



Board of Trustees Meeting Materials for October 10th, 2023

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BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, October 10, 2023 4:45 PM
Meeting to be held on site or via Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/83917781481?pwd=TGtGVHZlSoJ2OEErWGIYN3N4MkQ5UT09>

Meeting ID: 839 1778 1481 Passcode: 359655

AGENDA

Call to Order / **4:45 PM**

Agenda/Changes or additions

Public Comments

Minutes of September 12, 2023

<https://brookslibraryvt.org/wp-content/uploads/2023/06/20230509-Trustees-Minutes.pdf>

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library

- Update

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

- Update

C. Technology Committee – Leo Schiff, Chair

- Update

D. Buildings and Grounds—Karen Tyler, Chair

- Update

F. Strategic Planning Committee—Ann Varilly, Chair

- Update

G. Department Reports: Director, Reference, Youth Services

CONTINUING BUSINESS

- Social work and safety assistance at BML update
- Town budget process - next steps
- Staff recognition
- Board picture

PLACE HOLDER

- Town charter review, as pertains to BML Board

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, September 12, 2023

Present: Jenny Rowe, Sirkka Kauffman, Ann Varilly, John Woodward, Leo Schiff, Starr LaTronica, Nikki Holland, Karen Tyler, Chloe Liotta-Jones, Joyce Sullivan

Absent: Kate O'Connor

*Ann called the meeting to order at 4:47pm

*Additions to the Agenda: No changes to the agenda

*Changes to the minutes: Corrected meeting date to August 08, 2023

Committee Updates and Department Reports:

Friends of the Library:

Ice Cream Social was a big success.

An advertisement for the BML will be in the Literary Festivals program this year.

This year's annual appeal letter is in process of being written.

Finance/Asset Committee: Jenny Rowe

No report.

"Everything financially is looking fine", Jenny Rowe

September 28, 2023 Town Department Fair to be held at BML. It is an open house for townspeople to hear how their money is being spent. Leo, Joyce and Karen will have a presence there to speak to the increasing need for a social worker.

The Finance Committee meeting on 9/19 will be open to all board members to brainstorm our participation in the open house.

Karen Tyler made a motion to donate the John Tyler painting to the Brattleboro Historical Society. All approved.

Technology Committee: Leo Schiff

First meeting was robust, and discussed the current needs of BML, public access computers, and self check out. The staff is working on generating a list of needs, and Starr is exploring self-check out.

Building and Grounds Committee: Karen Tyler

It was clarified that the outdoor project be done in its entirety, which will delay the start to secure adequate funding. In the meanwhile, fencing will be constructed along the “Desire Path” to ensure safety.

Possible meeting with Alec Goldschmid and staff to sort out the design for the bookdrop.

Karen made a request for new members to join the committee, and assistance for her. Joyce volunteered to assist.

Strategic Planning Committee: Ann Varilly

The pamphlet and 3-fold are ready for printing; 500 copies of the brochure and 100 copies of the pamphlet.

Department Reports:

During the interim, Starr will do the newsletter. She requests content for it, as well as, any suggestions of who may be hired on a contractual basis to do it until BML hires a replacement for Jeni.

Continuing Business:

Social Work and safety assistance at BML

Head of HCRS and BML staff meet. Though it was understood the need for a social worker at the library, there currently is no funding for it. There is a suggestion of “mental health first aid “ training for the staff.

September 28th a social work meeting is scheduled.

New Business:

None

Meeting adjourned at 6:01

Respectfully submitted by,
Joyce Sullivan

**BROOKS MEMORIAL LIBRARY
BUILDING AND GROUNDS COMMITTEE
September 22, 2022**

Present: Lindsey Bellville, Matt Wojcik, Karen Tyler, Joyce Sullivan, Christine deVallet

Karen Tyler called the meeting to order at 9:10am

Additions to the Agenda:

“Big Surprise” item added to agenda by Starr.

Minutes from 08/25 correction made; Matt had concerns about a fence being at the end of the patio of the outdoor project.

No public present

Old Business:

- **Book Drop Shelter:** Alec will have it completed by the winter.

