



BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

Board of Trustees Meeting Materials for March 9th, 2021

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BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, March 9, 2021 4:45 PM

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AGENDA

Call to Order / 4:45 PM
Agenda/Changes or additions
Public Comments
Minutes of February 9, 2021

COMMITTEE UPDATES/ DEPARTMENT REPORTS

- A. Friends of the Library
 - Activities update
- B. Finance/Asset Development Committee—Jennifer Rowe, Chair
 - Treasurer's Report and Update
- C. Technology Committee—Leo Schiff, Chair
 - Update
- D. Buildings and Grounds—Jenny Rowe
 - Update
- E. Advocacy and liaison to library organizations—Howard Burrows
 - Update
- F. Department Reports: Director; Reference, Youth Services

CONTINUING BUSINESS

- Update on current services/staffing.
- Nominations for new Board members
- Strategic Plan Update
- Tool Library update

NEW BUSINESS

- Electric bike loan program

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, February 9, 2021 4:45 PM

MINUTES

Present: Sirkka Kauffman, Leo Schiff, Gabriel Sistare, Howard Burrows, Jennifer Rowe, John Woodward, Jane Southworth, Starr Latronica, Chloe Liotta-Jones (Teen Services Specialist), Diana Whitney (Poet Laureate position) Sarah Vincent-Hoag (notes)

Absent: Karen Tyler

Call to Order / 4:48 PM - Leo

Agenda/Changes or additions – Leo would like to add Tool Library to continuing business

Public Comments - none

Minutes of January 12, 2021 Under Finance Committee re: vote on draws, will need to put the actual amount in the minutes. Jenny will send to Sarah to include. Jenny moved to approve the minutes, Jane seconded.

Unanimous.

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library

Starr: Friends Annual Appeal is over \$14500 and doing very well.

-The library display in honor of Friends' gifts in the Chamber of Commerce Window will be up for two weeks

-John Komar has resigned from the Board. There are two prospective new Friends members

-Kate Wiley passed away a few weeks ago.

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

• Treasurer's Report and Update

-Please refer to the minutes from last week's finance committee meeting that were sent out in the Trustees meeting packet. Prentiss Smith was asked why only five instead of six statements (because of small interest amount on the sixth). Next month will be back to the normal six.

C. Technology Committee—Leo Schiff, Chair

Leo: The Tech committee did not meet in January **but talked to Starr re Website. We have a "beta" version.**

Jane: It is very clean looking but needs help to understand/navigate

Starr: Welcomed input as far as fine-tuning details (e.g: if links work, typos, inserting Friends logo etc.)

Kudos were given to Chloe, Matt and Jeanne for all their hard work on the Website

Leo: Praise re: accomplishment of the staff without the benefit of extra resources/a project manager

Starr will send the Website link to Jane and offered to do a phone call with screen share and work together on it

Leo: Question of tech committee engaging with Tool Library will be discussed in continuing business

D. Buildings and Grounds—Gabriel Sistare

-No updates beyond last month's meeting

-Starr: Replacement carpets for upstairs hallway – the library has them, but waiting till COVID restrictions are relaxed before bringing in the carpet layer

E. Advocacy and liaison to library organizations—Howard Burrows

NELA – Meeting on topic of Discourse or Discord sign up by Feb 24

ALA Midwinter- no news

Recommended a new book "Seven Next Steps for Reinventing your Library" addresses some of the stresses and

issues in libraries at this time

Starr: had a meeting on Monday with the Catamount Library Network Board. Tomorrow is a big meeting with all Catamount libraries. There will be a demo and Q&A with a rep for the Aspen interface, which will work together with and enhance Koha. Starr will have more to report when she has seen it. It is more user friendly for patrons. **Brook's share of the cost for it would be \$1600 per year. The current catalogue costs in the ballpark of \$3500 or so per year (Starr will provide exact figure later on) and gives access to 20+ library catalogues. Absorbing the \$1600 shouldn't be an issue.**

F. Department Reports: Director; Reference, Youth Services

Youth Services report

Chloe: Mostly focusing on the Winter Carnival which starts Feb 20.

-**The Childrens' Room has done a lot of craft bags to offer a break from all the** Zoom the kids are on.

The Valentine's Day bags are very cute! And they will be doing a massive bag for the Winter Carnival including crafts, activities and hot chocolate.

- There will be two stories per day read and recorded by staff for each day of the WC (18 total) including a Spanish language offering.

Teens – Teen advisory group meets 2x monthly 2-hour meetings and events. There was a writing workshop done entirely by a teen. They are starting a book club on March 2 (1x a month, kid organized!). They are **exploring new tech, online gaming, etc. It's a very busy time and going very well.**

Jane: Very impressed with how the staff keeps on inventing and reinventing.

Director's Report

Starr: Would like to talk about the Tool Library later.

