



## Board of Trustees Meeting Materials for September 12<sup>th</sup>, 2023

### Table of Contents

- **Agenda**
- **Minutes of August 11<sup>th</sup>, 2023**
- **Committee Minutes**
  - Building and Grounds Committee
  - Fine Arts Committee
  - Technology Committee
- **Director's Report**
- **Youth Services Board Report**
- **Expenditures Report, General Fund**
- **Expenditures Report, Grants Fund**
- **Revenue Report**
- **Fiscal Year Actual vs Budget Report**
- **Fiscal Year P&L Report**
- **Tri Fold**

**BROOKS MEMORIAL LIBRARY**  
**Board of Trustees Regular Meeting**  
**Tuesday, September 12, 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 August 8, 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
- Staff recognition
- Town budget process - open house at BML on 9/28/23 from 3:30 to 7:30

**PLACE HOLDER**

- Town charter review, as pertains to BML Board
- Board picture

**BROOKS MEMORIAL LIBRARY**  
**Board of Trustees Regular Meeting**  
**Tuesday, August 08, 2023**

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

\*Ann called the meeting to order at 4:49pm

\*Additions to the Agenda: No changes to the agenda

\*Changes to the minutes: Corrected meeting date to July 11, 2023

**Committee Updates and Department Reports:**

**Friends of the Library:** Kate O'Connor

Kate attended the last meeting. Garden party which occurred this past weekend was discussed (\$920.00 was raised).

First Wednesday's program is being changed to "Spotlight". A statewide event sponsored by the VT Department of Humanities. This program will occur around the state or virtually, at a considerably less cost to run, \$900.00

Upcoming events are "The Joy of Lex"- Martha Barnet 10/4/2023

The Friends will give an honorarium to Frida Berrigan, daughter and niece of the Daniel Berrigan Brothers. She will be at BML with Chuck Collins on 8/14/2023.

**Finance/Asset Committee:** Jenny Rowe

No meeting was held this month. Working on closing out the year, and will prepare to give the town budget 2023-2024.

Portrait of Civil War Soldier (Tyler), has been retrieved back to BML per request of patron, will then be given to Brattleboro Historical Society.

**Technology Committee:** Leo Schiff

First meeting to be held 8/23/2023, and will focus on how the committee can support BML technological needs.

**Building and Grounds Committee:** Karen Tyler

No meetings have been held this summer. Agreement has been made to have the Book Drop Shelter on the fall schedule.

The Outdoor Project is moving forward, the drawings for the design are completed. Possible funding from VT Department of Libraries, capital grants or Place Making Grants.

**Strategic Planning Committee:** Ann Varilly

The multi page pamphlet was displayed. It will be distributed to patrons and used as BML literature for promotions and community events.

Staff meeting on Friday, 8/11/2023 will be used in part to review Strategic Plan and values.

**Department Reports:**

Increases in mental health/ substance use incidents documented , which again, speaks to need for adequate staffing and support.

Chloe reported on the children's programming. Story Time this summer at the Retreat Farm.was a success, very good attendance of known and unknown patrons. Her biggest distraction were the dump trucks on route 30...one can't fault a child's curiosity!!!

The continuation of the Lunch Program is uncertain.

3 Movies this year.

**Continuing Business:**

**Social Work and safety assistance at BML**

Three social workers have come forth to volunteer at the library. Discussion revolved around how to follow up with these possible volunteers, clarifying BML's expectations and roles for their service.

The incidences of disturbance have increased on the main floor.

A request will be made to BPD for someone to walk through the library before closing time.

Starr will meet with the town social worker and possibly invite him to a board meeting.

Given the need for continued training for staff, and highlighting the skillfulness they already have, this may be a request BML makes to the town social worker.

**New Business:**

Discussion centered around staff recognition for milestones, years of service, and other efforts that call for appreciation.

