



Board of Trustees Meeting Materials for November 9th, 2022

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BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, November 8, 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 October 11, 2022

COMMITTEE UPDATES/ DEPARTMENT REPORTS

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

CONTINUING BUSINESS

- Request to film Trustee Meetings and “publish” them on BCTV

NEW BUSINESS

- Trustee terms

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, October 11, 2022 4:45 PM

Minutes

Present: Sirkka Kauffman, Starr Latronica, Karen Tyler, Leslie Markey (technical services librarian), Jennifer Rowe, Howard Burrows, Leo Schiff, Joyce Sullivan, **Kate O'Connor**, Ann Varilly, John Woodward, Beth Johnson (VISTA).

Call to Order / 4:47 PM Leo

Agenda/Changes or additions: New Business: discussion of possible library social worker.

Public Comments: none.

Minutes of September 13, 2022: Karen moved to approve; Jenny seconded. All who were in attendance voted to approve.

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library- Starr update

- Karen (Friends president) is working on annual appeal. Jenny and Finance committee will assist.
- Book sale will be start day after Thanksgiving, and donations are being accepted.

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

- We have signed a contract with Amy Schlegel to appraise the Loud collection, and will move forward on the first phase with a revised cost of \$2,000. The Board previously approved \$5,000 total for the project. A draft of the first phase should be available in about a month, including recommendations of what to do with more valuable pieces.
- Jenny referred to the year-end reports in the packet, and noted that the endowment was down 15% over the year. The Committee met with Prentiss Smith for an overview of returns and investment policies.

C. Technology Committee

- No report.

D. Buildings and Grounds—Karen Tyler, Chair

- Karen referred to minutes in the packet, and noted progress in landscaping. The upstairs hallway will be painted this winter. We are looking for ways to improve the staff room. There has been no progress on signage, and Starr asked everyone to be on the lookout for signs in the community that we like for further consideration.

E. Advocacy and liaison to library organizations—Howard Burrows

- Howard will be attending the NELA conference in Manchester later in October. He and Ann have signed up for 4 State strategic planning sessions, and would ideally like some staff to join them in order to have a team.

F. Strategic Planning Committee

- Leo reported on the meeting with the trustees, staff and consultant. There will be a follow-up meeting on October 21st. We expect to identify core strategic themes and start a draft of the plan soon.

G. Department Reports: Director; Youth Services (in packet)

Director

Starr reported that after Baker & Taylor came back in business, staff has been busy getting new books out, including a collection on cooking, canning and preserving linked to our Tool Shed. Leslie noted that the attack on Baker & Taylor kept them down for 3 weeks, and though we could order by phone during that time, it was not ideal.

Starr noted the Literary Festival is in town this week, with many events held in the library, especially over the coming weekend.

CONTINUING BUSINESS

- **Request to film Trustee Meetings and “publish” them on BCTV:**
Matt is still investigating the cost.

NEW BUSINESS

- Discussion of possible library social worker:
In response to increasingly complicated staff dealings with patrons, this was an initial exploration of having a social worker present in or available to the library. Starr noted that we had Groundworks personnel in the past, but years ago. She will be talking to police chief Hardy about whether the police could hire a social worker and share them with us. HCRS is no longer working with them.

Karen mentioned an NPR program about a Tennessee rural library needing social services which subscribed to an online service. She will follow-up on that report.

Joyce noted the push for telehealth services, including clearing houses with a roster of social workers or therapists that companies vet. Beth is looking into the overlap of social work and librarianship and whether a graduate student practicum might work. Joyce said they would need clinical supervision. Karen suggested reaching out to community volunteers for case managers, not necessarily clinicians.

Leo summarized a potential list of contacts: Police chief, HCRS staff, Groundworks, graduate programs, Brattleboro hospital and the Retreat. We could also look for potential grants, and Starr noted that Jeanne could do a targeted grant search for a pilot

project, but we would need to know what we want, and also need confidential space for interactions.

In response to Ann's question about training for staff on de-escalation and dealing with complex patron issues, Starr would like to offer such training to all staff, especially supervisors, and that the majority of staff would be interested. Kate reported that there is a pot of \$300,000 that the police are not using for safety training which could potentially be tapped for this.

