



Board of Trustees Meeting Materials for February 13th, 2024

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**Brooks Memorial Library
Board of Trustees**

**Tuesday, February 13, 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 January 9, 2024 <https://brookslibraryvt.org/wp-content/uploads/2024/01/20240109-Trustees-Minutes.pdf>

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library

- Update--Nikki

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

- Update
- <https://brookslibraryvt.org/wp-content/uploads/2024/02/20240205-Finance-Minutes.pdf>
- Endowment draw for FY 25

C. Technology Committee – Leo Schiff, Chair

- Update
- <https://brookslibraryvt.org/wp-content/uploads/2024/02/20240131-Technology-Minutes.pdf>

D. Buildings and Grounds—Karen Tyler, Chair

- Update
- <https://brookslibraryvt.org/wp-content/uploads/2024/01/20240119-Building-and-Grounds-Minutes.pdf>

F. Strategic Planning Committee—Ann Varilly, Chair

- Update
- <https://brookslibraryvt.org/wp-content/uploads/2024/01/20240123-Strategic-Planning-Minutes.pdf>

G. Department Reports: Director, Reference, Youth Services

CONTINUING BUSINESS

- Social work and safety assistance at BML update
- Staff recognition

NEW BUSINESS

- Grant opportunity
- Staffing/closing on evenings and Saturdays
- National Library Week April 7-13
- Longevity Bonuses for part time employees

PLACE HOLDER

- Town charter review, as pertains to BML Board

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, January 9, 2024

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

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

*Additions to the Agenda: None

Changes to the Minutes: Technology Committee's update

Promotion of Library at Latchis Theatre

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

No public present

Committee Updates and Department Reports:

Friends of the Library:

*No meeting in December 2023

*Book Sale raised \$5K

*Annual Appeal raised 10K

Finance/Asset Committee: John Woodward

*Draft Report for Town Meeting is complete.

*Laud Fund- 20% of items remain unclaimed.

*\$19K presently made, remaining items must legally wait until end of February to be given to private auction (Bellows Falls)

*Next step to physically transport items to VT and Windham Historical Societies.

*Discussion around endowment vs. town funds- John will meet with town regarding this.

*Discussion for 2024-2025 allocations to be held off until the next board meeting.

Technology Committee: Leo Schiff

Three major concerns:

1. BML's impending need to change the internal internet system. Matt W. is doing some research into this.
2. Technology Needs Assessment for staff input

3. Community Partners: BML needs more technology services for patrons than Matt is capable of providing. We will explore the use of volunteers for targeted focus of content of support. In the newsletter, BML can list the scheduled times and content.

Connect with VT Adult Learning for computer literacy workshops.

Building and Grounds Committee: Karen Tyler

No meeting this month.

*Book Drop delayed due to materials not being ordered.

*Next meeting will be this month, 01/19/2023

Strategic Planning Committee: Ann Varilly

No meeting this month.

Nominating Committee: Ann Varilly

*Three candidates to be interviewed 01/13/2024

*The committee makes a decision and gives the names to the town.

Department Reports:

Reference: Jean Walsh

*Statistical information shared to trustees, shows the increase of use of and services at BML. .

* An increase for language materials for non-English speakers

Director's Report:

* Request was made for BML to \$240/quarter for promotion at the Latchis Theatre.

Karen Tyler made a motion to pay for the advertisement at the Latchis Theatre for this quarter, and to be paid from "Board Approved Projects". Leo seconded this, and the board all agreed.

* Gift from Ben and Jerry's for staff for "fun".

*Starr making effort for more interdepartmental collaborative events, such as securing 500 "eclipse glasses" for solar eclipse in April 2024

*National Library Week Committee to be formed. Possibly a display in the Chamber of Commerce Window.

*The ongoing need for a paid position for Program and Outreach. Starr will make a request for this at the Town Meeting, highlighting the theme of bringing people together to combat the epidemic of isolation.