Diana Whitney will be coming to the meeting a little later to discuss a plan to create a town Poet Laureate position.

Reference

Jeanne has been struggling with a problem with NYT access for patrons, but is getting close to resolving it. She is compiling year-end stats for the State Annual Report

CONTINUING BUSINESS

Update on current services/staffing

Starr: 75% of Catamount libraries are closed to the public. Rutland is completely closed. Fletcher Free is open for 5-minute appointments and no browsing, they are also doing contact tracing. In some, patrons can enter but no browsing. North Bennington is allowing one appointment per day/expanding to 3 per day. Starr is **listening to the Governor's press conferences and keeping an eye on things. She has been in conversation with** library supervisors regarding easing restrictions re: appointments and possibly expanding to evening hours. The library is still printing and copying and printing tax forms for patrons.

Leo: wanted to follow up re: letter from unhappy patron

Starr: Most people she has spoken to are very supportive of things as they are. She spoke to the letter writer and shared with the Trustees a bit about that conversation: about how much she would have wanted the library open, very hard to close, how important browsing is, for people to come in, very sorry, but that she feels a sense of responsibility to the community to keep everyone safe.

Starr: Mostly hearing that people are happy we are providing books and materials and keeping everyone safe.

Town meeting

Starr: will take place at the library (will stay closed that day), expects that it will be a small group of maybe 6 plus someone to help with tech.

Courtney and Starr are working on Adult activities and materials for Winter Carnival

Further discussion of process of preparing for new strategic plan.

Starr: Trustees meeting with staff. Starr has gotten availability from staff, they are working on presentations by department. This is in process. Trustees: Please let Starr know if you have specific questions about the library. Starr will organize meeting times during the first and second week of March. Morning works better for staff.

Leo: Email Starr with blackout mornings or afternoons during those two weeks so she can set up meetings.

Trustee recruitment for remainder of unfinished term due to expire in 2022.

Gabriel will be stepping down from Board effective immediately

Leo: There are currently 2 applicants for 2 openings. (a one-year term and a three year term)

Interview: Jenny, Howard and Starr have been involved in past. If anyone else wants to do interviews please let Starr or Leo know in the next week or so. Leo will contact Starr, Jenny and Howard to arrange back to back interview time.

Leo: If you know someone who might be interested please let Leo know with name and contact info. It would be great if applicant could be younger and or in a BIPOC group and asked Chloe if a teen might like to apply. She said she would pitch it to them. Leo: offered to answer their questions if needed

Tool Library

Leo: Any thoughts?

Jane: Lots of details that need to be worked out ie: staffing, budget etc. Concerned about burdening library

John: Philosophically “all in” but concerned it would take away from the Library core mission. Cautious.

Jane: Need more info from proponents.

Starr: They are working on that (staffing and space). Starr thought starting small with gardening tools was a **great idea. She reassured that they know they can’t use our staff.**

John: What, then, is the role of the library in this?

Starr: They would be using the library brand and model, and our catalogue for their circulation needs

Sirkka: Agrees that it sounds great, but who will do it?

Stephen Dotson would design it and would require extra staff (not library) but those might be under the auspices of our staff to supervise. They need to work out funding for staff

Jenny: The library could potentially buy some tools for it

Howard: Sees Community Building as a major purpose for it wrt videos, books, groups, educational

Leo: Would the Tech committee be a place/group for this to be worked out?

Jane: Needs structure

Leo: Howard and John (and Leo) on tech committee, to work with Stephen Dotson to flesh out the idea of the relationship between the tool library and the library

John: This is too important a thing to do poorly. If it’s not done properly (ie project managed etc), it’s not worth doing.

Leo: We are in the tool business. Books are tools.

Jenny: Tools need the support people to go with them. The library is set up with the support people for books, not other things.

Leo: Starr and Leo will reach out to Stephen Dotson and share the thoughts from the Trustees. Whether there might be a more finely grained proposal – re: work with the Board to flesh out the idea more.

John: We need to get back info from Stephen. He has a lot to do in his job. Wondering whether this is where he (SD) wants to put his resources.

Jenny: What is Stephen Dotson’s position on this?

NEW BUSINESS

Possible participation on Town Poet Laureate position

Diana Whitney

A discussion regarding the possible participation of BML in Town Poet Laureate position—info distributed in the board packet.

Diana introduced the concept of a city or town Poet Laureate. States have Poet Laureates but more towns are naming them. There is an opportunity for the PL to do projects in and with the community and the PL can apply for grants for projects. Diana **gave the example of “Poem City” in Montpelier with city-wide events and displays.**

Starr: Process of selection would be through a town committee.

Jenny: Trustees could support/contribute (to the cost of the honorarium), the PL could possibly collaborate with schools, there are many possibilities.

Leo: re possible problems. Words can sometimes be divisive/controversial. How can these problems be avoided?

