.99
01-6-2800-520.00 Periodicals & Newspapers	7,200.00	310.43	3,118.74	3,770.83	31.80
01-6-2800-530.00 Non-Print Materials/Adult	3,500.00	97.69	634.94	2,767.37	26.97
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	0.00	0.00	3,800.00	0.00
01-6-2800-551.01 Special Programs/Adult	0.00	0.00	0.00	0.00	0.00
01-6-2800-552.00 Special Programs/Children	0.00	0.00	0.00	0.00	0.00
01-6-2800-650.00 Equipment Maintenance	1,500.00	0.00	671.56	828.44	425.42
Total Library	656,345.00	4,501.23	205,953.24	445,890.53	63,054.01
Total Expenses	656,345.00	4,501.23	205,953.24	445,890.53	63,054.01
Total General Fund	656,345.00	4,501.23	205,953.24	445,890.53	63,054.01
Total All Funds	656,345.00	4,501.23	205,953.24	445,890.53	63,054.01

11/03/20
09:15 am

Town of Brattleboro General Ledger
Expenditure Report - Grants Fund
Current Year Period 4 Oct

Page 1 of 1
kjohanson

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-20/21 MTD Pd 4 Oct
04-6-2801 Library Trust					
04-6-2801-005.04 Staff - Contract Srvs	0.00	0.00	0.00	0.00	0.00
04-6-2801-126.02 BR01 Buffer Account	10,000.00	0.00	0.00	10,000.00	0.00
04-6-2801-126.03 BR03 Conferences & Worksh	6,831.94	0.00	370.00	6,461.94	0.00
04-6-2801-126.04 BR22 Staff Leave	5,396.61	0.00	0.00	5,396.61	0.00
04-6-2801-126.12 BR12 Trustees Conferences	1,000.00	0.00	0.00	1,000.00	0.00
04-6-2801-135.02 Library Donations to Town	0.00	0.00	0.00	0.00	0.00
04-6-2801-173.18 BR18 Conservation	500.00	0.00	203.10	296.90	98.35
04-6-2801-501.05 BR05 Books Adults	20,177.29	517.23	4,009.72	15,650.34	1,977.70
04-6-2801-501.08 BR08 Local History Source	6,847.73	0.00	25.00	6,822.73	0.00
04-6-2801-502.07 BR07 Reference Sources	5,594.08	0.00	494.30	5,099.78	357.04
04-6-2801-505.14 BR14 Fine Arts	2,432.40	0.00	0.00	2,432.40	0.00
04-6-2801-505.16 BR16 Books Children	5,320.48	0.00	370.20	4,950.28	228.89
04-6-2801-510.09 BR09 Young Adult Sources	1,508.63	0.00	0.00	1,508.63	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	9,635.14	0.00	554.10	9,081.04	0.00
04-6-2801-530.10 BR10 Non-Print	11,493.14	0.00	4,050.00	7,443.14	0.00
04-6-2801-551.04 BR04 Contract Srvs Adult	14,018.52	0.00	25.24	13,993.28	0.00
04-6-2801-551.13 BR13 Adult Programs	2,694.30	0.00	0.00	2,694.30	0.00
04-6-2801-552.06 BR06 Juvenile Programs	6,000.00	0.00	608.40	5,391.60	144.46
04-6-2801-600.15 BR15 Board Approved Proje	20,621.66	0.00	218.13	20,403.53	71.88
04-6-2801-600.17 BR17 Outreach	9,993.95	0.00	850.08	9,143.87	730.68
04-6-2801-600.19 BR19 Gifts	5,318.38	0.00	113.83	5,204.55	24.99
04-6-2801-600.20 BR20 Projects	9,375.15	0.00	4,740.05	4,635.10	0.00
04-6-2801-600.21 BR21 Legacy	22,247.65	0.00	1,969.84	20,277.81	197.05
Total Library Trust	177,007.05	517.23	18,601.99	157,887.83	3,831.04
Total Grants Fund	177,007.05	517.23	18,601.99	157,887.83	3,831.04
Total All Funds	177,007.05	517.23	18,601.99	157,887.83	3,831.04