- **Outdoor seating project:** Decision made by the trustees of BML to work and complete the project in its entirety. Decision made to “reset” and reconsider the design and usability of the ramp. Seeking a “fresh perspective” on the overall design. A search for a project manager and clarification of BML’s priority list.

- **Next Steps:**
 - *Create a priority list
 - *Explore possible candidates for Project Manager.

New Business:

“Big Surprise”: A small space will be made for the Children’s Room office from the cataloging/“tech services” office. Oh so wonderful!!!

Respectfully Submitted,
Joyce Sullivan

BML Strategic Planning Minutes, September 26, 2023

Convened at 4:48 in Meeting Room B

Present: Kate O'Connor, Leo Schiff, Ann Varilly, Starr LaTronica, Jeanne Walsh

- Agenda Changes: none
- Public Comments: none
- Minutes of August 22, 2023: approved as submitted

CONTINUING BUSINESS

Communication and Implementation of the Plan

Communication to public

- Website: done!
- Print materials: done!
- Brochures to our community partners: Trustee committee members will customize a general letter with hand-written notes to send to our partners to thank them for their help in creating the plan. Kate will print out letters with custom inside address to recipients, and we'll see if all BOT members can sign.
- Press Release: Starr will send to her media list.

Activities update

- We'll have launch party!
- It'll be fun!
- There will be food!

Marketing

Weekly e-news

We discussed some ideas, especially about inviting the public to contribute content, e.g.:

- Send us a story or photos from your museum visit!
- Was riding the e-bike a good adventure?
- I bought Ove Gloves at Brown & Roberts after checking them out at the library.
- Leo would like to write a story about discovering a great new Large Print book on our shelves.

There are multitudes of possibilities!

But, what about editorial oversight of the e-news? We discussed the challenges for coordinating activities and sustaining e-news/outreach and program support. Starr shared that our trifold for the Budget Engagement event explains that we need two positions: an outreach person and a social worker.

We talked more about the Budget Engagement event and the messages we hope to share. There isn't a single person in the community who wouldn't benefit from connecting with the library. It's a "shining star" and sign of hope and vitality in the community. And many of our resources and services are funded by the Friends and the endowment.

Adjourned at 5:48.

Brooks Memorial Library - Technology Committee

Wednesday, September 27, 2023 at 4:30 PM

In attendance: Starr LaTronica, Leo Schiff, Chloe Liotta-Jones, John Woodward, Nikki Holland
Meeting Room

- Call to Order
- Agenda - No changes
- Public Comment - N/A
- Minutes of 8/23/23 - approved
- Updates on any current technology projects/programs
 - Rough estimate \$50-\$60K for self-check (request submitted for ARPA funds)
 - Assessment of technology needs
 - Will invite BML staff to participate in technology needs assessment
 - Nikki will draft document and share with committee to review before Starr shares with dept heads ([Needs Assessment Draft](#))
 - How to balance public need, especially urgent need with longer term planning
 - Potential partners re: tech support: Vermont Adult Learning; SEVCA
- New business
 - Website
 - Staffing plan: Committee, meeting ~weekly: Matt, Chloe, Jeanne
 - Barriers to project time: emergent needs; staffing shortages
 - Current priorities
 - Meeting room scheduling is going to the website
 - Library of things and tool shed integration
 - MRW is providing tech support
- Next meeting date: Wednesday, October 25, 4:30 PM
- Adjourned at 5:30 PM

Director's Report for September 2023

Announcements: We are moving to an online booking tool for our reservable meeting spaces. This will increase convenience and efficiency for both patrons and staff.

Staff, John Potter and two trustees have met with HRCS to explore the opportunities for assisting the library staff (via coverage and training) in navigating difficult situations with patrons who often have no other resources than those available at the library. I have been in touch with HRCS several times re: our shared clientele. Meetings will continue as plans evolve for serving this population and training our staff in ways to diffuse difficult situation and somatic work to ameliorate stress and trauma of intense interactions. In the meantime, Ernesto Sanchez has provided essential support through his presence, especially in the evenings.