Diana: By being judicious in the selection of the PL, look at their past work as a way to vet. A community committee would be involved in this process.

Leo: Could it be someone from the area, not necessarily Brattleboro.

Diana: Example of Karen Scofield, PL for Northampton who lives in Amherst. But a poet from Brattleboro **could “put Brattleboro on the map” so to speak.**

Starr: It would support the creative economy. Met with BCTV several years ago to discuss how to get Poetry into the community.

Leo to Board: Do we want to keep exploring and figure out how to participate in this?

Next step: Starr will talk to Peter Elwell, the Windham Arts Council and the Town Arts Committee.

Leo: Is there a way to tie the Poet Laureate into the Literary Fest? A coming out for the PL in October?

Diana: That sounds like a great goal

Starr: Would want to include the PL in the literary fest

Jane: Can we agree that when Starr talks to Peter Elwell to let him know that the board likes the idea and some members would be interested in being on a committee. Jane would like to serve on this.

Starr: Criteria- committee or council would fine-tune. Poet Laureate can be led by town or library but should dovetail the two.

Diana: Thanked the Trustees. Let Diane and Shanta know if more info is needed

Starr: David Cohen re: Electric Bikes are Available! He has funding and volunteers to help people use them/sanitize etc. Has all his ducks in a row for electric bikes thru the library.

6:24 Motion to adjourn- Leo. Jane seconded it. All in favor.

Thanks!

Brooks Memorial Library
Buildings and Grounds Committee

Fri Feb 26, 2021 8:30 AM - 9:30 AM (EST)

In accordance with public health guidelines, this meeting was held virtually.

Present: Jenny Rowe, serving as chair; trustee Jane Southworth, committee member Elizabeth Tannenbaum, library director Starr LaTronica, staff member Jeanne Walsh.

- 1) Call to Order at 8:45.
- 2) Agenda/Changes or additions -- none.
- 3) Approval of Minutes of January 11, 2021: Moved to approve by Jane, second by Elizabeth; approved.
- 4) Public Comment -- none.
- 5) Old Business
 - Options for access to garden. Discussion of whether removing the yew tree would provide enough space for the public to enter the garden easily. Conclusion: the granite posts and stretch of fencing in front of the garden are leaning and will need to be moved or fixed anyway. Better to leave the yew where it is and see about creating an opening to the garden when the posts are re-set. Jane reinforced the idea of talking with Gordon Hayward about a garden design for the space that would better accommodate people in it. The committee agreed that there does not seem to be a good enough reason to remove a healthy, mature tree like the yew. If we decide to install a new Library sign on the wall the yew is covering, that might be a good enough reason. Jenny doubted the yew would survive a hard pruning but agreed that Mr. Hayward could tell us. Elizabeth added that All About Trees is another knowledgeable source, and she provided contact information. There are existing plans for outdoor spaces around the Municipal Center; Jenny will locate the link and send it to the committee. The committee also reviewed plans with Steve Barrett a few years ago for renovating the sidewalk and front-of-building area. At the time, the town had set no time for that proposed project.
 - Committee's list of planned or possible improvements. While the building is empty: **Carpeting in upstairs hallway**, will be underway as soon. **Strip and wax tiled area in upstairs entry hallway**, soon to be done by town. **Strip wallpaper and paint in upstairs entry hallway** -- first step is to get the William Morris Hunt piece moved off the wall. Starr will contact Billy Meyer. Re-

siting the Hunt piece downstairs against a brick wall would show it off more, and then there would be room for a more welcoming wall treatment upstairs.

For improvements once everyone is back in the building: **Paint hallways, improve signage inside and out.** Starr has talked with Peter Elwell about including a new Library sign in the soffit and fascia work scheduled for this summer. There is a good potential space for a horizontal sign across the top of the building above the windows. **Attention to staff room -- new flooring, perhaps vinyl tile with an area rug, perhaps an easy chair or two.** The idea of permanent access through the main room emergency exit, with outdoor seating along the side of the building, won't work because the seating would interfere with quick exit from the building and because patrons need to come and go through the doors fitted with electronic monitors.

- Jeanne identified a long-term need which the renovation did address but still exists: **single and small-group meeting and study spaces.** Matt generally uses the room next to Jeanne's office to work with patrons on computer questions. The other spaces added in the renovation are all well used and more would be used also.
 - Status of summary and pricing of furniture needs post-pandemic: Starr said that some items on the staff's wish list will need to be revisited. The task tables and chairs have been chosen, but the computer desks in an island design now don't seem so appropriate. Instead, there are new designs with station divisions made from frosted plexiglass, which provide a little privacy as well as the social distance people are now getting used to. The proposed snack area unit for outside the children's room would not be easy to wipe down with alcohol, so a different choice should be made. The red vinyl chairs already purchased do wipe down with alcohol.
- 6) New Business: **Move of existing furniture.** Planning ahead for re-opening the library, Starr is anticipating the need to move back all or most of the library furniture now stored in the municipal center.
- 7) Next meeting set for Mon Mar 29, 8:30 AM
- 8) Adjourned after a motion from Elizabeth, second by Jane, at 9:20.

