



BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

Board of Trustees Meeting Materials for April 13th, 2021

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**BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, April 13, 2021 4:45 PM**

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

Join Zoom Meeting

<https://us02web.zoom.us/j/82435581849?pwd=c29uMUZNN0tLd0FLcHJ1c2JOeUplUT09>

Meeting ID: 824 3558 1849

Passcode: 546727

One tap mobile

Meeting ID: 824 3558 1849

Find your local number: <https://us02web.zoom.us/j/82435581849>

AGENDA

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

WELCOME NEW BOARD MEMBERS

COMMITTEE UPDATES/ DEPARTMENT REPORTS

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

CONTINUING BUSINESS

- Update on current services/staffing.
- Electric bike loan program
- VISTA position update
- Strategic Plan Update
- Tool Library update

NEW BUSINESS

Bonus compensation for website work
Elimination of fines for ILL materials

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

MINUTES

Present: Starr Latronica, Leo Schiff, Sirkka Kauffman, Jane Southworth, Jennifer Rowe, John Woodward, Howard Burrows, Karen Tyler, Dave Cohen, Matthew Wojcik, Sarah Vincent-Hoag (notes)

Call to Order / 4:45 PM- Leo

Agenda/Changes or additions- none

Public Comments- none

Minutes of February 9, 2021 Jane moved to approve. Jenny seconded. All approved, none abstained

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library

Starr: There is still a little bit of annual appeals money coming in. Also, the book sale is bringing in \$30 - \$40 every couple of weeks.

Amity and Lena have joined the Friends and working on planning outdoor event.

Leo spoke to the Teen Advisory board and members were very excited and interested in the Board but live in Dummerston. Possibly they could participate on a Board Committee

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

The Finance Committee met and got together performance benchmarks (5 year) and there are no problems. Actively working on grant possibility so if the Board committees have projects that need funding, the FC can help with application. The strategic plan might give ideas for useful grants.

Jane: Idea for grants for yew tree and garden

Jenny: Volunteers are handling the garden, but if more useful grants money needed, certainly!

C. Technology Committee—Leo Schiff, Chair

Tech committee did not meet but will meet in March

Starr: re Website, kudos to Matt. Tech Committee will continue to meet 2x a week.

Matt, Jeanne and Chloe continue to furnish content of the website and Courtney has joined.

A community foundation grant for \$1500: Matt is working on 11 hotspots around the library that patrons can use.

Leo: Based on his feedback, card renewal feature was added to the website so please look and give feedback

D. Buildings and Grounds—Jenny Rowe

With Gabe not here, Jane, Jenny and Elizabeth Tannenbaum (citizen member) are on committee. If anyone wants to change committees when the time comes, please consider B&G

Jennifer updated on many details. Here are a few:

Yew and garden access- if there was a good reason to move the tree, they would do it (i.e. blocking BML sign etc) but garden access not a good reason to remove a healthy tree (granite endposts might need to be moved).

The committee put together a list of planned improvements including working on the upstairs hallway: carpet, tile stripping/waxing, paint, wallpaper. More ideas included improvements to the staff room, single study spaces in the library and etc.

Starr has spoken to Billy about moving the William Morris Hunt sculpture to make way for work. (Jenny: there might be a better place to put the sculpture e.g.: against a contrasting brick wall)

Put together a list of furniture that can be cleaned and sanitized. They are rethinking the snack station in light of that. New ideas for computer stations with plexiglass barriers as opposed to the “islands”.

When we reopen, most of the furniture is not physically in the library so there will need to be some kind of furniture moving party.

Leo: which changes before library has bigger reopening?

Jenny: The work upstairs, carpet, painting, wallpaper etc. depending on comfort with when contractors can come in

E. Advocacy and liaison to library organizations—Howard Burrows

1st Thursday VLA program- on the subject of “critical whiteness.” Emily Crist gave a great talk on the subtleties of social and cultural bias. “how subtle it is when you have neglected to realize how loaded everything is with social and cultural uncomfot” said Howard.

Braver angels: Inter-library debates, next one is next Tuesday night

ALA: If people want to go to the summer meeting, you can register now.

Karen: Vermont Humanities program - Jessamyn West will be speaking tomorrow (March 10) afternoon. Starr will send the link out.

F. Department Reports: Director; Reference, Youth Services

Director’s report: Starr- We are cleared to request Americorps member, application was accepted – When originally filling out the application we had planned for Matt to have someone help out with training the community on using technology and electronic resources but because we realized that the grant needed to be used for capacity building rather than direct service, the Americorps person would go to community organizations and teach the staff about library resources and impart the info to their clients; we are hoping that this person can do the research to create a database of community info. Had a great Winter Carnival and giving away covid care bags from United Way grant. Patrons are very grateful.

Jenny: Wellness study narrative, how does BML gain from participating?

Starr: Participant gets \$25 gift card and library gains by being involved in research, staff is made more aware of what we could do and should be doing. Partnership with health department and hospital tunes library staff in to research and enhances service

Leo: Recent circulation figures, what is the usage trend?

Starr: Feb slightly less than January, is disappointed with the numbers. Leo: would like to see a few months usage data to see the trend.

Howard: Is there a metric on usage of electronic services?

CONTINUING BUSINESS

Update on current services/staffing

Starr: There have been discussions on the next step

1.) Let people into the building on an appointment basis (family, couple or individual could come in or 20 – 30 minutes) There would be control of how many people are in the building-with one group upstairs and one group downstairs.