The method of recognition, monetary, gift, food or plaques was explored. And noted was in addition to the individual staff person's accomplishment, the collateral help from all staff to make it possible.

**Town Meeting Budget:**

John Potter, the new town manager is looking at the budget through a 'service lense'. Our task this budget season is to enumerate the value of BML, elicit from community members their thoughts and experiences of service, and to speak explicitly to the town representative and select people of the many services provided at BML

**Fire Alarm:**

The cost of installing an updated fire alarm system has increased 19K...BML will ask the town to find these additional funds.

Meeting adjourned at 6:51

Minutes submitted by,  
Joyce Sullivan

## **MINUTES Buildings and Grounds Committee, 8/25/23**

Present: Matt Wojcik, Starr LaTronica, Karen Tyler, Joyce Sullivan, Christine de Vallet, Elizabeth Tannenbaum

- Call to Order: 9:09 a.m.
- Agenda (Changes or Additions): none
- Minutes of Meeting 5.29.2023: Matt/Joyce moved to approve
- Public Comment: none
- Old Business

### **OLD BUSINESS**

#### **1) Ongoing and proposed projects:**

**Outdoor Seating Project:** we are still waiting on cost from Alex for full design

#### Discussion:

Matt: pathway along the side of building needs to be completed before winter because of snow and ice.

Karen: may need to re-think timing and do pathway first

Starr: ARPA funds from town; perhaps request based on safety concern since people use the 'shortcut'. We are municipal property.

Joyce: because of back up in getting construction work done, for now, need tape to show this is a dangerous access.

Starr: zigzag design with caution tape. Will talk to Public Works about tape.

Matt will also bring it up to Safety Committee where he's a member.

Karen: should we separate 2 parts for funding since it will be long process if it's all together.

Starr: getting grants takes easily a year; then need to put it out for bids and schedule.

Karen: Adam sent corrected drawing.

Matt: Railing on side needs to be added. Question of people climbing the railing??

Starr: will discuss with town

Joyce: how much land are we talking about?

Karen: need to decide if we separate it out.

Matt: will separating this delay the patio? Perhaps roof is second phase. Temporary roof (awning)??

Karen: talk to Alex about costs of different phases and possible time line and especially the part of the pathway. Will get info.

Starr: safety concern may mean we can get money for that first.

**Book Drop Shelter:** Alex is putting it on his list asap in the Fall. Built to Lindsay and staff specs. Ready to go forward

## **Staff input re: building and furnishing needs**

### Electrical Items

Starr: Dimmer switch for downstairs office. Doug Cleveland is coming next week to install switch and remove back hallway conduit and perhaps add exterior outlets for building and for the 'library' sign on side of building.

Painting: want contrast for Mammoth Tusk pedestal; abuts brick wall so color choice needs to fit.

Decision: Gray color voted by B and G committee.

Thanks to Anna and to Starr for clean up behind the building.

## **New business**

### **Fire alarm:**

#### Discussion:

Starr: need new one (parts not available for old one). \$57,000 bid. Everyone is over-booked so decision to replace is delayed. Town library budget may be needed.

### **Lights:**

Non-LED lights will be replaced.

Discussion: people are very sensitive to florescent lights

**Set next meeting date:** Sept 15, 9:00

**Adjourn:** 9:50

## Tech committee

8.22.23

In attendance: Starr Latronica, Chloe Liotta-Jones, Leo Schiff, Nikki Holland, Matt Wojcik

