



# BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

## Board of Trustees Meeting Materials for June 8<sup>th</sup>, 2021

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**BROOKS MEMORIAL LIBRARY**  
**Board of Trustees Regular Meeting**  
**Tuesday, June 8, 2021 5:00PM**  
**Meeting to be held onsite at 224 Main St., Brattleboro**  
**Masks required.**

**AGENDA**

Call to Order / **5:00 PM**  
Agenda/Changes or additions  
Public Comments  
Minutes of May 11, 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 phased reopening and volunteer re-entry, including mask requirement
- VISTA position update
- Strategic Plan Update
- Tool Library update
- Committee assignments
- Committee charges
- Proposal for Outreach Committee
- BIPOC statement/land acknowledgement

**NEW BUSINESS**

Election of officers  
2022 Endowment budget

**BROOKS MEMORIAL LIBRARY**  
**Board of Trustees Regular Meeting**  
**Tuesday, May 11, 2021 4:45 PM**

**Minutes**

Present: Leo Schiff, Howard Burrows, Sirkka Kauffman, Kate O'Connor, Jenny Rowe, Jane Southworth, Karen Tyler, Ann Varilly, John Woodward, Starr Latronica, Courtney Carey, Jeanne Walsh, Sarah Vincent-Hoag (notes)

Call to Order / 4:45 PM- Leo

Agenda/Changes or additions-none

Public Comments- Starr will send notes

Minutes of April 13, 2021- Changes: add Sirkka to participants

-In the Buildings and Grounds update, Jane suggested inviting Bob Stevens but didn't say she would do it. (SVH will make changes)

**COMMITTEE UPDATES/ DEPARTMENT REPORTS**

**A. Friends of the Library**

Starr read Joyce's message to the Trustees regarding new Friends and a heartfelt thankyou to Betsy who is leaving. Next meeting is May 19 from 4:30 – 6PM and all are invited to join. Starr will send the Board an email with meeting invite and log in info. Sirkka will be the representative for the May meeting. Starr will resend the Friends assignments to the Board.

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

Financial reports: As promised in the previous Board meeting, Jenny unpacked and explained some of the key details of the expenditure report. She gave a detailed explanation of what to look at for expenses and income for each month. Jenny will send around will send out visual chart of accounts, to all Board members and is happy to explain if there are questions and/or at the next meeting. Ann suggested not sending around duplicate reports. There was a consensus to hold 2 town reports back.

**C. Technology Committee—Leo Schiff, Chair**

The tech committee did not meet this month. Leo asked for an update on the elements of the website that were not resolved yet. Starr: We have not heard back from MPW re: booking tools. Chloe is looking at analytics on search reports regarding ways to mitigate issues. Jeanne: The focus of the project is now to maintain the site (as opposed to create and build) and they are putting procedures in place for this. Jeanne is working on a style document to ensure a consistent tone in format and appearance.

**D. Buildings and Grounds—Jenny Rowe**

The committee met and discussed longer term projects: i.e. space. Jenny gave many details of the shorter-term projects taking place (e.g.: display for the mammoth tusk – Billy is working on it), carpeting has been done, the floor waxed. Please refer to the Buildings and Grounds minutes Starr: Steve Horton has put out a request of bids on stuccoing the outside. Anthony of GPI will seed and landscape the patch of earth behind the library.

New floor: Anthony has original drawings. Starr will query Bob Steven to see if he is willing to take a

look at the possibility of adding a third floor and B&G committee will discuss. Starr will meet with Sue Fillion (Town Planner) to discuss process.

#### **E. Advocacy and liaison to library organizations—Howard Burrows**

Howard will send a list of what he has attended out to the Board and reminded everyone about joining VLA and NELA. He recommended logging into their websites to find out more information. Jeanne: VLA is doing a spread out conference over May and June, you can join and then conference is free. There will be great speakers (Ryan Dowd). Lara may also do a session on strategic planning. Starr: Lara sent her info on trustee training and strategic planning and Starr will forward it to the Board. The Trustees reimburse the cost of memberships so please let Starr know if you sign up.

#### **F. Department Reports: Director; Reference, Youth Services**

##### **Reference**

Jeanne: Today was the first day with patrons in the library (no appointment) and there was a different pace. She is feeling optimistic about how it is going and the patrons are engaging her with their in person reference questions. Reference budget: She is looking at what needs updating wrt online resources and \$ left. Looking at updating computer books section. NYT database: We had a really good deal before, and the cost went up by 62% this year. Jeanne feels it is important we keep the full NYT, will take \$ from the new fiscal year budget to support it. People really like and use the Times. Jeanne is happy with the array of news sources the library currently offers: VT Digger, News page for the Reformer and the Rutland Herald and local (BCTV). Jeanne will monitor usage numbers for NYT.

##### **Director**

Starr: There was a color photo and coverage in the reformer for the library's participation in this month's art walk. Katherine Paterson will be brought to the literary fest this year. There were funds left over for the COVID care kits, so a copy (soon to be signed) of Ann Braden's new book will be added to each bag. New title of bags is: Stay Safe Stay Kind.

Starr: A patron would like to bring family into the library but they can't tolerate wearing masks. Can they still come in? Starr will supervise them in the CR after 5PM and there will be nobody in the room for 10 hours after they leave. Board was ok with it.

Starr shared some of her favorite moments about patrons' responses to the library being open today.

#### **CONTINUING BUSINESS**

##### **Update on phased reopening and volunteer re-entry.**

Starr: By next week 3 more staff will be fully vaxed. Most people are comfortable with patrons in library. As more staff fully vax, we can start expanding hours. There was a steady stream of patrons today. Tomorrow will be the first evening hours open. There are no volunteers back yet. There were low patron numbers today and they were good about leaving on time. Magazines are now available to check out. Leo: Will there be interim planning around volunteers? Starr: hasn't gotten to this yet. Only one volunteer has expressed interest.

##### **Electric bike loan program**

Leo: Gave a quick review on the electric bike program, how many bikes, how it works etc. There are some reservation system glitches, but there has been communication to fix. VPR announced the program and there will be in article in the Commons. The legal/liability issues have been worked out. The bikes are pretty much booked till September and there will be a staff training on Thursday.

##### **VISTA position update**

Starr: There are three applicants. Interviews will happen late May/early June

## Debrief on Department presentations and Update on strategic plan

Leo: Asked for feedback and impressions (department presentation debrief)

A couple people commented that the library needs more space

Karen: found it a very helpful overall view of what everyone does.

Ann: There is a lot more to library operations than what meets the eye

Jenny: There is a need for more staff time

Leo: All roles involve advanced customer service skills and wrt the strategic plan, might need to highlight the customer service aspect

Ann: Wondering if the library could offer more web based learnings (an idea to track common repeat questions from patrons and offer instruction)

Jeanne: Most effective public library offers both paths: in person individual help and web/other means of help.

Leo: Next steps?

Jane: Suggested developing a survey/gathering data from patrons on what they like and what they would like to change, see and etc. in the library. Leo: The strategic planning committee might put together public input and questions and possibly hold a public meeting in the Fall.

Strategic Plan:

Jane: Suggested adopting the existing plan for one more year (if more time is needed).

Ann: Asked to see the current plan, Starr will send the link.

Leo: Strategic planning committee might think of some institutional stakeholders (i.e. schools, town etc.), and consider how to engage with them regarding info gathering and feedback

Jane: An idea to include political delegation to Montpelier

Jenny: suggested reaching non-library users (which may be challenging before everything opens up again, so extra time might be a good idea)

Howard: An idea to make a comparison with the Town strategic plan.

