



## Board of Trustees Meeting Materials for January 9<sup>th</sup>, 2024

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**BROOKS MEMORIAL LIBRARY**

**Board of Trustees Regular Meeting**

**Tuesday, January 9, 2024 4:45 PM**

**Meeting to be held on site or via Zoom:**

Join Zoom Meeting

<https://us02web.zoom.us/j/83917781481?pwd=TGtGVHZ1S0J2OEERWGIYN3N4MkQ5UT09>

Meeting ID: 839 1778 1481 Passcode: 359655

**AGENDA**

Call to Order / 4:45 PM

Agenda/Changes or additions

Public Comments

Minutes of December 12, 2023

<https://brookslibraryvt.org/wp-content/uploads/2024/01/20231212-Trustee-Minutes.pdf>

**COMMITTEE UPDATES/ DEPARTMENT REPORTS**

A. Friends of the Library

- Update—Annual appeal letter + book sale

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

- Update

C. Technology Committee – Leo Schiff, Chair

- No Update

D. Buildings and Grounds—Karen Tyler, Chair

- Update

F. Strategic Planning Committee—Ann Varilly, Chair

- No Update

G. Nominating Committee

- Update

H. Department Reports: Director, Reference, Youth Services

## CONTINUING BUSINESS

- Social work and safety assistance at BML update
- Town budget update

## PLACE HOLDER

- Town charter review, as pertains to BML Board
- Staff recognition

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

Present: Jenny Rowe, Sirkka Kauffman, Ann Varilly, John Woodward, Starr LaTronica, Nikki Holland, Karen Tyler, Leo Schiff, Sara Luttrell, Joyce Sullivan  
Absent: Kate O'Connor

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

\*Additions to the Agenda: None

Changes to the Minutes:

Leo Schiff moved to accept minutes, Karen Tyler seconded it.

**Committee Updates and Department Reports:**

**Friends of the Library:**

The Annual Letter is underway and going along positively.

In addition to the profits of \$3000.00, BML benefits from good publicity.

**Finance/Asset Committee:** John Woodward

Draft of the financial report to the town will be included for the Representative Town Meeting, this will need to be completed by January 16, 2024. Discussion around bringing attention to "deferred maintenance. A suggestion would be to request the town cover materials and salary for BML. If so, BML would be more able to cover larger maintenance costs.

Town Human Resource Director more responsive to the staffing needs at BML. She is now coming into the library to observe the current staffing pattern and its challenges.

Jenny Rowe motioned the Portrait of Jacob Estey to be given to the Estey Organ Museum, Joyce Sullivan seconded it, all agreed.

**Technology Committee:** Leo Schiff

No meeting this month. Next meeting is scheduled for the first Wednesday in January 2024.

**Building and Grounds Committee:** Karen Tyler

No meeting this month. When the committee resumes meeting, discussion starts with accessibility in the forefront.

**Strategic Planning Committee:** Ann Varilly

Starr and Ann presented the Strategic Plan at the most recent selectboard meeting.

The “Kick Off” for the Strategic Plan has been tabled and perhaps a “Refresher” will be scheduled in the future.

**Department Reports:**

\*Technology Services: Sara Luttrell

4172 books have been cataloged this year.

On an average this includes 250-300 in Adults sections every month.

Particular focus this year has been increasing the DVD collection, presently there are 442.

Sara has a very dynamic “weeding system” with the hope to weed out books at an equal rate as acquiring books. To date 2000 books have been replaced and re-homed.

\*Director’s Report: Starr LaTronica

First phase of interviewing–no offers have been accepted. Second round of interviews on Thursday 12/14/2023.

**Continuing Business:**

\*Social Work and safety assistance:

Town manager has a preliminary agreement with HCRS for a social worker at the library.

\*Town Budget Process: begins next week at Selectboard meeting.

Nominating committee to reconvene for Trustee vacancies and interviews.