MRW is working on getting booking function for spaces.

There is still apprehension from staff but Starr is keeping an eye on the numbers. Will wait till after the Town Meeting and then work with staff to prep for opening, hopefully by April.

Howard: After the second vaccine shot, there are more things people can do and perhaps this should be in the library literature

Leo: Status quo allows Starr to make decisions about phased reopening without Board involvement but she can consult with the Board if needed

Starr: There will be a meet up of librarians on March 25 to update how things are going. Starr will attend. The trustees are invited.

Tomorrows governor's press conference: Some restrictions may be lifted.

Nominations for new Board members

Howard, Jenny, Leo and Starr are handling.

There are two candidates:

Steve Frankel (a returning candidate) and new candidate Kate O'Connor who was the selectboard chair for years and a real neighborhood person. She was invited to apply and Starr is happy to have her

Leo: This Saturday interviews 30 – 40 min each on zoom.

Leo: Attended the teen advisory board and was very impressed with it and Chloe. Was wondering if the teen advisory committee could be a library committee?

Jenny: had questions about the numbers on the committee but could work it out, maybe it could be a liaison.

Jane: Put that on the upcoming board meeting agenda

Strategic Plan Update

Leo: Last month we were sending availability to Starr so Board members could learn more from staff about the library wrt the strategic plan

Starr: We are holding off on that till new board members are in place

Howard: Question about outreach to community members. Leo: We need to "rough out" a shape to the plan before involving community members.

Starr: If you know someone please start talking to them about it now. And we will wait till after the Town meeting on March 20th when the new Trustees are approved.

Tool Library update

Starr and Leo met with Stephen Dotson and his AmeriCorps member re moving forward with the tool library idea. Possibly a slow start with gardening equipment. One suggestion to reach out to the time trade board (potential sponsor of the TL). Might be good to work with them re: collaboration on staffing and physical capacities. They asked Stephen Dotson to research similarly sized libraries in Vermont that have circulation of non-traditional materials (ie snowshoes, telescopes etc).

Starr: We asked them to do research on staffing, space and materials.

Jane: Suggested drafting an MOU for the tool program perhaps using the Bike program MOU as an example

Leo: Had an idea for a shipping container on a trailer in the back parking lot for the tools that might include the electric bikes.

NEW BUSINESS

Electric bike loan program – Dave Cohen
Introductions.

Starr: Sent the MOU out

Dave gave a detailed background, history of and philosophy behind the bike program. The idea is to make it as inclusive as possible for community members. There are cargo bikes with e-assist that can go up hills carrying stuff and people. They have received a Local Motion grant to set up an e bike lending library so this can supplement some of the costs. The State is working on a bill for e bike subsidies and GMP offers a \$300 rebate. There is a great consortium of groups supporting e bikes. This space is growing fast!

Jenny: Re MOU, had some concerns: For the first year shared responsibility between Local Motion and the library and from 2022, all responsibility goes to the library. What is the cost of insurance? She had questions regarding transition of liability to the host that need clarification.

Leo: Interested in the sustainability of this wrt library, staffing etc. Not wanting to take on something we can't continue. MOU needs to work maybe in conjunction with the library.

Dave: After the first year the transfer to the host is a technicality. Need to make it understood that after the first year the consortium takes over. If the library chooses to not stay in, e bikes can find another host.

Leo: The library is the most prominent entity in the sharing community in Bratt, so this will be a compliment to the e bike program

Dave: There is a movie featuring V Bikes in Brattleboro. Makes biking accessible and has an effect on the local bike and pedestrian infrastructure

John: Question re: web reservation software. How would BML present this? Dave: LocalMotion is going to learn it. Dave's group will handle reservation, training, safety and maintenance. One bike will have a belt drive and internal gears. Dave's group has received funding for helmets, paniers, lights fenders and racks.

Leo: We need the MOU to be tightened up. When can the program be launched?

Dave: Mid April/May.

Leo: Please share concerns about MOU to Jen or Starr so revising group will have a list of them from the Board.

Jenny: **Make sure we get a copy of insurance certificate.**

All will be shared with the town attorney.

Jane: Will this go before the board at the next Board meeting? And as always, the Devil is in the Details.

Leo: Won't launch before Board and Town approval – hopes it can be pulled off in a good time frame

Dave: Will still purchase and prep the bikes. The library is his first preference, but can find another host if it doesn't work out.

John: What does insurance cost for a bike?

Dave: Doesn't know

Leo: Thank you Dave.

John: Moved to adjourn 6:12PM

Karen seconded. All in favor.

Brooks Memorial Library

Buildings and Grounds Committee

Mon March 29, 2021 8:30 AM - 9:30 AM (EST)

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

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

- 1) Call to Order at 8:33.
- 2) Agenda/Changes or additions -- none.
- 3) Approval of Minutes of February 26, 2021: Moved to approve by Jane, second by Elizabeth; approved.
- 4) Public Comment -- none.
- 5) Current projects:

Reopening: Lindsay is thinking of ways to hold outside programming over the summer. Street noise tends to overwhelm story hour if it is held at the front or side of the building. Possibilities are to erect a few panels of fencing to screen the dumpster and use the small grassy area directly behind the library, or if the town is agreeable, rent a large tent/canopy and erect it in the back parking lot.