Leo: Suggested inviting Sue Fillion to the meeting. Starr: Sue could contribute her knowhow about Survey Monkey.

Leo: Asked Jane if she would be acting chair and pick a meeting date for the next meeting. Jane: Thursday June 3 at 4PM. Starr will set up Zoom. There was a suggestion to meet outside in person.

Leo: Suggested for next month's Board meeting to meet in person at 5. All were in favor.

This falls under the committee assignment topic but came up at this point in the meeting:

Jane: Question about how to arrange memberships in committees

Leo: Meeting days and times will inform who is on what committee

Howard: Is there a write up on what each committee does? And is there a write up on each one of the Board members?

Leo: We can put this topic on the agenda for next month's Board meeting

Tool Library update

Starr has spoken with Kevin. Tony Duncan of Time Trade is very excited about the TL, so we may see some movement with the TT interest

Leo: Can respond to the energy of the community wrt this project

Starr: Edible Brattleboro is invested in the gardening aspect of the TL

## **NEW BUSINESS**

### Committee assignments

Starr shared her screen of the committee assignments.

Buildings and Grounds: Jenny, Jane, Elizabeth Tannenbaum, Lindsay, Jeanne and Starr. Meets on the 4<sup>th</sup> Monday of the month at 8:30AM

Karen: Re discussed possible establishment of Community Outreach committee for the library to be engage with social services agencies in Brattleboro. Starr: Will put this on the agenda for next month.

Finance: Jenny, John, Leo, Sirkka and Ann. Meets 1<sup>st</sup> Monday of the month at 4:45PM. Leo: ok to step down from committee? Jenny: fine to step down, will keep Leo posted.

Fine Arts: Dormant

Nominating: (an ad hoc committee) meets in the late fall/early winter. Jenny, Leo, Howard

Planning: Jane, Jeanne, Lindsay, Starr, Howard, Sirkka (Karen would like to attend). Ann is interested in joining. Jane will stay on but not chair. Meets Thursday afternoons from 4 – 6 and the frequency fluctuates. Jane will send to the Board a description of the strategic plan process. Starr will send files to the Board as well.

The strategic plan minutes are located on the website. Jane: You can also read the plan for 2015- 16.

Technology: Leo, John, Howard. Meets the 4<sup>th</sup> Wednesday of the month at 4PM

Liaisons and community building: Howard. Karen is very interested in community building and will write up her notes on this and send out before the next board meeting.

Jane: suggested that the department chairs write up what their committee does and anticipated activities for next year. This topic will be included in Continuing Business at the next Board meeting.

Courtney

Has resigned from her position as Circulation Manager to start as Assistant Director at the public library in Boylston MA. Courtney joined the meeting and shared that she is excited but sad to leave BML. She has enjoyed her time and couldn't have asked to work with a better group.

Jane: Thank you for all you have done.

Karen: Speaking as a patron, we will miss you.

Leo: Thank you. It's a better library because of you.

Ann: Good luck

Howard: Boylston might be a good "sister" library for BML

Land Acknowledgment

Starr screen shared the current draft statement and asked if the Board would be in agreement to put a statement up on the website (after taking it to the town, local leaders beyond and consulting with local indigenous people).

Board members gave suggestions and worked to redraft.

Starr: will converse with members of the indigenous community first and get approval, then run it by the Town officials.

Leo: Will review it at the next meeting and include town statement in Board meeting packet. There was a consensus to use this as a jumping off point together with input from the indigenous community.

Kate: Town has adopted a statement on Equity with input from BIPOC community that we may want to consider for website. Starr will send text to Board.

Leo - 6:43 Motion to adjourn: Karen. Jane seconded.

Thank you

Sarah Vincent-Hoag

# **Brooks Memorial Library**

## **Buildings and Grounds Committee**

Monday, May 24, 2021 8:30 AM - 9:30 AM (EST)

Attending: Jane Southworth, Jenny Rowe, Elizabeth Tannenbaum, Jeanne Walsh, Lindsay Bellville, Starr LaTronica

### **Minutes**

- 1) Call to Order at 8:30.
- 2) Agenda/Changes or additions: see new business below.
- 3) Approval of Minutes of April 26, 2021 moved by Jane, seconded by Elizabeth. Approved.
- 4) Public Comment: none.
- 5) Old Business
  - Status of ongoing projects and proposed projects
    - Soffit repair, asbestos encapsulation: no news from town, no walk-throughs by bidders.
    - Engineer's assessment of building structure: Jane will contact Bob Stevens to ask if he would help the committee figure out what we need to know and how to learn it. (Note: Bob agreed, and will be at the June 28 meeting.)
    - Sign on building front: Jenny altered some library photos with mocked-up signs, and the committee agreed that the brick area to the right of the door is the best spot. (Note: Starr reported that the town's downtown planning group has some ideas for a library building sign as well. She is moving forward with the town.) Jeanne suggested perhaps the sign could say simply "Library," side and front. Maximum visibility. Lindsay suggested moving the old 1800's library sign inside the building, since it is not very legible and just confuses people.  
  
Two signs hanging from posts in the back, one at the edge of the parking lot and one by the back door, will also be useful.
  - Status of Board funding pre-approved for committee use  
  
Jenny reported that the committee was given a \$20,000 budget by the board, from the Board Projects account, in 2017. The committee spent the money on the upstairs bathrooms and the outside book drop.  
  
Given the partially completed spreadsheet with needed furniture and prices that the staff is working on, the committee estimated that \$50,000 will be needed for new

furniture. It would be very much easier to have the new furniture to put in place when the library re-opens, rather than move the old furniture back in and then have to move it out.

The committee agreed to request \$40,000 from the board for spending without need for approval each time a piece of furniture is purchased.

The committee has access to approximately \$5,000 in the Brooks Building Fund, and decided to request that this fund purchase the five children's room chairs that are Lindsay's top priority, and that are order-ready since Lindsay already has a quote.

There is \$4,000 remaining in the Projects line now, thanks to an energy efficiency rebate from the last renovation.

#### 6) New Business

Move dumpster: suggested by John LaTronica, to make the area behind the library more inviting and usable by patrons. (Note: Starr has since received approval for TTT to make the move.) Related suggestion by Lindsay: move the old iron gate currently blocking access to the front garden to the back area, to help define the space.

Furniture discussion: more outdoor seating in back would probably be well used. A whimsical bench or two, in the back and in the garden, would be inviting. The snack area is small and outdoors would hold more snackers. The indoor snack area needs new benches and a table. The YA rooms needs a few tables smaller than the ones there now. Children's room needs some smaller child chairs. Downstairs will need reading chairs and computer stations and more; Jeanne is working on the summary.

7) Next meeting: Mon June 28, 8:45 AM, at the library

8) Adjourned at 9:00 on motion from Elizabeth, seconded by Jane.



## **Brooks Memorial Library**

### **Finance Committee**

Mon May 17, 2021 4:45 PM - 5:45 PM (EST)

The meeting was held virtually in accordance with public health guidelines.