Note made on Patrons vs Newsletter Subscribers (7877 to 4651)

Meeting adjourned at 6:34

Respectfully submitted by,  
Joyce Sullivan



# Brooks Memorial Library Technology Committee

Wednesday, January 3, 2024 at 4:30 PM

Mezzanine Meeting Room

In attendance: Matt Wojcik, Leo Schiff, Chloe Liotta-Jones, John Woodward, Nikki Holland

- Call to Order
- Agenda (Changes or Additions)
- Public Comment
- [Minutes of 10/25/23](#)
- Update on any current technology projects/programs
  1. **Internet:** The Department of Libraries is providing a non-compete grant to replace internal hardware and pay for contractors. Current services will not be available after June 2024. If there's \$ left, we can save it for up to 10 years to use as needed (e.g., future hardware needs, monthly service costs).
    - a. Next steps: Apply for grant (requires selectboard approval); Decide whether to move forward by connecting to town's network or procuring our own;
    - b. Benefits: Higher service level for lower monthly costs; better connectivity internally and outside; opportunity to upgrade internal resources (e.g., ethernet).
    - c. Opportunities for the tech committee to help: Any feedback re: local contractors welcomed
  2. **Technology needs**
    - a. Needs assessment: Action Item - Starr will follow up with staff re: [needs assessments](#). We have one. Not sure which department.
    - b. Staff computers: Older staff computers are being replaced and can be used as public access computers.
  3. **Community partners**
    - a. Need to differentiate between Matt's position and opportunities for partners
      - i. Ideas: open drop in (different than 1:1 appointments); classes; etc.

ii. Action item: Can we pilot a computer literacy course by spring?  
maybe graphic design? (perhaps an item to return to next  
meeting)

- New business
- Set next meeting date: January 31, 2024
- Adjourn

## Director's Report for December 2023

**Announcements:** We are seeing fewer numbers of unhoused patrons and people in distress now that hotel vouchers are available due to the cold weather, however, the staff is still spending time, energy and attention dealing with social service issues. Care coordinator from HCRS continues to provide support.

Staff shortages due to unfilled vacancies illness continue, which made staffing the library during the holidays a grueling challenge, including singlehandedly staffing the Main floor for one Saturday afternoon. Staff has been heroic in taking on extra shifts to provide coverage. We held two round of interviews and two candidates accepted our offer to begin in January.

Work on annual reports (for the Department of Libraries and for Town meeting) is in full throttle.

Received a generous donation from Ben and Jerry's (\$1000) to be spent on the staff.

### Activities that support the Strategic Plan

**Engage the community through a wide range of educational, recreational, and cultural opportunities that support diversity, equity, and inclusion.**

Offer programs that introduce and illuminate a wide range of interests and opinions.

- Thomas Johnson presented on his book, *Common Good*, a history of libraries in New England.
- Continuing programs: Stitchers, Sci-Fi book club.

Respond to the information needs of all members of the community by providing accessible, respectful, and reliable reference services.

- Jeanne conducted a tour and orientation of refugee students from Vermont Adult Learning who were very excited about BML resources. One student commented "I have always dreamed of having a telescope." The teacher returned that day to borrow ours and reports that the group spent several nights surveying the night skies at SIT, proving that libraries make dreams come true.

Review and introduce new technology and develop related instruction.

- Completed application for FiberConnect grant (\$20,000).
- Matt met with Patrick to discuss FiberConnect transition and has been communicating with colleagues from around the state who are engaged in this work.
- Recruited a volunteer to provide tech guidance on specific topics.

Support young children and their caregivers by providing developmentally responsive learning opportunities through materials and programming.

- Continuing programs: Rhyme Time, Legopalooza.

Empower teens by providing them with resources for education, entertainment and engagement.

- Teens-only movie night: Elf.

Recruit, cultivate and retain a diverse, exemplary staff.

- An impassioned plea to the Selectboard for including programming/outreach position in next year's budget has kept the item under consideration.

Empower and support staff well-being.

- Began planning for cross-department staff participation in library events/project (e.g. staff development including allocating Ben and Jerry's \$, lunar eclipse, National Library Week, etc.)
- Small number of staff attended the Town of Brattleboro employee appreciation breakfast
- Friday morning yoga classes have resumed.
- A rousing good time was had by staff, board members and their friends who attended the first annual Solstice Supper.