- I. Goal of the committee
  - A. to identify and support tech-related needs in the library
- II. Initial discussion of needs
  - A. Fiberconnect
    1. Currently meeting most needs, aside from intermittent connectivity issues in the meeting room and staff lounge. May need to look into partnering with the town in the future
  - B. Public access computing
    1. # of laptops in service has dwindled
    2. Desktops are aging - serving needs currently, but will need to be updated; may receive hand-me-downs from the town; Matt will follow up on this
    3. MS Office will need to be updated
    4. Macs
      - a) How are patrons using / how would they like to use Macs?
    5. Monitors
      - a) Potential for upgrade to larger, higher quality monitors
  - C. Childrens
    1. Computer lab! (Wishlist item)
    2. AWE stations could come back
      - a) We have a pre-K AWE station
      - b) Could explore a version for older children
    3. Staff agree that removing the computers from the teen room has been beneficial, as teens' technology needs have changed.
- III. Budget
  - A. Role of Friends
    1. Support the library in procuring technology that might become part of the core library services
  - B. ARPA funding
    1. Wishlist item of self-check technology and support with transition (e.g., personnel)
  - C. Future
    1. Exploration of what should be included in library budget moving forward (e.g., computer upgrades)
- IV. Agenda items for next month
  - A. List of needs + potential funding sources -- Action item for Matt
  - B. Follow up with vendors re: quotes for self-check -- Potential action item for Starr
  - C. Other topics: website, staffing

## Director's Report for August 2023

**Announcements:** Serving all members of the public remains challenging with conditions that exist in the community. We are grateful to assistance from AC Keir of BFD and Knowles Wentworth of HCRS/BPD for their assistance with two particularly difficult episodes and we are delighted to welcome Ernesto to assist us with security at closing time. Staff needs assistance and training in serving patrons in need of social support. We have been pursuing strengthening our connections to other organizations and agencies in this pursuit. Helping people to navigate personal challenges is occupying more and more of our time, to the detriment of library programs and services.

We dedicated the morning before the Town picnic to very productive and satisfying all-staff meeting.

Our wonderful circulation manager Jeni Clary is leaving to pursue her passion for serving youth as the new children's librarian for the Springfield (VT) library. We are so happy for her and sorry for us, but now we look forward to enjoying her presence as a patron and "library mom".

**Buildings and Grounds:** Many thanks to DPW for cleaning up the area around the white storage shed at the edge of the parking lot. AND, thanks to Anna for scrubbing down the shed during one of her shifts at the tool lending library. DPW will straighten and spread out the library parking signs to add a few more spaces for patron use. We are working on improving the quality of lighting and removing some of unused outlets.

**Community Collaborations:** We have been consulting with social services professionals to find ways to manage the growing number of encounters with people who are in need of services: Youth Services/Community Justice Center; Turning Point; HCRS (several); Groundworks; etc. I have also spoken with some elected officials in the hope of finding funding for social service resources for the library.

**Programs:** Summer Reading activities for all ages continued into August. Our ongoing Saturday stitcher program is robust and well attended, even on a sunny afternoon, as is the gaming group that is organized by members of the community. The Science fiction book club is moving back to Monday evenings, and continues to attract readers across multiple generations. We featured two special events for adults: a conversation on the ethics and evolution of activism with Chuck Collins and Frida Berrigan; and a commemoration of the 60<sup>th</sup> anniversary of the March on Washington with David Mills. Several community members contributed their stories of that day and the Civil Rights Movement in general.

**Publicity:** *The Reformer* promoted the tool lending library with a nice photo spread.

[https://www.reformer.com/local-news/from-book-to-tools/article\\_78e002de-37b2-11ee-9539-b30bbca9ea55.html](https://www.reformer.com/local-news/from-book-to-tools/article_78e002de-37b2-11ee-9539-b30bbca9ea55.html) and both *the Commons* and *the Reformer* carried articles and graphics on our programs with Chuck Collins and David Mills.

**Fine Arts:** Work on deaccessioning the artifacts and art in storage continues. The final notice of abandonment has been published in area papers to establish ownership of items with no clear provenance. We worked with one of the auction houses to reclaim a painting for the Brattleboro Historical Society.