Attending: Sirkka Kauffman, Jenny Rowe, Ann Varilly, John Woodward, Starr LaTronica

### **Minutes**

- 1) Call to Order at 4:50.
- 2) Agenda/Changes or additions: none.
- 3) Approval of Minutes of April 12, 2021. John moved and Sirkka seconded to approve the minutes.
- 4) Public Comment: none.
- 5) New Business

- Budget for FY 21-22

The committee discussed the proposed budget for the next fiscal year, with draft numbers provided by Starr. Comments on specific lines:

- Some re-categorization of expenses has happened between lines such as YA and children's room, shifting numbers slightly.
- Contractual services: we are hoping for a Vista participant this year.
- Books Adult: A new security system which would require tags in books could be partially funded from here.
- Reference: this line may pick up part of the foundation center's cost. The rollover in this line will be spent down late in the year, by plan.
- Non-print: Acorn is not available any longer but Kanopy is ever more expensive, to the point the Friends don't want to bear the entire cost. The cap on individual

Kanopy use may need to be lower than 6. Kanopy has been very important to patrons during the lockdown but may be less so in the coming year.

- Periodicals: New York Times increased substantially in cost.
- Fine Arts: this line pays for the preservation and moving work Billy Meier has been doing.
- Outreach: this line will help with the board's strategic planning event costs.
- Conservation: This is repeating microfilm costs.

The committee discussed the large rollover amounts in many of the budget lines. John asked whether we should allocate less next year, given the amounts still available to spend. Considerations: the past year was so unusual that delayed spending makes sense. There will be a lot to make up for this year. Sirkka commented that the board's Strategic Plan, once underway, may point to some new expenditures also. There will be bad market years when the 4% draw is less than it has been lately, and the Trustees could maintain a consistent draw without leaving the library short of funds if there were a rollover amount still available. The committee agreed to revisit this question next year when it is time to allocate funds from the endowment (early spring).

6) Adjourned by Ann's motion, seconded by Sirkka, at 5:30.

Next meeting will be Monday, July 12, at the library.

## Director's Report for May 2021

**COVID service update:** We no longer require appointments to enter the library and we are now open six days a week. We are still enforcing a 20-minute time limit and requiring face coverings that cover nose and mouth, as a large portion of our clientele consists of young children who have not been vaccinated. We allow

**Projects, programs, activities:** Our final 1st Wednesday presentation of the season was This is Not That: A Brief Introduction to the Black Death. was well attended, including by the presenter's mother who had not seen the lecture before. We hosted a poetry reading via Zoom and had 48 people in attendance, about 4 times the number such events usually draw!!!

**Community Collaboration:** We rolled our e-bike program thanks to Local Motion, Time Trade and the support and facilitation of sustainability coordinator Stephen Dotson. Dave Cohen arranged a press conference that included Mollie Burke, which garnered a front-page article in The Commons. Our program featuring collage word artist Michael Albert for the season's first Gallery Walk was a huge success and provided an opportunity to meet and greet many of our patrons while engaging in a literacy project recycling used materials. Teen librarian Chole worked with WSESU, Vermont Humanities Council and Rec and Parks to present an outdoor film showing of The Hate U Give on the Commons. We had about 60 people in attendance ranging from viewers in their early teens to their 70's. We are partnering with several organizations on our sunflower project again and still pursuing the vision of a tool lending library with community members and now that we own a 20 ft. inflatable screen, thanks to the Friends of the Library, we will have some more movie nights.

**Continuing education/professional development:** I attended several inspiring and informative webinars regarding diverse authors through School Library Journal's Day of Dialogue and Jeanne and I attended some online sessions of the VLA conference.

**Buildings and Grounds:** The garden is coming to life, as is the interior of the building, now that people are returning. Thanks to Russ and Calista, the dumpster has been removed from the path in the back parking lot and the upper entrance looks so much more inviting!!! The lawn has been seeded, so we can use that area for programming, activities and seating for wi-fi, without experiencing the odors of summer garbage.

**Website project:** Thanks to Jeanne's website wizardry, we have a great staff photo reflecting the colors of the pride flag on our home page. (And thanks to Kevin O'Brien for taking the picture.) We are still struggling with booking tool issues.

**Press coverage:** In addition to the Commons coverage reported above, BML had full color photos in The Reformer from our Gallery Walk activities.

**Personnel:** Our dynamic Circulation Manager, Courtney Carey left to assume a position of Assistant Director at the Boylston Public Library in Massachusetts. The deadline for applicants to fill her position is June 7<sup>th</sup>. Currently there have been twenty-five applications submitted. Sally Nix, the Town HR will join the interview panel, which we hope to convene by the end of next week.

**Circulation:** We circulated 6546 items in May 2021, compared with 6428 items in April 2021. We began curbside service in early May (5/4) and circulated 2212 items that month.

2021 STATISTICS SUMMARY TOTALS	JAN	FEB	MAR	APR	MAY
<b>CIRCULATION &amp; REGISTRATION (#129) [CM]</b>					
ADULT AUDIO[CHECKOUTS+RENEWALS+INHOUSE]	174	143	173	189	154
ADULT VIDEO[CHECKOUTS+RENEWALS+]	222	183	212	237	219
ADULT PRINT[CHECKOUTS+RENEWALS+]	3044	3011	3630	3311	3126
ADULT PERIODICALS[CHECKOUTS+RENEWALS+]	131	110	112	97	162
YA PRINT[CHECKOUTS+RENEWALS+]	130	176	198	193	246
YA AUDIO[CHECKOUTS+RENEWALS+]	3	7	13	7	4
YA PERIODICALS[CHECKOUTS+RENEWALS+]	0	0	0	0	0
YA VIDEO[CHECKOUTS+RENEWALS+]	2	1	1	0	0
CHILDREN'S AUDIO+kit[CHECKOUTS+RENEWALS+]	82	38	72	63	74
CHILDREN'S VIDEO[CHECKOUTS+RENEWALS+]	49	49	51	86	100
CHILDREN'S PRINT[CHECKOUTS+RENEWALS+]	1805	1696	2178	2218	2414
CHILDREN'S PERIODICALS[CHECKOUTS+RENEWALS+]	2	5	4	7	18
ELECTRONIC DEVICE & AV EQUIPMENT	4	0	0	3	4
UNIDENTIFIED ITEM TYPE	6	20	21	17	25

# Information Services, Electronic Services, and Interlibrary Loan

## Brooks Memorial Library – May 2021

### We're here!

The library building is humming with energy as patrons return. Front desk staffers—including Jeni in ILL--continue the work they've been doing nonstop for many months. Jeanne is offering reference by appointment as well as phone, email, and on-site by chance. Matt is transitioning back to on-site work, meeting patrons for appointments on an as-needed basis and continuing to consult remotely while also attending to IT needs as we re-open the space.

### Reference & Electronic Services consultations

Jobs and careers were a theme in May as the world opened up a bit. Jeanne and Matt used the tag-team approach to help patrons solidify 21<sup>st</sup>-century literacy skills so they could look for work and file for unemployment benefits. Matt did tech troubleshooting to enable a patron to pursue job-related training. It was a nice opportunity to connect with patrons and earn their trust. We want them to know we're available as part of the information/technology ecosystem, partnering with other agencies and offering personal service.

“Librarians voluntarily  
chose a profession at  
the front line of  
everything that matters.

[even]

Your bad days are a gift  
to a hurting world.”

—Ryan Dowd, at  
Vermont Library  
Conference, May 2021



### Collection development for information services

We created multiple logins at our book distributor, Baker & Taylor, so staffers can collaborate on collection development. Matt, Jeni, and Jeanne are testing its capabilities. With the last of our FY21 reference collection funds, we're buying information titles for the circulating collection, especially books on computers and technology. We'll also update some law and medical titles in our Gale E-Books reference collection. Jeni regularly recommends nonfiction titles, drawing on her personal subject strengths and observation of trends in ILL requests.