**Provide welcoming and accessible spaces for all members of the community**

- Began patron initiated online reservations for meeting rooms.

**Establish, strengthen, and sustain community connections to promote a culture that is accessible and welcoming to all, making a concerted effort to reach out to groups that have been historically marginalized.**

Increase relationships with local partners to promote initiatives and programs.

- Partnered with Epsilon Spires and the Brattleboro Literary Festival to show Fahrenheit 451 and raise awareness of attempts to censor materials. Admission was free with a library card.
- Partnering with Windham World Affairs Council on events for America 250 (VH grant to fund)

Identify and catalog community assets to better serve our patrons with resources and referrals.

- Beth produced a handout on ways individuals can help people who are homeless. It has been distributed to community partners.

Establish diverse and inclusive connections to support underserved and vulnerable sectors.

- BML is collaborating with the Community Response group on Homelessness Awareness event.

**Increase awareness of library services, resources, and impact.**

Clarify and prioritize marketing roles and activities to increase internal cohesion and external impact.

- Expanded the number of staff members who contribute content to the newsletter.

Leverage municipal resources & community partners for opportunities to convey the value of libraries.

- Communications director Seth Thomas included information on the Library of Things in his Town of Brattleboro newsletter which brought in a patron the very next day to check out a waffle iron for New Year's Day brunch.
- Downtown Brattleboro promoted the book sale throughout the month.
- The Friends of the Library have raised nearly \$10,000 in their annual appeal and the book sale and raffle have netted several thousand dollars as well.

<b>Circulation Statistics-</b>	<b>2023 totals</b>	<b>2022 totals</b>	<b>2019 totals</b>
Adult materials*	61,962**	59,890	77,123
Juvenile Materials	56,616	49,423	62,933
Young Adult Materials	3561	3597	4988
<b>Total</b>	<b>122,139</b>	<b>112,910</b>	<b>145,044</b>

\*Includes electronic devices, museum passes and unidentified item types. \*\*Also includes Library of Things

## Youth Services Board Report- January 2024

In 2023, the Children's Room circulated 52,449 books! This is the highest circulation since 2017 when we circulated 52,664 books. It is the third highest circulation for Children's Room books in the past decade. When adding in books from our YA collection, we circulated 55,985 books! These are impressive numbers, especially considering our Children's Room collection contains just over 18,000 books.

This increase in Children's Room book circulation, an increase of 7,105 over 2022, helps to offset the decrease we are seeing in circulation of our physical nonprint. Our audiobook and DVD circulation has decreased steeply as more and more families switch to downloadable e-books and e-audiobooks as well as streaming services. It seems like everyday we hear a parent tell their child they 'don't own the machine to play that' when a child picks out a DVD. To help mitigate the nonprint circulation decrease, we will be focusing more on our digital collections and educating our patrons on how to access all the wonderful resources we have available. We have also introduced VOX books to our collection. VOX books are books which have an attached digital player that reads the book out loud. This new technology is replacing our outdated kits which include a picture book and cd disc. We started with 30 VOX books and have recently added 40 more due to their popularity.

As we are limited by the size of the Children's Room and have maximized the layout of the shelving, I have been working on evaluating the different sections of the Children's Room regarding the percentage of the collection size verse the percentage of our circulation. It comes as no surprise that our graphic novel section is the powerhouse of our collection. Its 1457 books comprise just 8% of our collection but account for 16% of our circulation- that's 8167 circs! Our newly formed chapter book section, which consists of 683 titles comprises 3% of our collection but accounted for 5% of the circulation with 2730 circulations. Even our little board book collection boasting a high for us of 420 books had 2044 circs- that's 2% of the collection size but 4% of circulation. And of course, our picture book collection of 5103 books, 28% of collection size, accounts for a whooping 39% of our circulation! Each of these sections is pulling its weight and then some. On the flip side we have two sections that are not pulling their weight. Our fiction section has 4074 books, 22% of the collection size, and 14% of circulation with 7010 circs. Our nonfiction section has 5321 books, 29% of the collection size but a disappointing 15% of circulation. This is not a surprise as the use of the collection has changed noticeably over the years. Kids are browsing the collection looking for topics of personal interest instead of looking for books for school projects. Books about states, countries, biomes and presidents are not being checked out but books about legos, trucks, animals, games and cookbooks are popular.

