



Board of Trustees Meeting Materials for November 14th, 2023

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Tuesday, November 14, 2023 4:45 PM
Meeting to be held on site or via Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/83917781481?pwd=TGtGVHZlS0J2OEErWGIYN3N4MkQ5UT09>

Meeting ID: 839 1778 1481 Passcode: 359655

AGENDA

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

Agenda/Changes or additions

Public Comments

Minutes of October 10, 2023

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

- Update

D. Buildings and Grounds—Karen Tyler, Chair

- Update

F. Strategic Planning Committee—Ann Varilly, Chair

- Update—no report

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
- Board terms and nominating committee

PLACE HOLDER

- Town charter review, as pertains to BML Board

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, October 10, 2023

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

*Ann called the meeting to order at 4:45pm

*Additions to the Agenda: Trustee Terms

Salary Survey

Tracy Kidder at the Literary Festival

*Changes to the minutes: None

Committee Updates and Department Reports:

Friends of the Library:

Getting ready to mail an annual appeal letter.

Readying for a robust book sale.

Recent donation from patron for \$1000.00 after reading article in "The Commons".

Finance/Asset Committee: Jenny Rowe

No formal meeting.

*\$8K of auction sales income, \$4K of which Starr has in hand. Needs to be decided with the account to deposit and whether Schlegel's commission has been accounted for. Proceeds from Loud items need to be reinvested in the Loud fund. Other income can be added to the Fine Arts budget.

*Jenny gave an interpretative overview of standard financial reports included in the monthly board packet. Note that the "Grant Fund" report is Town's version of Endowment accounting which is essentially duplicative information. Values will not match exactly because of differences in time of expenditure booking.

Town's NEMREC accounting software system is being replaced with the OpenGov product.

*Leo inquired whether interpretive notes can be added to the financial report.

Technology Committee: Leo Schiff

*Needs assessment form to be circulated amongst staff to collect information about technology gaps and desires, hopefully to be completed within the month.

*Starr has requested the town include ARPA funding for self check-out stations (\$50K-\$60K) in their upcoming memo to select board. Most of the cost is adding new target sensors to each book in collection. This is not a replacement for the circulation desk check-out.

*New system will come with a new inventorying functions, i.e. missing item location.

*Lost books are not a major problem in the Children's Room.

Building and Grounds Committee: Karen Tyler

*Alec Goldschmidt has committed to completing staff design of book drop structure by winter.

*Outdoor landscaping project to hit the reset button. Alec advises BML to think of this project as a major renovation project, revisioning the walkway and compliance with ADA.

* Karen believes the project is in need of a Project Manager. All may increase cost.

*Refitting office space for Youth staff is underway.

Strategic Planning Committee: Ann Varilly

*Brochures and tri-folds are completed.

*SP is on the webpage.

*Press release is in the making.

* "Launch Party is being considered.

Department Reports:

*The Youth Services department is looking for volunteers for Halloween event.

*Starr requests that committee chairs get their agendas to Anna with Starr copied in Microsoft Word at least 48 hours before scheduled meeting to be warned and noticed.

*Minutes to be sent to Matt, with Starr copied.

*Starr shared the Public Library Compensation and Salary Survey analysis from the state. Inviting the board to review and prepare for discussion at the next board meeting.

*Hiring committee has agreed upon a candidate for circulation desk, and a position has been offered.

Continuing Business:

Social Work and safety assistance at BML

*HCRS will start to come to BML during the busiest hours.

New Business:

*Ann requested any staff recognition publicity be shared with the board.

*Sirkka, Kate and Leo terms are up in 2024.

Meeting adjourned at 6:30

Respectfully submitted by,
Joyce Sullivan
With the appreciated help of,
John Woodward

Brooks Memorial Library

Finance Committee

Monday November 6, 2023 4:45 PM (EST)

Minutes

1) Called to Order 4:45

In attendance: John, Jenny, Starr, Sirkka, Ann

2) Agenda/Changes or additions

none

3) Approval of Minutes of July 3, 2023 ([link](#))

Approved

4) Public Comment

Notes

5) Continuing Business

- Loud fund and collection
 - Auction revenue accounting & Fine Arts Budget Surplus

Net revenue from 6 Bonham Skinner's seller's statements received to date comes to around \$12k. It appears 15% of gross sale revenue was taken as commission, presumably split between Schlegel and BS. 8% taken in insurance and fees. Net revenue from William Smith auction comes to around 4k (no sellers statement received yet).