11/03/20

Town of Brattleboro General Ledger

Page 1 of 1

09:17 am

Revenue Report - General Fund

kjohanson

Current Year Period 4 Oct

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-20/21 MTD Pd 4 Oct

01-5 Revenues					
01-5-2800 Library Revenue					
01-5-2800-120.00 Library Copier Revenue	6,500.00	0.00	3.30	6,496.70	0.30
01-5-2800-135.00 Library Donations	0.00	0.00	0.00	0.00	0.00
01-5-2800-216.00 Reimbursements	2,000.00	0.00	2,200.00	-200.00	2,200.00
01-5-2800-360.00 Library Fines	0.00	0.00	0.00	0.00	0.00
01-5-2800-370.00 Non-Resident Fees	16,000.00	0.00	3,242.00	12,758.00	611.00
01-5-2800-375.00 Gift Books & Replacement	4,000.00	0.00	111.55	3,888.45	12.05
01-5-2800-390.00 Library Postage Revenue	0.00	0.00	0.00	0.00	0.00
01-5-2800-396.00 Audio Visual Rental	0.00	0.00	0.00	0.00	0.00
01-5-2800-450.00 Miscellaneous Income	3,000.00	0.00	0.00	3,000.00	0.00
	-----	-----	-----	-----	-----
Total Library Revenue	31,500.00	0.00	5,556.85	25,943.15	2,823.35
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Total Revenues	31,500.00	0.00	5,556.85	25,943.15	2,823.35
	-----	-----	-----	-----	-----
Total General Fund	31,500.00	0.00	5,556.85	25,943.15	2,823.35
	=====	=====	=====	=====	=====
Total All Funds	31,500.00	0.00	5,556.85	25,943.15	2,823.35
	=====	=====	=====	=====	=====

11/03/20

Town of Brattleboro General Ledger

Page 1 of 1

09:18 am

Revenue Report - Grants Fund

kjohnson

Current Year Period 4 Oct

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-20/21 MTD Pd 4 Oct
04-5-2801 Library Trust					
04-5-2801-217.00 Trust Reimbursement	78,658.00	0.00	14,770.95	63,887.05	9,098.24
Total Library Trust	78,658.00	0.00	14,770.95	63,887.05	9,098.24
Total Grants Fund	78,658.00	0.00	14,770.95	63,887.05	9,098.24
Total All Funds	78,658.00	0.00	14,770.95	63,887.05	9,098.24

LIBRARY ENDOWMENT REPORT 2020-21 ACTIVITY AND ASSET SUMMARY		Fiscal Year Start of Year	7/1-9/30/20 Quarter 1	10/1-12/31/20 Quarter 2	1/1-3/31/21 Quarter 3	4/1-6/30/21 Quarter 4	Fiscal Year Year Summary
1. x431 Permanent Endowment							
Beginning Market Value of Assets (BMV)	\$2,197,208.66	\$2,197,208.66	\$2,241,569.92				
Gifts, Bequests and other Contributions							
Net Income (Dividends, Interest, etc.)		\$5,775.09					
Disbursements							
Transferred to *4868 for Brooks Library		-\$21,790.00	-\$21,790.00	-\$21,790.00	-\$21,790.00	-\$87,160.00	
Quarterly Mgmt Fee to Prentiss Smith		-\$2,749.64					
Foreign Taxes and Other Fees Withheld		-\$45.18					
Gain (Loss) in Market Value of Assets (MVA)		\$63,170.99					
Ending Market Value of Assets		\$2,241,569.92					
1(a). Allocation of Assets							
\$ Allocation							
Cash and Equivalent	\$317,985.16	\$217,993.86					
Fixed Income (Bonds & CDs)	\$850,563.25	\$849,866.75					
Equities (Stocks)	\$1,028,660.25	\$1,209,403.98					
Total Ending Market Value of Assets	\$2,197,208.66	\$2,277,264.59					
% Allocation							
Cash and Equivalent	14.47%	9.57%					
Fixed Income	38.71%	37.32%					
Equities	46.82%	53.11%					
Total Market Value of Assets	100.00%	100.00%					
1(b). Performance Measures							
Total Return = Net Income + Gain in Value		\$68,946.08					
Rate of Return = Total Return / BMV		3.14%					
Endowment Full Performance							
60/30/10 Balanced Benchmark							
Endowment Stock Only Performance							
S&P500 Performance							
2. x868 Money Market Account	\$97,532.40	\$106,986.97					
3. x811 Calista Fund	\$20,955.86	\$21,075.27					
4. x577 Loud Fund	\$22,581.69	\$22,659.42					
5. x335 Legacy Funds	\$42,098.40	\$42,160.67					
6. x353 Board Projects Account	\$63,124.51	\$63,563.05					