These trends are evident in my attempt to weed as part of collection development. The demand for picture books in conjunction with the limited shelf space, means a picture book that we purchased in 2021 would need to have circulated a total of 20 times, including 5 of those circs in the past two years, for us to keep it. (Of course, exceptions are made.)

These statistics also reinforce my belief that some of our underperforming sections may need to be downsized to open up shelf space for our higher performing sections. It may be time to reassess the actual shelves in our picture book area to maximize the shelve linear footage without encroaching on the open floor space. It may also be time for a large portion of our cd audiobooks to go the way of cassettes, which we had when I began here in 2004!

Lindsay Bellville – Youth Services Librarian

## Teen Services Board Report

In 2023, the big project was weeding and adjusting the Teen Room. In order to make room for new materials, we discarded 612 books and 31 Audiobooks. Out of the 2000-ish items in the Spicy Lime Teen Room, that is a huge amount of discards! However, none of the items discarded had been checked out in over 2 years and the shelf space was very necessary to accommodate the new books being published. This weeding project also allowed me to shift my collection around to make room for the Short Story section to grow, to add the Pocket Change Collection volumes, and (hopefully soon) add a shelf of YA large print items.

The December Teen Board meeting was skipped due to Chloë illness, but the January meeting will happen this week. We will be discussing our marketing practices, programming schedule, and readjusting who is doing what with our reduced number of Teen Board members.

The goal for 2024 in the Teen Room will be to re-build up our board members, establish a new pattern of events, and get teens aware of the Palace app and using it for digital materials.

Chloë Liotta-Jones - Teen Services Librarian

Department Inquiry

Fund: 101 General Fund --- Department: 201 Library --- Program: All --- Period Ending: 12/31/2023

Account Number	Description	Total Budget	YTD Actual	Balance
101-45007-201	Miscellaneous Revenue	(1,000.00)	(168.80)	(831.20)
101-45012-201	Reimbursements Revenue	(3,000.00)	(2,075.00)	(925.00)
101-45019-201	Library Copier Revenue	(4,500.00)	(3,250.50)	(1,249.50)
101-45020-201	Library Fines	0.00	(57.00)	57.00
101-45021-201	Non-Resident Fees	(13,000.00)	(8,827.00)	(4,173.00)
101-45022-201	Gift Books & Replacement	(2,500.00)	(1,073.88)	(1,426.12)
101-45023-201	Library Postage Revenue	0.00	(332.00)	332.00
101-50000-201	Department Head Salary	84,651.00	38,977.68	45,673.32
101-50001-201	Staff Salaries	512,985.00	229,893.22	283,091.78
101-50002-201	Vacation BB - Retire Pay	5,000.00	0.00	5,000.00
101-51000-201	Equipment expense	4,500.00	1,939.72	2,560.28
101-51003-201	Postage Expense	7,500.00	3,597.61	3,902.39
101-51004-201	Office Supplies	4,000.00	1,171.47	2,828.53
101-51007-201	Computer Supplies	4,000.00	1,411.17	2,588.83
101-51011-201	Reimbursable Expense	3,500.00	2,075.00	1,425.00
101-51023-201	Equipment Maintenance	2,000.00	1,815.69	184.31
101-51024-201	Professional Services	200.00	0.00	200.00
101-51027-201	Telephone	3,000.00	2,739.71	260.29
101-51031-201	Lost Book Refund Pmt Fees	200.00	145.34	54.66
101-51032-201	Book & Non-Print Supplies	5,000.00	2,169.96	2,830.04
101-51034-201	Fuel Expense	11,500.00	2,061.19	9,438.81
101-51035-201	Electric	18,875.00	8,361.04	10,513.96
101-51036-201	Utilities	1,840.00	856.01	983.99
101-51037-201	Building Repairs	20,000.00	9,409.69	10,590.31
101-51038-201	Maintenance Supplies	4,000.00	2,146.41	1,853.59
101-51039-201	Books - General	7,000.00	7,000.00	0.00
101-51040-201	Reference Sources	18,000.00	14,807.31	3,192.69
101-51041-201	Juvenile Books	8,500.00	5,423.49	3,076.51
101-51042-201	Young Adult Sources	3,000.00	621.04	2,378.96
101-51043-201	Replacement Books	2,000.00	944.96	1,055.04
101-51044-201	Periodicals & Newspapers	7,500.00	4,287.51	3,212.49
101-51045-201	Digital Subscriptions	12,000.00	4,463.54	7,536.46
101-51046-201	Non-Print Materials Adult	6,000.00	6,114.31	(114.31)
101-51047-201	Non-Print Materials Children	4,500.00	1,872.04	2,627.96
101-54004-201	Computer Equipment Maint	6,000.00	1,945.38	4,054.62