Brooks Memorial Library

Finance Committee

Mon Mar 1, 2021 4:45 PM - 5:45 PM (EST)

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

MINUTES

- 1) Call to Order at 4:45.
- 2) Agenda/Changes or additions: none.
- 3) Approval of Minutes of January 11, 2021: Motion to approve by Leo, seconded by Sirkka. Approved.
- 4) Public Comment: none.
- 5) Old Business

- Performance benchmarks from previous years: the committee reviewed and discussed the last five years of benchmark data. This is the first year we could get a five-year benchmark since we have had consistent measurement now for that long.

- Grants:

Current activity: Leo said that the Library may be asked to serve as a fiscal sponsor for a grant to fund a tool library that is being planned by the town sustainability coordinator. The "Library of Things" is the vision behind the tool library. Another upcoming expense may be a Vista worker to help provide technology support.

Needs: Further grant areas to look at are staff development -- some of this already occurs, as staff members apply for fee assistance from conferences they want to attend. Technology -- now that the website is launched, the tech committee could consider what needs we have. Other board committees can also initiate requests. Also, when the board starts the strategic planning process we will be hear directly from the community and more needs may come up.

Sources: Possible funding organizations are the Casey Foundation, the Knight Foundation, the Kellogg Foundation, the Vermont Community Foundation (recent funder of several hotspots to loan out), and the Thomas Thompson grant for furniture we were thinking of before the pandemic.

Starr commented that in general, funders really like collaboration, so projects in common with other organizations will be more likely successful. The staff does not have time to explore the foundation database in depth, but they all watch listserves from the ILS and the ALA, where opportunities are posted. Leo asked if Starr could dedicate some regular time, perhaps every two weeks, to consideration of sources and needs.

- 6) New Business: none.
- 7) Set next meeting: Monday April 5, 4:45.
- 8) Meeting adjourned at 5:12 on a motion from Leo, seconded by Sirkka.

Director's Report for February 2021

COVID service update: Curbside service remains robust and delivery requests continue to grow. Many thanks to John Kilduff who is a lifeline, both literarily and socially to his clients. I have been having discussions with staff and we are in the process of planning for staged reopening in the near future, probably with appointments for individuals or families at the onset. I have broached the matter with Peter Elwell and he is supportive of this path. We are fulfilling requests for tax forms by printing out requested forms/returns and distributing them to individuals at curbside.

Projects, programs, activities: As with past months, our 1st Wednesday program from Vermont Humanities Council (*Female Husbands and Their Wives*) was held via Zoom and attracted attendees far beyond Brattleboro and New England. We teamed up with Recreation and Parks for a Winter Carnival COVID style. The Children's room staff prepared over 100 activity bags with 3 crafts and cocoa. In addition, they filmed, edited and posted 27 storytimes, featuring a range of library staff from all departments reading picture books. We had Book BINGO cards for children and adults with prizes for all who participated, and people cut paper snowflakes to add to our "book blizzard" in the front window. We are looking forward to next year already when I have requested that a member of BML staff sit on the WC committee for more seamless collaboration.

Community Collaboration: We began handing out our COVID care bags to the profound gratitude of the recipients. I have had tearful thank you messages in my voicemail and several effusive emails. The packages were funded by a grant from United Way and were coordinated by a coalition of community organizations. They contain such items as Badger Balm hand salve, a digital thermometer, a snazzy handmade mask and a basic cotton mask. Some contained soup seasoning from Susu Healing Collective, others local chai from Chai Walla. Families with children also received a free book and crayons. We partnered with the Women's Freedom Center on a 4-part series on *Inspiring Change in 2021*. Not only was it inspiring, but it was also very informative. I gleaned valuable information for our community resource database and got some recommendations of books to add to our collection. I received more book recommendations during a virtual book discussion hosted by 350 Brattleboro. We set up a dazzling display for Love Your Library Month in the Chamber window that drew attention for two weeks. Building a Positive Community has invited the teen services staff and the teen advisory group to participate in a day-long event for middle schoolers. The library may soon loan out electric bikes, in partnership with VBike and Brattleboro Time Trade. We have also been involved in conversations surrounding a bike reclamation/lending project and continue contemplating a tool lending library.

Town of Brattleboro Activities: Please see Winter Carnival collaboration in *Projects, programs, activities* above. Both our appointee and our alternate to the IDEA (Inclusion, Diversity, Equity and Accessibility) committee are bringing their good work to the staff. We will host a small number of representatives for RTM. I have been a member of a small group of town officials working with the individual living on the Commons.

