



# **BROOKS MEMORIAL LIBRARY**

## **Board of Trustees Meeting Materials** for May 13<sup>th</sup>, 2025

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<sup>1</sup> Committee minutes are only included if particularly relevant to the meeting's agenda. Other committee minutes are available at <https://brookslibraryvt.org/about-us/board-of-trustees/board-agendas-and-minutes/>

# **Brooks Memorial Library Board of Trustees**

May 13, 2025, 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

President's Comments

Minutes of Tuesday, April 8, 2025

## **COMMITTEE UPDATES/ DEPARTMENT REPORTS**

A. Friends of the Library

- Update – Leo; Next Meeting – volunteer needed
- Technology Grant Update - Ann

B. Finance/Asset Development Committee— Margaret Atkinson, Chair

- Committee Update
- Town Budget - Starr

C. Technology Committee – Nikki Holland, Chair

- Update

D. Buildings and Grounds— Nikki Holland, Chair

- Update

E. Strategic Planning Committee—Ann Varilly, