



## Board of Trustees Meeting Materials for April 12<sup>th</sup>, 2022

### Table of Contents

- **Agenda**
- **Minutes of March 8<sup>th</sup>, 2022**
- **Committee Minutes**
  - Building and Grounds Committee
  - Finance Committee
  - Strategic Planning Committee
- **Director's Report**
- **Information Services Report**
- **Youth Services Board Report**
- **Expenditures Report**
- **Revenue Report**
- **Fiscal Year Actual vs Budget Report**
- **Fiscal Year P&L Report**
- **Quarterly Endowment Report**
- **FY2022-2023 Proposed Budget Allocations**

**BROOKS MEMORIAL LIBRARY**  
**Board of Trustees Regular Meeting**  
**Tuesday, April 12, 2022 4:45 PM**  
**Meeting to be held on site or via Zoom:**

Join Zoom Meeting  
<https://us02web.zoom.us/j/83917781481?pwd=TGtGVHZlS0J2OEERWGIYN3N4MkQ5UT09>  
Meeting ID: 839 1778 1481  
Passcode: 359655

**AGENDA**

Call to Order / **4:45 PM**  
Agenda/Changes or additions  
Public Comments  
Minutes of March 8<sup>th</sup>, 2022

**COMMITTEE UPDATES/ DEPARTMENT REPORTS**

- A. Friends of the Library
  - Update
- B. Finance/Asset Development Committee—John Woodward, Chair
  - Update
  - 2022-23 Budget
- C. Technology Committee
  - No report
- D. Buildings and Grounds—Sirkka Kauffman, Chair
  - Update
- E. Advocacy and liaison to library organizations—Howard Burrows
  - Tentative
- F. Strategic Planning Committee
  - Update
- F. Department Reports: Director; Reference, Youth Services

**CONTINUING BUSINESS**

- Update on phased reopening and volunteer re-entry, including mask requirement
- Tool Library update
- Personnel update
- Committee charges
- E-bikes

**NEW BUSINESS**

- Election of officers
- Committee roles

BROOKS MEMORIAL LIBRARY  
Board of Trustees Regular Meeting  
Tuesday, March 8, 2022 4:45 PM

Minutes

Present: Sirkka Kauffman, Starr Latronica, Karen Tyler, Jennifer Rowe, Ann Varilly, Howard Burrows, Leo Schiff, Jane Southworth, John Woodward, Kate **O'Connor**, Jen Robb (Interlibrary Loan).

Call to Order / 4:46 PM Leo

Agenda/Changes or additions: remembering Helene Henry

Public Comments: none

Minutes of February 8, 2022: Jane moved to approve; Ann seconded. All in favor, none opposed, none abstained.

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library- Howard update

- There are about \$300 worth of books in storage to sell at Amazon. Joyce of the Friends will pursue this.
- Friends gave us funds to buy a pronunciator tool, which includes Afghan languages and also has online ESL tutorials.

B. Finance/Asset Development Committee—John Woodward, Chair

- The committee moved its next meeting to April, when we will have a budget breakdown from the endowment. The Loud issues are moving forward slowly.

C. Technology Committee – Leo Schiff, Update

- Thanks to Jeanne or the incredible minutes included in the packet. There is a question of unmet needs and staff capacity, particularly for elements of the new website, including keeping it updated and understanding analytics. **In response to Jenny's** question of how much staff time is needed for those items, Starr said she will talk to a **team of supervisors of how to redistribute Maria's hours to include some of those tasks.**

D. Buildings and Grounds—Sirkka Kauffman, Chair

- The committee was snowed out in February and will meet on March 25<sup>th</sup>, with continued discussion of library signs and tree issues.

E. Advocacy and liaison to library organizations—Howard Burrows

- Howard reported that IMLS has released a strategic plan with 4 goals. He suggested that everyone join VLA and NELA, with Starr able to pay for us as a group. The NELA conference will be in Manchester, NH in person in October, and ALA in DC in June.

F. Strategic Planning Committee

- Karen referred to the minutes, noting the meeting with Greg Hessel to kick off the process. We need to reach out to underserved populations. Karen gave Greg a list of

groups to possibly hold focus groups or forums of the leaders of those groups. There is a rough timeline and the committee will monitor the progress.

- The committee is working on its charge, and may want to change its name. Leo noted that we have put a hold on a potential outreach committee which seems part of Strategic Planning now.

G. Department Reports: in packet

- Jenny noted that circulation numbers are still relatively low, and Starr responded that they will increase as more people are coming in now; we are starting in person programs again; and schools are coming in.

## CONTINUING BUSINESS

### Update on phased reopening and volunteer re-entry, including mask requirement

Starr: Volunteers are starting to come back, along with the New Yorker discussion group, and the First Wednesday for April will be in person with BCTV recording it. Small meeting rooms can be reserved again, and we will open to 9 pm on Tuesdays and Wednesdays once the new hire comes on board. Staff are a bit anxious, but glad that most patrons are wearing masks.

### Tool Library update

Starr: The shed will be delivered fully assembled on April 1<sup>st</sup>. Time Trade and Edible Brattleboro are interested in helping paint it, get a sign for it and prep tools as part of a working group.

### Personnel update

Starr: There are 11 applications for the 15 hour a week position, and then we will be staffed to the point when we were fully open. Leo asked about the funds in the grant for the Tool Library for 5 hours a week, but Starr noted that was for an independent contractor. Gabe will be entering items into the tool reservation software. We have been approved for a second year of VISTA, but it must be a different person.