Department Inquiry

Fund: 401 Grants Fund --- Department: 202 Library Trust --- Period Ending: 12/31/2023

Account Number	Description	Total Budget	YTD Actual	Balance
401-43028-202	Trust Reimbursement	0.00	(23,420.42)	23,420.42
401-51121-202	BR01 Buffer Account	10,000.00	0.00	10,000.00
401-51122-202	BR03 Conferences & Worksh	5,851.40	1,344.93	4,506.47
401-51123-202	BR22 Staff Leave	5,377.73	0.00	5,377.73
401-51124-202	BR12 Trustees Conferences	2,168.55	0.00	2,168.55
401-51126-202	BR18 Conservation	500.00	359.88	140.12
401-51127-202	BR05 Books Adults	22,100.00	13,408.24	8,691.76
401-51128-202	BR08 Local History Source	6,026.24	25.00	6,001.24
401-51129-202	BR07 Reference Sources	6,317.83	761.66	5,556.17
401-51130-202	BR14 Fine Arts	4,935.40	1,419.10	3,516.30
401-51131-202	BR16 Books Children	5,879.94	251.90	5,628.04
401-51132-202	BR09 Young Adult Sources	3,107.94	31.32	3,076.62
401-51134-202	BR11 Periodicals & Newspa	5,385.14	(6.93)	5,392.07
401-51135-202	BR10 Non-Print	35,425.39	2,564.84	32,860.55
401-51136-202	BR23 Downloadable Media	10,000.00	3,828.88	6,171.12
401-51137-202	BR04 Contract Srvs Adult	6,237.33	0.00	6,237.33
401-51138-202	BR13 Adult Programs	6,579.12	1,299.72	5,279.40
401-51139-202	BR06 Juvenile Programs	5,616.38	1,938.11	3,678.27
401-51140-202	BR15 Board Approved Proje	24,530.64	1,917.96	22,612.68
401-51141-202	BR17 Outreach	10,983.03	239.40	10,743.63
401-51142-202	BR19 Gifts	6,148.84	519.52	5,629.32
401-51143-202	BR20 Projects	36,989.84	0.00	36,989.84
401-51144-202	BR21 Legacy	22,499.22	0.00	22,499.22

