



## **Board of Trustees Meeting Materials** for March 8<sup>th</sup>, 2022

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**BROOKS MEMORIAL LIBRARY**  
**Board of Trustees Regular Meeting**  
**Tuesday, March 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 February 8<sup>th</sup>, 2022

**COMMITTEE UPDATES/ DEPARTMENT REPORTS**

- A. Friends of the Library
  - Activities update
  - Annual appeal
- B. Finance/Asset Development Committee—John Woodward, Chair
  - Update
- C. Technology Committee
  - 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**

- Farewell to Jane

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

Minutes

Present: in person: Sirkka Kauffman, Starr Latronica, Karen Tyler, Chloe Liotta-Jones (assistant youth services librarian); remotely: Jennifer Rowe, Ann Varilly, Howard Burrows, Leo Schiff, **Jane Southworth, John Woodward, Kate O'Connor**.

Call to Order / 4:46 PM Leo

Agenda/Changes or additions: Statement of Concern

Public Comments: none

Minutes of December 14, 2021: Jane moved to approve; Karen seconded. All in favor, none opposed, none abstained. Minutes of January 11, 2022: Karen moved to approve; Jenny seconded. All in favor, none opposed, none abstained.

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library- Jane update

- **There is \$57,585 in the Friends' treasury.** Todd Gray of the Trust Company of Vermont noted that the Friends need to plan future spending 3 years out. Jenny suggested that they could use the investment accounts we already have set up for the library.
- Annual appeal: \$14,025 received to date, compared to \$16,507 for whole year last year (May through April). The average donation was \$97 in 2020 from 150 donors; \$92 in 2021 from 179 donors; and \$122 in 2022 from 109 donors.

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

- The committee is now on a bimonthly schedule. **The annual Treasurer's report was completed for Town meeting on schedule.**

C. Technology Committee

- Next meeting will be on February 16<sup>th</sup>.

D. Buildings and Grounds—Sirkka Kauffman, Chair

- The committee is changing its meeting time to the fourth Friday of the month to accommodate 3 library staff members.
- Starr reported that there is \$30,000 in the Town capital budget for fire alarms.

E. Advocacy and liaison to library organizations—Howard Burrows

- Howard reported on the testimony requested for review of libraries for the State. He also suggested that trustees join the several listservs available from the State.

F. Strategic Planning Committee

- Karen reported that the survey still needs work. She noted that after Ann and Starr gave verbal feedback on the consultants interviewed, she had met Greg Hessel and likes his **approach of a "mix and match" where we can decide on what we need from him as the**

process evolves. He will charge a maximum of \$7,500 depending on the extent of services. Greg will meet with the committee next, before meeting with the full Board.

G. Department Reports: Director; Youth Services

### **Director's Report**

Starr reported that the Afghan refugees would be coming to the library on Thursday after closing. Staff have been gathering resources on Brattleboro, Vermont, books by Afghan authors in English, and close-captioned DVDs. The families will be issued library cards.

### Youth Services

Chloe noted that the Academy School will be enrolling Afghan children. There is a lack of teen programming lately as they do not want to use Zoom, and would rather meet in person. Staff is putting together craft bags for Winter Carnival. We are currently hosting the Read to Welcome/Belong traveling library, which will later be going to other libraries and schools.

## CONTINUING BUSINESS

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

Starr: The Town will revisit the mask mandate next week. Things are going well, and there is hope that restrictions may relax soon.

### Tool Library update

Starr: We have selected the software which will be installed next week. It will allow people to reserve items in advance for specific dates, and may potentially also work for reserving E-bikes. We have looked at the sheds in Jamaica, which may come in pieces and be put together on site. Leo asked about insurance and theft liability, and Starr responded that the League of Cities and Towns said we could ask for signed waivers on liability. She will check into theft issues. We will ask for tool donations.

### Personnel update

Starr: currently there are 25 hours vacant over 2 positions. She is looking at a potential restructuring, which would have to go through the Town HR department.

### Committee charges

Strategic Planning will work on theirs next month. Jenny noted that when we have them all, the Board will need to vote on them.