### Committee charges/work plans

Jenny clarified that **these are not mission statements, but rather the idea of a “to do” list or work plan** that each committee should do every year. Once we have them all, the Board will need to vote on them, ideally in April or May after new trustees come on, and some committee members shuffle to different ones.

### E-bikes

Starr reported a meeting is scheduled with Local Motion, and we are moving up the goal to be operational by the end of March.

## NEW BUSINESS

- Remembering Helene Henry

Starr had forwarded an email from Barbara George, requesting consideration to place a granite bench on Estey Street in memory of Helene Henry, who had been on the Library

Fine Arts Committee. **After discussion of Helene's role at the** library and other organizations, Leo suggested that we may support the idea and contribute toward it, but not take a lead or significant role. The Friends may be discussing this at their next meeting.

- Farewell to Jane

Tremendous kudos to Jane Southworth for her 9 years of service on the Board where her numerous accomplishments include leading the completion of the safety plan and the previous strategic plan. She has been a tremendous gift to the community, always willing to work, contributing her wisdom, wit and spirit. Jane responded that she wished to trumpet staff capabilities, especially for **children's and teens** activities; Starr; and the Board.

6:00 pm. Jane moved to adjourn (for the last time); Howard seconded. Leo adjourned.

## Brooks Memorial Library

### Buildings and Grounds Committee

Friday, March 25, 2022 9:00 AM - 10:00 AM (EST)

Main Floor, Brooks Memorial Library

#### Minutes

Present: Jenny Rowe, Jane Southworth, Sirkka Kauffman, Christine De Vallet, Starr Latronica, Leslie Markey, Matt Wojick, Joyce Sullivan.

- Sirkka called meeting to order at 9:02.
- Agenda/Changes or additions: none
- Approval of Minutes of January 24, 2022: Jenny moved to approve, Matt seconded, all approved.
- Welcome to new members of the committee present: Matt Wojick (Electronic Services Specialist), Leslie Markey (Technical Services Librarian), and Joyce Sullivan (new Trustee). Lindsay Bellville (Youth Services Librarian) will also be returning.
- Public Comment: none
- Old Business
  - Status of ongoing and proposed projects:
    - Starr reported that the budget has passed with funds for the fire alarm, but we need to wait until July for the new fiscal year. We have contacted Cleveland Electric, but may need to go out for bids as the cost is over \$30,000.
    - The tree crowns will be trimmed at a cost of \$700 to \$800, and will be covered by the Town's maintenance budget.
    - The shed for the tool lending library is expected to arrive fully assembled on April 1<sup>st</sup>, and the parking lot will be roped off for the time required to get it in position.
    - Starr reported that all of the furniture bought with the ARPA grant funds have been ordered.

- Questions regarding new signage for the library: Starr updated that Denis Maltais has not sent any new designs, and she will follow up with him. She asked that if members notice a particularly nice sign somewhere to take a picture of it for future discussions.
- Feedback from members on current and upcoming building needs:
  - Matt noted a need for more storage space and meeting/study space. The demand now is high with only one reservable space for private meetings. In terms of storage, we need more space for electronic equipment which cannot be stored in the new shed, such as the large TV monitor, programming equipment, library carts, and book sale items. He also suggested it would be great to have a 3-season covered outdoor space as the yellow chairs out front and picnic table in the back are mainly used only in summer.
  - Starr said that upstairs we need to have the wallpaper stripped and the walls sanded and painted. There are landscaping needs, especially the walkway in the back from the parking lot, some brick damage and water seeping into the wall. She also hoped for a roof over the book drop, and exterior outlets which there are none of currently. Some windows and blinds still need to be replaced, ideally with something more energy efficient. She noted that Steve Dotson is looking at potential grants for solar panels.
  - Jenny suggested getting a staff wish list of all building and grounds needs, and Starr will follow up.
- New Business: Lindsay Bellville has a request for \$4,000 for shelving for graphic novels, which are increasingly popular. That can come out of Town funds, but we also could support it from Project funds if necessary.
- Set next meeting: Friday, April 22, 2022 at 9:00 am.
- Meeting adjourned by Sirkka at 9:42.

# **Brooks Memorial Library**

## **Finance Committee**

Mon April 4, 2022 4:45 PM (EST)

<https://us02web.zoom.us/j/85923596854?pwd=N25tYUFvakZ2VDc2NkFCc1hlaHlFZz09>

### **AGENDA**

#### **1) Called to Order at 4:52**

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

#### **2) Agenda/Changes or additions**

Gift policy discussion tabled

#### **3) Approval of Minutes of January 10, 2021 ([link](#))**

Ann moved to approve. Jenny seconded.

#### **4) Public Comment**

None

#### **5) Continuing Business**

- **FY23 Budget**

The group allocated the 4% endowment withdrawal of \$100,220.73 (previously approved by the Board) to the different line items in the budget. The result will be proposed for discussion and a vote at the full Board meeting on April 12, 2022.

Allocations were generally consistent with past levels and/or trends, with a few exceptions where it was appropriate to reduce current funding in light of unspent funds from past fiscal year allocations (Periodicals, Board Approved Projects and Outreach), or, in the case of the Fine Arts category, to make a significantly higher allocation than in past years in anticipation of new, upcoming needs.