Furniture: Lindsay would like to have new children's room chairs ready to go when the library re-opens. They would be clean, and cleanable, unlike the old fabric chairs. Downstairs furniture also being re-thought in view of cleaning needs. List ready to go soon. Jenny will check on the status of the board funds already allocated to B&G. **The committee will make a request to the board for additional furniture money if necessary.**

Garden: Volunteers are starting work on the existing garden space.

Art objects: Billy Meyer visited and took the mammoth tusk with him for cleaning and re-mounting. He measured the William Morris Hunt horses in preparation for making a new vitrine and examined the way it is hung on the wall. He and Starr located a new, better spot for this piece (outside the mezzanine reading room, where there is good light). Billy is thinking about a more elegant means of attaching it to the wall. He also measured the dinosaur fossil and is considering a new presentation structure for it. Moving these objects presents an opportunity to strip wallpaper and repaint walls, which Starr will coordinate with the town.

Sign: The committee will recommend to the board that we move forward with this project immediately. Starr will discuss with Peter the best way to get community input on design of a new outdoor sign. The town arts committee might be a source of design expertise. Jeanne pointed out that coordinating the design of new, consistent indoor signage with a new outdoor sign would be extra nice. Jane will check with design-oriented friends to get their reactions and expertise.

Quiet study space and small meeting rooms: Jeanne reported that, of the three enclosed rooms adjacent to Starr's office on the mezzanine, the quiet study room gets heavy use and the archive and fine arts storage rooms little use. A better use of the combined space would be to shift the archives to the locked, light-blocking storage and open up a second quiet room for patron use. Jane suggested a consultant to help consolidate the fine arts collection.

Service to West Brattleboro: Starr has been exploring unstaffed options such as a kiosk that holds an internet hotspot, books and DVDs and allows downloads of e-books. The fire station is a possible location since it would have many daily hours of community access and perhaps some community space already. This and any additional services are pending community input; we need to know what is wanted.

6) Possible new, large projects:

Starr reported that it is likely there will be federal money for large projects, some of it specifically aimed at library construction. Projects that might attract this funding:

Front sidewalk area renovation: the town has a plan for this area and we could add patio seating, reconfiguring of trees and garden space, front approach to library.

Upper entry outside area: patio seating, terracing, collaboration with municipal center rehab to create a jointly used outside space.

Third floor for library building: The space is needed. The children's rooms and teen rooms are cramped, especially given their circulation numbers. More small meeting rooms and a large community meeting room would get a lot of use. A cafe is a long-standing community request. The building is supposedly designed to support a third floor. First step is to find out if that is true. **The committee will make a request to the board to work with the town to hire an engineer for more information.** Starr has a rough estimate of cost already, based on a prior study by Bob Stevens: \$1.7 to \$2 million.

Addition to second floor: a more modest alternative expansion project would be to build on a room or two at the back.

7) Next meeting tentatively set for Mon Apr 26, 8:30 AM

8) Adjourned after a motion from Elizabeth, second by Jane, at 9:35.

Brooks Memorial Library Technology Committee Minutes, March 31, 2021

Called to order online at 4:32, after a minor bit of trouble with technology

Agenda changes/additions: none

Minutes of Oct 28, 2020 approved

No public comment

Continuing Business

Update on website

Starr reported that MRW agreed to a six-month maintenance agreement, and Matt confirmed that we'll be covered for updates of site plug-ins. We have not signed off on the project yet; we're waiting to come to an agreement over the room -booking tool and events calendar that were part of the original project. The events calendar has some issues we need to resolve, and the proposed booking tool has caused concern because of limitations of functionality and a cumbersome user experience. The Tech Committee affirmed that MRW must honor its contractual obligations, and also affirmed that having the right tool is the most important consideration in the end. The website group reported on their general satisfaction with the website project—in particular, we're happy that it lends itself to collaborative work by many different staff members. This will be a richer, more sustainable site than our old one.

New Business

AmeriCorps/VISTA Staff for Outreach Training and I&R Community Database

Starr filed the initial application and is preparing for next steps in the application process. She explained that the VISTA worker would be a conduit between the library and community groups, training staff at organizations on use of library resources so that the organizations could, in turn, train their constituents. The VISTA worker would also gather information from community groups to add to a database of organizations that would be accessible to the public and would strengthen the library's information and referral services. Through that work, the library would build resiliency, strengthen our root system of connection, and help alleviate poverty.

Leo noted that increasing our capacity to do direct tech support is really part of library service in this century, yet direct service would not be included in the VISTA project, per VISTA guidelines. We proposed that the VISTA worker would train library staff so that more library workers can assist the public, helping meet demand for service that can't be met by Matt's hours alone. Matt gave background on his work with the public, noting that "demand is bursty." Another proposal was to recruit volunteers or workers who might be paid a stipend through Board funds—maybe older teens.

Expansion of library materials—tools and bikes, etc.

Bicycles

Potential partnership for a project to host two e-bikes as special checkouts, connected with organizations including LocalMotion and V-Bike. Working with the Town. Insurance has to pass muster.

MOU about things like the library retaining the bikes over time. Potentially a cool way to promote this technology in the community, because the library is be a public place that people know.

Community tool library

There might be various ways to do it, either just become a community partner with tool sharing, or actually acquiring and circulating tools.