Buildings and Grounds: Our wonderful volunteers are already planning to enhance the garden for outdoor use.

Professional Development: Staff attended a demonstration of the Aspen Interface which would jazz up our online catalog display. Chole is attending an online class on the fundamentals of teen services. I provided a blurb for a forthcoming book on library programming. BML has been invited to participate in an IMLS study on wellness efforts in Rural and Small Public Libraries.

Website project: It has launched!! We made great use of the new capability by posting the videos of Winter Carnival storytimes. The feedback has been overwhelmingly positive. We are continuing to refine it and add content.

Circulation: We checked out 5439 items in February, compared with 12678 items the same month last year and 5654 items in January.

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-20/21 MTD Pd 8 Feb
01-6 Expenses					
01-6-2800 Library					
01-6-2800-001.00 Department Head Salary	77,495.00	0.00	48,656.48	28,838.52	5,945.58
01-6-2800-005.00 Staff Salaries	423,170.00	0.00	266,143.24	157,026.76	32,164.14
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	1,800.96	2,199.04	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	7,280.69	8,019.31	21.07
01-6-2800-141.00 Computer Supplies	3,600.00	0.00	2,338.80	1,261.20	0.00
01-6-2800-152.00 Book & Non-Print Supplies	4,000.00	0.00	1,929.86	2,070.14	81.84
01-6-2800-173.00 Professional Services	400.00	0.00	140.00	260.00	0.00
01-6-2800-173.01 Bindery Services	0.00	0.00	0.00	0.00	0.00
01-6-2800-216.00 Reimbursable Expense	800.00	0.00	2,200.00	-1,400.00	0.00
01-6-2800-230.00 Fuel Expense	16,500.00	0.00	5,475.10	11,024.90	1,460.82
01-6-2800-235.00 Electric	21,500.00	0.00	10,939.89	10,560.11	0.00
01-6-2800-240.00 Utilities	2,080.00	0.00	764.07	1,315.93	262.10
01-6-2800-250.00 Building Equip & Maint	19,000.00	1,528.64	12,865.84	4,605.52	1,238.01
01-6-2800-255.00 Maintenance Supplies	3,500.00	0.00	529.75	2,970.25	48.18
01-6-2800-350.00 Telephone	2,500.00	0.00	1,293.41	1,206.59	179.66
01-6-2800-450.00 Postage/Courier Expense	5,500.00	0.00	2,442.88	3,057.12	391.08
01-6-2800-500.00 Office Supplies	3,500.00	0.00	1,175.55	2,324.45	188.30
01-6-2800-501.00 Books - General	5,000.00	0.00	4,991.66	8.34	0.00
01-6-2800-502.00 Reference Sources	18,000.00	-300.00	12,055.79	6,244.21	0.00
01-6-2800-505.00 Juvenile Books	7,500.00	1,500.74	3,099.68	2,899.58	62.44
01-6-2800-510.00 Young Adult Sources	1,500.00	0.00	1,169.69	330.31	129.50
01-6-2800-515.00 Replacement Books	1,500.00	0.00	1,489.82	10.18	27.47
01-6-2800-520.00 Periodicals & Newspapers	7,200.00	310.43	4,677.66	2,211.91	757.69
01-6-2800-525.00 Digital Subscriptions	0.00	0.00	0.00	0.00	0.00
01-6-2800-530.00 Non-Print Materials/Adult	3,500.00	97.69	809.86	2,592.45	41.23
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	0.00	306.32	3,493.68	12.35
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	898.20	601.80	0.00
Total Library	656,345.00	3,137.50	396,208.42	256,999.08	43,249.19
Total Expenses	656,345.00	3,137.50	396,208.42	256,999.08	43,249.19
Total General Fund	656,345.00	3,137.50	396,208.42	256,999.08	43,249.19
Total All Funds	656,345.00	3,137.50	396,208.42	256,999.08	43,249.19

03/02/21
08:38 am

Town of Brattleboro General Ledger
Expenditure Report - Grants Fund
Current Year Period 8 Feb