### Community connections and professional development

Jeanne attended the Southern Vermont Economy Summit and a Vermont Library Association session with Ryan Dowd, who helps libraries serve patrons without homes. Detailed notes from both events are available on request. Here are a few memorable thoughts from David West, Town Planner for Danby, NY, at the Economy Summit:

- *Commit yourself to a place you love and needs you.*
- *Figure out what's your next smallest step.*
- *Opt for cozy and human over large and luxury.*
- *Build things that give more than they take.*

Jeanne Walsh 6/4/21

## Youth Services Board Report- June 2021 PART ONE

June is here and the summer reading program is upon us. While we aren't back to our 'normal' summer offerings we do have quite a bit to keep kids and teens busy this summer. We are offering two separate programs this year. For children the theme is Tails & Tales focusing on animals and stories. Chloe and TAFLTS have been working hard to create a mystery themed program for the teens. It is wonderful to have a teen-created program this year- it is what we have been working towards!

In the Children's Room, we will have a two week 'kick-off' from June 14-June 26 (June 14 is the last scheduled day of school). Kids can come pick up an activity bag which will have a reading record; an activity packet; information about the summer reading program; an animal print pencil; a paw print temporary tattoo; a bookmark; a magic fluttering butterfly to color; and, as part of a tie in to Ann Braden's new book, Flight of the Puffin, postcards to decorate and a puffin to color and hang up in the CR. Each week will have a different animal theme: Week 1- Vermont animals; Week 2- Nocturnal animals; Week 3- Pets; Week 4- Prehistoric animals; Week 5- Endangered animals; Week 6- Imaginary animals and Week 7- Urban animals. (Next year's theme is the ocean so we aren't focusing on aquatic animals since we will cover them next summer.) We will have a take and make craft bag each week to match the theme.

While we will be offering a few in-person programs this summer, we will still be focusing on activities that kids can do any time they come to the library, instead of having to come at a specific time and having crowds. There will be life-sized animal silhouettes in the back lobby so kids can see just how big a moose, cow and brown bear really are. Half way through the summer, we will switch to an elephant, ostrich, polar bear and tiger. Along the hallway, we will be measuring out how long some animals are such as a great white shark, a whale and a tiger, then each week we will feature an animal or two that goes with our weekly theme. We will have paw prints on the floor in the Children's Room making a path kids can follow around the room. We'll include life-sized foot prints of various animals so kids can compare the size of their feet to the size of feet from different animals. Every year, we have a hidden picture that moves around the room throughout the summer which the kids need to find. This year we will be featuring unique animals such as the dumbo octopus, star-nosed mole and the hummingbird hawk moth.

Our in-person events include:

- Rhyme Time will be held in the CR on Wednesday mornings at 10:30.
- Sing & Dance with Robin will take place at the Commons on Tuesdays at 10:30. The library is sponsoring.
- Read to a Dog- Kids can stop in to read to Kelso the dog. It is a drop in event- no sign up needed. Tuesdays from 1-3, July 13, 20 & 27.
- The Northfield Drive-In Movie series will happen again on Wednesday evenings this summer. This year patrons just need to show their library card at the drive-in to get the discounted price. We will not be selling tickets at the library. The discounted price is ONLY for the Wednesday night movies. Ages 15+ are \$3, Ages 6-14 are \$2, under 6 is free. We will be giving away 6 four-ticket prize packs on June 28. Kids can enter the drawing between June 14 and June 26 in the CR.

The lunch program begins on June 21. The library will be a 'van' stop where families can come pick up the lunches but we will not be serving them in the library – so more like last year than how we usually do it. We will once again be making up activity bags to deliver to all of the lunch program sites. We will have one bag in beginning of summer and one at the end of summer.

So those are our plans!

Lindsay Bellville- Youth Services Librarian

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-20/21 MTD Pd 11 May
<b>01-6 Expenses</b>					
<b>01-6-2800 Library</b>					
01-6-2800-001.00 Department Head Salary	77,495.00	0.00	69,466.01	8,028.99	5,945.58
01-6-2800-005.00 Staff Salaries	423,170.00	0.00	377,849.22	45,320.78	32,192.38
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	4,000.00	0.00	3,706.22	293.78	0.00
01-6-2800-060.00 Office Equipment	4,000.00	0.00	2,837.14	1,162.86	0.00
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	7,592.58	7,707.42	40.00
01-6-2800-141.00 Computer Supplies	3,600.00	0.00	3,457.94	142.06	0.00
01-6-2800-152.00 Book & Non-Print Supplies	4,000.00	0.00	2,687.24	1,312.76	123.94
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	8,277.66	8,222.34	253.64
01-6-2800-235.00 Electric	21,500.00	0.00	13,398.08	8,101.92	297.87
01-6-2800-240.00 Utilities	2,080.00	0.00	1,008.55	1,071.45	244.48
01-6-2800-250.00 Building Equip & Maint	19,000.00	-254.24	15,788.62	3,465.62	500.86
01-6-2800-255.00 Maintenance Supplies	3,500.00	0.00	754.75	2,745.25	225.00
01-6-2800-350.00 Telephone	2,500.00	0.00	1,833.01	666.99	179.97
01-6-2800-450.00 Postage/Courier Expense	5,500.00	0.00	3,780.60	1,719.40	454.04
01-6-2800-500.00 Office Supplies	3,500.00	0.00	1,642.15	1,857.85	0.00
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	12,350.88	5,949.12	295.09
01-6-2800-505.00 Juvenile Books	7,500.00	2,430.31	4,770.11	299.58	0.00
01-6-2800-510.00 Young Adult Sources	1,500.00	0.00	1,422.15	77.85	0.00
01-6-2800-515.00 Replacement Books	1,500.00	0.00	1,500.00	0.00	0.00
01-6-2800-520.00 Periodicals & Newspapers	7,200.00	310.43	5,851.74	1,037.83	1,043.73
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	987.04	2,415.27	177.18
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	0.00	703.55	3,096.45	44.40
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	1,186.32	313.68	0.00
<b>Total Library</b>	<b>656,345.00</b>	<b>2,284.19</b>	<b>550,183.22</b>	<b>103,877.59</b>	<b>42,018.16</b>
<b>Total Expenses</b>	<b>656,345.00</b>	<b>2,284.19</b>	<b>550,183.22</b>	<b>103,877.59</b>	<b>42,018.16</b>
<b>Total General Fund</b>	<b>656,345.00</b>	<b>2,284.19</b>	<b>550,183.22</b>	<b>103,877.59</b>	<b>42,018.16</b>
<b>Total All Funds</b>	<b>656,345.00</b>	<b>2,284.19</b>	<b>550,183.22</b>	<b>103,877.59</b>	<b>42,018.16</b>

06/02/21  
10:44 am

Town of Brattleboro General Ledger  
Revenue Report - General Fund  
Current Year Period 11 May

Page 1 of 1  
kjohanson

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-20/21 MTD Pd 11 May
-----					
<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	5.65	6,494.35	0.00
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	0.00
01-5-2800-370.00 Non-Resident Fees	16,000.00	0.00	8,988.00	7,012.00	0.00
01-5-2800-375.00 Gift Books & Replacement	4,000.00	0.00	566.39	3,433.61	0.00
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	79.00	2,921.00	0.00
-----					
<b>Total Library Revenue</b>	<b>31,500.00</b>	<b>0.00</b>	<b>11,910.04</b>	<b>19,589.96</b>	<b>0.00</b>
-----					
<b>Total Revenues</b>	<b>31,500.00</b>	<b>0.00</b>	<b>11,910.04</b>	<b>19,589.96</b>	<b>0.00</b>
-----					
<b>Total General Fund</b>	<b>31,500.00</b>	<b>0.00</b>	<b>11,910.04</b>	<b>19,589.96</b>	<b>0.00</b>
=====					
<b>Total All Funds</b>	<b>31,500.00</b>	<b>0.00</b>	<b>11,910.04</b>	<b>19,589.96</b>	<b>0.00</b>
=====					