### E-bikes

Starr noted that we may be able to insure the bikes for \$55 to \$60 per year, prorated to when we obtain them.

## NEW BUSINESS

- Engage consultant for Strategic Planning process

Strategic Planning committee members reported that Greg Hessel is willing to be flexible in terms of processing data, leading community forums, getting us started on the process, and providing guidance to keep us moving along.

Howard made a motion to give the Strategic Planning Committee the power to allocate up to \$7,500 from Board Approved Projects to Greg Hessel as they see fit as the process evolves; Kate seconded, all in favor, unanimous.

- Statement of Concern/Request for Reconsideration of Library Materials or Resources

Starr noted that she has consulted with the ALA, and suggested we have the form available at the circulation desk but not on our website. Jane asked if we should run this by Bob Fisher, and though Starr said this is not a legal issue, she will do that.

6:01 pm. Ann moved to adjourn; Karen seconded. Leo adjourned.

## **Brooks Memorial Library Strategic Planning Meeting Minutes Monday, February 28, 2022, 4:45 PM**

**Called to Order at 4:45 PM on Zoom.** Present: Ann Varilly, Karen Tyler, Kate O'Connor, Leo Schiff, Gabe Pofcher, Jeanne Walsh, Starr LaTronica, Greg Hessel, Howard Burrows

- Agenda: no changes
- Public Comments: none
- Minutes of January 18, 2022: approved

### **Continuing Business**

Next Steps in Planning Process: Kickoff agenda from consultant Greg Hessel

We discussed what information we want from our stakeholders. What do we want to be sure we include in the process and in the plan? We discussed in detail how we might identify and reach out to underserved populations.

Greg will think about what questions to ask. The committee will think about the how: which groups are best for a survey, which for a forum, etc. How do we get a foot in the door for the various populations we want to contact?

We discussed the scope of the plan. Is it specific to Brattleboro, or is it more regional? The planning process should shed light on that question.

Greg also shared a rough timeline/breakdown of proposed steps, and we discussed and made recommendations. Our task as a committee is to keep our part of the process moving forward. We can meet with Greg as needed. Starr and Jeanne will also supply Greg with some background reading/library information.

### **New Business**

- Committee Description Update – committee members can send our responses to Ann and copy Starr, and we'll work on it over time.
- Change the committee's name? We noted that we'll want to keep meeting even after the plan is written. We'll keep this open.

Adjourned at 6:05

## Brooks Memorial Library Technology Committee Minutes, February 15, 2022

- Called to order at 4:00 pm in Library Community Meeting Room + Zoom  
*Present: Leo Schiff, Howard Burrows, John Woodward, Chloe Liotta-Jones, Matthew Wojcik, Gabriel Pofcher, Jeanne Walsh*
- No agenda changes or additions
- Minutes of June 30, 2021 approved with amendment to clarify that “MRW” is the website developer from Easthampton, Massachusetts that designed the library’s current website.
- No public comment

### Old Business/Status of ongoing projects and proposed projects

- Review committee charge
- Website maintenance—Assabet for room booking module

### New Business

- Plan for 2022
- Update on Garden Tool Shed project, discuss our role with strategic planning tool library—Assabet for Library of Things
- Website development going forward

Discussion was wide-ranging, with all meeting attendees participating. It began with the committee charge and branched out to include most of the topics in new and old business. The rest of the minutes capture key ideas from the discussion.

### **Committee charge draft:**

[highlights of previous year’s work, touching on website, ebikes, tools, zoom access, ebooks/audio/streaming services, then] “The Technology Committee will support the strategic planning effort by continuing to assess and recommend new and expanded technologies that promote access to current library patrons and underserved populations for whom we wish to increase library participation.”

We also referred to ideas captured in the Tech Committee minutes of 6/30/21.

## **Discussion of charge:**

The committee charge defines the scope of our work.

Raising awareness about what the library has to offer, both technology and library services generally.

We want to see active words like “participation” and “use,” not only “access,” however, *access is important*. Other words: investigate, guide

The charge helps prospective members understand the purpose of the committee, and it guides the work of the committee.

This committee is concerned with computer technology and other technologies; for example, the ebikes and the planned Tool Library.