Leo paused to ask whether it was the work on the technology committee to engage with these topics, and the committee engaged! We discussed capacity and mission regarding resources beyond the ones most frequently associated with libraries. We should be responsive to expressed demands of the community—so our ability to register demand is as important as the delivery of the service itself. The tool for that: the Strategic Planning Process! Starr reminded the committee of the language in our mission statement, to “connect people and resources to inspire, inform, and empower our diverse community.”

Other technologies and opportunities

Matt reported that wifi hot spots will be ready for checkout soon.

Laptops/ipads? We don't have any for circulation right now, but we let some orgs take them during covid. The Friends bought us 8 new laptops right before covid shutdown. We had talked about making the older ones available for checkout beyond the library, but there's breaking down fairly quickly.

Money will be flowing toward libraries in the state. Starr reported on a couple of possibilities that will fill needs: a new book security system that would allow for a self-checkout option, not to replace a staffed circulation desk, but as an additional option for added patron privacy. Money could also be used to offer access to a library kiosk in West Brattleboro with circulating and downloadable materials.

Meeting adjourned at 5:30.

Next meeting: April 28th, the fourth Wednesday in April

Director's Report for March 2021

COVID service update: We have remained closed, but have laid the groundwork for opening by appointment in mid-April. Curbside service and delivery continue to be strong. We are looking forward to welcoming the public back and expanding access as soon as possible. New CDC guidelines indicated that we could shorten or even eliminate our quarantine period in the near future.

Projects, programs, activities: Our 1st Wednesday presentation with Ilan Stavans on *How Yiddish Changed America and How America Changed Yiddish* had nearly 100 people in rapt attendance for well over an hour and a half. People were reluctant to have the evening end and have been clamoring to have the Vermont Humanities Council recording posted to share with friends. We look forward to hosting Professor Stavans in person sometime in the coming year.

Community Collaboration: Women's Freedom Center presented an excellent 2-part series on Healthy Relationships that had valuable advice for all types of relationships, including collegial. Time trade met with us to discuss their possible role in a tool lending library, repair café and the ebike proposal with VBike. Our teen services specialist participated in a day of career and enrichment activity options with BAMS. We are working with Edible Brattleboro and others on a Seed/Plant Swap.

Trustees: Three other nominations for the Board were made from the floor at RTM. Though the original nominees were elected, two of the three volunteers have expressed interest in joining Board committees or the Friends of the Library Board.

Town of Brattleboro Activities: We made arrangements for BFD to administer an online test to recruits. We hosted one representative for the RTM evening information meeting and another for the Saturday RTM.

State Department of Library Activities: State annual report was completed and submitted. The full report has not yet been posted online. I attended a meeting of the Windham County librarians and a large meet-up of librarians from around the state for a discussion of What's next in opening-up strategies.

Buildings and Grounds: Conservator Billy Myers has taken the mammoth tusk for treatment and restoration and will construct a means of displaying the dinosaur fossil and moving the William Morris Hunt horse sculpture. Our gardening volunteers are hard at work and Courtney assisted them in purchasing seeds and plants for the new year.

Website project: The team continues its stellar work on enhancing the site, both visually and with added content.

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

| 2021 STATISTICS SUMMARY TOTALS | JAN | FEB | MAR |
|--|------|------|------|
| CIRCULATION & REGISTRATION (#129) [CM] | | | |
| ADULT AUDIO[CHECKOUTS+RENEWALS+INHOUSE] | 174 | 143 | 173 |
| ADULT VIDEO[CHECKOUTS+RENEWALS+] | 222 | 183 | 212 |
| ADULT PRINT[CHECKOUTS+RENEWALS+] | 3044 | 3011 | 3630 |
| ADULT PERIODICALS[CHECKOUTS+RENEWALS+] | 131 | 110 | 112 |
| YA PRINT[CHECKOUTS+RENEWALS+] | 130 | 176 | 198 |
| YA AUDIO[CHECKOUTS+RENEWALS+] | 3 | 7 | 13 |
| YA PERIODICALS[CHECKOUTS+RENEWALS+] | 0 | 0 | 0 |
| YA VIDEO[CHECKOUTS+RENEWALS+] | 2 | 1 | 1 |
| CHILDREN'S AUDIO+kit[CHECKOUTS+RENEWALS+] | 82 | 38 | 72 |
| CHILDREN'S VIDEO[CHECKOUTS+RENEWALS+] | 49 | 49 | 51 |
| CHILDREN'S PRINT[CHECKOUTS+RENEWALS+] | 1805 | 1696 | 2178 |
| CHILDREN'S PERIODICALS[CHECKOUTS+RENEWALS+] | 2 | 5 | 4 |
| ELECTRONIC DEVICE & AV EQUIPMENT | 4 | 0 | 0 |
| UNIDENTIFIED ITEM TYPE | 6 | 20 | 21 |
| ALL LIBRARY INHOUSE [#83] | 11 | 23 | 52 |
| CATAMOUNT LOANS BORROWED[#452] | 741 | 698 | 951 |
| CATAMOUNT LOANS SENT [#453] | 381 | 416 | 593 |

Youth Services Board Report- April 2021

Every April, the Children's Room participates in the Month of the Young Child, which is sponsored locally by Early Education Services, Hilltop Montessori School, Winston Prouty, Building Bright Futures, Windham Early Childhood Educators Co-Op and Rise VT. To celebrate we are offering our Rhyme Time program via Zoom on Tuesdays at 10:30 am throughout the month of April. We will use this to gauge interest in virtual programming for young children when planning our summer reading program.