Brooks Memorial Library

FISCAL YEAR ACTUAL VS BUDGET CASH BASIS

July 2020 - June 2021

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
Total Income			\$0.00
GROSS PROFIT	\$0.00	\$0.00	\$0.00
Expenses			
BR01 - Buffer Account		10,000.00	-10,000.00
BR02 Library Donations to Town (deleted)		0.00	0.00
BR03 Conferences & Workshops	370.00	6,831.94	-6,461.94
BR04 Contractual Services	25.24	14,018.52	-13,993.28
BR05 Books Adults	1,032.02	20,177.29	-19,145.27
BR06 Juvenile Programs	463.94	6,000.00	-5,536.06
BR07 Reference Sources	137.26	5,594.08	-5,456.82
BR08 Local History Source	25.00	6,847.73	-6,822.73
BR09 Young Adult Sources		1,508.63	-1,508.63
BR10 Non-Print	4,050.00	11,493.14	-7,443.14
BR11 Periodicals	554.10	9,635.14	-9,081.04
BR12 Trustees Conferences		1,000.00	-1,000.00
BR13 Adult Programs		2,694.30	-2,694.30
BR14 Fine Arts		2,432.40	-2,432.40
BR15 Board Approved Projects	146.25	20,621.66	-20,475.41
BR16 Books Children	121.31	5,320.48	-5,199.17
BR17 Outreach	119.40	9,993.95	-9,874.55
BR18 Conservation	104.75	500.00	-395.25
BR19 Short Term Gift Funds			
AH01 Amelia Hancock Fund		0.00	0.00
AR01 Arrington, Jeanne Fund		0.00	0.00
BC01 Brattleboro Camera Club		71.52	-71.52
BL01 Ella Westerberg-Bayliss Fund		0.00	0.00
BP01 Brattle Post Card Fund		668.49	-668.49
BS01 Brattleboro Stamp Club Donation		90.20	-90.20
CR01 Hollis Carlisle Fund 3/20/2012		0.00	0.00
DU01 Helen Durant Fund 9/6/2007		665.85	-665.85
EG01 Ellie Gibbs Fund (11/4/14)		0.00	0.00
EJ01 Edward Johnson Fund		199.98	-199.98
HS01 Harold Sheldrick Fund 9/30/15		100.00	-100.00
MO01 Moulton, Lois Fund 4/14/2014		0.00	0.00
PI01 Pinkerton Fund		0.00	0.00
SG01 Small Gifts	38.04	3,398.34	-3,360.30
ST01 Staff Fund		0.00	0.00
TB01 Tom Burdo Fund 1/2/2012		124.00	-124.00
WJ01 Wojtowicz Fund 5/11/11		0.00	0.00
Total BR19 Short Term Gift Funds	38.04	5,318.38	-5,280.34
BR20 Projects			