# Brooks Memorial Library

## Budget vs. Actuals: FY\_2023\_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL				
	ACTUAL	BUDGET	REMAINING	% OF BUDGET	% REMAINING
Income					
<b>Total Income</b>			<b>\$0.00</b>	<b>0.00%</b>	<b>0.00%</b>
<b>GROSS PROFIT</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>0.00%</b>
Expenses					
BR01 - Buffer Account		10,000.00	10,000.00		100.00 %
BR03 Conferences & Workshops	2,384.17	5,851.40	3,467.23	40.75 %	59.25 %
BR04 Contractual Services	512.50	6,237.33	5,724.83	8.22 %	91.78 %
BR05 Books Adults	10,900.56	22,100.00	11,199.44	49.32 %	50.68 %
BR06 Juvenile Programs	2,018.39	5,616.38	3,597.99	35.94 %	64.06 %
BR07 Reference Sources	664.68	6,317.83	5,653.15	10.52 %	89.48 %
BR08 Local History Source	25.00	6,026.24	6,001.24	0.41 %	99.59 %
BR09 Young Adult Sources	31.32	3,107.94	3,076.62	1.01 %	98.99 %
BR10 Non-Print	2,510.21	35,425.39	32,915.18	7.09 %	92.91 %
BR11 Periodicals	194.55	5,385.14	5,190.59	3.61 %	96.39 %
BR12 Trustees Conferences		2,168.55	2,168.55		100.00 %
BR13 Adult Programs	1,059.72	6,579.12	5,519.40	16.11 %	83.89 %
BR14 Fine Arts	-14,894.57	4,935.40	19,829.97	-301.79 %	401.79 %
BR15 Board Approved Projects	735.00	24,530.64	23,795.64	3.00 %	97.00 %
BR16 Books Children	251.90	5,879.94	5,628.04	4.28 %	95.72 %
BR17 Outreach					
OR01 Marketing	119.40	5,500.00	5,380.60	2.17 %	97.83 %
OR02 Outreach	141.95	5,483.03	5,341.08	2.59 %	97.41 %
<b>Total BR17 Outreach</b>	<b>261.35</b>	<b>10,983.03</b>	<b>10,721.68</b>	<b>2.38 %</b>	<b>97.62 %</b>
BR18 Conservation	359.88	500.00	140.12	71.98 %	28.02 %
BR19 Short Term Gift Funds					
BC01 Brattleboro Camera Club	71.52	71.52	0.00	100.00 %	0.00 %
BP01 Brattle Post Card Fund	736.15	736.15	0.00	100.00 %	0.00 %
BS01 Brattleboro Stamp Club Donation		90.20	90.20		100.00 %
DU01 Helen Durant Fund 9/6/2007		665.85	665.85		100.00 %
EJ01 Edward Johnson Fund		164.38	164.38		100.00 %
HS01 Harold Sheldrick Fund 9/30/15	72.49	72.49	0.00	100.00 %	0.00 %
SG01 Small Gifts	117.69	4,224.25	4,106.56	2.79 %	97.21 %
TB01 Tom Burdo Fund 1/2/2012		124.00	124.00		100.00 %
<b>Total BR19 Short Term Gift Funds</b>	<b>997.85</b>	<b>6,148.84</b>	<b>5,150.99</b>	<b>16.23 %</b>	<b>83.77 %</b>
BR20 Projects					
SP01 Building and Grounds Committee		36,989.84	36,989.84		100.00 %
<b>Total BR20 Projects</b>		<b>36,989.84</b>	<b>36,989.84</b>		<b>100.00 %</b>
BR21 Legacy					
BF01 Building Fund		4,983.00	4,983.00		100.00 %
BN01 Brown Fund	50.55	169.85	119.30	29.76 %	70.24 %
CK01 Calista Book Fund	562.13	1,292.10	729.97	43.51 %	56.49 %
DW01 Dowley Fund	171.16	614.13	442.97	27.87 %	72.13 %
FR01 Frothingham Fund		1,218.38	1,218.38		100.00 %