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kjohanson

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-20/21 MTD Pd 8 Feb
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	399.54	100.46	90.41
04-6-2801-501.05 BR05 Books Adults	20,177.29	1,389.38	14,446.45	4,341.46	1,940.59
04-6-2801-501.08 BR08 Local History Source	6,847.73	0.00	319.32	6,528.41	0.00
04-6-2801-502.07 BR07 Reference Sources	5,594.08	0.00	755.97	4,838.11	0.00
04-6-2801-505.14 BR14 Fine Arts	2,432.40	0.00	333.83	2,098.57	0.00
04-6-2801-505.16 BR16 Books Children	5,320.48	0.00	1,097.47	4,223.01	0.00
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	2,249.70	7,385.44	456.99
04-6-2801-530.10 BR10 Non-Print	11,493.14	300.00	9,230.79	1,962.35	15.60
04-6-2801-551.04 BR04 Contract Srvs Adult	14,018.52	0.00	9,775.24	4,243.28	0.00
04-6-2801-551.13 BR13 Adult Programs	2,694.30	0.00	0.00	2,694.30	0.00
04-6-2801-552.06 BR06 Juvenile Programs	6,000.00	0.00	2,094.69	3,905.31	187.78
04-6-2801-600.15 BR15 Board Approved Proje	20,621.66	0.00	6,359.96	14,261.70	0.00
04-6-2801-600.17 BR17 Outreach	9,993.95	0.00	1,134.16	8,859.79	94.08
04-6-2801-600.19 BR19 Gifts	5,318.38	0.00	132.21	5,186.17	0.00
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	3,394.12	18,853.53	573.27
Total Library Trust	177,007.05	1,689.38	56,833.50	118,484.17	3,358.72
Total Grants Fund	177,007.05	1,689.38	56,833.50	118,484.17	3,358.72
Total All Funds	177,007.05	1,689.38	56,833.50	118,484.17	3,358.72

03/02/21

Town of Brattleboro General Ledger

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Revenue Report - General Fund

kjohanson

Current Year Period 8 Feb

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-20/21 MTD Pd 8 Feb
01-5 Revenues					
01-5-2800 Library Revenue					
01-5-2800-120.00 Library Copier Revenue	6,500.00	0.00	5.40	6,494.60	0.15
01-5-2800-135.00 Library Donations	0.00	0.00	0.00	0.00	0.00
01-5-2800-216.00 Reimbursements	2,000.00	0.00	2,200.00	-200.00	0.00
01-5-2800-360.00 Library Fines	0.00	0.00	66.00	-66.00	66.00
01-5-2800-370.00 Non-Resident Fees	16,000.00	0.00	8,067.00	7,933.00	1,619.00
01-5-2800-375.00 Gift Books & Replacement	4,000.00	0.00	533.89	3,466.11	118.44
01-5-2800-390.00 Library Postage Revenue	0.00	0.00	5.00	-5.00	0.00
01-5-2800-396.00 Audio Visual Rental	0.00	0.00	0.00	0.00	0.00
01-5-2800-450.00 Miscellaneous Income	3,000.00	0.00	56.00	2,944.00	56.00
Total Library Revenue	31,500.00	0.00	10,933.29	20,566.71	1,859.59
Total Revenues	31,500.00	0.00	10,933.29	20,566.71	1,859.59
Total General Fund	31,500.00	0.00	10,933.29	20,566.71	1,859.59
Total All Funds	31,500.00	0.00	10,933.29	20,566.71	1,859.59

03/02/21

Town of Brattleboro General Ledger

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Revenue Report - Grants Fund

kjohnson

Current Year Period 8 Feb

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-20/21 MTD Pd 8 Feb
04-5-2801 Library Trust					
04-5-2801-217.00 Trust Reimbursement	78,658.00	0.00	53,474.78	25,183.22	17,722.45
Total Library Trust	78,658.00	0.00	53,474.78	25,183.22	17,722.45
Total Grants Fund	78,658.00	0.00	53,474.78	25,183.22	17,722.45
Total All Funds	78,658.00	0.00	53,474.78	25,183.22	17,722.45

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	9,775.24	14,018.52	-4,243.28
BR05 Books Adults	11,505.86	20,177.29	-8,671.43
BR06 Juvenile Programs	1,706.91	6,000.00	-4,293.09
BR07 Reference Sources	755.97	5,594.08	-4,838.11
BR08 Local History Source	319.32	6,847.73	-6,528.41
BR09 Young Adult Sources		1,508.63	-1,508.63
BR10 Non-Print	9,215.19	11,493.14	-2,277.95
BR11 Periodicals	1,792.71	9,635.14	-7,842.43
BR12 Trustees Conferences		1,000.00	-1,000.00
BR13 Adult Programs		2,694.30	-2,694.30
BR14 Fine Arts	333.83	2,432.40	-2,098.57
BR15 Board Approved Projects	6,359.96	20,621.66	-14,261.70
BR16 Books Children	1,077.47	5,320.48	-4,243.01
BR17 Outreach	1,040.08	9,993.95	-8,953.87
BR18 Conservation	309.13	500.00	-190.87
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	-68.59	3,398.34	-3,466.93
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	-68.59	5,318.38	-5,386.97
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	18.52	104.17	-85.65
CK01 Calista Book Fund	620.34	800.00	-179.66
DW01 Dowley Fund	30.39	1,319.64	-1,289.25
FR01 Frothingham Fund		5,717.92	-5,717.92
GB01 George Brooks Fund		802.50	-802.50
JR01 Jerard Fund		1,254.05	-1,254.05
LU01 Loud Fund		7,411.50	-7,411.50
PG01 Pageant Fund		337.32	-337.32
SH01 Schorling 2007 Books Adult		0.00	0.00
SH02 Schorling 2007 Books Juv		0.00	0.00
SH03 Schorling 2007 Books Ref	2,135.73	3,876.12	-1,740.39
WY01 Wyatt Fund	15.87	624.43	-608.56
Total BR21 Legacy	2,820.85	22,247.65	-19,426.80
BR22 - Employee Leave Awards		5,396.61	-5,396.61
Total Expenses	\$52,053.98	\$177,007.05	\$ -124,953.07
NET OPERATING INCOME	\$ -52,053.98	\$ -177,007.05	\$124,953.07
NET INCOME	\$ -52,053.98	\$ -177,007.05	\$124,953.07