Continuing Business:

*Mary is doing well in her role as a part time Social Worker embedded in BML.

*There was an increased number of unhoused patrons this week.

Staff Appreciation: The frontline staff really worked hard in the last month, filling in shifts, as BML was down 2 staff members. Two new staff members have just come on board.

Note: Kate O'Connor left the meeting at 6pm

Meeting adjourned at 6:27

Respectfully submitted by,
Joyce Sullivan

Buildings and Grounds Committee Meeting Minutes

January 19, 2024.

Attendees: Karen Tyler (chair), Joyce Sullivan, Christine de Vallet, Lindsay Bellville, Matt Wojcik, Starr Latronica, Elizabeth Tannenbaum (minute taker)

- **Call to Order:** 9:10
- **Agenda** (Changes or Additions)—no changes
- **Minutes of Meeting 9.22.23** - approved
- **Public Comment**-no public present
- **Old Business**

Ongoing and proposed projects:

1. Book Drop Shelter: Design is agreed on, but Alex was not able to get to this project before the ground froze
Action: book drop shelter will be completed in the spring.
2. Ramp/Outdoor Seating Project: Need more input from ADA before proceeding. Current path is too narrow for 2 people walking together, or for person with a baby carriage. Path needs to be shorter and wider and less winding. May need to consider moving library back door access.
Action: Karen and Starr will go to next meeting of the ADA town citizens' committee. They will also contact both a landscape architect and a building architect.
3. Staff input on building and furnishing needs. Ergonomic furniture and 'cleats' for walking to book drop purchased from safety grant. Are there other similar needs?
Lindsay: Children's room is being redesigned to focus on its main usages; this may lead to other needs.
4. Tech services for children's room—will this mean more networks? Dept of Libraries grant?

Committee membership: new Board member Margaret Atkinson is considering joining. Matt will also ask his dad who has relevant expertise. Joyce suggested an 'exciting' job description for the Newsletter; Karen will submit.

Time of next/subsequent meetings: After discussion of possible options, Friday will remain the date. Usually 3rd Friday of month. Next meeting: March 1, 9:00. Starr will give members her cell number in case there is a problem accessing the building before opening.

Adjourned: 9:56 a.m.

Brooks Memorial Library

Finance Committee

Monday February 5, 2024 4:45 PM (EST)

<https://us02web.zoom.us/j/85923596854?pwd=N25tYUFvakZ2VDc2NkFCc1hlaHlFZz09>

AGENDA

1) Called to Order 4:45

In Attendance: Starr LaTronica, Jennifer Rowe, Sirkka Kauffman, Ann Varilly

2) Agenda/Changes or additions

Discussion of fund performance (see item 6)

3) Approval of Minutes of January 8, 2023 ([link](#))

Approved

4) Public Comment

None

5) Continuing Business

- Loud fund and collection

Lara has compiled BHS and WHS lists.

Jenny has contact in charities bureau (AG office)

- Town & Endowment budget planning

JRW will draft email to Town soliciting discussion about how best to divide fiscal responsibility, i.e., capital maintenance/upgrade (depreciation) versus normal opex

JRW will bring motion to board to set endowment for FY 24-25 at 4% (\$87,505.31 for permanent fund)

Starr will begin soliciting staff input on budget needs. Committee plans to bring proposed allocation to board at May meeting as in years past

- Policy update needs

JRW still reviewing Endowment Policy, thinks could use condensing. Jenny pointed out some of verbosity is recycled statutory language.

Jenny still reviewing Fine Arts Policy. Key changes expected to be needed: Title of bequest transfers automatically; no obligation on BML to take; Unrestricted ability to use proceeds from sale of art.

6) Fund performance

2023 returns are 40-50% of benchmark.

2019-2023 returns are 60-70% of benchmark.