The charge connects to the mission/strategic plan of the library and to the technology plan. (We noted that our technology plan is out of date, partly because libraries have been waiting for the VT Dept of Libraries to update recommendations on how to write such a plan.)

Part of the purpose is to guide and support the director and the staff. We want to be sure our charge includes consideration of actual capacity.

For example, Tech Committee can be part of a feedback loop for maintenance and improvement of the website. What support does the staff want for the site?

## **Discussion of website/general staffing capacity, in light of discussion of Charge:**

We’ve identified an unmet need. We have this new, more agile website, but we don’t have the staffing we need to use it to full advantage. We need capacity.

Maybe the Tech Committee advocates and supports Starr in putting more staff toward work on the website.

Two layers of website work: 1. keeping content fresh and current, using the skills of various front-line staff people; 2. ensuring that the website engages our public and furthers our mission and goals (analysis of use patterns, effective paths to resources, etc.), which is more the charge of full-time library staff.

The bottleneck is planned vs. unplanned time. We set goals to perform work (planned time), but we are here to serve the public, whose needs come first, and we don't have control over the timing of their requests (unplanned time).

Can the Tech Committee help with this problem of planned vs. unplanned time? Time audit? Should there be an Operations Committee?

Among the existing committees, Technology might be the most relevant.

It isn't clear, however, that a board committee or the full Board should ever be charged with overseeing work flows in this way. It's an operations need. It might be outside the Board's scope.

Another reason we need more capacity is the desire to expand services and seek new opportunities.

Working with/updating the website is connected to PR/marketing/outreach, which is another identified staffing need. Can those be rolled together to further goals and build capacity?

Could there be specific funds (endowment, grants?) for consultants/contractors to advise us on website improvements from time to time? If we got the right people, they could save us time; for example, they could evaluate use and recommend changes to better respond to patron needs, which would make the most of the time we're able to devote to maintaining the site.

### **Other Business from agenda:**

We noted that we have contracted with Assabet Interactive of Concord, MA for two electronic library tools: 1. the Room Booking tool, which will complete an important part of the website project; 2. the Library of Things module, which will be helpful for our planned Tool Library.

- Next meeting: We agreed it was good to have an extended break since the last meeting, but now is a good time to resume monthly Technology Committee meetings. We'll decide via a doodle poll.
- Adjourned at 5:05.

## Director's Report for February 2022

**Service update:** Hooray! We have rescinded the 15-minute time limit and are looking forward to welcoming back our patrons to sit and enjoy magazines and newspapers, and to leisurely wander the stacks and browse to their hearts content. We will continue to encourage mask use throughout the building and request that occupants of the Children's Room mask, as young children have not been vaccinated.

**Building and Grounds:** Thanks to Pete Lynch, we consulted with the tree warden to determine the health of the trees on BML property and the steps to maintain their health. The spruce tree has been deemed stable and has been trimmed so that branches do not touch the roof. The trees in front need to have the crowns thinned.

**Projects, programs, activities:** The 1<sup>st</sup> Wednesday lecture featured David Mills presenting his poems from *Boneyarn*, an award-winning collection inspired by the history of slavery in New York City. We partnered with the Women's Freedom Center for an online program exploring healing for survivors of sexual abuse.

**Community Collaborations:** Thanks to Jeni Clary, BML was a major contributor to the Winter Carnival events. We sponsored a puppet show by Sandglass Theater that was held in the at the Latchis to ensure social distancing and other COVID safety measures. She also helped staff several other events, participated in the radio promotion spot and produced promotional pieces re: snowshoe lending to be distributed at WC venues. Lindsay Bellville and I attended the informational session of the Kiwanis. Lindsay has volunteered to represent BML. We held an after-hours library orientation and tour for the new residents from Afghanistan currently living at SIT. Jeanne Walsh found an online language learning program that will be of benefit to this group, as well as many others in the community (including those studying ASL). The Friends will fund this resource. I attended the monthly meeting of the Community Equity Collaborative where we agreed to pursue training in civil civic discourse with John Ungerleider. BML will work with the Brattleboro Words Trail steering committee to raise the profile of the trail through website placement and social media.