# Brooks Memorial Library

## Fiscal Year Actual vs Budget Cash Basis

July 2020 - June 2021

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
<b>Total Income</b>			<b>\$0.00</b>
GROSS PROFIT	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Expenses			
BR01 - Buffer Account		10,000.00	-10,000.00
BR02 Library Donations to Town (deleted)		0.00	0.00
BR03 Conferences & Workshops	3,410.13	6,831.94	-3,421.81
BR04 Contractual Services	9,775.24	14,018.52	-4,243.28
BR05 Books Adults	17,944.04	20,177.29	-2,233.25
BR06 Juvenile Programs	2,144.23	6,000.00	-3,855.77
BR07 Reference Sources	3,265.97	5,594.08	-2,328.11
BR08 Local History Source	319.32	6,847.73	-6,528.41
BR09 Young Adult Sources	749.70	1,508.63	-758.93
BR10 Non-Print	9,579.48	11,493.14	-1,913.66
BR11 Periodicals	2,249.70	9,635.14	-7,385.44
BR12 Trustees Conferences		1,000.00	-1,000.00
BR13 Adult Programs	450.00	2,694.30	-2,244.30
BR14 Fine Arts	333.83	2,432.40	-2,098.57
BR15 Board Approved Projects	6,509.96	20,621.66	-14,111.70
BR16 Books Children	2,152.72	5,320.48	-3,167.76
BR17 Outreach	1,393.97	9,993.95	-8,599.98
BR18 Conservation	399.54	500.00	-100.46
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	-295.41	3,398.34	-3,693.75
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
<b>Total BR19 Short Term Gift Funds</b>	<b>-295.41</b>	<b>5,318.38</b>	<b>-5,613.79</b>
BR20 Projects			

# Brooks Memorial Library

## Fiscal Year Actual vs Budget Cash Basis

July 2020 - June 2021

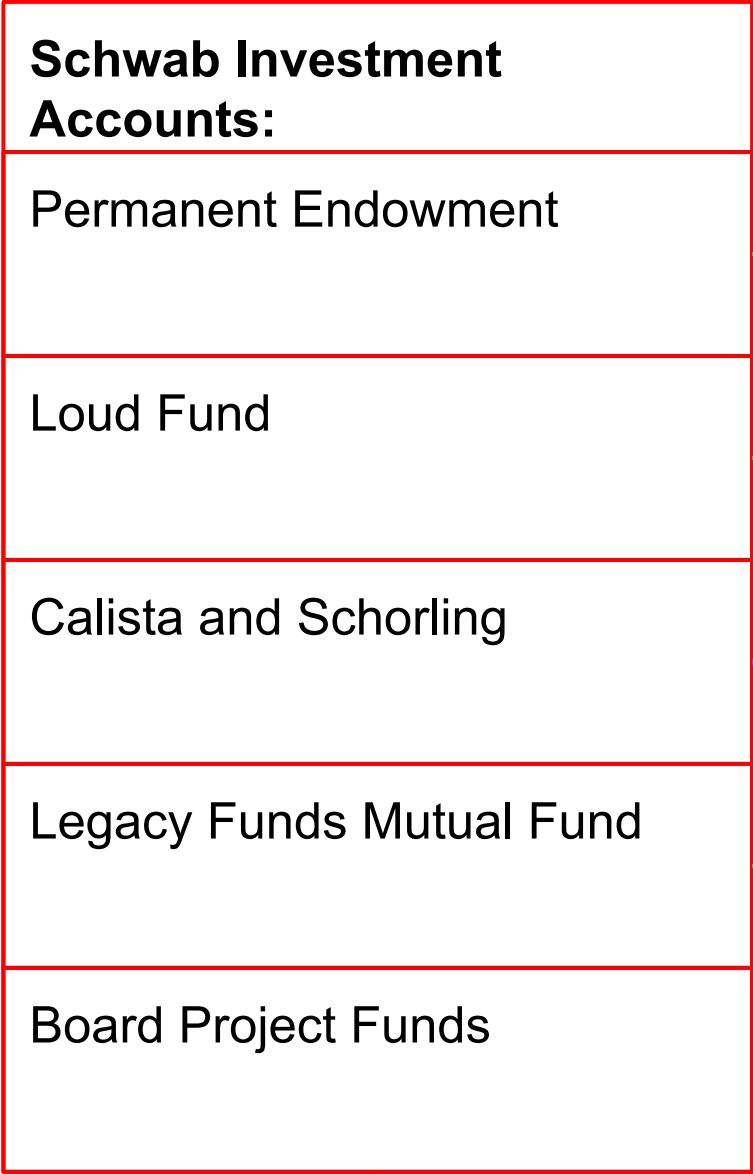
	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
MH01 Miriam Adams Howland Bequest		0.00	0.00
RR01 Ronald Read Capital Improvement		0.00	0.00
SP01 - Sanderson/Pike Bequest	4,740.05	9,375.15	-4,635.10
<b>Total BR20 Projects</b>	<b>4,740.05</b>	<b>9,375.15</b>	<b>-4,635.10</b>
BR21 Legacy			
BN01 Brown Fund	18.52	104.17	-85.65
CK01 Calista Book Fund	681.12	800.00	-118.88
DW01 Dowley Fund	-452.90	1,319.64	-1,772.54
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	-48.76	337.32	-386.08
SH01 Schorling 2007 Books Adult		0.00	0.00
SH02 Schorling 2007 Books Juv		0.00	0.00
SH03 Schorling 2007 Books Ref	3,732.96	3,876.12	-143.16
WY01 Wyatt Fund	31.74	624.43	-592.69
<b>Total BR21 Legacy</b>	<b>3,962.68</b>	<b>22,247.65</b>	<b>-18,284.97</b>
BR22 - Employee Leave Awards		5,396.61	-5,396.61
<b>Total Expenses</b>	<b>\$69,085.15</b>	<b>\$177,007.05</b>	<b>\$ -107,921.90</b>
NET OPERATING INCOME	<b>\$ -69,085.15</b>	<b>\$ -177,007.05</b>	<b>\$107,921.90</b>
NET INCOME	<b>\$ -69,085.15</b>	<b>\$ -177,007.05</b>	<b>\$107,921.90</b>