While much of the focus of late has been incidents that require intervention, we have numerous delightful experiences as well, such as standing as a witness at a wedding in the Quiet Reading Room, providing space for a husband working on a surprise scrapbook for his wife's birthday, engaging teens in book selection, supporting seniors in using electronic devices and sharing reading reactions, and sharing the delight in seeing children respond rapturously to reading. Lucky us!

We received 25 applications for the Circulation Manager position.

The new Strategic Plan is printed and will be disseminated at community events!

Buildings and Grounds: We are reassessing our plans to landscape the north side entrance to determine how we could change the ramp to bring it up to current ADA standards and incorporate some terracing for outdoor seating while addressing the ever-eroding line of desire along the edge of the building. DPW will block the path before freezing weather for safety reasons. We are also planning to create an office for the YS staff by carving out some space in the cataloging and processing department.

Community Collaborations: Several members of the staff have been working with the BRSJ center to reinstate a patron's library visiting privileges. BRJC is also offering Restorative Circle training for the public at the library. We displayed materials and spoke with attendees at an event for welcoming refugees. BML supported Windham World Affairs Council by providing Zoom capabilities for the annual Galbraith lecture. BML and the Friends of the Library were a welcome presence at Gallery Walk, serving ice cream by donation. Several organizations are planning a community read of *Rough Sleepers*, by Tracy Kidder

Programs: The regular meeting of the Stitchers and Sci-Fi reading group continue to gain new members. Meg Mott led a lively and thought-provoking discussion series examining religious freedom and LGBTQ+ rights. Local author Susan Avery read from her memoir and discussed the devastation

Friends activities: Book donations are being accepted for the annual sale.

Town activities: BML hosted the EMS Public Forum and the Budget Engagement Open House.

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-23/24 MTD Pd 3 Sep
01-6 Expenses					
01-6-2800 Library					
01-6-2800-001.00 Department Head Salary	84,651.00	0.00	16,240.70	68,410.30	6,496.28
01-6-2800-005.00 Staff Salaries	512,985.00	0.00	96,492.89	416,492.11	38,106.80
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	1,101.12	3,398.88	731.80
01-6-2800-128.00 Lost Book Refund Pmt Fees	200.00	0.00	65.50	134.50	20.50
01-6-2800-140.00 Computer Equipment Maint	6,000.00	0.00	460.31	5,539.69	460.31
01-6-2800-141.00 Computer Supplies	4,000.00	0.00	211.26	3,788.74	0.00
01-6-2800-152.00 Book & Non-Print Supplies	5,000.00	0.00	1,199.97	3,800.03	112.71
01-6-2800-173.00 Professional Services	200.00	0.00	0.00	200.00	0.00
01-6-2800-216.00 Reimbursable Expense	3,500.00	0.00	0.00	3,500.00	0.00
01-6-2800-230.00 Fuel Expense	11,500.00	0.00	0.00	11,500.00	0.00
01-6-2800-235.00 Electric	18,875.00	0.00	2,863.65	16,011.35	1,723.03
01-6-2800-240.00 Utilities	1,840.00	0.00	435.31	1,404.69	0.00
01-6-2800-250.00 Building Equip & Maint	20,000.00	0.00	6,417.02	13,582.98	459.63
01-6-2800-255.00 Maintenance Supplies	4,000.00	0.00	1,120.49	2,879.51	277.00
01-6-2800-350.00 Telephone	3,000.00	0.00	1,113.86	1,886.14	40.36
01-6-2800-450.00 Postage/Courier Expense	7,500.00	0.00	1,901.24	5,598.76	467.70
01-6-2800-500.00 Office Supplies	4,000.00	0.00	426.22	3,573.78	57.95
01-6-2800-501.00 Books - General	7,000.00	0.00	7,000.00	0.00	0.00
01-6-2800-502.00 Reference Sources	18,000.00	0.00	14,569.41	3,430.59	20.96
01-6-2800-505.00 Juvenile Books	8,500.00	0.00	1,930.99	6,569.01	35.94
01-6-2800-510.00 Young Adult Sources	3,000.00	0.00	18.99	2,981.01	0.00
01-6-2800-515.00 Replacement Books	2,000.00	0.00	477.08	1,522.92	52.83
01-6-2800-520.00 Periodicals & Newspapers	7,500.00	0.00	1,968.41	5,531.59	250.28
01-6-2800-525.00 Digital Subscriptions	12,000.00	0.00	4,086.72	7,913.28	18.00
01-6-2800-530.00 Non-Print Materials/Adult	6,000.00	0.00	4,815.24	1,184.76	1,253.41
01-6-2800-532.00 Non-Print Mat./Children	4,500.00	0.00	115.56	4,384.44	115.56
01-6-2800-650.00 Equipment Maintenance	2,000.00	0.00	1,815.69	184.31	0.00
Total Library	767,251.00	0.00	166,847.63	600,403.37	50,701.05
Total Expenses	767,251.00	0.00	166,847.63	600,403.37	50,701.05
Total General Fund	767,251.00	0.00	166,847.63	600,403.37	50,701.05
Total All Funds	767,251.00	0.00	166,847.63	600,403.37	50,701.05