Group agreed it is not necessary to return auction profit from Loud collection items to the existing Loud fund (restricted), currently with balance around \$25k.

Laura Paris has been doing deaccessioning paperwork for auction items and facilitating transfers to historical societies. Her labor effort should be compensable out of auction proceeds after receiving invoice (no contract or formal scope of work exists).

Next steps after all Loud items are sold/returned will be to initiate the process of requesting permission from Attorney General to remove restrictions on the Loud fund.

Group discussed what to do with profit from auction sales (expected to be around \$10 or \$15k) and existing balance in Loud fund. Regarding the latter, one promising possibility is to draw perennially on the Loud balance to fund the fine arts budget line at the customary 4% level, which would amount to around \$1k per year. If this route is taken it may not be necessary to get AG blessing but this is TBD.

***Jenny will look into contacts at AG's office*

***Ann will look up % of Loud collection no longer in BML hands. Note there are many Books in Loud collection that are still in storage with no plan as of yet to dispose of them. Ken Loss is still interested.*

- Town & Endowment budget planning

Town charter says Trustees shall approve the library budget request to be forwarded to the selectboard. This is somewhat at odds with the reality of the budgeting process.

***Group agreed to repurpose the Annual Treasurer's Report that goes into the RTM materials to incorporate a narrative about long-term labor and capital needs (fire alarms, windows, asbestos, etc.). This will have to be ready by the end of December.*

6) New Business

- Policy update needs

***Group agreed that Endowment Policy and Fine Arts policy could use a fresh look.*

***There is also a need to update the website information about giving, e.g., how to name BML as beneficiary in estate plans, etc.*

- Grant opportunities and solicitation capacity

General discussion. No action items.

7) Adjourn 5:56 PM

Misc

Sanderson pike 5-year term coming up, after which goes back to endowment.

Friends appeal should be coming soon. No one has reached out to FinCom yet, as in years past.

Brooks Memorial Library Technology Committee

In attendance: Starr Latronica, Matt Wojcik, Leo Schiff, Nikki Holland, John Woodward

Wednesday, October 25, 2023 at 4:30 PM

Mezzanine Meeting Room

- Call to Order
- Agenda - Approved
- Public comment - No comment
- [Minutes from 9/27/23](#) - Approved
- Update on any current technology projects/programs
 - Matt will be attending a meeting VT Department of Libraries, VT FiberConnect. 10/26 re: internet service, internet-related hardware
 - Questions re: equipment updates & funding for maintenance/upgrades
 - Should the library be a part of the town's network?
 - **Action Item**: Matt will update us on what was learned at this meeting
- Technology needs assessment update ([Needs Assessment Doc](#))
 - Jean has completed the assessment for her department
 - Matt's take:
 - Staff needs are pretty well-handled
 - May need to upgrade web hosting tier (getting close to the max storage allowed)
 - Public needs
 - Friends approved more hotspots
 - Public access computers (see Jean's responses, Matt agrees)
 - Microfilm reader - currently fine; considering digitizing (could work with historical society, may pursue grant funding)
 - Will need updated MS Office; Acrobat Pro; video software, perhaps
 - **Action Item**: Starr will follow up with remaining department heads to request completed needs assessments in time for December 6 committee meeting
- Additional wishlist items
 - Library of things -- external hard drive; floppy disk drive
 - Exploring - Hoopla (particularly for streaming movies/music)
 - Self-check technology
- Streaming / ebook services: May have an opportunity to educate patrons about these
- Tech education
 - **Action Item**: Matt will reach out to SEVCA re: tech support / education
 - **Action Item**: Starr will reach out to the town to check in on volunteers (e.g. Front Porch Forum, high school volunteers)
- **Next meeting date: December 6** (combined Nov / Dec meeting)
- Adjourn

Director's Report for October 2023

Announcements: Serving our patrons in need of housing and other social services continues to be a daily, even hourly, challenge. Part-time on site and on call support from HCRS has been tremendously helpful, but we still spend an inordinate amount of staff time in negotiating and navigating issues for people in need of services, especially now that the weather is getting colder.