# Brooks Memorial Library

Fiscal Year P&L Cash Basis

July 2020 - June 2021

	TOTAL
Income	
Dividend Income	31,241.08
<b>Total Income</b>	<b>\$31,241.08</b>
GROSS PROFIT	<b>\$31,241.08</b>
Expenses	
BR03 Conferences & Workshops	3,410.13
BR04 Contractual Services	9,775.24
BR05 Books Adults	17,944.04
BR06 Juvenile Programs	2,144.23
BR07 Reference Sources	3,265.97
BR08 Local History Source	319.32
BR09 Young Adult Sources	749.70
BR10 Non-Print	9,579.48
BR11 Periodicals	2,249.70
BR13 Adult Programs	450.00
BR14 Fine Arts	333.83
BR15 Board Approved Projects	6,509.96
BR16 Books Children	2,152.72
BR17 Outreach	1,393.97
BR18 Conservation	399.54
BR19 Short Term Gift Funds	
SG01 Small Gifts	-295.41
<b>Total BR19 Short Term Gift Funds</b>	<b>-295.41</b>
BR20 Projects	
SP01 - Sanderson/Pike Bequest	4,740.05
<b>Total BR20 Projects</b>	<b>4,740.05</b>
BR21 Legacy	
BN01 Brown Fund	18.52
CK01 Calista Book Fund	681.12
DW01 Dowley Fund	-452.90
PG01 Pageant Fund	-48.76
SH03 Schorling 2007 Books Ref	3,732.96
WY01 Wyatt Fund	31.74
<b>Total BR21 Legacy</b>	<b>3,962.68</b>
<b>Total Expenses</b>	<b>\$69,085.15</b>
NET OPERATING INCOME	<b>\$ -37,844.07</b>
Other Income	
Change in Investment Value	
Change -3335	9,094.60
Change -3431	380,435.90
Change -3811	4,442.89
Change -7353	136.20
Change -7577	4,849.36
<b>Total Change in Investment Value</b>	<b>398,958.95</b>
<b>Total Other Income</b>	<b>\$398,958.95</b>
NET OTHER INCOME	<b>\$398,958.95</b>
NET INCOME	<b>\$361,114.88</b>

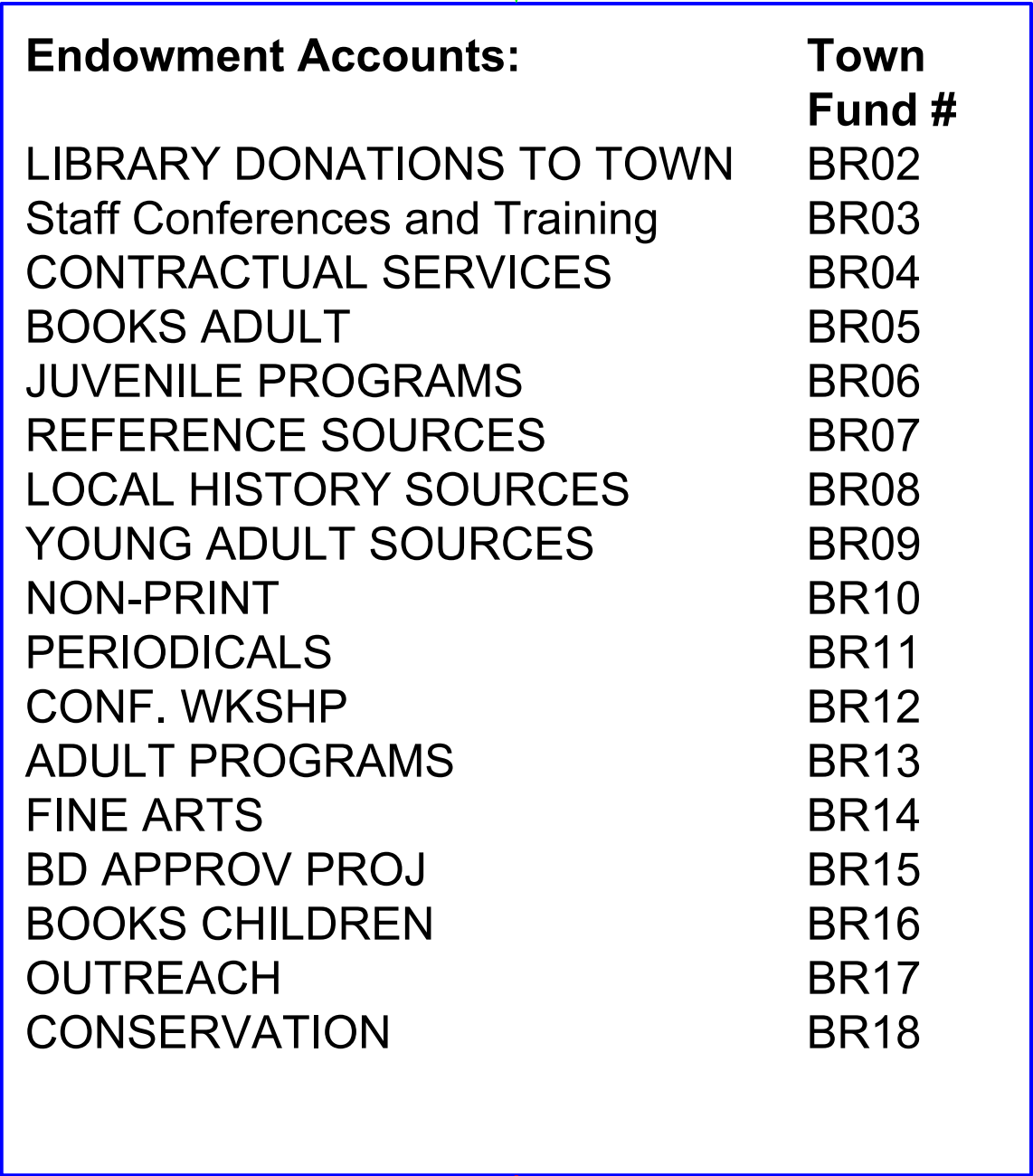
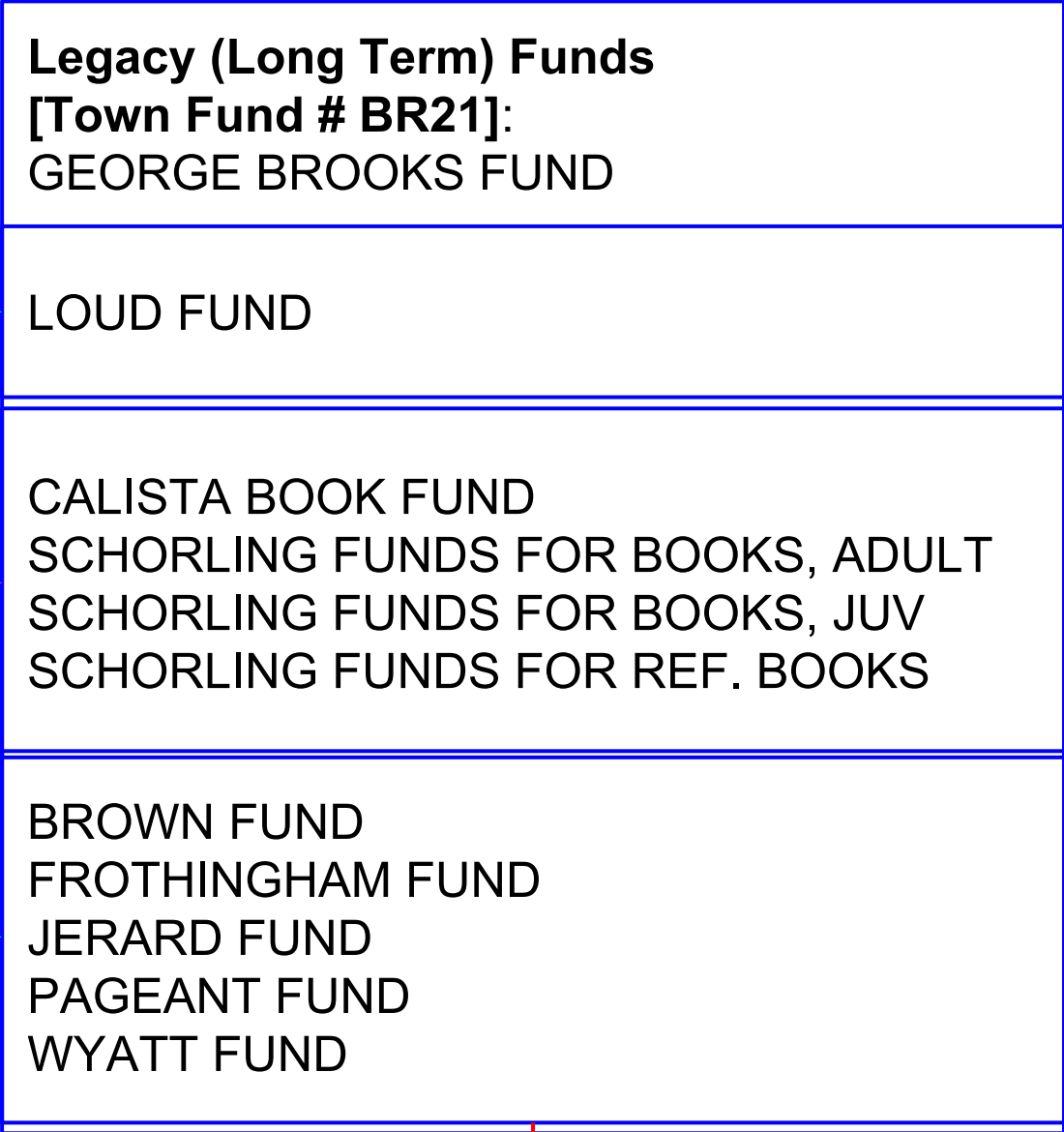