60/30/10 mix used for benchmark is not reflective of actual portfolio structure

*JRW will draft email asking for regular annual meeting Prentiss Smith
Jenny suggested looking at how long we've been trailing benchmarks.
JRW will dust off return tracker he started some time ago*

7) Adjourned 5:25

Brooks Memorial Library Strategic Planning Minutes, January 23, 2024

Convened at 4:40 in Meeting Room B

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

- Agenda changes: none
- Public comments: none
- Minutes of November 21, 2023: approved as submitted

CONTINUING BUSINESS

Communications to public

- We've use various avenues to promote the plan, and Starr will highlight in her annual report.

Activities update

- Supervisory staff will have two long-format meetings with a focus on planning.
- Proposal from Matt: an open house, kind of like the Town open house but more of a behind-the-scenes look at how the place runs. During National Library Week in April? Possibly, along with the eclipse activities. NLW is April 7-13, and the eclipse is April 8 (a Monday). Open house later that week. 4:00-6:00? Starr will bring these ideas to the supervisors this week.

Goals review/input

- Evaluating how we're doing toward meeting the goals of the plan. We'll evaluate strengths and weaknesses--our abilities around collaboration, public relations, etc. Ann will do some research into how that can happen and what shape it will take. We can use part of the next Strategic Planning Committee meeting to plan how to further the evaluation process, including involving the whole BOT.

Marketing

- Signage: Maybe a joint meeting with Buildings & Grounds Committee? This is a big project, with physical limitations of the building.
- Other ideas: we'll feature our promotional slide at the Latchis beginning in February. Further collaboration with Latchis? Sunday Matinee? Free popcorn with a library card? The theater is also available for private parties—staff/board fun evening?
- Chamber window—sit and read. We could take shifts!
- Starr updated us on e-news: GREAT click rates, and many subscribers.

Meeting adjourned at 5:37

jmw

Brooks Memorial Library

Technology Committee

Wednesday, January 31, 2024 at 4:30 PM

In attendance: Matthew Wojcik, Leo Schiff, Chloë Liotta-Jones, John Woodward,
Nikki Holland, Starr LaTronica
Mezzanine Meeting Room

- Call to Order
- Agenda (Changes or Additions)
- Public Comment
- [Minutes of 1/3/23](#)
- Update on any current technology projects/programs
 - Matt met with a contractor, awaiting a proposal / next steps re: updated network/internet; will also discuss maintenance & ongoing support
 - Staff have updated the technology needs assessment document
 - **Action Item:** Nikki will sort the assessment by priority and potential funding source to discuss at the next meeting
 - Community partners & volunteers
 - New Apple device support coming soon, provided by community volunteer
 - Potential community member to join tech committee
 - Starr met with the Department of Labor, rep set to visit to consider what services they could offer (e.g., resume building)
 - **Action Item:** Starr will reach out to Vermont Adult Learning to see if they might also partner and offer something at the library
 - **Action Item:** Starr will follow up with Josh Davis re: leveraging SEVCA resources
- New business
- Set next meeting date: February 28
- Adjourn

Director's Report for January 2024

Announcements: After a brief reduction of the number of patrons in dire need, we have seen an uptick in the number people needing services and requiring a lot of staff attention. Luckily our community partners (HCRS, Groundworks, BPD) lend support, but the situations are often unique and unpredictable and fall to BML staff.

Many thanks to the staff who researched and compiled statistics for this year's annual reports.

Correction: Received a generous donation from Ben and Jerry's (\$2000) 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.

Collect materials in accessible formats to reflect the world at large

- We have added a large collection of cookbooks from other cultures so supplement our collection.

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

- We hosted a virtual event with Vermont Humanities on Hip-Hop as cultural folklore.
- The AWARE students from BUHS presented their annual teach-in on civil rights, followed by a dinner for students and their families.
- Regularly scheduled Stitchers and Sci-Fi programs continue to be well attended.

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

- Universal class will be replaced with an alternative, which will require training and practice for staff.
- We are investigating means for providing materials in other languages.