Leo suggested a future potential working group of trustees and staff may evolve around these issues eventually.

The trustees **offered a hearty "Happy Birthday" to Leo.**

5:58 pm. Leo adjourned.

BML Strategic Planning Minutes, November 1, 2022

Convened at 4:50 in the Community Meeting Room

Present: Kate O'Connor, Starr LaTronica, Ann Varilly, Leo Schiff, Beth Johnson, Jeanne Walsh, Howard Burrows

- Agenda changes: none
- Public comments: none
- Minutes of Oct. 21 minutes: approved as submitted

CONTINUING BUSINESS

Planning Progress

We reviewed and discussed a very rough draft of Strategic Goals and Objectives that Starr prepared in response to the discussion at the last Strategic Planning meeting.

Starr will revise again, and we'll discuss at the next meeting.

Next meeting: Nov. 15th at 4:45.

Adjourned at 5:58.

BML Information Services: Reference, Electronic Services, Interlibrary Loan, and VISTA October 2022

Reality Fair

Jeni, Chloe, and Jeanne shared the table with Karen from Townshend Public Library at BDCC's Reality Fair for high schoolers from all over Windham County. We gave out bookmarks that looked like dollar bills and others with the slogan *Libraries will get you through times of no money better than money will get you through times of no libraries*. We learned how to wrangle neckties.



BDCC has been a good partner with the library in a variety of areas: assisting patrons with business plans, helping refugees resettled in Brattleboro, and presenting grants resources to nonprofits.

Access Brattleboro Community Database

Matt, Beth, and Jeanne are cooking up plans for a community database. Beth and Jeanne attended Asset Based Community Development training, which is about identifying and making visible the assets of our communities. That's the plan!

Mini Stat Report

A couple noteworthy upticks from Jan-Oct 2021 to Jan-Oct 2022:

	2021	2022
Interlibrary Loans obtained for our patrons	407	827
Candid/Foundation Directory profiles accessed by patrons	288	935

Jeanne Walsh, Oct. 2022

Director's Report for October 2022

Announcements: Patrons continue to require increased attention to their needs. People bring complicated questions and requests, which require in-depth conversations and research on the part of staff. Our Interlibrary loan efforts on behalf of BML patrons have nearly doubled from this time last year. We are also assisting a growing number of people struggling with personal issues and are currently locking our restrooms after finding used hypodermic needles and syringes in two of them. I have had conversations with people from Groundworks and HCRS regarding support and training in this area, of which we are in need. I have also discussed the situation with Chief Hardy. We will resume the conversation when she returns from vacation.

I am consistently impressed with the strength and compassion of this staff under stressful circumstances.

Staffing has been especially sparse, with people taking well deserved and earned vacations, and absences due to health issues of staff and/or family members.

Building and Grounds: We are still working with Town staff to coordinate the upgrade of our fire alarm with corresponding work that needs to be done at the Transportation Center. We are also battling some carpenter ants.

Community Collaborations: Jeni, Chloe, and Jeanne shared the table with Karen from Townshend Public Library at BDCC's Reality Fair for high schoolers from all over Windham County. We hosted a DBA meeting. Several of us attended the Groundworks open house, which provided insight into the services they offer and will be helpful in referring patrons.

Programs: The Children's Room conducted its annual Design-A-Plate program and continues its weekly Rhyme Time for preschoolers. Teens hosted a writing game night. We are providing a memoir writing workshop, with over a dozen enthusiastic participants. Archer Mayor filled the main reading room with fans and regaled us with funny stories, witty insights into human nature and compassionate encouragement to be good, kind people. We began two multi-month series: *Parenting for Social Justice* and *The Buddha and Politics*. Vermont Humanities brought us a 1st Wednesday program on the *Electric Period of Miles Davis*, with Reuben Jackson and *Migration Pathways*, as part of the VH Fall Festival. Efficiency VT held a program on buttoning up your home for the winter and held open office hours for individual consultations. We had an after-hours writing contest for adults and hosted 11 events as part of the Brattleboro Literary Festival. The Sci-Fi reading group continues to meet and grow monthly. Our small group of weekly Scrabble players are stalwart and the New Yorker discussion group is hanging in there.