- **Loud fund and collection**

John gave update on search for a consultant(s) to assist with appraisal and deaccession planning. So far there are two candidates: Darlene Bialowski from Art Services in Spofford, NH and Ethan Merill from Merill's Auctioneers and Appraising in Williston, VT. The present plan is to solicit written proposals from these and any other qualified outfits.

Ann volunteered to look into possibility of drawing on resources/personnel associated with Keene State's arts program

Group agreed on need to review and possibly edit BML's collection stewardship policies sooner than later. Jenny will pull together policy documentation.

- **Gift policy**

Discussion tabled

#### **6) New Business**

- **Endowment Performance**

Jenny shared results of her annual request for performance indicators from Prentiss Smith:



1 Year through 12/31/2021

- Brooks Memorial Library - Endowment Fund: 7.40%
- Brooks Memorial Library - Endowment Fund Equity-Only: 14.55%
- 60/30/10 Balanced Benchmark: 16.01%
- S&P 500 Index: 28.71%

5 Year through 12/31/2021

- Brooks Memorial Library - Endowment Fund: 9.45%
- Brooks Memorial Library - Endowment Fund Equity-Only: 17.91%
- 60/30/10 Balanced Benchmark: 12.13%
- S&P 500 Index: 18.48%

Group agreed it would be appropriate time to have a general discussion with Prentiss Smith. Jenny will reach out to schedule.

**7) Adjourned at 6:13 PM**

## **Brooks Memorial Library Strategic Planning Minutes**

### **Tuesday, March 22, 2022**

**Called to order at 5:03** in library Community Meeting Room and on Zoom.

Present: Ann Varilly, Karen Tyler, Kate O'Connor, Greg Hessel, Sue Fillion, Starr LaTronica, Lindsay Bellville, Jeanne Walsh

- Agenda: added time for Greg to update us on survey. No other changes.
- Public comments: none
- Minutes of Feb. 28, 2022 approved

### **CONTINUING BUSINESS**

#### **Survey update with Greg Hessel**

##### **Process:**

We noted that Strategic Planning is a large committee that includes a majority of the Board. Would it be more efficient to establish a subset of the committee to oversee the editing and implementation of the survey? We decided to share questions and updates to the whole committee but set time limits for replies so that people can participate as time and interest allow. *Important:* do not reply-all, or we will violate the open meeting law. Instead, reply to Greg. Also, Greg can use his judgment and address specific people with straightforward questions when that's most efficient.

##### **Content:**

Greg took out a few demographic questions, notably the voting district question. As an alternative, we approved adding a question that asks how far the respondent lives from the library.

#### **Next steps in planning process**

We reviewed the draft list of organizations that might help us distribute the survey and engage community members. Sue Fillion offered comments:

- It's a useful list, pretty comprehensive and inclusive.
- We'll need paper copies of the survey as well as online access.

- Some organizations will be happy to share the survey through their enews.
- We'll want to post it on Front Porch Forum, iBrattleboro, and maybe the Windham Regional Commission.

Question: Within the survey distribution process, is it appropriate/helpful to ask community group leaders if they would be interested in participating in a community forum? Key points from discussion:

- That's a different commitment from simply distributing the survey.
- FYI, the Planning Department offered stipends for community members who participated on a steering committee.
- A community forum is different from a meeting with specific community leaders who might help us engage with the people they serve.
- We might consider a phone call rather than a meeting, because our contacts might be dealing with meeting fatigue and very busy schedules.

Where are we right now? Just engaging with the organizations to help with the survey distribution or organizing forums? We need to clarify that.

- A forum might not attract a lot of people. Experience from other town committees suggests a small group, maybe a dozen.
- We could try one community forum at the library and see what happens.
- It can also be interesting to have a focus group with a particular interest where we make personal invitations.
- A survey is likely to bring a couple hundred responses.
- Is it possible that survey responses would help us focus our forums?

Answer: yes.

- We can go places where there are people already, e.g., Rotary. Sue agrees that it's a good approach, but we have to be strategic about where to show up to find our various audiences.
- Tabling (conversation with Sue): A good place to table would be Gallery Walk. Gets local and regional folks. Is tabling for distributing the survey or for engaging with people? Sue: you're only going to get a certain amount of information that way, but personal engagement is important. But how do we capture the information? Ask a fun question, like "What's your favorite thing about the library?" And grab their contact information for later communication, if they're interested.

- Other creative ways to get folks engaged in the planning process:
  - Connect it to a program, i.e., bring people in for a program and ask them questions when they're assembled
  - Give incentives, e.g., gamify everything; enter people in a drawing if they return their survey; give a donation from library trustees to an organization that helps us out; give people a fun thing to take away from a library table display.

We'll fill in contact information on the draft list and will seek Sue's help as needed. April 15th will be our deadline.

### **Committee description update**

We looked at the description and agreed to postpone approval to our next meeting. We discussed a possible name change to *Long-Range Planning*, or simply *Planning*. We'll address that as well at the next meeting.

### **NEW BUSINESS**

#### **Community members to serve on committee?**

Key ideas from discussion:

Is it wise to put out a request for community members to join the committee when we're this far into the planning process? Maybe invite people with specific expertise or representing a specific constituency, which could be valuable to our work. However, it's a big committee as it is. There are really two questions: should we welcome a community member if they express interest, or do we want to actively recruit people? We need to clarify why we would be looking for new people: would they help us do legwork with our surveys, tabling, etc., or would they be helping guide the committee's decisions and priorities? Could there be Planning Volunteers to take on practical tasks to support the work of the committee? Should we have "Squad Leaders"? Last time we engaged high school students who were working on their community service hours.