Review and introduce new technology and develop related instruction.

- Matt Wojcik is making good headway on the project of replacing the wireless system and equipment to upgrade our capacity.

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

- Continuing programs: Rhyme Time, Legopalooza, new program: Board Gaming Guild.

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

- Teens-only game night: 35 in attendance.

Recruit, cultivate and retain a diverse, exemplary staff.

- Maya Faerstein-Weiss and Julia Kane have joined our circulation staff as Clerk 2 and Clerk 1, respectively.
- Judith Junkins is resigning her position so we are able to offer an increase in hours to Lorena Cuevas
- I am delighted and grateful that the Selectboard approved a full-time programming and outreach specialist in the FY 25 budget, to be voted on at RTM.

Empower and support staff well-being.

- Staff members from several departments are working together on eclipse programs and resources.
- Adult circulation staff is happy to contribute to displays and crafts.
- Amanda is working on procedures manuals to clarify systems and bolster staff confidence and autonomy.

Provide welcoming and accessible spaces for all members of the community

Revamp and improve exterior space for increased accessibility and public usage.

- I attended a webinar on the application process for grant funding for capital projects and have consulted with the planning department and architects to move forward with the process, pending Board approval.

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.

- Very fruitful meetings with members of the VT Department of Labor led to an illuminating exchange of information, which will help us with referrals, and plans for hosting DOL programs/services/classes at the library.
- We hosted another monthly Legislative Forum.

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

- Beth will incorporate resources from the Department of Labor in the Community Resource database.

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

- Several staff members attended the annual homelessness vigil.
- Jeanne met with the teachers from SIT who are working with refugees to see how to best serve them.

Increase awareness of library services, resources, and impact.

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

- New staff is being trained to post library items of interest to social media and add events to the website.

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

- *The Commons* ran a lengthy article of some of the challenges we face in serving all members of the community.
- Seth Thomas, ToB Communications Specialist, formatted a slide to screen before films at the Latchis.

Circ Statistics-January	2023 totals	2022 totals	2019 totals
Adult materials*	5715	5358	6343
Juvenile Materials	4522	4187	5039
Young Adult Materials	322	245	440
Total	10,559	9790	145,044

*Includes electronic devices, museum passes and unidentified item types.

Youth Services Board Report- February 2024

Candy Land is just days away! The magic of life-sized Candy Land will be returning to Brooks Memorial Library during Winter Carnival week. Kids of all ages are invited to play the cherished childhood game Wednesday, February 21 through Saturday, February 24. This epic undertaking of transforming the Community Meeting Room into a colorful, candy-themed world begins the evening of Saturday, February 17 and hopefully finishes on Tuesday, February 20 in time for the doors to open Wednesday morning.

In January we launched a brand-new program, Board Gaming Guild! Kids ages 8 and up are invited to come play board games with Max in the Children's Room from 3:15 to 4:45 on Wednesdays. Board Gaming Guild will continue through February except for Winter Carnival week. LEGO-palooza was held every Thursday in January instead of just the first Thursday as we normally do. We had a good turn out each week and will continue this into February except during Winter Carnival week. Kids will even get a bonus LEGO-palooza as this year is a leap year and February 29 is a Thursday! Holding LEGO-palooza every week does pose challenges as the setup and clean up takes a significant amount of staff time especially since we have to update the Lego displays in the glass case. We try to take apart the older creations in order to make room for the new creations, which is a big undertaking. We are rethinking how LEGO-palooza works in an attempt to streamline the process and reduce the amount of staff time required.

Rhyme Time was offered twice a week in January with the Wednesday morning session repeated on Thursday afternoons at 1:30 pm. Unfortunately, 1:30 seems to be prime nap time and we didn't get as many little ones attending as we had hoped. We are still hoping to offer a second Rhyme Time each week to accommodate as many families as possible but need to reassess the day and time, which is a challenge with all our other programs and staffing levels. Rhyme Time is on hiatus in February and will return in March. Rhyme Time runs from March through July and September through January.