We are also inviting children from birth to age 5 and their parents or caregivers to join our 1000 Books before Kindergarten program. Parents and caregivers can stop by the Children's Room during our new appointment hours or stop by the Main St. entrance during curbside service to pick up the information folder and a free board book, choosing between two Sandra Boynton books- *Moo, Baa, La La La!* or *Little Pookie*- or *Solar System* by Jill McDonald. Our program consists of 10 levels with 100 books per level. Children receive a special sticker and coloring page each time they finish a level. We also have fun prizes along the way- a book bag at level 2, a board book at level 4, a hand puppet at level 6, a soft cover book at level 8 and a hardcover book at level 10. Studies have shown that reading to a child is one of the most powerful ways to boost his or her brainpower and help prepare children for kindergarten. Every book read counts towards the goal of reading 1000 books before kindergarten- even if it is the same book over and over!

To celebrate National Poetry Month we are posting a poem a day on our website. Each day of April features a Brooks Memorial staff member sharing a poem. The poems can be enjoyed by both children and adults. Hopefully we will inspire someone to check out a book of poems or maybe write their own!

We have been busy preparing the second floor to reopen for appointments. Temporary workstations have been moved and new displays have gone up, though we still have graphic novels stacked on the floor because we don't have enough shelf space! Typically about one half of our graphic novels are checked out at any one time but with slower circulation right now, our shelves are bursting at the seams.

Planning has begun for this year's summer reading program, Tails and Tales. We are once again in the position of planning a summer reading program without knowing quite what the situation will be come summer. Do we focus on virtual and hope everyone isn't completely Zoomed out? Do we try to schedule outdoor in-person events and hope it isn't too loud with all the traffic, too hot or too rainy? We definitely will be giving out the craft bags, which were such a big hit last summer, and we are planning to improve them by adding additional activities as well. We hope we can offer one or two in-person events outdoors this summer, possibly with the use of a big tent or fencing around the dumpster out back to create a more inviting space.

And we have been dreaming of a spacious new third floor where the Youth Services department could grow and offer even more...

Lindsay Bellville- Youth Services Librarian

| Account | Budget | Outstanding Encumbrance | Expenditures | Unencumbered Balance | FY-20/21 MTD Pd 9 Mar |
|--|-------------------|----------------------------|-------------------|-------------------------|--------------------------|
| 01-6 Expenses | | | | | |
| 01-6-2800 Library | | | | | |
| 01-6-2800-001.00 Department Head Salary | 77,495.00 | 0.00 | 54,602.06 | 22,892.94 | 5,945.58 |
| 01-6-2800-005.00 Staff Salaries | 423,170.00 | 0.00 | 297,816.69 | 125,353.31 | 31,673.45 |
| 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 | 2,973.00 |
| 01-6-2800-060.00 Office Equipment | 4,000.00 | 293.99 | 2,305.42 | 1,400.59 | 504.46 |
| 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 | 7,497.50 | 7,802.50 | 216.81 |
| 01-6-2800-141.00 Computer Supplies | 3,600.00 | 0.00 | 2,553.12 | 1,046.88 | 214.32 |
| 01-6-2800-152.00 Book & Non-Print Supplies | 4,000.00 | 0.00 | 2,402.49 | 1,597.51 | 472.63 |
| 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 | 7,118.03 | 9,381.97 | 1,642.93 |
| 01-6-2800-235.00 Electric | 21,500.00 | 0.00 | 13,100.21 | 8,399.79 | 2,160.32 |
| 01-6-2800-240.00 Utilities | 2,080.00 | 0.00 | 764.07 | 1,315.93 | 0.00 |
| 01-6-2800-250.00 Building Equip & Maint | 19,000.00 | 1,217.68 | 13,176.80 | 4,605.52 | 310.96 |
| 01-6-2800-255.00 Maintenance Supplies | 3,500.00 | 0.00 | 529.75 | 2,970.25 | 0.00 |
| 01-6-2800-350.00 Telephone | 2,500.00 | 0.00 | 1,473.07 | 1,026.93 | 179.66 |
| 01-6-2800-450.00 Postage/Courier Expense | 5,500.00 | 0.00 | 2,850.88 | 2,649.12 | 408.00 |
| 01-6-2800-500.00 Office Supplies | 3,500.00 | 0.00 | 1,268.01 | 2,231.99 | 85.72 |
| 01-6-2800-501.00 Books - General | 5,000.00 | 0.00 | 4,991.66 | 8.34 | 0.00 |
| 01-6-2800-502.00 Reference Sources | 18,000.00 | -300.00 | 12,055.79 | 6,244.21 | 0.00 |
| 01-6-2800-505.00 Juvenile Books | 7,500.00 | 1,828.85 | 3,571.57 | 2,099.58 | 471.89 |
| 01-6-2800-510.00 Young Adult Sources | 1,500.00 | 0.00 | 1,422.15 | 77.85 | 252.46 |
| 01-6-2800-515.00 Replacement Books | 1,500.00 | 0.00 | 1,500.00 | 0.00 | 10.18 |
| 01-6-2800-520.00 Periodicals & Newspapers | 7,200.00 | 310.43 | 4,741.26 | 2,148.31 | 63.60 |
| 01-6-2800-525.00 Digital Subscriptions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01-6-2800-530.00 Non-Print Materials/Adult | 3,500.00 | 97.69 | 809.86 | 2,592.45 | 0.00 |
| 01-6-2800-532.00 Non-Print Mat./Children | 3,800.00 | 0.00 | 659.15 | 3,140.85 | 352.83 |
| 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 | 288.12 |
| Total Library | 656,345.00 | 3,448.64 | 444,442.08 | 208,454.28 | 48,226.92 |
| Total Expenses | 656,345.00 | 3,448.64 | 444,442.08 | 208,454.28 | 48,226.92 |
| Total General Fund | 656,345.00 | 3,448.64 | 444,442.08 | 208,454.28 | 48,226.92 |
| Total All Funds | 656,345.00 | 3,448.64 | 444,442.08 | 208,454.28 | 48,226.92 |