**Next meeting:** Tuesday, April 19, 5:00 p.m.

**Adjourned** at 6:35

## Director's Report for March 2022

**Service update:** March marked the first month of no time restrictions for the public to be in the building and we have seen a noticeable increase in demand for service. People are able to spend more time on the public computers, which are nearly always in use. The small meeting space is in high demand and we frequently need to book the Quiet Reading Room for online meetings, exams and interviews. We have expanded the regulations for reserving the second-floor community meeting room to allow groups and organizations to use it during the day for classes and meetings and public groups who meet during the evening are eager to return. St. Michael's classes have resumed their regular visits, which contribute significantly to the circulation statistics of the children's room. As restrictions continue to recede we are seeing an increase in presenters offering programs and authors requesting the opportunity to conduct readings.

We are also gearing up to reinstitute the e-bike loan program. Pieces are coming together, (the reservation software, transfer of ownership of the bikes, volunteers to check them in and out and approval of the waiver) and we hope to be able to take reservations soon.

The tool shed is here and in place and we hope to begin acquiring tools this week. Thanks to Brian Bannon and Stephen Dotson for their help and support. As a prelude opening the tool collection, we have reconstituted our seed library.

We have had little to no pushback on requesting masks in the Children's Room, though the Town Manager's secretary reports

**Building and Grounds:** We have several new members of the committee and are taking stock of needs. Bricks along the southwest corner require re-pointing and the erosion of the path of desire along the south side of the building needs to be addressed. We will be thinning the crowns of the trees in front of the building and continue to investigate signage.

**Fine Arts:** A masterpiece of textile art by Faith Ringgold is now hanging in the Main Reading Room, thanks to the generous loan of its owner. The restored mammoth tusk has been returned and is currently displayed on the mezzanine until it can be returned to the second floor.

**Community Collaborations:** Staff is working closely with Time Trade on the e-bike and tool shed projects. BML is partnering with Windham World Affairs Council for their online presentations. Plans are in the works for BML activities at upcoming Gallery Walks.

**Town activities:** We hosted a representative onsite during RTM to provide tech support. I met with a couple of members of the RTM steering committee (individually) to discuss what BML could do to support civics education. I have met with the new Town Manager to discuss a couple of potential projects.

**Technology:** Thanks to Matt Wojcik, we are learning several new platforms: Aspen, which will provide a spiffy new public interface of our online catalog; a new online booking tool for our meeting spaces; and reservation software for the e-bikes and another for our "Library of Things" (e.g. telescope, garden tools, etc.). Thanks to Jeanne Walsh, there has also been a lot of interest in our new online language learning tool, Pronunciator. The Websters group is evaluating our website and planning some adjustments/updates.

**Grants:** The water bottle filling station grant is currently on hold by the grantor. The Department of Libraries has announced a new round of ARPA funding for collections and electronic hardware.

**Continuing Education/Professional Development:** I attended a presentation on ebooks in libraries (cost + impact) and have been viewing/reading resources to address anxiety and emotional fatigue (i.e. burnout) of staff.

**Personnel:** We have hired Max Newirth for a 15 hours/week circulation clerk position. Our VISTA found himself over-committed and has resigned from his position.

<b>March Circulation statistics:</b>	2022: 10,801	2021: 6717	2020: 15,064	2019: 13,568
<b>February Circulation Statistics:</b>	2022: 8232	2021: 5462	2020: 13,396	2019: 12,673

## BML Information Services, Electronic Services, Interlibrary Loan, & VISTA March 2022

### **Electronic Services**

Matt is balancing IT work with an increasing number of patron appointments. He gathered supervisors and the web team to customize the forthcoming Aspen interface for our public catalog, and he is our liaison to Aspen/CLN for this important upgrade. We still have work ahead to make the most of Aspen. Matt has also coordinated our training with our software vendor Assabet, which will help us manage room booking and our Library of Things.

### **Interlibrary Loan**

Jen has been using her powers of persuasion to retrieve overdue interlibrary loans and resolve problems with damaged materials. Most ILLs to patrons and other libraries travel back and forth without incident, but managing the small percentage of problematic loans is part of the job of the ILL Specialist, who's responsible for maintaining our collegial status in the ILL network throughout Vermont and beyond.

### **VISTA and the ABC Database**

With Gabe's departure, we must pause work on the Access Brattleboro Community (ABC) Database. The project emerged from our last strategic planning cycle, when community partners identified a need to "catalog the community." Who's doing what in human services, social justice, mutual support networks, etc.? Can there be a single, easily updated database of organizations and activities, with potential for expansion if it's successful? The work requires interpersonal connection as well as database design and library tech work on subject headings/taxonomy to ensure that searching is easy and clear. We haven't given up!

### **Reference and Information Services**

Youth Services librarians invited Academy School students for library tours, and I introduced them to our Local History collections. We talked about primary sources and archives, and the students examined an early Webster's spelling book printed in Bratt. They're interested in Brattleboro's Civil War monument and the work of local historians, including students, who have used primary sources to uncover neglected stories of African-American veterans.