March will also see the return of Sing & Dance with Robin. Our three-month spring session of Sing & Dance with Robin will be held Thursday mornings at 10:30 am in March, April, and May. This is a change from Tuesday as we have had it in the past.

Teens are invited on a Blind Date with a Book for Valentine's Day. Our TAFLTS group wrapped approximately 3 dozen advanced reader copy (ARC) editions of upcoming YA titles. Teens choose a book based solely on the blurb written on the wrapped book, without knowing the title, and then keep the book!

TALFTS held another successful teen game night on Friday February 2 with 35 teens attending, many of which joined in the fun after attending a concert in town. Teen game nights have consistently had a big draw and we are planning on holding them more often with the next one tentatively scheduled for May. In April our popular Zombie Tag event will return during April break. Brooks will once again be the setting for this spooky, fun-filled night.

Lindsay Bellville- Youth Services Librarian

Department Inquiry

Fund: 101 General Fund --- Department: 201 Library --- Period Ending: 01/31/2024

Account Number	Description	Total Budget	YTD Actual	Balance
101-50000-201	Department Head Salary	84,651.00	45,473.96	39,177.04
101-50001-201	Staff Salaries	512,985.00	268,656.91	244,328.09
101-50002-201	Vacation BB - Retire Pay	5,000.00	0.00	5,000.00
101-51000-201	Equipment expense	4,500.00	2,309.04	2,190.96
101-51003-201	Postage Expense	7,500.00	4,008.60	3,491.40
101-51004-201	Office Supplies	4,000.00	1,622.38	2,377.62
101-51007-201	Computer Supplies	4,000.00	1,465.17	2,534.83
101-51011-201	Reimbursable Expense	3,500.00	2,075.00	1,425.00
101-51023-201	Equipment Maintenance	2,000.00	2,000.00	0.00
101-51024-201	Professional Services	200.00	0.00	200.00
101-51027-201	Telephone	3,000.00	3,161.79	(161.79)
101-51031-201	Lost Book Refund Pmt Fees	200.00	145.34	54.66
101-51032-201	Book & Non-Print Supplies	5,000.00	3,540.39	1,459.61
101-51034-201	Fuel Expense	11,500.00	4,164.12	7,335.88
101-51035-201	Electric	18,875.00	12,715.35	6,159.65
101-51036-201	Utilities	1,840.00	856.01	983.99
101-51037-201	Building Repairs	20,000.00	12,351.80	7,648.20
101-51038-201	Maintenance Supplies	4,000.00	2,786.26	1,213.74
101-51039-201	Books - General	7,000.00	7,000.00	0.00
101-51040-201	Reference Sources	18,000.00	16,297.31	1,702.69
101-51041-201	Juvenile Books	8,500.00	6,345.03	2,154.97
101-51042-201	Young Adult Sources	3,000.00	1,023.18	1,976.82
101-51043-201	Replacement Books	2,000.00	1,007.69	992.31
101-51044-201	Periodicals & Newspapers	7,500.00	6,220.68	1,279.32
101-51045-201	Digital Subscriptions	12,000.00	4,653.54	7,346.46
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	1,974.75	2,525.25
101-54004-201	Computer Equipment Maint	6,000.00	2,864.42	3,135.58
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)	(3,498.60)	(1,001.40)
101-45020-201	Library Fines	0.00	(57.00)	57.00
101-45021-201	Non-Resident Fees	(13,000.00)	(10,536.00)	(2,464.00)
101-45022-201	Gift Books & Replacement	(2,500.00)	(1,264.33)	(1,235.67)
101-45023-201	Library Postage Revenue	0.00	(332.00)	332.00

Department Inquiry

Fund: 401 Grants Fund --- Department: 202 Library Trust --- Period Ending: 01/31/2024