**Technology:** We have contracted for a room booking tool to manage reservations for our community meeting room and our smaller meeting/study spaces. We have also contracted for a Library of Things online reservation module, purchased with grant funds from the *Field to Fork* project. The Websters committee is evaluating the website after a year and implementing changes and enhancements. We will be including Jen Rob and Sid Silverman in website updates.

**Grants:** The shed has been ordered for the Field to Fork project and will arrive in early April. Many thanks to Brian Bannon for his help in securing the permit for the perfect location. We will begin purchasing tools this month. ARPA funded furniture has been ordered.

**Continuing Education/Professional Development:** Matt Wojcik has been spearheading our transition to ASPEN, a new interface for our public access catalog. I attended an online presentation by the American Library Association on Sustainability and Climate Action for Libraries and our communities.

**Personnel:** We have distributed some of the hours from the vacated Clerk 2 position and will hire a clerk 1 position for 15 hours/week to fill the rest.

<b>Circulation:</b>	Jan. 2022	8164	February 2022	7869
	Jan. 2021	5665	February 2021	5462
	Jan. 2020	14095	February 2020	13396

## BML Information Services, Electronic Services, Interlibrary Loan, and VISTA February 2022

### Electronic Services

When not booked for patron appointments, Matt has been working on Catamount Library Network changes, specifically the Aspen discovery system that will upgrade our public catalog. The Websters have re-convened and will oversee continuous updating and improvement of the website to ensure we make the most of this vital tool.

### Interlibrary Loan

Jen is now at full speed with interlibrary loan and is clarifying and simplifying procedures to ensure a smooth collaboration between the Circ desk and ILL. Like the rest of us, she is enjoying the variety of ILL requests; for example, from February:

- *Account of an Embassy to the Court of the Teshoo Lama*
- *Hyperobjects: Philosophy and Ecology After the End of the World*
- *The Typewriter Repair Manual, 1981*
- *Black Metal: Evolution of the Cult*
- *Shaker Towels for the 21<sup>st</sup> Century*
- *The New York Time Great Songs of the Yiddish Theater*

### VISTA

Gabe is participating in the Websters group and is taking a class on taxonomy, which will inform his work toward creation of the Access Brattleboro Community Database. He monitors library lists and offers ideas on resources; for example, we'll inquire about the Biblio+ video service.

### Collaboration with BDCC for Foundation Directory Online

Jeanne presented grant funding resources in two online trainings offered by the BDCC for local nonprofits and others seeking grants. It was a wonderful cooperation with local professionals, and it generated a lot of business for FDO, which has only one public site in Vermont, at Brooks.

### New Online Language-Learning Tool

The Friends have generously offered to fund a year of *Pronunciator*, an interactive language-learning tool accessible on computers and mobiles. It includes 164 languages, including ASL, and it has lessons relevant to our newest community members from Afghanistan and the English-speaking folks who are assisting them. *Mango*, our other language tool, saw a big increase in usage last year, so we know there is interest in language-learning in our community.

### Updated Reference/Tech Services Guide for Staff

I updated *Managing Reference and Tech Transactions at the Circ Desk and Phones*, a four-page guide to help circulation staff members collaborate with Matt (Tech) and Jeanne (Reference) to help patrons find the information they need while having a positive experience of the library. It's attached to this report.

Jeanne Walsh, 3/2/22

## Managing Reference and Tech Transactions at the Circ Desk and Phones

Our goal: help people find what they need while having a positive experience of the library.



**Sometimes, circulation staffers manage the whole transaction.**

- “What’s the next book in that series?”
- “Does the library have any events this week?”
- “Where can I find an ATM?”

**Other times, circulation staffers refer the patron** to the Information Services Librarian (hereafter, called ISL) or the Electronic Services Specialist (hereafter, called ESSsssss) 

### Manage it yourself or refer the patron?

The choice can be very clear

- “I need business statistics for Windham County, 1980 to the present.” → *Yes, ISL*
- “I need to learn how to use my new smart phone.” → *Yes, ESS*

...or more ambiguous

- “What’s another good writer for a Donna Leon fan?” → *Maybe ISL*
- “How do I sign in to Libby?” → *Maybe ISL or ESS*

**Your action in “maybe” cases depends on various things**, including personal knowledge, familiarity with our tools, amount of traffic at the circ desk, and elements of the patron’s question that might relate to circulation/account questions.