Some March Reference consultations: estate planning for artists; Alexander Twilight; Afghan culture for Americans; names in 'Vermont Warnings Out'; anthropologist Lila Abu-Lughod; grant sources for projects in arts education, student mentoring, and architectural preservation; strategies for research on patron's historic (and once-exorcised) childhood home; peer-reviewed research on possible toxicity of plug-in air fresheners.

Jeanne Walsh, 4/6/22

## Youth Services Board Report – April 2022

We had an amazing turn out for the Stuffed Animal Slumber Party on March 24! We ended up with 56 stuffies- much more than the 40 we expected. We had so many animals we actually had to essentially have two concurrent parties going at once. We separated the stuffies into two groups- one for the smaller ones and one for larger. This helped ensure that each stuffed animal could be seen in the pictures. Each stuffed animal was sent home with their own personalized booklet filled with pictures of the night's fun including getting new library cards, hearing a bedtime story and of course, jumping on the bed. We've already had patrons ask when we will be having the next stuffed animal slumber party! A big thank you to Chloe, Molly, Sid and our teen volunteers, many of whom are part of TAFLTS, for all the help to make it a success.

Kids had a great time voting for the imaginary titles of Five Little Monkeys books. In true March Madness style, kids and adults could vote for their favorite title in each bracket each week. After four weeks of voting, *Five Little Monkeys Get a Pet* was the champion. To add to the fun, kids who voted in Rounds 3 and 4 received a copy of Eileen Christelow's book *Vote!* Searching for the picture of Gertrude the Bulldog Detective hidden in the Children's Room was another fun activity in March. Gertrude was in a new location each week, finding a different character from other Eileen Christelow books. Kids who found Gertrude were entered in a drawing for a book bundle. We also gave away not one, not two or even three but five book bundles of Eileen's books including *The Five-Dog Night*, *The Great Pig Escape*, *What Do Authors Do?*, *What Do Illustrators Do?*, *Five Little Monkeys Jumping on the Bed* and *Five Little Monkeys Trick-or-Treat*. The books were generously donated by Eileen herself. In addition to the books given out in the Children's Room, we gave out over 120 more books to local children with the help of Sueno LeBlond who visits daycares and preschools with the book mobile! This collaboration was a great way to reach more children over a wider geographical area than we could have otherwise.

In April we are celebrating the dedication of our new *Welcoming Library* collection by Brattleboro native Kirsten Cappy in honor of her late father, James Cappy. The *Welcoming Library*, created by Kirsten Cappy and Maine Librarian Kate Cutko, is a traveling collection of thirty acclaimed children's picture books featuring New Arrival and New American families. Given the national conversation about immigration, the *Welcoming Library* seeks to raise awareness and build sensitivity for all ages through children's literature. Each book contains a discussion guide affixed to the inside back cover to facilitate engagement in the topics of welcoming and belonging. Whether it is a parent discussing a picture book with a child or a public library story hour, these books will foster crucial discussions on what it means to arrive in a new culture, country, or community. Readers who are "new arrivals" themselves may see their cultures and communities reflected in the narratives in this collection. On Saturday April 2 at 2:00 pm Cappy and Cutko will be joined present *Building Our Welcoming Skills-with Literature*, a discussion for adults on how the collection can be an effective tool for building community connections. Using the picture book "The Suitcase", Cappy and Cutko will discuss how these books break down inter-group anxiety and foster a welcoming environment. The Welcoming Library collection will be available for local schools and public libraries to borrow to help engage their communities.

Lindsay Bellville- Youth Services Librarian

The Library opened back up to longer visits in March, so the Teens jumped right into programming. We had a welcome back meeting on March 10<sup>th</sup>, ran our first Teen Game Night of the year on March 18<sup>th</sup>, and have started planning other events. We also skipped our second TAFLTS meeting so that the Teen Board could assist the Children's Room in running the Stuffed Animal Slumber Party.

The Teen Game Night was on a Friday night from 6:30-9:30 and once again we blew our previous attendance records out of the water with 35 teens of all ages coming and going throughout the evening. I had to call in an extra grownup at the last minute to help staff the event and fun was had by all.

In April, we will be returning to our Writing Workshops and planning for a movie night during Spring Break.