Amanda Whiting was promoted to Circulation Manager, from part time clerk. We received over 50 applications for her vacated position. Sarah Vincent-Hoag will be leaving her post as part time clerk at the end of November.

Appropriate staff was trained in OpenGov and we are making that transition.

VT Dept. of Libraries informed us that we will need to transition our wi-fi and Internet service by the end of June 2024.

We have been especially short staffed due to vacancies and staff illness, including cases of COVID. I am grateful for the support and camaraderie that is inherent in our team to cover our open hours and provide essential service.

Buildings and Grounds: DPW will block off the eroding path along the north side of the building so people will not be able to use it when it is icy.

Community Collaborations: BML staff has been attending the Community Response to homelessness meetings and the Housing Coalition meetings. I also met with a representative from HireAbility about placing some of their clients at the library in the future. The library worked with Edible Brattleboro for a film discussion series on *Regenerating Life*. Jeanne and Chloe presented library resources at the Reality Fair for high school students. The Brattleboro Words Project is re-grouping and seeking a closer relationship with the library. Library staff and Friends participated in Trunk or Treat at Gibson-Aiken Center. BML hosted White Cane Awareness Day again this year.

Programs: We began the month with Martha Barnette from NPR's *A Way With Words*, which drew 94 people to BML and another 92 people online. It was sponsored by Vermont Humanities and livestreamed by BCTV. The Literary Festival brought in 2 days of programming, including one session with 83 people in attendance, another for young people on the theme of Restorative Justice and a presentation by National Book Award finalist Kyle Lukoff. The main room was filled with music on two occasions: World Singing Night, an after-hours singalong and a concert of North Indian Classical Music. We hosted the first of two community discussions on *Rough Sleepers*, by Tracy Kidder, with extra copies supplied by the Friends of BML. Dave Cohen presented an informative and inspiring look at the effect of automobiles on our physical and psychological health. Our Stitchers group and Sci-Fi book club continue to meet regularly, as do the preschoolers and caregivers who attend Rhyme Time weekly. A patron presented a wildly popular bilingual storytime celebrating Filipino Heritage, teens enjoyed a scary movie night and writers had the chance to win \$100 by composing a ghost story in one hour on site. The annual Design-A-Plate event was successful, as usual.

Art collection activities: Several pieces from the art and artifact collection have been transferred to the Vermont Historical Society and other small items have been sold at auction. Proceeds from the sale will be added to the Fine Arts line for repair and maintenance of the remaining collection.

Budget/finance: Transitioning of the treasurer duties continues. I met with P. Moreland and K. Frost for Town budget preparation.

Friends activities: Book donations are being accepted for the annual sale, which will open the Friday after Thanksgiving.

Town activities: Staff participated in the pink campaign against breast cancer. Staff attended some or all of the ToB HR trainings in Civility, Upstanding, Performance Development, and Harassment Prevention.

Professional activities: Matt attended an information session re: transition in wi-fi/Internet service. He had planned to go to the New England Library Association conference, but was waylaid by COVID. Sara has been appointed to a leadership of the state round table on cataloging. I presided over the annual meeting of the Catamount Library Network

Youth Services Board Report- November 2023

It was another successful Design-A-Plate program this year. We had 83 packets returned to make 348 items. Most of the order has been delivered and we will be sorting, matching, alphabetizing, bagging, and boxing up the plates in time for pick up Thanksgiving week. Luckily, we have dedicated volunteers to help us tackle this huge undertaking. Last year it took five people three hours to prepare the plates and bowls for pick up.