- “I love Donna Leon too! Have you tried Magdalen Nabb?”
- “It’s a quiet moment. Can I show you the NovelList database?”
- “Sorry Libby won’t accept your card. Let’s see if it’s time to renew your account.”
- “There’s our Information Services Librarian. She can help you search for grants.”
- “Our Electronic Services Specialist makes free appointments. Here’s his card.”

**Please don’t answer the question from your own head** unless it’s clearly subjective (like the Donna Leon fan question) or it’s a simple directional question (where’s the ATM).

Going to a reliable source, even for super easy questions, demonstrates that we’re not experts on all subjects; we just know how to find paths to information.




How do you spell cat?

Let’s look it up together.

## Good News: Help is at Hand

**You don't have to feel like a shirker if you refer the patron.** You're looking for the best way to help them find what they need, and Information/Electronic Services staffers can spend the extra time to clarify the question and help the patron discover the widest array of resources—plus instructions for how to use them.

**Some reasons to refer people to the ISL** (Isle?)  **or ESS** (sssss) 

- You're not confident about what you found in the catalog.
- You're busy at the circulation desk.
- The question takes you beyond your comfort level with research or technology.
- *You suspect the patron's question has some layers.*  
"Where are your law books?" or "Where are your medical books?" are classic questions that can benefit from a reference interview with the ISL. If the patron is in a hurry, please try to signal that we won't slow them down; we can talk while in motion.

**And the process continues,** as the ISL and ESS make their own assessments about what they can provide and when they should refer.

*The Help Desk isn't always the last stop. It's more like a switching station to many other resources, such as databases, library collections, ILL networks, local and national agencies and associations, government entities, People Who Know Things, expert librarians, technology specialists, and other resources that we learn about every day, sometimes from the patrons themselves. It's all about connecting, and it often starts at the circulation desk or on the phone. Remember:*



Whether you refer the patron or manage the whole transaction, you're providing information services from the moment you say hello!



See the next section for good behavioral principles for Reference & Information Services.

Other learning opportunities are also available. Ask Jeanne and Matt for ideas.

## Some Good Behavioral Principles for Reference & Information Services\*

### Approachability

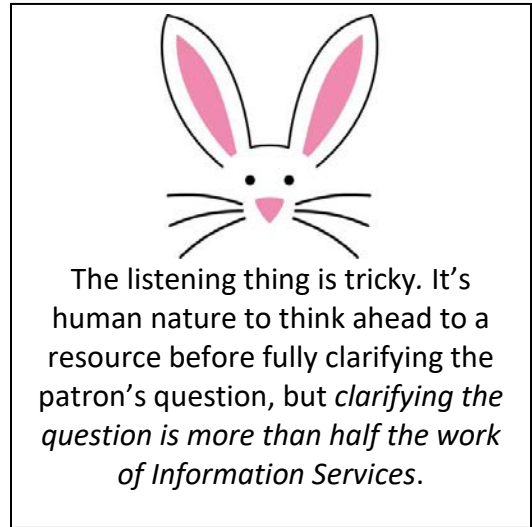
Poised, friendly, and ready to engage patrons

### Listening/inquiring

Cordial and receptive. Listening attentively and rephrasing questions to ensure understanding  
Refraining from value judgments about patrons' interests. Respecting privacy.

### Follow-up

Making sure patron found what was needed or knows what other options might be available.  
Reminding them that more help is always available through ISL, ESS, and ILL (e-i-e-i-o!)



If you're handling the question on your own, it's nice to accompany the patron to the shelf or check back with them if it's quiet enough to leave the desk.

- If you're leaving the desk, give other staffers the heads-up.
- If you can, inform patrons about the ILS and ESS, but try to match their speed and degree of commitment to the research. Sometimes they really just want the call number for cookbooks! You can still give them a business card and an invitation to further help.
- As with all library work, use your judgment based on clues the patron is giving you.