Town of Brattleboro General Ledger
Expenditure Report - Grants Fund
Current Year Period 9 Mar

| Account | Budget | Outstanding Encumbrance | Expenditures | Unencumbered Balance | FY-20/21 MTD Pd 9 Mar |
|--|-------------------|----------------------------|------------------|-------------------------|--------------------------|
| 04-6-2801 Library Trust | | | | | |
| 04-6-2801-005.04 Staff - Contract Srvs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 04-6-2801-126.02 BR01 Buffer Account | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 04-6-2801-126.03 BR03 Conferences & Worksh | 6,831.94 | 0.00 | 570.00 | 6,261.94 | 200.00 |
| 04-6-2801-126.04 BR22 Staff Leave | 5,396.61 | 0.00 | 0.00 | 5,396.61 | 0.00 |
| 04-6-2801-126.12 BR12 Trustees Conferences | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 04-6-2801-135.02 Library Donations to Town | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 04-6-2801-173.18 BR18 Conservation | 500.00 | 0.00 | 399.54 | 100.46 | 0.00 |
| 04-6-2801-501.05 BR05 Books Adults | 20,177.29 | 294.41 | 17,440.87 | 2,442.01 | 2,994.42 |
| 04-6-2801-501.08 BR08 Local History Source | 6,847.73 | 0.00 | 319.32 | 6,528.41 | 0.00 |
| 04-6-2801-502.07 BR07 Reference Sources | 5,594.08 | 0.00 | 755.97 | 4,838.11 | 0.00 |
| 04-6-2801-505.14 BR14 Fine Arts | 2,432.40 | 0.00 | 333.83 | 2,098.57 | 0.00 |
| 04-6-2801-505.16 BR16 Books Children | 5,320.48 | 582.90 | 1,315.08 | 3,422.50 | 217.61 |
| 04-6-2801-510.09 BR09 Young Adult Sources | 1,508.63 | 749.70 | 0.00 | 758.93 | 0.00 |
| 04-6-2801-515.01 RF01 Replacement | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 04-6-2801-520.11 BR11 Periodicals & Newspa | 9,635.14 | 0.00 | 2,249.70 | 7,385.44 | 0.00 |
| 04-6-2801-530.10 BR10 Non-Print | 11,493.14 | 60.77 | 9,579.48 | 1,852.89 | 348.69 |
| 04-6-2801-551.04 BR04 Contract Srvs Adult | 14,018.52 | 0.00 | 9,775.24 | 4,243.28 | 0.00 |
| 04-6-2801-551.13 BR13 Adult Programs | 2,694.30 | 0.00 | 0.00 | 2,694.30 | 0.00 |
| 04-6-2801-552.06 BR06 Juvenile Programs | 6,000.00 | 0.00 | 2,339.43 | 3,660.57 | 244.74 |
| 04-6-2801-600.15 BR15 Board Approved Proje | 20,621.66 | 0.00 | 6,509.96 | 14,111.70 | 150.00 |
| 04-6-2801-600.17 BR17 Outreach | 9,993.95 | 0.00 | 2,271.73 | 7,722.22 | 1,137.57 |
| 04-6-2801-600.19 BR19 Gifts | 5,318.38 | 0.00 | 160.99 | 5,157.39 | 28.78 |
| 04-6-2801-600.20 BR20 Projects | 9,375.15 | 0.00 | 4,740.05 | 4,635.10 | 0.00 |
| 04-6-2801-600.21 BR21 Legacy | 22,247.65 | 0.00 | 4,372.98 | 17,874.67 | 978.86 |
| Total Library Trust | 177,007.05 | 1,687.78 | 63,134.17 | 112,185.10 | 6,300.67 |
| Total Grants Fund | 177,007.05 | 1,687.78 | 63,134.17 | 112,185.10 | 6,300.67 |
| Total All Funds | 177,007.05 | 1,687.78 | 63,134.17 | 112,185.10 | 6,300.67 |

Town of Brattleboro General Ledger
Revenue Report - General Fund
Current Year Period 9 Mar

| Account | Estimated Revenue | Applied For | Received To Date | Uncollected Balance | FY-20/21 MTD Pd 9 Mar |
|---|-------------------|-------------|------------------|---------------------|-----------------------|
| 01-5 Revenues | | | | | |
| 01-5-2800 Library Revenue | | | | | |
| 01-5-2800-120.00 Library Copier Revenue | 6,500.00 | 0.00 | 5.65 | 6,494.35 | 0.25 |
| 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 | 921.00 |
| 01-5-2800-375.00 Gift Books & Replacement | 4,000.00 | 0.00 | 566.39 | 3,433.61 | 32.50 |
| 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 | 23.00 |
| Total Library Revenue | 31,500.00 | 0.00 | 11,910.04 | 19,589.96 | 976.75 |
| Total Revenues | 31,500.00 | 0.00 | 11,910.04 | 19,589.96 | 976.75 |
| Total General Fund | 31,500.00 | 0.00 | 11,910.04 | 19,589.96 | 976.75 |
| Total All Funds | 31,500.00 | 0.00 | 11,910.04 | 19,589.96 | 976.75 |