Each week we have classes from two different schools come to the Children's Room for Class Visits including 2 to 3 classes from St. Michael's School and one class from Community House Day School. Depending on the age of the students the visits may include reading stories, instruction on how libraries work and how to locate items in the library along with how to use the catalog. Our weekly class visits last 30 minutes each with students checking out books at the end of their scheduled visit.

Classes from local schools also visit the Children's Room for special class visits, which are usually a one-time visit for a specific purpose. For example, the third grade from Academy school will be coming to the library to learn about how libraries work and how library services and educational opportunities vary around the globe. Each of the three third grade classes will have a one-hour visit which will include a tour of the Children's Room, an orientation to using the library and obtaining a library card, a demonstration of the library catalog and website as well as an explanation of our Catamount system. We will also highlight the various items from our Library of Things that have kid appeal such as nature backpacks, telescope, and ice cream maker!

Aside from our weekly and special scheduled Class Visits, we serve a number of schools and nonprofits on a weekly basis. The Children's Room is instrumental in helping local schools and nonprofits provide services to their students. In October, we had 18 'group' visits where a group of children and staff visit the Children's Room to check out books, play with our castle and puzzles, and spend time exploring the library. While these aren't formal class visits, they do entail significant library staff interaction as we help find books, suggest titles, answer questions and give instruction on how to use the library catalog. We provide these services to a wide range of organizations including:

- INSPIRE school for Autism- "offer(s) social, educational and vocational training which will maximize the potential for adolescents and young adults with autism to lead satisfying, self-sustaining lives in connection with their communities."
- BEL Center- "A school day program for children ages 2-5 with an Autism Spectrum Disorder diagnosis, and their families."
- Priority Placements- "K-12 general education and special education for students with the following disability categories: Intellectual Disability, Specific Learning Disability, Emotional Disturbance, Autism Spectrum Disorder, Other Health Impairment, Speech or Language Impairment, and Development Delay."
- Abigail Rockwell Children's Center at the Retreat- "a multi-track residential treatment center providing expert care for children ages 6 to 14."
- Mulberry Bush Early Learning Center- "a private, not-for-profit early learning school serving children ages eight weeks to six years of age."
- Brattleboro Centre for Children- "a professional early childcare and education program to meet the diverse needs of families in the greater Brattleboro area."
- Village School- a local homeschooling group

In Teen-Land, we have had a bit of a hectic Fall. For the first time, we participated in the Brattleboro Lit Fest. We held a Saturday morning author talk with a middle grade author and a YA author, both of whom wrote books introducing their audiences to the Restorative Justice process. With the help of Starr, we were able to be on the Brattleboro Lit Fest schedule and had a very successful presentation on Saturday October 14th – 25 people attended!

TAFLTS has been going through some adjustments:

- We changed our meeting day and time to fit into the Library schedule and also allow the teen board members to do other activities in the evening
- We have lost three of our long standing members this year and a couple of our other members are struggling to balance their schedules, so we are looking for more folks to join us – preferably in the 12-14 year old range
- We skipped September events due to scheduling nonsense, but we were back this month with:
 - o A TAFLTS meeting (10/4)
 - o Writing Games workshop, led by Blue Berenguel (10/12)
 - o Halloween Movie Night (10/27) – we watched Edward Scissorhands and did it outside due to the unseasonably warm weather J
- In November, we will be having our first school-year Zine Workshop, led by Blue Berenguel.

The Spicy Lime Teen Room has also been through some adjustments – most noticeably, I have been working on a massive weeding project over the past few months to clear some space for new books and add some new item types as well. As of last week, I have finished weeding the bulk of the collection (the Fiction)! Once I have weeded the Nonfiction and Graphic novels, I may finally have room for Large Print books and the Pocket Change Collective collection we have been building.