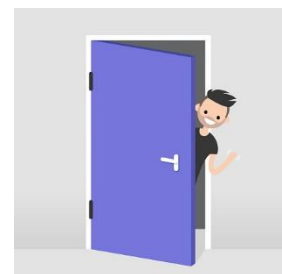
### Challenges for patrons

Patrons sometimes worry that their question isn't important or clear, or that a librarian will be nosy about their personal affairs. Circ staffers can help allay those fears through tone of voice and choice of words. "Please tell me a little more about what you're looking for..." If a patron's question seems personal, and if it feels natural to do so, you can toss in a word about how library service is confidential (per library policy *and* VT law), but no need to make it a big deal.

### Try to leave the door open at the end

If we don't have what the patron needs, think about what you *can* offer, and assure them that we want to help in the future.

- "Have you seen other DVDs from that series? It looks like some are available on the shelf."
- "Sorry we couldn't find books for your trip. Would you like to place a hold so you can read them when you return?"



\*Based on *Guidelines for Behavioral Performance of Reference and Information Service Providers*, by the Reference and User Services Association <https://www.ala.org/rusa/resources/guidelines/guidelinesbehavioral>

# Managing Reference and Tech Transactions: Finding the Boundaries

Sometimes it's unclear whether we can help a patron with their stated request. Here are some strategies.

## Step 1: Recognize when a request is outside the scope of our library's services.

This could, theoretically, be easy:

- Would you change the oil in my car?
- I need a chiropractic adjustment.



But usually it's not. For example:

Though we don't prepare people's tax returns, we get questions like "What should I put on line 12 of the 1040?" For library staffers, who love to help, it's tempting to answer the question out of your head, especially if you just completed your own 1040. It's also tempting to get deeply involved the patron's tax return, because after line 12 comes line 13...etc. Please resist!

## Step 2: Craft a helpful response.

- "Here are the 1040 instructions, and there's our Info Services Librarian for more help."
- "Here's a flyer about free tax preparation services."

**Some boundary questions** all from real life

There is no specific right or wrong on these, just a chance to think through possible responses. Have fun!

- What should I write on my resume if I've been unemployed?
- Will you type this up for me?
- My landlord is withholding my security deposit. What should I do?
- Can you help me fill out this immigration form for my parents?
- Will you read this and tell me if the grammar is OK?
- May I text you a document?
- Would you run a virus scan on my computer?
- What books should I read?

## Your Tool Kit

Take a breath and ask: *Is this beyond our basic mission of providing access to resources?*

Keep in mind: *BML is part of a much larger network of information and support. We might connect patrons to resources beyond the library.*

Trust in this: *The patron's initial way of stating the question might not be the clearest way. If you clarify the question, you might reveal new possibilities.*

Thanks for all you do!  
-Jeanne 2/2022



But I'm so bad at typing!



I know, me too. I don't have any thumbs.

## Youth Services Board Report- March 2022

Parents have been letting us know our Winter Carnival activity back packs were a big hit again this year. We gave out 144 of the snowman themed bags which included a fun activity pack, pencil, coloring pages, snowflake crown craft, cut your own snowflake craft, felt magnet craft, snowman sticker craft and some fun bookmarks. February also had some big projects as we changed the collection codes on the titles in our newly created Chapter Book section which features beginning chapters books for newly independent readers. We also did some cataloging work on our Easy Reader section to add the color coding to the item record to help patrons find titles more easily. We received our new Welcoming Library Collection on Saturday February 5 and were able to quickly lend it out to Academy School. We will be having a special dedication event on Saturday April 9 and will begin reaching out to local public and school libraries about borrowing the collection to display in their library for a month at a time.