Chloe Liotta-Jones – Assistant Youth Services Librarian

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-21/22 MTD Pd 9 Mar
<b>01-6 Expenses</b>					
<b>01-6-2800 Library</b>					
01-6-2800-001.00 Department Head Salary	79,040.00	0.00	55,386.95	23,653.05	6,064.50
01-6-2800-005.00 Staff Salaries	431,360.00	0.00	304,751.14	126,608.86	34,109.63
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	5,000.00	0.00	0.00	5,000.00	0.00
01-6-2800-060.00 Office Equipment	4,500.00	0.00	2,339.58	2,160.42	305.63
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	200.00	0.00	30.00	170.00	30.00
01-6-2800-140.00 Computer Equipment Maint	6,000.00	0.00	2,325.18	3,674.82	790.07
01-6-2800-141.00 Computer Supplies	4,000.00	0.00	657.32	3,342.68	160.53
01-6-2800-152.00 Book & Non-Print Supplies	5,500.00	0.00	4,385.23	1,114.77	286.59
01-6-2800-173.00 Professional Services	200.00	0.00	0.00	200.00	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	3,500.00	0.00	1,769.00	1,731.00	0.00
01-6-2800-230.00 Fuel Expense	11,740.00	0.00	8,077.61	3,662.39	1,764.53
01-6-2800-235.00 Electric	18,150.00	0.00	18,666.75	-516.75	2,701.77
01-6-2800-240.00 Utilities	1,770.00	0.00	954.72	815.28	0.00
01-6-2800-250.00 Building Equip & Maint	19,000.00	642.32	9,859.15	8,498.53	852.21
01-6-2800-255.00 Maintenance Supplies	4,000.00	0.00	2,935.32	1,064.68	328.16
01-6-2800-350.00 Telephone	3,000.00	0.00	2,061.74	938.26	267.56
01-6-2800-450.00 Postage/Courier Expense	7,500.00	0.00	3,806.64	3,693.36	0.00
01-6-2800-500.00 Office Supplies	4,000.00	0.00	2,719.15	1,280.85	643.26
01-6-2800-501.00 Books - General	6,000.00	0.00	6,000.00	0.00	0.00
01-6-2800-502.00 Reference Sources	18,250.00	0.00	17,945.92	304.08	41.86
01-6-2800-505.00 Juvenile Books	9,000.00	1,216.51	5,635.26	2,148.23	780.04
01-6-2800-510.00 Young Adult Sources	2,000.00	0.00	1,568.05	431.95	15.87
01-6-2800-515.00 Replacement Books	2,500.00	0.00	876.53	1,623.47	98.96
01-6-2800-520.00 Periodicals & Newspapers	7,500.00	0.00	7,142.91	357.09	2,239.46
01-6-2800-525.00 Digital Subscriptions	10,000.00	0.00	9,813.63	186.37	0.00
01-6-2800-530.00 Non-Print Materials/Adult	5,000.00	6.02	4,493.98	500.00	0.00
01-6-2800-532.00 Non-Print Mat./Children	4,500.00	25.10	2,274.48	2,200.42	0.00
01-6-2800-551.01 Special Programs/Adult	0.00	0.00	0.00	0.00	0.00
01-6-2800-552.00 Special Programs/Children	0.00	0.00	0.00	0.00	0.00
01-6-2800-650.00 Equipment Maintenance	2,000.00	0.00	1,703.52	296.48	143.64
<b>Total Library</b>	<b>675,210.00</b>	<b>1,889.95</b>	<b>478,179.76</b>	<b>195,140.29</b>	<b>51,624.27</b>
<b>Total Expenses</b>	<b>675,210.00</b>	<b>1,889.95</b>	<b>478,179.76</b>	<b>195,140.29</b>	<b>51,624.27</b>
<b>Total General Fund</b>	<b>675,210.00</b>	<b>1,889.95</b>	<b>478,179.76</b>	<b>195,140.29</b>	<b>51,624.27</b>
<b>Total All Funds</b>	<b>675,210.00</b>	<b>1,889.95</b>	<b>478,179.76</b>	<b>195,140.29</b>	<b>51,624.27</b>



Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-21/22 MTD Pd 9 Mar
<b>01-5 Revenues</b>					
<b>01-5-2800 Library Revenue</b>					
01-5-2800-120.00 Library Copier Revenue	6,500.00	0.00	2,765.60	3,734.40	264.80
01-5-2800-135.00 Library Donations	0.00	0.00	0.00	0.00	0.00
01-5-2800-216.00 Reimbursements	3,500.00	0.00	1,950.72	1,549.28	0.00
01-5-2800-360.00 Library Fines	0.00	0.00	35.00	-35.00	0.00
01-5-2800-370.00 Non-Resident Fees	15,000.00	0.00	11,631.00	3,369.00	1,341.00
01-5-2800-375.00 Gift Books & Replacement	2,500.00	0.00	765.40	1,734.60	111.00
01-5-2800-390.00 Library Postage Revenue	0.00	0.00	0.00	0.00	0.00
01-5-2800-396.00 Audio Visual Rental	0.00	0.00	0.00	0.00	0.00
01-5-2800-450.00 Miscellaneous Income	4,000.00	0.00	496.65	3,503.35	0.00
<b>Total Library Revenue</b>	<b>31,500.00</b>	<b>0.00</b>	<b>17,644.37</b>	<b>13,855.63</b>	<b>1,716.80</b>
<b>Total Revenues</b>	<b>31,500.00</b>	<b>0.00</b>	<b>17,644.37</b>	<b>13,855.63</b>	<b>1,716.80</b>
<b>Total General Fund</b>	<b>31,500.00</b>	<b>0.00</b>	<b>17,644.37</b>	<b>13,855.63</b>	<b>1,716.80</b>
<b>Total All Funds</b>	<b>31,500.00</b>	<b>0.00</b>	<b>17,644.37</b>	<b>13,855.63</b>	<b>1,716.80</b>