Technology: The need for Matt's assistance continues to grow as a major part of our public service. Many people rely on his availability, expertise and ability to patiently explain complicated (for us) systems and procedures.

Continuing Education / Professional Development: Jeni attended the in-person leadership training from the New England Library Association. She, Jen and Amanda are participating in trainings for the Library Certificate program from the Vermont Department of Libraries, which will give them a solid foundation to serve the public. Chloe is taking online courses in *Subject Analysis and Subject Representation* and *Allyship, Anti-Oppression Practices, and Building Inclusive Libraries*. Jeanne, Beth and I attended a three-part online training on Asset Based Community Development sponsored by the VT Department of Libraries, which we have already applied in various responses to community and library situations. I attended several Catamount Library Network Board meetings and the CLN annual meeting. I have been elected president of the CLN Board, for a term beginning January 2023. Howard, Ann and I are attending the series of planning webinars from The VT Department of Libraries. H. Burrows also attended the New England Library Association Conference.

Fine Arts collection: Mara Williams invited me to discuss our work. She offered insight into the history of the collection and the deaccessioning process.

Town Activities: I had the opportunity to spend time with finalists for Town Manager. BML participated in the Rec and Parks Halloween Trunk or Treat. Many thanks to the Friends of the Library for handing out candy! I am grateful for counsel on some difficult issues with colleagues at BPD. Jeni continues her work on the Town IDEA committee, with Pat as alternate.

Youth Services Board Report – November 2022

We had a mind blowing 419 items made during our 41st annual Design-A-Plate workshop!!! We typically have around 250 items made on average, so this year really was record breaking. We handed out 114 Design-A-Plate packets and had 92 completed packets returned. This year about half of our participants took advantage of the multiple item option which allows multiple items to be made from a single drawing. This is a relatively new feature now that all the designs for the plates and bowls are reproduced digitally instead of having the designs drawn on special paper which was then molded into the plates and bowls. We had many kids make matching plate and bowl sets this year which was very cute. We anticipate at least full two days to sort, match and bag all of the plates and bowls this year. Plates and bowls will be available for pick up starting Monday November 21. As we did the past two years, this was a pay-what-you-can event. Unfortunately, our cost for the event was higher this year due to the company not offering the '30+ item' discount as in past years and for the first time charging shipping and handling. A big thank you to the Friends of Brooks Memorial Library for donating \$1000 to help defray our shortage.

The giant inflatable dragon and 'castle' walls once again made an appearance at the trunk or treat event in the Gibson Aiken parking lot on Halloween. Many thanks to the Friends members who helped us hand out candy to the adorable trick or treaters.

We continue with our weekly Rhyme Times on Wednesday mornings and our class visits with St. Michael School on Friday mornings. The take and make craft bags and mystery mosaic sticker pictures continue to be very popular.

Lindsay Bellville- Youth Services Librarian

In October the Teen Board started with a very ambitious schedule: A Teen Writing Games workshop, two TAFLTS meetings, a Halloween Zombie Tag event and a Halloween ghost photoshoot. However, this month had a number of circumstances that got in the way of our schedule and we couldn't manage it. We opted to cancel both Zombie Tag and the Ghost Photoshoot. On Thursday 10/6 our writing workshop went fabulously with 8 attendees. Likewise, both of our meetings had a full turn-out and we dove into some group collection development. In November, we are trying out an exciting new program - the Teen Advisory Board is presenting an All Ages Creative Writing workshop! It will be led by one of our Teen Advisory Board members, Anna Cummings, in collaboration with local poet Diana Whitney. It is scheduled for Tuesday Nov 15th from 6-8pm and we hope to get a nice blend of ages.