**Strategic Plan:** The publications for our new strategic plan are now in the hands of the printer.

**Friends activities:** A garden party ice cream social served as both fundraisers and friendraisers.

**Town activities:** Staff members enjoyed a convivial time at the Town employee picnic

Circulation statistics:	2023	2022	2021	2020	2019
	11608	11072	unavail.	6404	12924

## Youth Services Board Report- September 2023

The kids are back in school and the Children's Room has switched from summer mode to school year mode.

We have made some changes to our program and event schedule in an attempt to better suit our staffs' availability. We have moved our class visits with St. Michaels school from Friday mornings to Tuesdays. This will make teen programming on Friday nights more sustainable. Moving the class visits from Friday also allows some staff to take Friday off instead of Monday when working Saturdays. Mondays are always our busiest day of the week, and we typically only have two staff members working. Our part-time staff have other commitments such as full-time jobs and graduate school which affect their availability. By allowing the flexible to change which day off staff have I hope to increase our Monday staffing when needed. We have moved our teens' TAF LTS monthly meeting from Thursday evenings to Wednesday evenings. Although this is a bit more difficult since we are now competing with other groups for the Community Meeting Room, this will eliminate very long days for Chloe who was working 9 am to 9 pm on some Thursdays due to our supervisors' meetings in the morning and TAF LTS meetings in the evening. This will leave the Children's Room a bit short on the morning of the second Wednesday of the month when we have Rhyme Time. My hope is these changes will make our current programming and events load more manageable.

We have three offsite events in September: the 802 Kids Fair is scheduled for Saturday September 16 although finding coverage for both the Children's Room and the Kids Fair is proving difficult. That same evening Children's Room staff will be attending the Southern Vermont Welcoming Communities Fall celebration from 5pm-7pm at 118 Elliot St. in Brattleboro. We will be featuring our Welcoming Library collection of picture books and all the resources and events we offer. Finally, we will be participating in the Town's Open House to show the public what the Children's Room provides for our community and what we spend our budget on.

As always, October is a very busy month for The Children's Room. Our 42<sup>nd</sup> annual Design-A-Plate event will begin on Monday October 2. We are again offering this perennial favorite as a take home event. Completed drawings are due back in the Children's Room by Tuesday October 17. The anticipated cost is \$6.00 per item. We are asking the Friends of Brooks Memorial Library to help us with funding so that we can keep this event affordable. Unfortunately, the discounts and free shipping we relied on to help keep the cost reasonable have been discontinued by the company. Last year we had 419 items made and a short fall of \$1214. We are asking the Friends for \$1000.

The Brattleboro Literary Festival takes place October 13- 15. The Children's Room is hosting a book discussion centering on Restorative Justice featuring authors Charlene Allen and Dayna Lorentz. We will have more information on this in our October board report.

Lindsay Bellville- Youth Services Librarian

In Teen Land, as Lindsay explained, we have moved our monthly meetings to Wednesday nights to keep me from having super long days and to keep me present in the Children's Room during library open hours. We will have our first meeting of the school year on Wednesday September 13th 6:30-8:30pm and plan out our events for the rest of the semester. We had planned to continue our Writing Games program this month, but will be skipping September in order to accommodate the extra events library staff is needed for (the Kids Fair, Welcoming Communities event, and the Town Budget Open House). Over the summer I was not able to collaborate with Mikaela Simms (DEI for the school district) on our usual outdoor movie program – it's a fantastic way to cross-pollinate with her group of teens and raise visibility for social justice needs, but takes many extra staff hours from the Children's Room. We had decided to do a movie in September instead – but between the extra events and short staffing I can no longer do that outreach this month. I am hoping to work

with her in the future because it's a really important connection for Brattleboro teens, but there is not a lot of schedule time for extra outreach.

On the upside, we had our Second Annual TAFLOTS Sleepover at the end of August and it was fun. Everybody was able to make it except for the one member who had to leave for college a little earlier than expected. We played games, watched a movie, and went to bed much earlier than last year – we also made good notes for next year's sleepover J

We intend to try our Teen Library Card Art Contest again this fall, but we will see if there is time around everything else!