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-23/24 MTD Pd 3 Sep
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	5,851.40	0.00	1,270.50	4,580.90	615.50
04-6-2801-126.04 BR22 Staff Leave	5,377.73	0.00	0.00	5,377.73	0.00
04-6-2801-126.12 BR12 Trustees Conferences	2,168.55	0.00	0.00	2,168.55	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	177.93	322.07	0.00
04-6-2801-501.05 BR05 Books Adults	22,100.00	0.00	3,584.95	18,515.05	3,320.83
04-6-2801-501.08 BR08 Local History Source	6,026.24	0.00	25.00	6,001.24	0.00
04-6-2801-502.07 BR07 Reference Sources	6,317.83	0.00	219.95	6,097.88	30.98
04-6-2801-505.14 BR14 Fine Arts	4,935.40	0.00	1,419.10	3,516.30	240.00
04-6-2801-505.16 BR16 Books Children	5,879.94	0.00	0.00	5,879.94	0.00
04-6-2801-510.09 BR09 Young Adult Sources	3,107.94	0.00	31.32	3,076.62	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	5,385.14	0.00	-6.93	5,392.07	0.00
04-6-2801-530.10 BR10 Non-Print	35,425.39	0.00	2,000.00	33,425.39	2,000.00
04-6-2801-531.23 BR23 Downloadable Media	10,000.00	0.00	0.00	10,000.00	0.00
04-6-2801-551.04 BR04 Contract Srvs Adult	6,237.33	0.00	0.00	6,237.33	0.00
04-6-2801-551.13 BR13 Adult Programs	6,579.12	0.00	969.72	5,609.40	0.00
04-6-2801-552.06 BR06 Juvenile Programs	5,616.38	0.00	942.75	4,673.63	126.21
04-6-2801-600.15 BR15 Board Approved Proje	24,530.64	0.00	620.00	23,910.64	620.00
04-6-2801-600.17 BR17 Outreach	10,983.03	0.00	119.40	10,863.63	0.00
04-6-2801-600.19 BR19 Gifts	6,148.84	0.00	409.93	5,738.91	60.00
04-6-2801-600.20 BR20 Projects	36,989.84	0.00	0.00	36,989.84	0.00
04-6-2801-600.21 BR21 Legacy	22,499.22	0.00	0.00	22,499.22	0.00
Total Library Trust	242,659.96	0.00	11,783.62	230,876.34	7,013.52
Total Grants Fund	242,659.96	0.00	11,783.62	230,876.34	7,013.52
Total All Funds	242,659.96	0.00	11,783.62	230,876.34	7,013.52

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-23/24 MTD Pd 3 Sep
01-5 Revenues					
01-5-2800 Library Revenue					
01-5-2800-120.00 Library Copier Revenue	4,500.00	0.00	1,709.65	2,790.35	366.95
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	0.00	3,000.00	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	13,000.00	0.00	4,608.00	8,392.00	1,363.00
01-5-2800-375.00 Gift Books & Replacement	2,500.00	0.00	583.95	1,916.05	274.00
01-5-2800-390.00 Library Postage Revenue	0.00	0.00	332.00	-332.00	13.00
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	1,000.00	0.00	11.75	988.25	11.75
Total Library Revenue	24,000.00	0.00	7,280.35	16,719.65	2,028.70
Total Revenues	24,000.00	0.00	7,280.35	16,719.65	2,028.70
Total General Fund	24,000.00	0.00	7,280.35	16,719.65	2,028.70
Total All Funds	24,000.00	0.00	7,280.35	16,719.65	2,028.70