	TOTAL				
	ACTUAL	BUDGET	REMAINING	% OF BUDGET	% REMAINING
GB01 George Brooks Fund		802.50	802.50		100.00 %
JR01 Jerard Fund		1,178.88	1,178.88		100.00 %
LU01 Loud Fund		10,473.50	10,473.50		100.00 %
PG01 Pageant Fund		462.33	462.33		100.00 %
SH03 Schorling 2007 Books Ref		143.16	143.16		100.00 %
WY01 Wyatt Fund	928.87	1,161.49	232.62	79.97 %	20.03 %
<b>Total BR21 Legacy</b>	<b>1,712.71</b>	<b>22,499.32</b>	<b>20,786.61</b>	<b>7.61 %</b>	<b>92.39 %</b>
BR22 - Employee Leave Awards		5,377.73	5,377.73		100.00 %
BR23 Downloadable					
DL01 Youth Downloadable		5,000.00	5,000.00		100.00 %
DL02 Adult Downloadable	2,514.45	5,000.00	2,485.55	50.29 %	49.71 %
<b>Total BR23 Downloadable</b>	<b>2,514.45</b>	<b>10,000.00</b>	<b>7,485.55</b>	<b>25.14 %</b>	<b>74.86 %</b>
<b>Total Expenses</b>	<b>\$12,239.67</b>	<b>\$242,660.06</b>	<b>\$230,420.39</b>	<b>5.04 %</b>	<b>94.96 %</b>
NET OPERATING INCOME	\$ -12,239.67	\$ -242,660.06	\$ -230,420.39	5.04 %	94.96 %
NET INCOME	\$ -12,239.67	\$ -242,660.06	\$ -230,420.39	5.04 %	94.96 %

<b>LIBRARY ENDOWMENT REPORT 2023-24 ACTIVITY AND ASSETS</b>	Fiscal Year Start of Year	7/1-9/30/23 Quarter 1	10/1-12/31/23 Quarter 2	1/1-3/31/24 Quarter 3	4/1-6/30/24 Quarter 4	Fiscal Year Summary
<b>1. x431 Permanent Endowment</b>						
<b>Beginning Market Value of Assets (BMV)</b>	\$2,151,168.37	\$2,151,168.37	\$2,098,623.91			
<b>Gifts, Bequests and other Contributions</b>						
<b>Net Income (Dividends, Interest, etc.)</b>		\$4,437.36	\$10,776.48			
<b>Disbursements</b>						
Transferred to x868 for Brooks Library		-\$20,900.00	-\$20,900.00			
Quarterly Mgmt Fee to Prentiss Smith		-\$2,693.07	-\$2,631.62			
Foreign Taxes and Other Fees Withheld		-\$154.46	-\$113.43			
<b>Gain (Loss) in Market Value of Assets (MVA)</b>		-\$33,234.29	\$101,877.30			
<b>Ending Market Value of Assets</b>		\$2,098,623.91	\$2,187,632.64			
<b>1(a). Allocation of Assets</b>						
<b>\$ Allocation</b>						
Cash and Equivalent		\$350,319.45	\$508,032.22			
Fixed Income (Bonds & CDs)		\$760,744.77	\$657,760.92			
Equities (Stocks)		\$987,559.69	\$1,021,839.50			
<b>Total Ending Market Value of Assets</b>		\$2,098,623.91	\$2,187,632.64			
<b>% Allocation</b>						
Cash and Equivalent	20.49%	16.69%	23.22%			
Fixed Income	32.05%	36.25%	30.07%			
Equities	47.46%	47.06%	46.71%			
<b>Total Market Value of Assets</b>	100.00%	100.00%	100.00%			
<b>1(b). Performance Measures</b>						
<b>Total Return = Net Income + Gain in Value</b>		-\$28,796.93	\$112,653.78			
<b>Rate of Return = Total Return / BMV</b>		-1.34%	5.37%			
<b>Endowment Full Performance 1 yr and 5 yr</b>						
<b>60/30/10 Balanced Benchmark 1 yr and 5 yr</b>						
<b>Endowment Stock Only Perf 1 yr and 5 yr</b>						
<b>S&amp;P500 Performance 1 yr and 5 yr</b>						
				<b>1 yr</b>	<b>5 yr</b>	
<b>2. x868 Money Market Account</b>	\$166,153.82	\$169,745.04	\$197,300.82			
<b>3. x811 Calista Fund</b>	\$23,701.80	\$22,271.99	\$23,143.58			
<b>4. x577 Loud Fund</b>	\$25,158.62	\$23,476.98	\$24,306.81			
<b>5. x335 Legacy Funds</b>	\$46,958.55	\$43,857.29	\$45,449.66			
<b>6. x353 Board Projects Account</b>	\$23,707.08	\$23,828.77	\$24,563.76			
<b>7. x050 Building Board Fund</b>	\$134,865.38	\$127,830.61	\$132,250.36			