Brooks Memorial Library

FISCAL YEAR ACTUAL VS BUDGET CASH BASIS

July 2020 - June 2021

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
MH01 Miriam Adams Howland Bequest		0.00	0.00
RR01 Ronald Read Capital Improvement		0.00	0.00
SP01 - Sanderson/Pike Bequest	4,740.05	9,375.15	-4,635.10
Total BR20 Projects	4,740.05	9,375.15	-4,635.10
BR21 Legacy			
BN01 Brown Fund		104.17	-104.17
CK01 Calista Book Fund	175.12	800.00	-624.88
DW01 Dowley Fund	30.39	1,319.64	-1,289.25
FR01 Frothingham Fund		5,717.92	-5,717.92
GB01 George Brooks Fund		802.50	-802.50
JR01 Jerard Fund		1,254.05	-1,254.05
LU01 Loud Fund		7,411.50	-7,411.50
PG01 Pageant Fund		337.32	-337.32
SH01 Schorling 2007 Books Adult		0.00	0.00
SH02 Schorling 2007 Books Juv		0.00	0.00
SH03 Schorling 2007 Books Ref	1,567.28	3,876.12	-2,308.84
WY01 Wyatt Fund		624.43	-624.43
Total BR21 Legacy	1,772.79	22,247.65	-20,474.86
BR22 - Employee Leave Awards		5,396.61	-5,396.61
Total Expenses	\$13,700.15	\$177,007.05	\$ -163,306.90
NET OPERATING INCOME	\$ -13,700.15	\$ -177,007.05	\$163,306.90
NET INCOME	\$ -13,700.15	\$ -177,007.05	\$163,306.90

Brooks Memorial Library

FISCAL YEAR P&L CASH BASIS

July 2020 - June 2021

	TOTAL
Income	
Dividend Income	9,113.43
Total Income	\$9,113.43
GROSS PROFIT	\$9,113.43
Expenses	
BR03 Conferences & Workshops	370.00
BR04 Contractual Services	25.24
BR05 Books Adults	1,032.02
BR06 Juvenile Programs	463.94
BR07 Reference Sources	137.26
BR08 Local History Source	25.00
BR10 Non-Print	4,050.00
BR11 Periodicals	554.10
BR15 Board Approved Projects	146.25
BR16 Books Children	121.31
BR17 Outreach	119.40
BR18 Conservation	104.75
BR19 Short Term Gift Funds	
SG01 Small Gifts	38.04
Total BR19 Short Term Gift Funds	38.04
BR20 Projects	
SP01 - Sanderson/Pike Bequest	4,740.05
Total BR20 Projects	4,740.05
BR21 Legacy	
CK01 Calista Book Fund	175.12
DW01 Dowley Fund	30.39
SH03 Schorling 2007 Books Ref	1,567.28
Total BR21 Legacy	1,772.79
Total Expenses	\$13,700.15
NET OPERATING INCOME	\$ -4,586.72
Other Income	
Change in Investment Value	-1,441.52
Change -3335	1,627.27
Change -3431	58,444.67
Change -3811	343.11
Change -7353	81.72
Change -7577	867.68
Total Change in Investment Value	59,922.93
Total Other Income	\$59,922.93
NET OTHER INCOME	\$59,922.93
NET INCOME	\$55,336.21

Brooks Memorial Library

Proposed amendment to Board Endowment Policy - November 2020

IV. TYPES OF FUNDS

4. PROGRAM FUNDS: UNRESTRICTED PROJECT FUNDS

Starting in 2017, the board created a Project Funds account to track large donations separately from the invested Trustees' Permanent Fund and from the money market account. Generally, some portion of any large bequest is voted by the trustees to be placed in the Permanent Fund. However, often the trustees will withhold some portion of a large bequest for specific projects or improvements. All larger donations and bequests that have not been placed in the Permanent Fund and do not have donor restrictions will be placed in the Project Fund Account until the board votes to either place the funds in the Permanent Fund or allocate the funds for specific projects. Project Funds are for medium-term projects such as building renovations, special capital purchases, or larger multi-year projects. **From December 2020, each such donation or bequest will be held in a subaccount of the Project Fund Account and will be accounted for separately.**