In March we will be celebrating Eileen Christelow and publicizing our beautiful new library cards she created especially for Brooks Memorial Library's Children's Room. Here are a few activities we have planned:

- March Monkey Madness- inspired by Eileen's book 'Vote!' and college basketball's March Madness, we will have kids vote on a title for a new (fake) Five Little Monkeys book. We will be making up titles for the new fake book and letting the kids vote. It will be like a typical March Madness tournament with titles matched up in brackets and the ones with the most votes will move on to the next bracket until we get a winner! Kids will add a paper monkey to the titles they are voting for. The titles with the most monkeys will move on.
- Who did Gertrude find? Gertrude the Bulldog Detective will find a different Christelow character hidden in the CR each week. Kids who find the hidden character can come up to the desk for a sticker and to enter their name into the grand drawing for a set of Eileen Christelow books.
- We will feature a different book/character each week and base the craft bag on that. The books/characters are: five little monkeys; the great pig escape; Jerome; and Desperate Dog.
- and.....a Stuffed Animal Slumber party to celebrate five little monkeys jumping on the bed! Children will be invited to drop off their stuffed animal on Thursday March 24 to spend a fun filled night in the library and to be picked up the following day. (NOTE only the stuffed animals stay overnight at the library, not the kids!) Kids will receive a custom pamphlet with pictures of the night's shenanigans and their stuffed animal reading a book on the cover. We have done this a few times over the years and the kids and adults always love it.

We are also partnering with Sueno LeBlond from the Winston Prouty Bookmobile to distribute some of the books generously donated by Eileen Christelow herself to some of the local preschools and daycares. We have copies of Five Dog Night, The Great Pig Escape, Jerome Camps out and Five Little Monkeys With Nothing to Do, all good for preschool age readers.

Now that we are no longer limiting library visits to 15 minutes, we will be resuming our class visits with St. Michael school. The preschool and 2<sup>nd</sup> graders will begin their visits on Friday March 11 and the kindergarten and 1<sup>st</sup> grade will return on Friday March 18. We will also be welcoming the 6<sup>th</sup> graders from Academy school on Wednesday March 23 for an orientation of the Children's Room and Spicy Lime then they will head down to the Local History Room where Information Services Librarian Jeanne Walsh will help students find local information about the Civil War.

Our Teens are also excited about the end of the 15-minute limit. Our TAFLTS board will have an in-person meeting on Thursday March 10 and are hoping to have another Teen Game Night in the next few weeks.

Lindsay Bellville- Youth Services Librarian

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-21/22 MTD Pd 8 Feb
<b>01-6 Expenses</b>					
<b>01-6-2800 Library</b>					
01-6-2800-001.00 Department Head Salary	79,040.00	0.00	49,322.45	29,717.55	6,064.50
01-6-2800-005.00 Staff Salaries	431,360.00	0.00	270,641.51	160,718.49	34,466.89
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	2,033.95	2,466.05	475.46
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	200.00	0.00	0.00	200.00	0.00
01-6-2800-140.00 Computer Equipment Maint	6,000.00	0.00	1,535.11	4,464.89	1,200.00
01-6-2800-141.00 Computer Supplies	4,000.00	0.00	496.79	3,503.21	40.21
01-6-2800-152.00 Book & Non-Print Supplies	5,500.00	0.00	4,098.64	1,401.36	580.90
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	6,313.08	5,426.92	2,517.73
01-6-2800-235.00 Electric	18,150.00	0.00	15,964.98	2,185.02	2,398.60
01-6-2800-240.00 Utilities	1,770.00	0.00	954.72	815.28	332.99
01-6-2800-250.00 Building Equip & Maint	19,000.00	963.48	9,006.94	9,029.58	888.91
01-6-2800-255.00 Maintenance Supplies	4,000.00	0.00	2,607.16	1,392.84	1,699.46
01-6-2800-350.00 Telephone	3,000.00	0.00	1,794.18	1,205.82	267.56
01-6-2800-450.00 Postage/Courier Expense	7,500.00	0.00	3,806.64	3,693.36	896.04
01-6-2800-500.00 Office Supplies	4,000.00	0.00	1,533.95	2,466.05	173.29
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	17,904.06	345.94	0.00
01-6-2800-505.00 Juvenile Books	9,000.00	1,296.55	4,855.22	2,848.23	988.17
01-6-2800-510.00 Young Adult Sources	2,000.00	0.00	1,552.18	447.82	474.31
01-6-2800-515.00 Replacement Books	2,500.00	0.00	777.57	1,722.43	90.91
01-6-2800-520.00 Periodicals & Newspapers	7,500.00	0.00	4,903.45	2,596.55	964.01
01-6-2800-525.00 Digital Subscriptions	10,000.00	0.00	9,813.63	186.37	1,010.00
01-6-2800-530.00 Non-Print Materials/Adult	5,000.00	506.02	4,493.98	0.00	29.63
01-6-2800-532.00 Non-Print Mat./Children	4,500.00	25.10	2,274.48	2,200.42	2,011.13
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	1,559.88	440.12	780.00
<b>Total Library</b>	<b>675,210.00</b>	<b>2,791.15</b>	<b>426,013.55</b>	<b>246,405.30</b>	<b>58,350.70</b>
<b>Total Expenses</b>	<b>675,210.00</b>	<b>2,791.15</b>	<b>426,013.55</b>	<b>246,405.30</b>	<b>58,350.70</b>
<b>Total General Fund</b>	<b>675,210.00</b>	<b>2,791.15</b>	<b>426,013.55</b>	<b>246,405.30</b>	<b>58,350.70</b>
<b>Total All Funds</b>	<b>675,210.00</b>	<b>2,791.15</b>	<b>426,013.55</b>	<b>246,405.30</b>	<b>58,350.70</b>