Chloë Liotta-Jones – Teen Services Librarian

Town of Brattleboro General Ledger  
Expenditure Report - General Fund  
Current Year Period 2 Aug

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-23/24 MTD Pd 2 Aug
<b>01-6 Expenses</b>					
<b>01-6-2800 Library</b>					
01-6-2800-001.00 Department Head Salary	84,651.00	0.00	9,744.42	74,906.58	6,496.28
01-6-2800-005.00 Staff Salaries	512,985.00	0.00	58,386.09	454,598.91	39,610.24
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	369.32	4,130.68	0.00
01-6-2800-128.00 Lost Book Refund Pmt Fees	200.00	0.00	45.00	155.00	45.00
01-6-2800-140.00 Computer Equipment Maint	6,000.00	0.00	0.00	6,000.00	0.00
01-6-2800-141.00 Computer Supplies	4,000.00	0.00	211.26	3,788.74	211.26
01-6-2800-152.00 Book & Non-Print Supplies	5,000.00	0.00	1,087.26	3,912.74	1,065.53
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	1,140.62	17,734.38	499.14
01-6-2800-240.00 Utilities	1,840.00	0.00	435.31	1,404.69	435.31
01-6-2800-250.00 Building Equip & Maint	20,000.00	0.00	5,957.39	14,042.61	2,228.36
01-6-2800-255.00 Maintenance Supplies	4,000.00	0.00	843.49	3,156.51	242.10
01-6-2800-350.00 Telephone	3,000.00	0.00	1,073.50	1,926.50	764.41
01-6-2800-450.00 Postage/Courier Expense	7,500.00	0.00	1,433.54	6,066.46	1,433.54
01-6-2800-500.00 Office Supplies	4,000.00	0.00	315.57	3,684.43	262.87
01-6-2800-501.00 Books - General	7,000.00	0.00	7,000.00	0.00	6,231.01
01-6-2800-502.00 Reference Sources	18,000.00	0.00	14,548.45	3,451.55	4,677.15
01-6-2800-505.00 Juvenile Books	8,500.00	0.00	1,895.05	6,604.95	1,771.38
01-6-2800-510.00 Young Adult Sources	3,000.00	0.00	18.99	2,981.01	18.99
01-6-2800-515.00 Replacement Books	2,000.00	0.00	424.25	1,575.75	243.61
01-6-2800-520.00 Periodicals & Newspapers	7,500.00	0.00	1,718.13	5,781.87	437.99
01-6-2800-525.00 Digital Subscriptions	12,000.00	0.00	4,068.72	7,931.28	1,200.00
01-6-2800-530.00 Non-Print Materials/Adult	6,000.00	0.00	3,561.83	2,438.17	2,351.74
01-6-2800-532.00 Non-Print Mat./Children	4,500.00	0.00	0.00	4,500.00	0.00
01-6-2800-650.00 Equipment Maintenance	2,000.00	0.00	1,815.69	184.31	0.00
<b>Total Library</b>	<b>767,251.00</b>	<b>0.00</b>	<b>116,093.88</b>	<b>651,157.12</b>	<b>70,225.91</b>
<b>Total Expenses</b>	<b>767,251.00</b>	<b>0.00</b>	<b>116,093.88</b>	<b>651,157.12</b>	<b>70,225.91</b>
<b>Total General Fund</b>	<b>767,251.00</b>	<b>0.00</b>	<b>116,093.88</b>	<b>651,157.12</b>	<b>70,225.91</b>
<b>Total All Funds</b>	<b>767,251.00</b>	<b>0.00</b>	<b>116,093.88</b>	<b>651,157.12</b>	<b>70,225.91</b>

Town of Brattleboro General Ledger  
Expenditure Report - Grants Fund  
Current Year Period 2 Aug