Brooks Memorial Library

Fiscal Year P&L Cash Basis

July 2020 - June 2021

	TOTAL
Income	
Dividend Income	21,288.62
Total Income	\$21,288.62
GROSS PROFIT	\$21,288.62
Expenses	
BR03 Conferences & Workshops	370.00
BR04 Contractual Services	9,775.24
BR05 Books Adults	11,505.86
BR06 Juvenile Programs	1,706.91
BR07 Reference Sources	755.97
BR08 Local History Source	319.32
BR10 Non-Print	9,215.19
BR11 Periodicals	1,792.71
BR14 Fine Arts	333.83
BR15 Board Approved Projects	6,359.96
BR16 Books Children	1,077.47
BR17 Outreach	1,040.08
BR18 Conservation	309.13
BR19 Short Term Gift Funds	
SG01 Small Gifts	-68.59
Total BR19 Short Term Gift Funds	-68.59
BR20 Projects	
SP01 - Sanderson/Pike Bequest	4,740.05
Total BR20 Projects	4,740.05
BR21 Legacy	
BN01 Brown Fund	18.52
CK01 Calista Book Fund	620.34
DW01 Dowley Fund	30.39
SH03 Schorling 2007 Books Ref	2,135.73
WY01 Wyatt Fund	15.87
Total BR21 Legacy	2,820.85
Total Expenses	\$52,053.98
NET OPERATING INCOME	\$ -30,765.36
Other Income	
Change in Investment Value	
Change -3335	5,532.70
Change -3431	273,051.58
Change -3811	2,700.92
Change -7353	68.10
Change -7577	2,950.11
Total Change in Investment Value	284,303.41
Total Other Income	\$284,303.41
NET OTHER INCOME	\$284,303.41
NET INCOME	\$253,538.05

MEMORANDUM OF UNDERSTANDING (MOU)

between

Local Motion Inc.

and

Brooks Memorial Library

This Memorandum of Understanding (“MOU”) is entered into between Local Motion Inc., 1 Steele Street, #103, Burlington, Vermont 05401 (“Local Motion”), and Brooks Memorial Library, 224 Main St. Brattleboro, VT 05301 (“Host”). The MOU will commence on the date this agreement is signed by both parties and will end on December 31, 2021.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the Satellite E-bike Lending Library project (SELL) funded by the State of Vermont Mobility and Transportation Innovation Grant (MTI).

In particular, this MOU is intended to:

- Document the background and genesis of this project
- Clearly define the scope of work for the project
- Define relationships, responsible persons, and deliverables

II. BACKGROUND

In late 2020, Local Motion was awarded funding from the State of Vermont through its MTI program to establish three Satellite E-bike Lending Libraries around the state with organizations that have previously hosted a Local Motion lending library, or have demonstrated the capacity to implement and run this program.

The goals of this program are to improve mobility and access for transit-dependent Vermonters, reduce greenhouse gas emissions, and reduce use of single occupancy vehicles. Progress toward these goals will be measured by gathering data on specific metrics resulting from the program, including the percentage of single occupancy vehicle miles replaced with e-bikes, the percentage of borrowers who utilize an e-bike in conjunction with other transit options, and the number of miles logged on the ebikes to reflect estimated emissions reductions.

Additional data gathered from the borrowers will allow Local Motion to determine the effectiveness of this program in increasing mobility and access to transit. This data will help inform programming decisions as more SELLS are created in towns throughout Vermont.

As a follow-up, it is anticipated that some borrowers in the program will use the local shop as a resource from which to purchase bikes after they have tried the SELL. This connection to the local economy and community will strengthen the foundation of the SELL, allow for a smoother and more integrated transition to a community-run program in future years, and help to grow the local bike culture.

Local Motion has selected the Host as one of the sites for the SELL for 2021. Local Motion is obligated to follow a certain scope of work and meet certain deliverables.

III. SCOPE OF WORK AND DELIVERABLES

Local Motion and the Host (with program partners) will collaborate on the Scope of Work in Exhibit A attached hereto to achieve the goals of the MTI program. Local Motion will use the data compiled from the usage during the agreement period to produce deliverables for the State of Vermont.