Town of Brattleboro General Ledger
Revenue Report - Grants Fund
Current Year Period 9 Mar

| Account | Estimated Revenue | Applied For | Received To Date | Uncollected Balance | FY-20/21 MTD Pd 9 Mar |
|--------------------------------------|-------------------|-------------|------------------|---------------------|-----------------------|
| 04-5-2801 Library Trust | | | | | |
| 04-5-2801-217.00 Trust Reimbursement | 78,658.00 | 0.00 | 56,833.50 | 21,824.50 | 3,358.72 |
| Total Library Trust | 78,658.00 | 0.00 | 56,833.50 | 21,824.50 | 3,358.72 |
| Total Grants Fund | 78,658.00 | 0.00 | 56,833.50 | 21,824.50 | 3,358.72 |
| Total All Funds | 78,658.00 | 0.00 | 56,833.50 | 21,824.50 | 3,358.72 |

| LIBRARY ENDOWMENT REPORT 2020-21 ACTIVITY AND ASSETS | Fiscal Year Start of Year | 7/1-9/30/20 Quarter 1 | 10/1-12/31/20 Quarter 2 | 1/1-3/31/21 Quarter 3 | 4/1-6/30/21 Quarter 4 | Fiscal Year Summary |
|---|------------------------------|---------------------------------|-----------------------------------|---------------------------------|---------------------------------|------------------------|
| 1. x431 Permanent Endowment | | | | | | |
| Beginning Market Value of Assets (BMV) | \$2,197,208.66 | \$2,197,208.66 | \$2,277,264.59 | \$2,421,768.65 | | \$2,197,208.66 |
| Gifts, Bequests and other Contributions | | | | | | |
| Net Income (Dividends, Interest, etc.) | | \$5,775.09 | \$9,409.46 | \$7,785.02 | | \$22,969.57 |
| Disbursements | | | | | | |
| Transferred to *4868 for Brooks Library | | -\$21,790.00 | -\$21,790.00 | -\$21,790.00 | -\$21,790.00 | -\$87,160.00 |
| Quarterly Mgmt Fee to Prentiss Smith | | -\$2,749.64 | -\$2,848.78 | -\$3,029.69 | | -\$8,628.11 |
| Foreign Taxes and Other Fees Withheld | | -\$45.18 | -\$164.22 | -\$429.76 | | -\$639.16 |
| Gain (Loss) in Market Value of Assets (MVA) | | \$98,865.66 | \$159,897.60 | \$66,332.07 | | \$325,095.33 |
| Ending Market Value of Assets | | \$2,277,264.59 | \$2,421,768.65 | \$2,470,636.29 | | |
| 1(a). Allocation of Assets | | | | | | |
| \$ Allocation | | | | | | |
| Cash and Equivalent | \$317,985.16 | \$217,993.86 | \$299,672.92 | \$358,557.01 | | |
| Fixed Income (Bonds & CDs) | \$850,563.25 | \$849,866.75 | \$728,309.03 | \$734,944.51 | | |
| Equities (Stocks) | \$1,028,660.25 | \$1,209,403.98 | \$1,393,786.70 | \$1,377,134.77 | | |
| Total Ending Market Value of Assets | \$2,197,208.66 | \$2,277,264.59 | \$2,421,768.65 | \$2,470,636.29 | | |
| % Allocation | | | | | | |
| Cash and Equivalent | 14.47% | 9.57% | 12.37% | 14.51% | | |
| Fixed Income | 38.71% | 37.32% | 30.07% | 29.75% | | |
| Equities | 46.82% | 53.11% | 57.55% | 55.74% | | |
| Total Market Value of Assets | 100.00% | 100.00% | 100.00% | 100.00% | | |
| 1(b). Performance Measures | | | | | | |
| Total Return = Net Income + Gain in Value | | \$104,640.75 | \$169,307.06 | \$74,117.09 | | \$348,064.90 |
| Rate of Return = Total Return / BMV | | 4.76% | 7.43% | 3.00% | | 15.84% |
| Endowment Full Performance 1 yr and 5 yr | | | 15.50% | 9.34% | | |
| 60/30/10 Balanced Benchmark 1 yr and 5 yr | | | 14.32% | 10.46% | | |
| Endowment Stock Only Perf 1 yr and 5 yr | | | 32.61% | 17.11% | | |
| S&P500 Performance 1 yr and 5 yr | | | 18.40% | 15.21% | | |
| | | | 1 yr | 5 yr | | |
| 2. x868 Money Market Account | \$97,532.40 | \$106,986.97 | \$105,234.61 | \$100,211.81 | | |
| 3. x811 Calista Fund | \$20,955.86 | \$21,075.27 | \$22,761.87 | \$24,006.81 | | |
| 4. x577 Loud Fund | \$22,581.69 | \$22,659.42 | \$24,494.68 | \$25,854.19 | | |
| 5. x335 Legacy Funds | \$42,098.40 | \$42,160.67 | \$45,602.58 | \$48,152.22 | | |
| 6. x353 Board Projects Account | \$63,124.51 | \$63,563.05 | \$64,203.84 | \$63,851.94 | | |