Chloe Liotta-Jones – Assistant Youth Services Librarian

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

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-22/23 MTD Pd 4 Oct
01-6 Expenses					
01-6-2800 Library					
01-6-2800-001.00 Department Head Salary	81,405.00	0.00	25,610.32	55,794.68	6,246.42
01-6-2800-005.00 Staff Salaries	468,055.00	0.00	148,968.56	319,086.44	35,997.00
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	1,672.91	2,827.09	271.49
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	51.99	148.01	45.00
01-6-2800-140.00 Computer Equipment Maint	6,000.00	0.00	234.05	5,765.95	0.00
01-6-2800-141.00 Computer Supplies	4,000.00	0.00	991.00	3,009.00	0.00
01-6-2800-152.00 Book & Non-Print Supplies	5,000.00	0.00	1,254.72	3,745.28	207.70
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	1,548.20	1,951.80	1,548.20
01-6-2800-230.00 Fuel Expense	10,000.00	0.00	133.31	9,866.69	0.00
01-6-2800-235.00 Electric	18,875.00	0.00	5,276.23	13,598.77	1,160.79
01-6-2800-240.00 Utilities	1,840.00	0.00	332.99	1,507.01	0.00
01-6-2800-250.00 Building Equip & Maint	20,000.00	2,409.64	3,683.71	13,906.65	346.64
01-6-2800-255.00 Maintenance Supplies	4,000.00	0.00	1,146.39	2,853.61	789.89
01-6-2800-350.00 Telephone	3,000.00	0.00	1,499.77	1,500.23	500.31
01-6-2800-450.00 Postage/Courier Expense	7,500.00	0.00	1,302.91	6,197.09	433.41
01-6-2800-500.00 Office Supplies	4,000.00	0.00	638.62	3,361.38	224.77
01-6-2800-501.00 Books - General	6,000.00	0.00	6,048.87	-48.87	855.92
01-6-2800-502.00 Reference Sources	18,250.00	0.00	15,145.74	3,104.26	225.00
01-6-2800-505.00 Juvenile Books	8,500.00	0.00	1,216.61	7,283.39	188.89
01-6-2800-510.00 Young Adult Sources	3,000.00	0.00	47.98	2,952.02	0.00
01-6-2800-515.00 Replacement Books	2,500.00	0.00	595.42	1,904.58	95.62
01-6-2800-520.00 Periodicals & Newspapers	7,500.00	0.00	5,332.52	2,167.48	1,379.01
01-6-2800-525.00 Digital Subscriptions	10,000.00	0.00	3,063.33	6,936.67	206.25
01-6-2800-530.00 Non-Print Materials/Adult	6,000.00	0.00	1,857.21	4,142.79	149.08
01-6-2800-532.00 Non-Print Mat./Children	4,500.00	1,500.00	1,647.57	1,352.43	90.49
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	428.00	1,572.00	338.00
Total Library	715,325.00	3,909.64	229,728.93	481,686.43	51,299.88
Total Expenses	715,325.00	3,909.64	229,728.93	481,686.43	51,299.88
Total General Fund	715,325.00	3,909.64	229,728.93	481,686.43	51,299.88
Total All Funds	715,325.00	3,909.64	229,728.93	481,686.43	51,299.88

11/01/22
10:29 am

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

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kjohanson

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-22/23 MTD Pd 4 Oct

01-5 Revenues					
01-5-2800 Library Revenue					
01-5-2800-120.00 Library Copier Revenue	4,500.00	0.00	1,304.30	3,195.70	327.95
01-5-2800-135.00 Library Donations	0.00	0.00	0.00	0.00	0.00
01-5-2800-216.00 Reimbursements	3,000.00	0.00	3,512.00	-512.00	3,512.00
01-5-2800-360.00 Library Fines	0.00	0.00	13.00	-13.00	0.00
01-5-2800-370.00 Non-Resident Fees	13,000.00	0.00	5,520.00	7,480.00	1,427.00
01-5-2800-375.00 Gift Books & Replacement	2,500.00	0.00	639.79	1,860.21	109.50
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	5.00	-5.00	0.00
01-5-2800-450.00 Miscellaneous Income	1,000.00	0.00	133.00	867.00	70.00
	-----	-----	-----	-----	-----
Total Library Revenue	24,000.00	0.00	11,127.09	12,872.91	5,446.45
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Total Revenues	24,000.00	0.00	11,127.09	12,872.91	5,446.45
	-----	-----	-----	-----	-----
Total General Fund	24,000.00	0.00	11,127.09	12,872.91	5,446.45
	=====	=====	=====	=====	=====
Total All Funds	24,000.00	0.00	11,127.09	12,872.91	5,446.45
	=====	=====	=====	=====	=====