Account Number	Description	Total Budget	YTD Actual	Balance
401-51121-202	BR01 Buffer Account	10,000.00	0.00	10,000.00
401-51122-202	BR03 Conferences & Worksh	5,851.40	1,625.93	4,225.47
401-51137-202	BR04 Contract Srvs Adult	6,237.33	0.00	6,237.33
401-51127-202	BR05 Books Adults	22,100.00	16,105.25	5,994.75
401-51139-202	BR06 Juvenile Programs	5,616.38	2,422.11	3,194.27
401-51129-202	BR07 Reference Sources	6,317.83	942.16	5,375.67
401-51128-202	BR08 Local History Source	6,026.24	25.00	6,001.24
401-51132-202	BR09 Young Adult Sources	3,107.94	31.32	3,076.62
401-51135-202	BR10 Non-Print	35,425.39	6,352.81	29,072.58
401-51134-202	BR11 Periodicals & Newspa	5,385.14	(6.93)	5,392.07
401-51124-202	BR12 Trustees Conferences	2,168.55	0.00	2,168.55
401-51138-202	BR13 Adult Programs	6,579.12	1,499.72	5,079.40
401-51130-202	BR14 Fine Arts	4,935.40	1,419.10	3,516.30
401-51140-202	BR15 Board Approved Proje	24,530.64	1,917.96	22,612.68
401-51131-202	BR16 Books Children	5,879.94	599.19	5,280.75
401-51141-202	BR17 Outreach	10,983.03	259.35	10,723.68
401-51126-202	BR18 Conservation	500.00	359.88	140.12
401-51142-202	BR19 Gifts	6,148.84	1,046.56	5,102.28
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
401-51123-202	BR22 Staff Leave	5,377.73	0.00	5,377.73
401-51136-202	BR23 Downloadable Media	10,000.00	4,226.00	5,774.00
401-43028-202	Trust Reimbursement	0.00	(32,903.53)	32,903.53

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	2,542.44	5,851.40	3,308.96	43.45 %	56.55 %
BR04 Contractual Services	512.50	6,237.33	5,724.83	8.22 %	91.78 %
BR05 Books Adults	15,200.32	22,100.00	6,899.68	68.78 %	31.22 %
BR06 Juvenile Programs	3,121.51	5,616.38	2,494.87	55.58 %	44.42 %
BR07 Reference Sources	920.18	6,317.83	5,397.65	14.56 %	85.44 %
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	6,760.17	35,425.39	28,665.22	19.08 %	80.92 %
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	1,499.72	6,579.12	5,079.40	22.80 %	77.20 %
BR14 Fine Arts	-17,420.92	4,935.40	22,356.32	-352.98 %	452.98 %
BR15 Board Approved Projects	1,917.96	24,530.64	22,612.68	7.82 %	92.18 %
BR16 Books Children	599.19	5,879.94	5,280.75	10.19 %	89.81 %
BR17 Outreach					
OR01 Marketing	119.40	5,500.00	5,380.60	2.17 %	97.83 %
OR02 Outreach	4,161.90	5,483.03	1,321.13	75.91 %	24.09 %
Total BR17 Outreach	4,281.30	10,983.03	6,701.73	38.98 %	61.02 %
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	174.32	4,224.25	4,049.93	4.13 %	95.87 %
TB01 Tom Burdo Fund 1/2/2012		124.00	124.00		100.00 %
Total BR19 Short Term Gift Funds	1,054.48	6,148.84	5,094.36	17.15 %	82.85 %
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 %