# Brooks Memorial Library

Budget vs. Actuals: FY\_2021\_2022 - FY22 P&L

July 2021 - June 2022

	TOTAL		
	ACTUAL	BUDGET	REMAINING
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
BR03 Conferences & Workshops	590.00	5,057.61	4,467.61
BR04 Contractual Services	6,000.00	13,118.28	7,118.28
BR05 Books Adults	12,887.95	22,000.00	9,112.05
BR06 Juvenile Programs	3,541.75	6,706.23	3,164.48
BR07 Reference Sources	1,233.75	9,804.07	8,570.32
BR08 Local History Source	75.00	6,528.41	6,453.41
BR09 Young Adult Sources	306.57	2,286.87	1,980.30
BR10 Non-Print	2,939.21	21,913.66	18,974.45
BR11 Periodicals	506.07	11,861.00	11,354.93
BR12 Trustees Conferences		1,609.00	1,609.00
BR13 Adult Programs	527.24	6,044.30	5,517.06
BR14 Fine Arts	316.50	3,087.80	2,771.30
BR15 Board Approved Projects	783.33	23,901.70	23,118.37
BR16 Books Children	2,695.46	6,980.59	4,285.13
BR17 Outreach	856.29	12,956.58	12,100.29
BR18 Conservation	417.60	600.46	182.86
BR19 Short Term Gift Funds			
BC01 Brattleboro Camera Club		71.52	71.52
BP01 Brattle Post Card Fund		668.49	668.49
BS01 Brattleboro Stamp Club Donation		90.20	90.20
DU01 Helen Durant Fund 9/6/2007		665.85	665.85
EJ01 Edward Johnson Fund		164.38	164.38
HS01 Harold Sheldrick Fund 9/30/15		72.49	72.49
SG01 Small Gifts	-706.81	3,605.31	4,312.12
TB01 Tom Burdo Fund 1/2/2012		124.00	124.00
<b>Total BR19 Short Term Gift Funds</b>	<b>-706.81</b>	<b>5,462.24</b>	<b>6,169.05</b>
BR20 Projects			
SP01 - Sanderson/Pike Bequest		44,206.54	44,206.54
<b>Total BR20 Projects</b>		<b>44,206.54</b>	<b>44,206.54</b>
BR21 Legacy			
BN01 Brown Fund	53.95	134.90	80.95
CK01 Calista Book Fund	660.53	800.00	139.47
DW01 Dowley Fund		1,772.54	1,772.54
FR01 Frothingham Fund	2,288.85	4,089.62	1,800.77
GB01 George Brooks Fund		802.50	802.50
JR01 Jerard Fund		1,387.20	1,387.20
LU01 Loud Fund		8,391.50	8,391.50

# Brooks Memorial Library

Budget vs. Actuals: FY\_2021\_2022 - FY22 P&L

July 2021 - June 2022

	TOTAL		
	ACTUAL	BUDGET	REMAINING
PG01 Pageant Fund		386.08	386.08
SH03 Schorling 2007 Books Ref		143.16	143.16
WY01 Wyatt Fund	214.66	863.47	648.81
<b>Total BR21 Legacy</b>	<b>3,217.99</b>	<b>18,770.97</b>	<b>15,552.98</b>
BR22 - Employee Leave Awards	5,018.88	5,396.61	377.73
<b>Total Expenses</b>	<b>\$41,206.78</b>	<b>\$238,292.92</b>	<b>\$197,086.14</b>
NET OPERATING INCOME	<b>\$ -41,206.78</b>	<b>\$ -238,292.92</b>	<b>\$ -197,086.14</b>
NET INCOME	<b>\$ -41,206.78</b>	<b>\$ -238,292.92</b>	<b>\$ -197,086.14</b>

# Brooks Memorial Library

Fiscal Year P&L Cash Basis

July 2021 - June 2022

	TOTAL
Income	
Dividend Income	23,975.15
<b>Total Income</b>	<b>\$23,975.15</b>
GROSS PROFIT	<b>\$23,975.15</b>
Expenses	
BR03 Conferences & Workshops	590.00
BR04 Contractual Services	6,000.00
BR05 Books Adults	12,887.95
BR06 Juvenile Programs	3,541.75
BR07 Reference Sources	1,233.75
BR08 Local History Source	75.00
BR09 Young Adult Sources	306.57
BR10 Non-Print	2,939.21
BR11 Periodicals	506.07
BR13 Adult Programs	527.24
BR14 Fine Arts	316.50
BR15 Board Approved Projects	783.33
BR16 Books Children	2,695.46
BR17 Outreach	856.29
BR18 Conservation	417.60
BR19 Short Term Gift Funds	
SG01 Small Gifts	-706.81
<b>Total BR19 Short Term Gift Funds</b>	<b>-706.81</b>
BR21 Legacy	
BN01 Brown Fund	53.95
CK01 Calista Book Fund	660.53
FR01 Frothingham Fund	2,288.85
WY01 Wyatt Fund	214.66
<b>Total BR21 Legacy</b>	<b>3,217.99</b>
BR22 - Employee Leave Awards	5,018.88
<b>Total Expenses</b>	<b>\$41,206.78</b>
NET OPERATING INCOME	<b>\$ -17,231.63</b>
Other Income	
Change in Investment Value	272.75
Change -3335	-867.77
Change -3431	-194,608.73
Change -3811	-413.49
Change -7353	-840.84
Change -7577	-800.19
<b>Total Change in Investment Value</b>	<b>-197,258.27</b>
<b>Total Other Income</b>	<b>\$ -197,258.27</b>
NET OTHER INCOME	<b>\$ -197,258.27</b>
NET INCOME	<b>\$ -214,489.90</b>