Chloë Liotta-Jones – Teen Services Librarian

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-23/24 MTD Pd 4 Oct
01-6 Expenses					
01-6-2800 Library					
01-6-2800-001.00 Department Head Salary	84,651.00	0.00	22,736.98	61,914.02	6,496.28
01-6-2800-005.00 Staff Salaries	512,985.00	0.00	135,531.79	377,453.21	39,038.90
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	1,587.06	2,912.94	485.94
01-6-2800-128.00 Lost Book Refund Pmt Fees	200.00	0.00	89.50	110.50	24.00
01-6-2800-140.00 Computer Equipment Maint	6,000.00	0.00	915.35	5,084.65	455.04
01-6-2800-141.00 Computer Supplies	4,000.00	0.00	895.13	3,104.87	683.87
01-6-2800-152.00 Book & Non-Print Supplies	5,000.00	0.00	1,490.75	3,509.25	290.78
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	6,374.21	12,500.79	3,510.56
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	7,086.20	12,913.80	669.18
01-6-2800-255.00 Maintenance Supplies	4,000.00	0.00	1,565.25	2,434.75	444.76
01-6-2800-350.00 Telephone	3,000.00	0.00	2,362.33	637.67	1,248.47
01-6-2800-450.00 Postage/Courier Expense	7,500.00	0.00	1,748.86	5,751.14	-152.38
01-6-2800-500.00 Office Supplies	4,000.00	0.00	834.87	3,165.13	353.65
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	14,757.09	3,242.91	187.68
01-6-2800-505.00 Juvenile Books	8,500.00	0.00	2,629.74	5,870.26	698.75
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	547.02	1,452.98	69.94
01-6-2800-520.00 Periodicals & Newspapers	7,500.00	0.00	3,654.05	3,845.95	1,685.64
01-6-2800-525.00 Digital Subscriptions	12,000.00	0.00	4,086.72	7,913.28	0.00
01-6-2800-530.00 Non-Print Materials/Adult	6,000.00	0.00	5,071.37	928.63	256.13
01-6-2800-532.00 Non-Print Mat./Children	4,500.00	0.00	115.56	4,384.44	0.00
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	223,349.82	543,901.18	56,447.19
Total Expenses	767,251.00	0.00	223,349.82	543,901.18	56,447.19
Total General Fund	767,251.00	0.00	223,349.82	543,901.18	56,447.19
Total All Funds	767,251.00	0.00	223,349.82	543,901.18	56,447.19

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-23/24 MTD Pd 4 Oct
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	0.00
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	6,354.06	15,745.94	2,769.11
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	254.16	6,063.67	34.21
04-6-2801-505.14 BR14 Fine Arts	4,935.40	0.00	1,419.10	3,516.30	0.00
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	0.00
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	1,059.72	5,519.40	90.00
04-6-2801-552.06 BR06 Juvenile Programs	5,616.38	0.00	989.06	4,627.32	46.31
04-6-2801-600.15 BR15 Board Approved Proje	24,530.64	0.00	620.00	23,910.64	0.00
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	0.00
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	14,723.25	227,936.71	2,939.63
Total Grants Fund	242,659.96	0.00	14,723.25	227,936.71	2,939.63
Total All Funds	242,659.96	0.00	14,723.25	227,936.71	2,939.63

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-23/24 MTD Pd 4 Oct
01-5 Revenues					
01-5-2800 Library Revenue					
01-5-2800-120.00 Library Copier Revenue	4,500.00	0.00	2,332.75	2,167.25	623.10
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	2,075.00	925.00	2,075.00
01-5-2800-360.00 Library Fines	0.00	0.00	57.00	-57.00	22.00
01-5-2800-370.00 Non-Resident Fees	13,000.00	0.00	5,628.00	7,372.00	1,020.00
01-5-2800-375.00 Gift Books & Replacement	2,500.00	0.00	863.44	1,636.56	279.49
01-5-2800-390.00 Library Postage Revenue	0.00	0.00	332.00	-332.00	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	1,000.00	0.00	11.75	988.25	0.00
Total Library Revenue	24,000.00	0.00	11,299.94	12,700.06	4,019.59
Total Revenues	24,000.00	0.00	11,299.94	12,700.06	4,019.59
Total General Fund	24,000.00	0.00	11,299.94	12,700.06	4,019.59
Total All Funds	24,000.00	0.00	11,299.94	12,700.06	4,019.59