Brooks Memorial Library

Budget vs. Actuals: FY_2023_2024 - FY24 P&L

July 2023 - June 2024

			TOTAL		
	ACTUAL	BUDGET	REMAINING	% OF BUDGET	% REMAINING
FR01 Frothingham Fund		1,218.38	1,218.38		100.00 %
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	4,226.00	5,000.00	774.00	84.52 %	15.48 %
Total BR23 Downloadable	4,226.00	10,000.00	5,774.00	42.26 %	57.74 %
Total Expenses	\$27,538.31	\$242,660.06	\$215,121.75	11.35 %	88.65 %
NET OPERATING INCOME	\$ -27,538.31	\$ -242,660.06	\$ -215,121.75	11.35 %	88.65 %
NET INCOME	\$ -27,538.31	\$ -242,660.06	\$ -215,121.75	11.35 %	88.65 %

Description	Code	FY 2024-25	FY 2023-24	FY 2022-23	FY 2021-22	FY 2020-21
		Proposed Allocation for Fiscal Year	Previous Allocation for Fiscal Year	Previous Allocation for Fiscal Year	Previous Allocation for Fiscal Year	Previous Allocation for Fiscal Year
STAFF LEAVE BUDGET	BR22	TBD	\$0.00	\$5,000.00	\$0.00	\$4,000.00
CONFERENCES AND WORKSHOPS (Staff)	BR03	TBD	\$5,000.00	\$3,000.00	\$1,872.00	\$4,000.00
CONTRACTUAL SERVICES	BR04	TBD	\$3,000.00	\$4,000.00	\$10,000.00	\$5,000.00
BOOKS ADULT	BR05	TBD	\$22,100.00	\$25,000.00	\$22,000.00	\$20,000.00
JUVENILE PROGRAMS	BR06	TBD	\$5,000.00	\$6,000.00	\$6,000.00	\$6,000.00
REFERENCE SOURCES	BR07	TBD	\$6,000.00	\$6,000.00	\$5,000.00	\$4,160.00
LOCAL HISTORY SOURCES	BR08	TBD	\$0.00	\$0.00	\$0.00	\$4,500.00
YOUNG ADULT SOURCES	BR09	TBD	\$3,000.00	\$3,000.00	\$2,000.00	\$1,500.00
NON-PRINT	BR10	TBD	\$9,000.00	\$25,000.00	\$20,000.00	\$10,000.00
PERIODICALS	BR11	TBD	\$0.00	\$0.00	\$4,500.00	\$4,500.00
CONFERENCES AND WORKSHOPS (Trustees)	BR12	TBD	\$1,000.00	\$2,000.00	\$1,000.00	\$1,000.00
ADULT PROGRAMS	BR13	TBD	\$1,000.00	\$1,000.00	\$4,000.00	\$2,000.00
FINE ARTS	BR14	TBD	\$0.00	\$5,000.00	\$1,000.00	\$1,000.00
BOARD APPROVED PROJECTS	BR15	TBD	\$8,000.00	\$8,000.00	\$10,000.00	\$10,000.00
BOOKS CHILDREN	BR16	TBD	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00
OUTREACH	BR17	TBD	\$5,000.00	\$2,000.00	\$5,000.00	\$5,000.00
CONSERVATION	BR18	TBD	\$500.00	\$220.73	\$500.00	\$500.00
DOWNLOADABLE YOUTH AND ADULT	BR23	TBD	\$10,000.00	NA	NA	NA
TOTAL from unrestricted funds		\$87,505.31	\$83,600.00	\$100,220.73	\$96,872.00	\$87,160.00
LEGACY (excluding Loud and Calista)	BR21	\$1,817.99	\$1,840.00	\$2,040.00	\$1,824.00	\$1,822.00
LOUD	LU01	\$972.27	\$987.00	\$1,095.00	\$980.00	\$977.00
CALISTA	CK01	\$800.00	\$800.00	\$800.00	\$800.00	\$800.00
BUILDING	BF01	\$5,290.01	4,983.00	NA	NA	NA
TOTAL from restricted funds		\$8,880.27	\$8,610.00	\$3,935.00	\$3,604.00	\$3,599.00
GRAND TOTAL		\$96,385.58	\$92,210.00	\$104,155.73	\$100,476.00	\$90,759.00