Feeds at 4% per year  
Paid Quarterly

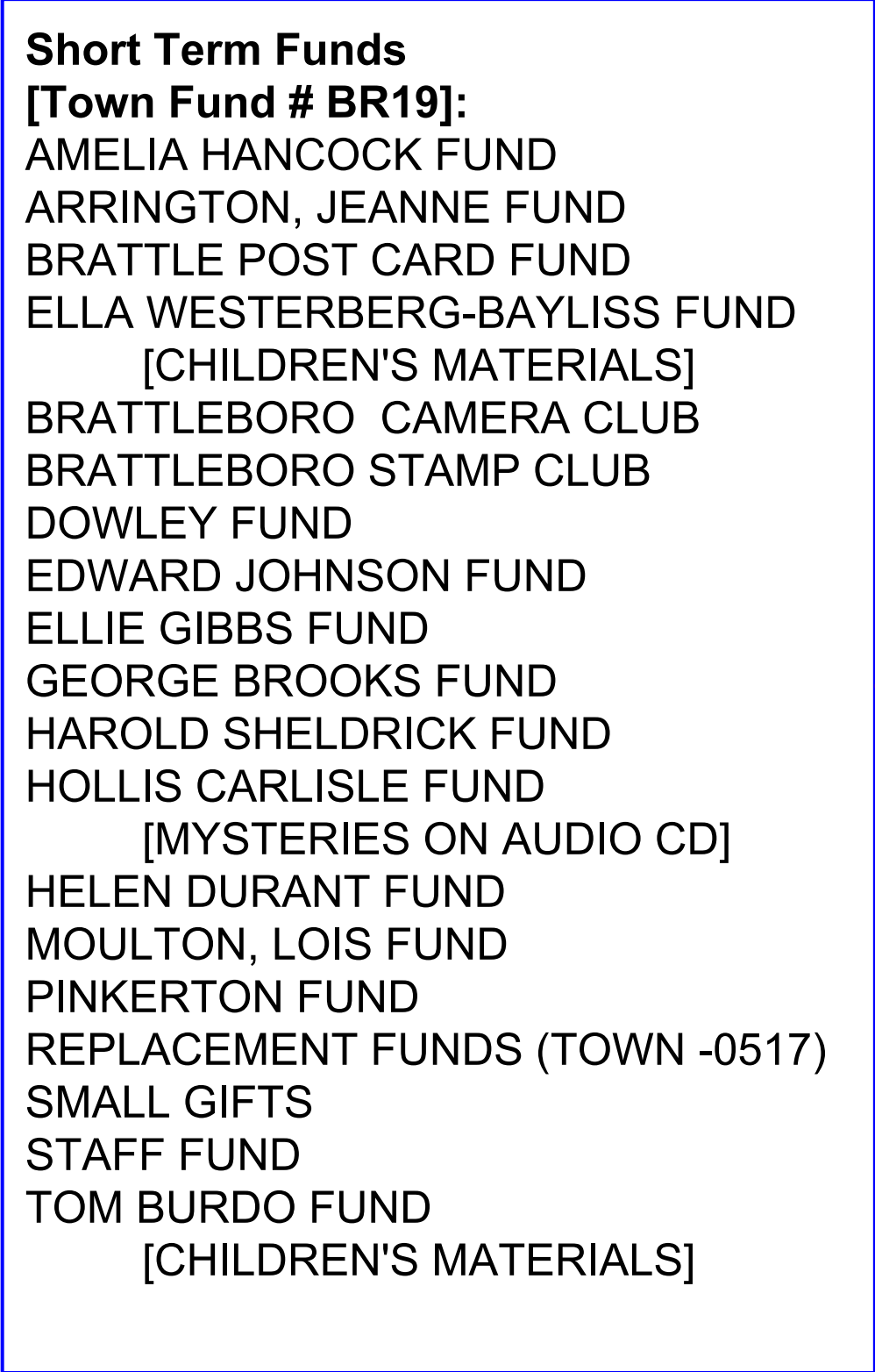
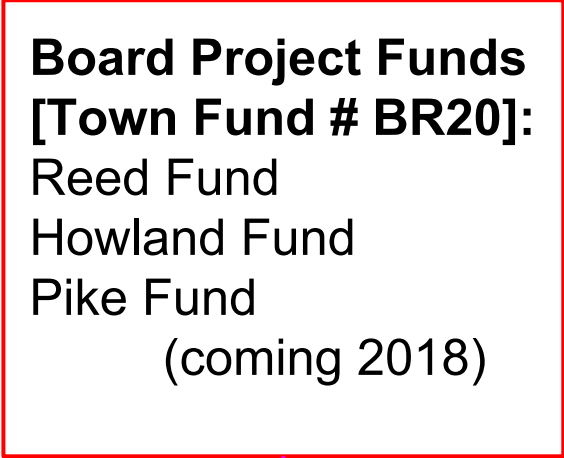
Feeds at 4% per year