Brooks Memorial Library

Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July 2023 - June 2024

	TOTAL				
	ACTUAL	BUDGET	REMAINING	% OF BUDGET	% REMAINING
Income					
Total Income			\$0.00	0.00%	0.00%
GROSS PROFIT	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Expenses					
BR01 - Buffer Account		10,000.00	10,000.00		100.00 %
BR03 Conferences & Workshops	2,187.01	5,851.40	3,664.39	37.38 %	62.62 %
BR04 Contractual Services	512.50	6,237.33	5,724.83	8.22 %	91.78 %
BR05 Books Adults	6,449.13	22,100.00	15,650.87	29.18 %	70.82 %
BR06 Juvenile Programs	1,688.46	5,616.38	3,927.92	30.06 %	69.94 %
BR07 Reference Sources	232.18	6,317.83	6,085.65	3.68 %	96.33 %
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	2,407.36	35,425.39	33,018.03	6.80 %	93.20 %
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	1,591.10	4,935.40	3,344.30	32.24 %	67.76 %
BR15 Board Approved Projects	620.00	24,530.64	23,910.64	2.53 %	97.47 %
BR16 Books Children		5,879.94	5,879.94		100.00 %
BR17 Outreach					
OR01 Marketing	119.40	5,500.00	5,380.60	2.17 %	97.83 %
OR02 Outreach	21.95	5,483.03	5,461.08	0.40 %	99.60 %
Total BR17 Outreach	141.35	10,983.03	10,841.68	1.29 %	98.71 %
BR18 Conservation	177.93	500.00	322.07	35.59 %	64.41 %
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	190.82	4,224.25	4,033.43	4.52 %	95.48 %
TB01 Tom Burdo Fund 1/2/2012		124.00	124.00		100.00 %
Total BR19 Short Term Gift Funds	1,070.98	6,148.84	5,077.86	17.42 %	82.58 %
BR20 Projects					
SP01 Building and Grounds Committee		36,989.84	36,989.84		100.00 %
Total BR20 Projects		36,989.84	36,989.84		100.00 %
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 %
Total BR21 Legacy	1,712.71	22,499.32	20,786.61	7.61 %	92.39 %
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		5,000.00	5,000.00		100.00 %
Total BR23 Downloadable		10,000.00	10,000.00		100.00 %
Total Expenses	\$20,101.30	\$242,660.06	\$222,558.76	8.28 %	91.72 %
NET OPERATING INCOME	\$ -20,101.30	\$ -242,660.06	\$ -222,558.76	8.28 %	91.72 %
NET INCOME	\$ -20,101.30	\$ -242,660.06	\$ -222,558.76	8.28 %	91.72 %

Brooks Memorial Library

Fiscal Year P&L Cash Basis

July 2023 - June 2024

	TOTAL
Income	
Dividend Income	12,079.48
Total Income	\$12,079.48
GROSS PROFIT	\$12,079.48
Expenses	
BR03 Conferences & Workshops	2,187.01
BR04 Contractual Services	512.50
BR05 Books Adults	6,449.13
BR06 Juvenile Programs	1,688.46
BR07 Reference Sources	232.18
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	1,059.72
BR14 Fine Arts	1,591.10
BR15 Board Approved Projects	620.00
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	190.82
Total BR19 Short Term Gift Funds	1,070.98
BR21 Legacy	
BN01 Brown Fund	50.55
CK01 Calista Book Fund	562.13
DW01 Dowley Fund	171.16
WY01 Wyatt Fund	928.87
Total BR21 Legacy	1,712.71
Total Expenses	\$20,101.30
NET OPERATING INCOME	\$ -8,021.82
Other Income	
Change in Investment Value	
Change -3335	-2,294.70
Change -3431	-75,251.89
Change -3811	-1,143.72

	TOTAL
Change -5050	-8,775.78
Change -7353	3,845.41
Change -7577	-1,253.32
Total Change in Investment Value	-84,874.00
Total Other Income	\$ -84,874.00
NET OTHER INCOME	\$ -84,874.00
NET INCOME	\$ -92,895.82