Brooks Memorial Library

Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July 2023 - June 2024

	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	2,187.01	5,851.40	3,664.39
BR04 Contractual Services	512.50	6,237.33	5,724.83
BR05 Books Adults	3,680.02	22,100.00	18,419.98
BR06 Juvenile Programs	1,642.15	5,616.38	3,974.23
BR07 Reference Sources	197.97	6,317.83	6,119.86
BR08 Local History Source	25.00	6,026.24	6,001.24
BR09 Young Adult Sources	31.32	3,107.94	3,076.62
BR10 Non-Print	2,407.36	35,425.39	33,018.03
BR11 Periodicals	194.55	5,385.14	5,190.59
BR12 Trustees Conferences		2,168.55	2,168.55
BR13 Adult Programs	969.72	6,579.12	5,609.40
BR14 Fine Arts	1,591.10	4,935.40	3,344.30
BR15 Board Approved Projects	620.00	24,530.64	23,910.64
BR16 Books Children	-1,009.93	5,879.94	6,889.87
BR17 Outreach			
OR01 Marketing	119.40	5,500.00	5,380.60
OR02 Outreach	21.95	5,483.03	5,461.08
Total BR17 Outreach	141.35	10,983.03	10,841.68
BR18 Conservation	177.93	500.00	322.07
BR19 Short Term Gift Funds			
BC01 Brattleboro Camera Club	71.52	71.52	0.00
BP01 Brattle Post Card Fund	736.15	736.15	0.00
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	0.00
SG01 Small Gifts	257.59	4,224.25	3,966.66
TB01 Tom Burdo Fund 1/2/2012		124.00	124.00
Total BR19 Short Term Gift Funds	1,137.75	6,148.84	5,011.09
BR20 Projects			
SP01 Building and Grounds Committee	1,009.93	36,989.84	35,979.91
Total BR20 Projects	1,009.93	36,989.84	35,979.91
BR21 Legacy			
BF01 Building Fund		4,983.00	4,983.00
BN01 Brown Fund	50.55	169.85	119.30
CK01 Calista Book Fund	562.13	1,292.10	729.97
DW01 Dowley Fund	-201.68	241.19	442.87
FR01 Frothingham Fund		1,218.38	1,218.38

	TOTAL		
	ACTUAL	BUDGET	REMAINING
GB01 George Brooks Fund		802.50	802.50
JR01 Jerard Fund		1,178.88	1,178.88
LU01 Loud Fund		10,473.50	10,473.50
PG01 Pageant Fund	-37.59	424.74	462.33
SH03 Schorling 2007 Books Ref		143.16	143.16
WY01 Wyatt Fund	928.87	1,161.49	232.62
Total BR21 Legacy	1,302.28	22,088.79	20,786.51
BR22 - Employee Leave Awards		5,377.73	5,377.73
BR23 Downloadable			
DL01 Youth Downloadable		5,000.00	5,000.00
DL02 Adult Downloadable		5,000.00	5,000.00
Total BR23 Downloadable		10,000.00	10,000.00
Total Expenses	\$16,818.01	\$242,249.53	\$225,431.52
NET OPERATING INCOME	\$ -16,818.01	\$ -242,249.53	\$ -225,431.52
NET INCOME	\$ -16,818.01	\$ -242,249.53	\$ -225,431.52