Calista feeds \$800.00  
Schorling by vote until spent

Feeds at 4% per year



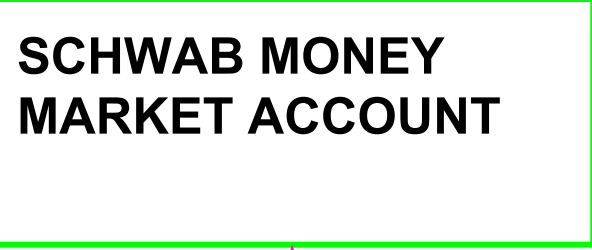
Accounts should  
be equal



All accounts  
stored in

All accounts  
stored in

All accounts  
stored in



Stored in



Transferred only  
by vote

Checks Written to  
Town Monthly

Description	Code	Proposed 2021-2022 Budget	2020-2021 Budget	Rollover from 2019-2020	2020-21 Budget + Rollover	Unspent as of 6/3/21
		\$96,872.00	\$87,160.00			
STAFF LEAVE BUDGET	BR22		\$4,000.00	\$1,396.61	\$5,396.61	\$5,396.61
CONFERENCES AND WORKSHOPS (Staff)	BR03	\$1,872.00	\$4,000.00	\$2,831.94	\$6,831.94	\$3,421.81
CONTRACTUAL SERVICES	BR04	\$10,000.00	\$5,000.00	\$9,018.52	\$14,018.52	\$4,243.28
BOOKS ADULT	BR05	\$22,000.00	\$20,000.00	\$177.29	\$20,177.29	\$2,233.25
JUVENILE PROGRAMS	BR06	\$6,000.00	\$6,000.00		\$6,000.00	\$3,855.77
REFERENCE SOURCES	BR07	\$5,000.00	\$4,160.00	\$1,434.08	\$5,594.08	\$2,328.11
LOCAL HISTORY SOURCES	BR08		\$4,500.00	\$2,347.73	\$6,847.73	\$6,528.41
YOUNG ADULT SOURCES	BR09	\$2,000.00	\$1,500.00	\$8.63	\$1,508.63	\$758.93
NON-PRINT	BR10	\$20,000.00	\$10,000.00	\$1,493.14	\$11,493.14	\$1,913.66
PERIODICALS	BR11	\$4,500.00	\$4,500.00	\$5,135.14	\$9,635.14	\$7,385.44
CONFERENCES AND WORKSHOPS (Trustees)	BR12	\$1,000.00	\$1,000.00		\$1,000.00	\$1,000.00
ADULT PROGRAMS	BR13	\$4,000.00	\$2,000.00	\$694.30	\$2,694.30	\$2,244.30
FINE ARTS	BR14	\$1,000.00	\$1,000.00	\$1,432.40	\$2,432.40	\$2,098.57
BOARD APPROVED PROJECTS	BR15	\$10,000.00	\$10,000.00	\$10,621.66	\$20,621.66	\$14,111.70
BOOKS CHILDREN	BR16	\$4,000.00	\$4,000.00	\$1,320.48	\$5,320.48	\$3,167.76
OUTREACH	BR17	\$5,000.00	\$5,000.00	\$4,993.95	\$9,993.95	\$8,599.98
CONSERVATION	BR18	\$500.00	\$500.00		\$500.00	\$100.46
<b>TOTAL</b>		<b>\$96,872.00</b>	<b>\$87,160.00</b>	<b>\$42,905.87</b>	<b>\$130,065.87</b>	<b>\$69,388.04</b>
LEGACY excluding Loud and Calista	BR21	\$1,824.00	\$1,822.00	\$12,214.15	\$14,036.15	\$10,222.54
LOUD	LU01	\$980.00	\$977.00	\$6,434.50	\$7,411.50	\$7,411.50
CALISTA	CK01	\$800.00	\$800.00		\$800.00	\$118.88

**Brooks Memorial Library Board of Trustees**  
**Standing Committees and Assigned Roles -- Statement of Membership and Current Activities**

**STRATEGIC PLANNING COMMITTEE**

Jane Southworth, Chair

Members: Starr LaTronica, Jeanne Walsh, Lindsay Bellville (staff), Elizabeth Tannenbaum (Community), and Jane Southworth, Beth Ruane, and Leo Schiff.

Statement of Goals: 2/20

Board approval: \_\_\_\_\_

The Planning Committee has achieved its goal of reviewing our current Strategic Plan and noting our progress on a matrix. The current plan runs until 2022. We will meet again in April, 2020 (Thurs, 4 /2/2020 at 4 :30 p.m. in the Local History Room). During the interim, Committee members are asked to consider the matrix, community needs, and staff workload carefully, and make a list of 4-5 action items and 2-3 priorities we might add to the existing plan. The following two meetings (May and June) will be devoted to considering, discussing, and achieving consensus on any additions to the plan for the next six months (July-December).

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**Buildings and Grounds Committee**

Connie Bresnahan, Chair

Trustee members: Jane Southworth, Sirkka Kauffman

Staff members: Starr LaTronica, Lindsay Bellville, Jeanne Walsh

Community members: Christine de Vallet, Elizabeth Tannenbaum

Statement of Goals: 2/20

Board approval: \_\_\_\_\_

The Building and Grounds Committee is entrusted with the stewardship of the Brooks Memorial Library building (projects, improvement, and repair) and the maintenance (care and use) of its grounds.

Several projects have been completed:

- Providing a variety of comfortable rooms and spaces allowed by the renovations
- Lighting and ceilings
- New carpets
- Some new furnishings especially for the teen room
- More accessibility with a new book drop
- HVAC installation
- New accessible bathrooms
- Repaved ADA

Next steps:

- Refurbish upstairs entryway and hallway
- New furnishings—comfortable chairs
- Outdoor plans
- Create a suggestion box where staff can give feedback and building needs

Members of the committee agree that refurbishing Brooks Library is essential for creating comfortable, appealing spaces for all patrons. We believe this is what will encourage people to continue to support Brooks.

---

### **Technology Committee**

Leo Schiff, Chair

Trustee members: Howard Burrows, Beth Ruane, John Woodward

Staff members: Starr LaTronica, Chloe Liotta-Jones, Klara Charlton, Matt Wojcik

Community members:

Statement of Goals: 2/20

Board approval: \_\_\_\_\_

The Technology Committee will focus all available energy on supporting the Brooks website project during the next six months.

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### **Finance/Asset Development Committee**

Adam Franklin-Lyons, Treasurer and Chair

Trustee members: Jenny Rowe, Sirkka Kauffman, John Woodward

Staff members: Starr LaTronica

Community members:

Statement of Goals: 5/13/2019

Board Approval: 6/11/19

As in other years, the largest fixed project of the committee will be assisting in the annual appeal. The finance committee helps the Friends with preparations of return envelopes, address lists, and reviews the appeal letter, which all happens between September and November. This year, the two other projects of the committee will be to review and hopefully prepare grant applications for identified projects of other committees (particularly grounds work and art appraisal); the committee will also be involved in preparing the language and look of the donations and planned giving pages on the new website. Finally, we will need to keep up with the ordinary monitoring of the library's endowment and finances, including preparing the annual budget and approving withdrawals from the legacy accounts.

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### **Fine Arts/Special Collections Committee**

Howard Burrows, Chair

Trustee members: Jenny Rowe

Staff members: Starr LaTronica

Community members:

Statement of Goals: 5/28/2019

Board Approval: 6/11/19

The committee will meet to discuss the assessment/security/insurance issues. Bill Myers will help us train a crew to help maintain our pieces. He will restore, repair, and stabilize gold leaf on the main floor art during the construction. For now, he suggests that we focus on restoring some of the items and creating better hanging grids to protect the frames. Once these are hung, it will be easier to have Zea revisit and give us ideas on assessment. John Clemens at Zephyr will help him install the appropriate grids in the storage room, and provide the materials Bill needs to help preserve and store our books (now on their sides stressing the bindings). Howard will continue to work with a team to improve the inventory/database/discovery tools.

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### **Liaison to library organizations and advocacy for libraries**

Howard Burrows

Statement of Goals:5/28/2019

Board Approval: 6/11/19

I expect to move into the role of Trustee/Friend Membership at the Vermont Library Association and have begun attending nearby Trustee meetings to gauge interest and recruit recruiters. After June, I expect to continue submitting articles and panels to the VLA. I would like to gather a stronger group to assess the discovery tools for fine arts and library assets by contacting folks regionally and throughout New England. Jodi Shippee and others have shown a strong interest in this. I talked with the President at World Learning about doing a workgroup in this direction. My main role in the VLA now will be in trying to increase membership and engagement by exploring collaborations after the BrattleboroWords project. It would be good also to use Jeanne Walsh's Foundations programs to team up with grant writers. Starr and I will meet with the Town Planner after the June ALA meeting. I have met with many local groups to explore ways BML can coordinate and support their work.

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