IV. RESPONSIBILITIES OF EACH PARTY

Local Motion:

- A. Local Motion will be responsible for overall management of the MTI project. Local Motion will provide training to the Host and its representatives, following the procedures outlined in the E-Bike Lending Library Manual.
- B. Local Motion, as owner of the e-bikes, will maintain insurance on the e-bikes and liability insurance covering activities specifically related to the SELL. Local Motion will provide the Host with a copy of its insurance certificate, confirming coverage for the work under the MTI grant and this MOU.
- C. Local Motion's main point of contact during the term of this MOU is:
Sandy Bender
sandy@localmotion.org
802-861-2700 x100

Host

- D. The Host will be responsible for following the procedures as outlined in the E-bike Lending Library Manual.
- E. The Host will maintain its own insurance coverage for its premises and related liability.
- F. The Host acknowledges that the goal is to transition program ownership of the SELL to the Host in 2022. Responsibilities listed as Local Motion's would transition entirely to the Host and program partners, including the ownership of the e-bikes.
- G. The Host's main point of contact during the term of this MOU is:
Starr Latronica
starr@brookslibraryvt.org
(802) 254-5290

V. APPROVAL, MODIFICATION and EARLY TERMINATION

Before Local Motion begins work, this MOU must be reviewed and signed by an authorized representative of each party. Modification of the terms of this agreement must be mutually agreed in writing by both parties and attached to this agreement.

Termination of this agreement prior to the completion of the Scope of Work may be initiated by either party for failure to follow the scope of work in a timely manner. Good faith efforts shall be made by both parties to resolve any differences or conflicts prior to termination of the MOU.

VI. FUNDING

Funding for this project is made possible by the State of Vermont. Costs outside of the approved budget may be the responsibility of the party incurring the expense. It is important to have all expenses approved in advance.

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the date of signature of an authorized representative of each party to this MOU and shall be in force through December 31, 2021.

Local Motion Inc.

_____	_____	_____
Name	Signature	Date

HOST

_____	_____	_____
Name	Signature	Date

EXHIBIT A

Scope of Work

Overview:

Local Motion will purchase two e-bikes for the Lending Library. Host will provide a safe space to keep the bikes and will coordinate the lending of these bikes to the general public at no cost.

LOCAL MOTION RESPONSIBILITIES

Bike purchase, repairs and maintenance

Local Motion will purchase the e-bikes and make arrangements with a local bike shop to provide general repairs and maintenance of the e-bikes during the course of this agreement. All costs will be borne by Local Motion. If a local bike shop is not available, Local Motion will be responsible for the repairs and maintenance.

Reservation software

E-bike loans will be controlled through the **Webreserv** reservation software. Local Motion will provide the initial set-up of Webreserv, including identifying dates and times for loans that meet the needs of the Host. This software will allow customers to reserve bikes on-line.

Training

Local Motion will provide training to the Host on the operation of the Lending Library. Training will include:

- Operation of the e-bikes, including simple adjustments, battery how-tos etc.. User guides for each bike will be provided in electronic format
- Use of Webreserv
- Collection of borrower waivers
- Coordination of loans
- Collection of post-loan survey data as needed

Marketing and promotion

Local Motion will be responsible for promoting the Lending Library in the area. All marketing and promotional materials will be branded with Local Motion logo.

Communication with Borrowers

Local Motion will be responsible for both initial and follow-up communications with the borrowers. The initial communication will come through Webreserv. Borrowers will receive follow-up online surveys which will provide the data for the deliverables under the grant.

Ongoing assistance

Local Motion will provide ongoing assistance and troubleshooting to the SELL, including check-ins at least bi-weekly during the loan season to answer any questions.

HOST RESPONSIBILITIES

These responsibilities can be carried out with program partners.

Coordination of Loans

Host will coordinate the on-the-ground aspects of the e-bike loans. This includes:

- Scheduling pick up and drop off times directly with the borrowers
- providing bike training at pick-up, including battery operation, and assuring all accessories are given out
- Ensuring that the e-bike is properly transported at pick-up and drop off
- Explain storage of e-bike during loan
- Answering questions during the loan
- Assuring bike is returned on time

Storage

Host will provide safe, secure, indoor storage for the e-bikes while not on loan.

Coordination of bike maintenance and repairs

Host will be responsible for checking the e-bikes between loans and preparing the bike for the next loan. If any bike is in need of repair beyond the Host's capability, the Host is responsible for coordinating repairs with the local bike shop through which Local Motion has arranged services.

Follow-up

Host will be a resource for borrowers who want to purchase an e-bike after using the SELL by referring the borrower to the local bike shop. This connection to the local economy and community will strengthen the foundation of the SELL, allow for a smoother and more integrated transition to a community-run program, and help to grow the local bike culture.