Brooks Memorial Library

Fiscal Year P&L Cash Basis

July 2023 - June 2024

	TOTAL
Income	
Dividend Income	5,731.86
Total Income	\$5,731.86
GROSS PROFIT	\$5,731.86
Expenses	
BR03 Conferences & Workshops	2,187.01
BR04 Contractual Services	512.50
BR05 Books Adults	3,680.02
BR06 Juvenile Programs	1,642.15
BR07 Reference Sources	197.97
BR08 Local History Source	25.00
BR09 Young Adult Sources	31.32
BR10 Non-Print	2,407.36
BR11 Periodicals	194.55
BR13 Adult Programs	969.72
BR14 Fine Arts	1,591.10
BR15 Board Approved Projects	620.00
BR16 Books Children	-1,009.93
BR17 Outreach	
OR01 Marketing	119.40
OR02 Outreach	21.95
Total BR17 Outreach	141.35
BR18 Conservation	177.93
BR19 Short Term Gift Funds	
BC01 Brattleboro Camera Club	71.52
BP01 Brattle Post Card Fund	736.15
HS01 Harold Sheldrick Fund 9/30/15	72.49
SG01 Small Gifts	257.59
Total BR19 Short Term Gift Funds	1,137.75
BR20 Projects	
SP01 Building and Grounds Committee	1,009.93
Total BR20 Projects	1,009.93
BR21 Legacy	
BN01 Brown Fund	50.55
CK01 Calista Book Fund	562.13
DW01 Dowley Fund	-201.68
PG01 Pageant Fund	-37.59
WY01 Wyatt Fund	928.87
Total BR21 Legacy	1,302.28
Total Expenses	\$16,818.01
NET OPERATING INCOME	\$ -11,086.15

	TOTAL
Other Income	
Change in Investment Value	
Change -3335	-1,563.33
Change -3431	-36,054.62
Change -3811	-783.01
Change -5050	-6,502.48
Change -7353	3,869.37
Change -7577	-858.04
Total Change in Investment Value	-41,892.11
Total Other Income	\$ -41,892.11
NET OTHER INCOME	\$ -41,892.11
NET INCOME	\$ -52,978.26

LIBRARY ENDOWMENT REPORT	Fiscal Year	7/1-9/30/23	10/1-12/31/23	1/1-3/31/24	4/1-6/30/24	Fiscal Year
2023-24 ACTIVITY AND ASSETS	Start of Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Summary
1. x431 Permanent Endowment						
Beginning Market Value of Assets (BMV)	\$2,151,168.37	\$2,151,168.37				
Gifts, Bequests and other Contributions						
Net Income (Dividends, Interest, etc.)		\$4,437.36				
Disbursements						
Transferred to x868 for Brooks Library		-\$20,900.00				
Quarterly Mgmt Fee to Prentiss Smith		-\$2,693.07				
Foreign Taxes and Other Fees Withheld		-\$154.46				
Gain (Loss) in Market Value of Assets (MVA)		-\$33,234.29				
Ending Market Value of Assets		\$2,098,623.91				
1(a). Allocation of Assets						
\$ Allocation						
Cash and Equivalent		\$350,319.45				
Fixed Income (Bonds & CDs)		\$760,744.77				
Equities (Stocks)		\$987,559.69				
Total Ending Market Value of Assets		\$2,098,623.91				
% Allocation						
Cash and Equivalent	20.49%	16.69%				
Fixed Income	32.05%	36.25%				
Equities	47.46%	47.06%				
Total Market Value of Assets	100.00%	100.00%				
1(b). Performance Measures						
Total Return = Net Income + Gain in Value		-\$28,796.93				
Rate of Return = Total Return / BMV		-1.34%				
Endowment Full Performance 1 yr and 5 yr						
60/30/10 Balanced Benchmark 1 yr and 5 yr						
Endowment Stock Only Perf 1 yr and 5 yr						
S&P500 Performance 1 yr and 5 yr						
			1 yr	5 yr		
2. x868 Money Market Account	\$166,153.82	\$169,745.04				
3. x811 Calista Fund	\$23,701.80	\$22,271.99				
4. x577 Loud Fund	\$25,158.62	\$23,476.98				
5. x335 Legacy Funds	\$46,958.55	\$43,857.29				
6. x353 Board Projects Account	\$23,707.08	\$23,828.77				
7. x050 Building Board Fund	\$134,865.38	\$127,830.61				