<b>LIBRARY ENDOWMENT REPORT</b>		<b>Fiscal Year</b>	<b>7/1-9/30/21</b>	<b>10/1-12/31/21</b>	<b>1/1-3/31/22</b>	<b>4/1-6/30/22</b>	<b>Fiscal Year</b>
<b>2021-22 ACTIVITY AND ASSETS</b>		<b>Start of Year</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Summary</b>
<b>1. x431 Permanent Endowment</b>							
<b>Beginning Market Value of Assets (BMV)</b>	\$2,552,514.43	\$2,552,514.43	\$2,487,255.45	\$2,505,518.15			
<b>Gifts, Bequests and other Contributions</b>							
<b>Net Income (Dividends, Interest, etc.)</b>		\$5,230.77	\$6,826.36	\$6,067.96			
<b>Disbursements</b>							
Transferred to x868 for Brooks Library		-\$24,218.00	-\$24,218.00	-\$24,218.00			
Quarterly Mgmt Fee to Prentiss Smith		-\$3,192.96	-\$3,111.84	-\$3,134.14			
Foreign Taxes and Other Fees Withheld		-\$51.10	-\$34.67	-\$444.79			
<b>Gain (Loss) in Market Value of Assets (MVA)</b>		-\$43,027.69	\$38,800.85	-\$180,441.01			
<b>Ending Market Value of Assets</b>		\$2,487,255.45	\$2,505,518.15	\$2,303,348.17			
<b>1(a). Allocation of Assets</b>							
<b>    \$ Allocation</b>							
Cash and Equivalent	\$394,600.18	\$562,480.97	\$407,202.29	\$334,758.26			
Fixed Income (Bonds & CDs)	\$744,570.57	\$663,941.79	\$882,023.32	\$832,280.68			
Equities (Stocks)	\$1,413,343.80	\$1,260,832.69	\$1,216,292.54	\$1,136,309.23			
Total Ending Market Value of Assets	\$2,552,514.55	\$2,487,255.45	\$2,505,518.15	\$2,303,348.17			
<b>    % Allocation</b>							
Cash and Equivalent	15.46%	22.61%	16.25%	14.53%			
Fixed Income	29.17%	26.69%	35.20%	36.13%			
Equities	55.37%	50.69%	48.54%	49.33%			
Total Market Value of Assets	100.00%	100.00%	100.00%	100.00%			
<b>1(b). Performance Measures</b>							
<b>Total Return</b> = Net Income + Gain in Value		-\$37,796.92	\$45,627.21	-\$174,373.05			
<b>Rate of Return</b> = Total Return / BMV		-1.48%	1.83%	-7.57%			
<b>Endowment Full Performance 1 yr and 5 yr</b>			7.40%	9.45%			
<b>60/30/10 Balanced Benchmark 1 yr and 5 yr</b>			16.01%	12.31%			
<b>Endowment Stock Only Perf 1 yr and 5 yr</b>			14.55%	17.91%			
<b>S&amp;P500 Performance 1 yr and 5 yr</b>			28.71%	18.48%			
			<b>1 yr</b>	<b>5 yr</b>			
<b>2. x868 Money Market Account</b>	\$146,167.86	\$161,539.64	\$178,682.77	\$172,880.03			
<b>3. x811 Calista Fund</b>	\$25,040.61	\$23,972.32	\$25,501.83	\$25,198.37			
<b>4. x577 Loud Fund</b>	\$26,981.94	\$25,702.82	\$27,364.35	\$27,027.56			
<b>5. x335 Legacy Funds</b>	\$50,267.21	\$47,882.24	\$50,998.34	\$50,366.71			
<b>6. x353 Board Projects Account</b>	\$24,189.81	\$24,193.44	\$24,083.71	\$23,500.08			

Description	Code	New Allocation for Fiscal Year	Rolled Over from Past FYs	Total Funds Available for FY
		proposed 2022-04-12	as of 2022-03-29	starting 2022-07-01
STAFF LEAVE BUDGET	BR22	\$5,000.00	\$377.73	\$5,377.73
CONFERENCES AND WORKSHOPS (Staff)	BR03	\$3,000.00	\$2,917.61	\$5,917.61
CONTRACTUAL SERVICES	BR04	\$4,000.00	\$7,118.28	\$11,118.28
BOOKS ADULT	BR05	\$25,000.00	\$6,016.73	\$31,016.73
JUVENILE PROGRAMS	BR06	\$6,000.00	\$1,419.20	\$7,419.20
REFERENCE SOURCES	BR07	\$6,000.00	\$8,488.39	\$14,488.39
LOCAL HISTORY SOURCES	BR08	\$0.00	\$6,453.41	\$6,453.41
YOUNG ADULT SOURCES	BR09	\$3,000.00	\$2,168.90	\$5,168.90
NON-PRINT	BR10	\$25,000.00	\$18,848.14	\$43,848.14
PERIODICALS	BR11	\$0.00	\$9,655.08	\$9,655.08
CONFERENCES AND WORKSHOPS (Trustees)	BR12	\$2,000.00	\$1,413.20	\$3,413.20
ADULT PROGRAMS	BR13	\$1,000.00	\$5,267.06	\$6,267.06
FINE ARTS	BR14	\$5,000.00	\$2,755.40	\$7,755.40
BOARD APPROVED PROJECTS	BR15	\$8,000.00	\$22,793.37	\$30,793.37
BOOKS CHILDREN	BR16	\$5,000.00	\$3,359.62	\$8,359.62
OUTREACH	BR17	\$2,000.00	\$12,072.84	\$14,072.84
CONSERVATION	BR18	\$220.73	\$80.11	\$300.84
TOTAL		\$100,220.73	\$111,205.07	\$211,425.80
LEGACY excluding Loud and Calista	BR21	\$2,040.00		
LOUD	LU01	\$1,095.00		
CALISTA	CK01	\$800.00		