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-23/24 MTD Pd 2 Aug
<b>04-6-2801 Library Trust</b>					
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	655.00	5,196.40	655.00
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	177.93
04-6-2801-501.05 BR05 Books Adults	22,100.00	0.00	264.12	21,835.88	275.91
04-6-2801-501.08 BR08 Local History Source	6,026.24	0.00	25.00	6,001.24	25.00
04-6-2801-502.07 BR07 Reference Sources	6,317.83	0.00	188.97	6,128.86	61.22
04-6-2801-505.14 BR14 Fine Arts	4,935.40	0.00	1,179.10	3,756.30	1,179.10
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	-6.93
04-6-2801-530.10 BR10 Non-Print	35,425.39	0.00	0.00	35,425.39	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	969.72	5,609.40	969.72
04-6-2801-552.06 BR06 Juvenile Programs	5,616.38	0.00	816.54	4,799.84	290.51
04-6-2801-600.15 BR15 Board Approved Proje	24,530.64	0.00	0.00	24,530.64	0.00
04-6-2801-600.17 BR17 Outreach	10,983.03	0.00	119.40	10,863.63	119.40
04-6-2801-600.19 BR19 Gifts	6,148.84	0.00	349.93	5,798.91	349.93
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
<b>Total Library Trust</b>	<b>242,659.96</b>	<b>0.00</b>	<b>4,770.10</b>	<b>237,889.86</b>	<b>4,096.79</b>
<b>Total Grants Fund</b>	<b>242,659.96</b>	<b>0.00</b>	<b>4,770.10</b>	<b>237,889.86</b>	<b>4,096.79</b>
<b>Total All Funds</b>	<b>242,659.96</b>	<b>0.00</b>	<b>4,770.10</b>	<b>237,889.86</b>	<b>4,096.79</b>

Town of Brattleboro General Ledger  
Revenue Report - General Fund  
Current Year Period 2 Aug

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-23/24 MTD Pd 2 Aug
<b>01-5 Revenues</b>					
<b>01-5-2800 Library Revenue</b>					
01-5-2800-120.00 Library Copier Revenue	4,500.00	0.00	1,342.70	3,157.30	785.60
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	30.00
01-5-2800-370.00 Non-Resident Fees	13,000.00	0.00	3,245.00	9,755.00	1,802.00
01-5-2800-375.00 Gift Books & Replacement	2,500.00	0.00	309.95	2,190.05	140.95
01-5-2800-390.00 Library Postage Revenue	0.00	0.00	319.00	-319.00	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	0.00	1,000.00	0.00
<b>Total Library Revenue</b>	<b>24,000.00</b>	<b>0.00</b>	<b>5,251.65</b>	<b>18,748.35</b>	<b>2,758.55</b>
<b>Total Revenues</b>	<b>24,000.00</b>	<b>0.00</b>	<b>5,251.65</b>	<b>18,748.35</b>	<b>2,758.55</b>
<b>Total General Fund</b>	<b>24,000.00</b>	<b>0.00</b>	<b>5,251.65</b>	<b>18,748.35</b>	<b>2,758.55</b>
<b>Total All Funds</b>	<b>24,000.00</b>	<b>0.00</b>	<b>5,251.65</b>	<b>18,748.35</b>	<b>2,758.55</b>