| Monthly Income | July | August | September | October | November | December | January | February |
|--------------------------|------|--------|-----------|---------|----------|----------|------------|------------|
| Bank Interest | | | | | | | \$2.67 | \$3.27 |
| Cash Dividends | | | | | | | \$1,339.26 | \$1,396.84 |
| Corporate Bonds | | | | | | | \$0.48 | \$0.47 |
| Treasury Bonds | | | | | | | | \$1,100.00 |
| Income reinvested | | | | | | | -\$1.83 | -\$3.53 |
| | | | | | | | \$1,340.58 | \$2,497.05 |
| Quarterly Totals: | | | | | | | | |
| Bank Interest | | | | | | | | |
| Cash Dividends | | | | | | | | |
| Corporate Bonds | | | | | | | | |
| Treasury Bonds | | | | | | | | |
| Income reinvested | | | | | | | | |
| Total: | | | | | | | | |

\$45,539.20
\$28,479.36
\$7,018.00
\$33,537.00
\$22,754.93
\$44,579.95
\$46,198.50
\$34,742.50
\$13,257.30
\$37,175.70
\$22,642.20
\$52,410.00
\$54,295.50
\$34,525.03
\$27,984.65
\$33,500.25
\$40,377.60
\$47,523.00
\$19,840.03
\$47,448.00
\$58,806.00
\$25,479.82
\$32,870.00
\$45,968.00
\$46,158.46
\$21,505.50
\$29,148.68
\$34,294.20
\$34,638.30
\$37,851.20
\$9,209.70
\$38,178.36
\$40,255.30
\$35,268.20
\$25,740.00
\$36,749.40
\$27,915.00
\$16,964.10
\$35,424.60
\$50,881.25
\$1,377,134.77

Brooks Memorial Library

Fiscal Year P&L Cash Basis

July 2020 - June 2021

| | TOTAL |
|---|----------------------|
| Income | |
| Dividend Income | 25,886.68 |
| Total Income | \$25,886.68 |
| GROSS PROFIT | \$25,886.68 |
| Expenses | |
| BR03 Conferences & Workshops | 370.00 |
| BR04 Contractual Services | 9,775.24 |
| BR05 Books Adults | 13,396.45 |
| BR06 Juvenile Programs | 1,894.69 |
| BR07 Reference Sources | 755.97 |
| BR08 Local History Source | 319.32 |
| BR10 Non-Print | 9,230.79 |
| BR11 Periodicals | 2,249.70 |
| BR14 Fine Arts | 333.83 |
| BR15 Board Approved Projects | 6,359.96 |
| BR16 Books Children | 1,077.47 |
| BR17 Outreach | 934.16 |
| BR18 Conservation | 399.54 |
| BR19 Short Term Gift Funds | |
| SG01 Small Gifts | -268.59 |
| Total BR19 Short Term Gift Funds | -268.59 |
| BR20 Projects | |
| SP01 - Sanderson/Pike Bequest | 4,740.05 |
| Total BR20 Projects | 4,740.05 |
| BR21 Legacy | |
| BN01 Brown Fund | 18.52 |
| CK01 Calista Book Fund | 620.34 |
| DW01 Dowley Fund | 30.39 |
| SH03 Schorling 2007 Books Ref | 2,693.13 |
| WY01 Wyatt Fund | 31.74 |
| Total BR21 Legacy | 3,394.12 |
| Total Expenses | \$54,962.70 |
| NET OPERATING INCOME | \$ -29,076.02 |
| Other Income | |
| Change in Investment Value | |
| Change -3335 | 6,834.51 |
| Change -3431 | 315,867.95 |
| Change -3811 | 3,334.36 |
| Change -7353 | -108.96 |
| Change -7577 | 3,644.25 |
| Total Change in Investment Value | 329,572.11 |
| Total Other Income | \$329,572.11 |
| NET OTHER INCOME | \$329,572.11 |
| NET INCOME | \$300,496.09 |

This Memorandum of Understanding (MOU) between VBike Solutions and the Brooks Memorial Library (BML), establishes the scope terms and conditions by which The BML will host and house certain electronic bicycles at the BML and where V-Bikes will operate the electronic bike rental/lease program. This program is the Satellite E-bike Lending Library project (SELL) funded by the State of Vermont Mobility and Transportation Innovation Grant (MTI). By this program VBike Solutions will be responsible for the leasing of electronic bikes to the public from the premises of the BML.

The parties agree that the BML is solely acting as the host location for the project and for the housing of the bikes out of the weather. VBike Solutions shall carry all necessary insurances in order to operate the lease program and shall have the Town of Brattleboro named as an additional insured on all liability policies. The Town is neither the operator of the lease program nor the owner of the electronic bikes. The Town's contribution to this project is the housing of the bikes and the space by which to VBike Solutions will operate the program.

This agreement may be terminated by the Town of Brattleboro, at its sole election, by providing VBike Solutions thirty days' notice of termination. VBike Solutions shall vacate the premises and remove all bikes from the BML property in the event that the Town decides to terminate this agreement.

Dated at Brattleboro, Vermont this ____ day of _____, 2021.

Starr Latronica
Brooks Memorial Library
224 Main Street
Brattleboro, VT 05301

Date

Date