Brooks Memorial Library

Budget vs. Actuals: FY_2022_2023 - FY23 P&L

July 2022 - June 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
Total Income			\$0.00
GROSS PROFIT	\$0.00	\$0.00	\$0.00
Expenses			
BR01 - Buffer Account		10,000.00	10,000.00
BR03 Conferences & Workshops	559.26	4,873.21	4,313.95
BR04 Contractual Services	1,149.50	4,578.03	3,428.53
BR05 Books Adults	358.66	25,000.00	24,641.34
BR06 Juvenile Programs	1,502.81	6,057.61	4,554.80
BR07 Reference Sources	313.28	6,079.64	5,766.36
BR08 Local History Source		6,430.51	6,430.51
BR09 Young Adult Sources	562.90	3,238.65	2,675.75
BR10 Non-Print		33,429.71	33,429.71
BR11 Periodicals	50.00	9,109.18	9,059.18
BR12 Trustees Conferences		2,027.48	2,027.48
BR13 Adult Programs	167.46	5,817.06	5,649.60
BR14 Fine Arts		5,055.40	5,055.40
BR15 Board Approved Projects	280.00	30,056.10	29,776.10
BR16 Books Children	558.67	5,436.85	4,878.18
BR17 Outreach	202.69	13,126.30	12,923.61
BR18 Conservation	204.42	220.72	16.30
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	8.85	3,535.51	3,526.66
TB01 Tom Burdo Fund 1/2/2012		124.00	124.00
Total BR19 Short Term Gift Funds	8.85	5,392.44	5,383.59
BR20 Projects			
SP01 - Sanderson/Pike Bequest		44,206.54	44,206.54
Total BR20 Projects		44,206.54	44,206.54
BR21 Legacy			
BN01 Brown Fund		120.17	120.17
CK01 Calista Book Fund	122.36	800.00	677.64
DW01 Dowley Fund		1,220.96	1,220.96
FR01 Frothingham Fund	808.72	1,555.63	746.91
GB01 George Brooks Fund		802.50	802.50
JR01 Jerard Fund		1,536.12	1,536.12
LU01 Loud Fund		9,486.50	9,486.50

Brooks Memorial Library

Budget vs. Actuals: FY_2022_2023 - FY23 P&L

July 2022 - June 2023

	TOTAL		
	ACTUAL	BUDGET	REMAINING
PG01 Pageant Fund		424.74	424.74
SH03 Schorling 2007 Books Ref		143.16	143.16
WY01 Wyatt Fund		944.74	944.74
Total BR21 Legacy	931.08	17,034.52	16,103.44
BR22 - Employee Leave Awards		5,377.73	5,377.73
Total Expenses	\$6,849.58	\$242,547.68	\$235,698.10
NET OPERATING INCOME	\$ -6,849.58	\$ -242,547.68	\$ -235,698.10
NET INCOME	\$ -6,849.58	\$ -242,547.68	\$ -235,698.10

Brooks Memorial Library

Fiscal Year P&L Cash Basis

July 2022 - June 2023

	TOTAL
Income	
Dividend Income	8,276.10
Total Income	\$8,276.10
GROSS PROFIT	\$8,276.10
Expenses	
BR03 Conferences & Workshops	559.26
BR04 Contractual Services	1,149.50
BR05 Books Adults	358.66
BR06 Juvenile Programs	1,502.81
BR07 Reference Sources	313.28
BR09 Young Adult Sources	562.90
BR11 Periodicals	50.00
BR13 Adult Programs	167.46
BR15 Board Approved Projects	280.00
BR16 Books Children	558.67
BR17 Outreach	202.69
BR18 Conservation	204.42
BR19 Short Term Gift Funds	
SG01 Small Gifts	8.85
Total BR19 Short Term Gift Funds	8.85
BR21 Legacy	
CK01 Calista Book Fund	122.36
FR01 Frothingham Fund	808.72
Total BR21 Legacy	931.08
Total Expenses	\$6,849.58
NET OPERATING INCOME	\$1,426.52
Other Income	
Change in Investment Value	
Change -3335	-607.29
Change -3431	675.93
Change -3811	-839.02
Change -7353	-415.87
Change -7577	212.10
Total Change in Investment Value	-974.15
Total Other Income	\$ -974.15
NET OTHER INCOME	\$ -974.15
NET INCOME	\$452.37