# Brooks Memorial Library

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

July 2023 - June 2024

	TOTAL		
	ACTUAL	BUDGET	REMAINING
Income			
<b>Total Income</b>			<b>\$0.00</b>
<b>GROSS PROFIT</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Expenses			
BR01 - Buffer Account		10,000.00	10,000.00
BR03 Conferences & Workshops	1,571.51	5,851.40	4,279.89
BR04 Contractual Services	512.50	6,237.33	5,724.83
BR05 Books Adults	349.20	22,100.00	21,750.80
BR06 Juvenile Programs	1,515.94	5,616.38	4,100.44
BR07 Reference Sources	176.98	6,317.83	6,140.85
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	407.36	35,425.39	35,018.03
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	1,351.10	4,935.40	3,584.30
BR15 Board Approved Projects		24,530.64	24,530.64
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
<b>Total BR17 Outreach</b>	<b>141.35</b>	<b>10,983.03</b>	<b>10,841.68</b>
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	263.87	4,224.25	3,960.38
TB01 Tom Burdo Fund 1/2/2012		124.00	124.00
<b>Total BR19 Short Term Gift Funds</b>	<b>1,144.03</b>	<b>6,148.84</b>	<b>5,004.81</b>
BR20 Projects			
SP01 Building and Grounds Committee	1,009.93	36,989.84	35,979.91
<b>Total BR20 Projects</b>	<b>1,009.93</b>	<b>36,989.84</b>	<b>35,979.91</b>
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	614.03	815.71
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	462.33	499.92
SH03 Schorling 2007 Books Ref		143.16	143.16
WY01 Wyatt Fund	928.87	1,161.49	232.62
<b>Total BR21 Legacy</b>	<b>1,302.28</b>	<b>22,499.22</b>	<b>21,196.94</b>
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
<b>Total BR23 Downloadable</b>		<b>10,000.00</b>	<b>10,000.00</b>
<b>Total Expenses</b>	<b>\$9,870.77</b>	<b>\$242,659.96</b>	<b>\$232,789.19</b>
NET OPERATING INCOME	<b>\$ -9,870.77</b>	<b>\$ -242,659.96</b>	<b>\$ -232,789.19</b>
NET INCOME	<b>\$ -9,870.77</b>	<b>\$ -242,659.96</b>	<b>\$ -232,789.19</b>

# Brooks Memorial Library

## Fiscal Year P&L Cash Basis

July 2023 - June 2024

	TOTAL
Income	
Dividend Income	3,492.95
<b>Total Income</b>	<b>\$3,492.95</b>
<b>GROSS PROFIT</b>	<b>\$3,492.95</b>
Expenses	
BR03 Conferences & Workshops	1,571.51
BR04 Contractual Services	512.50
BR05 Books Adults	349.20
BR06 Juvenile Programs	1,515.94
BR07 Reference Sources	176.98
BR08 Local History Source	25.00
BR09 Young Adult Sources	31.32
BR10 Non-Print	407.36
BR11 Periodicals	194.55
BR13 Adult Programs	969.72
BR14 Fine Arts	1,351.10
BR16 Books Children	-1,009.93
BR17 Outreach	
OR01 Marketing	119.40
OR02 Outreach	21.95
<b>Total BR17 Outreach</b>	<b>141.35</b>
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	263.87
<b>Total BR19 Short Term Gift Funds</b>	<b>1,144.03</b>
BR20 Projects	
SP01 Building and Grounds Committee	1,009.93
<b>Total BR20 Projects</b>	<b>1,009.93</b>
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
<b>Total BR21 Legacy</b>	<b>1,302.28</b>
<b>Total Expenses</b>	<b>\$9,870.77</b>
<b>NET OPERATING INCOME</b>	<b>\$ -6,377.82</b>

	TOTAL
Other Income	
Change in Investment Value	
Change -3335	-4.72
Change -3431	27,581.35
Change -3811	-8.80
Change -5050	-1,479.50
Change -7353	3,959.59
Change -7577	-19.29
<b>Total Change in Investment Value</b>	<b>30,028.63</b>
<b>Total Other Income</b>	<b>\$30,028.63</b>
<b>NET OTHER INCOME</b>	<b>\$30,028.63</b>
<b>NET INCOME</b>	<b>\$23,650.81</b>

**Department  
Name**

**Phone  
Fax  
Email**

**Address**

**Notes**

**Department  
Logo  
Front Cover**



**Budget & Personnel**



**Start**

**Department Goals & Values**

**Department**

**Stop**

**Current Programs & Services**

**Continue**

**Revenues**

**Enhance**

**Other Funding Sources**