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

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-21/22 MTD Pd 8 Feb
<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	2,500.80	3,999.20	232.30
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	10,290.00	4,710.00	1,157.00
01-5-2800-375.00 Gift Books & Replacement	2,500.00	0.00	654.40	1,845.60	102.00
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>15,927.57</b>	<b>15,572.43</b>	<b>1,491.30</b>
<b>Total Revenues</b>	<b>31,500.00</b>	<b>0.00</b>	<b>15,927.57</b>	<b>15,572.43</b>	<b>1,491.30</b>
<b>Total General Fund</b>	<b>31,500.00</b>	<b>0.00</b>	<b>15,927.57</b>	<b>15,572.43</b>	<b>1,491.30</b>
<b>Total All Funds</b>	<b>31,500.00</b>	<b>0.00</b>	<b>15,927.57</b>	<b>15,572.43</b>	<b>1,491.30</b>

# Brooks Memorial Library

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

July 2021 - June 2022

	TOTAL		
	ACTUAL	BUDGET	REMAINING
<b>Income</b>			
<b>Total Income</b>			<b>\$0.00</b>
<b>GROSS PROFIT</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Expenses</b>			
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	-156.81	3,605.31	3,762.12
TB01 Tom Burdo Fund 1/2/2012		124.00	124.00
<b>Total BR19 Short Term Gift Funds</b>	<b>-156.81</b>	<b>5,462.24</b>	<b>5,619.05</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>\$41,756.78</b>	<b>\$238,292.92</b>	<b>\$196,536.14</b>
NET OPERATING INCOME	<b>\$ -41,756.78</b>	<b>\$ -238,292.92</b>	<b>\$ -196,536.14</b>
NET INCOME	<b>\$ -41,756.78</b>	<b>\$ -238,292.92</b>	<b>\$ -196,536.14</b>

# Brooks Memorial Library

Fiscal Year P&L Cash Basis

July 2021 - June 2022

	TOTAL
Income	
Dividend Income	20,281.32
<b>Total Income</b>	<b>\$20,281.32</b>
<b>GROSS PROFIT</b>	<b>\$20,281.32</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	-156.81
<b>Total BR19 Short Term Gift Funds</b>	<b>-156.81</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>\$41,756.78</b>
<b>NET OPERATING INCOME</b>	<b>\$ -21,475.46</b>
Other Income	
Change in Investment Value	272.75
Change -3335	-1,157.16
Change -3431	-194,694.07
Change -3811	-554.26
Change -7353	-539.00
Change -7577	-954.45
<b>Total Change in Investment Value</b>	<b>-197,626.19</b>
<b>Total Other Income</b>	<b>\$ -197,626.19</b>
<b>NET OTHER INCOME</b>	<b>\$ -197,626.19</b>
<b>NET INCOME</b>	<b>\$ -219,101.65</b>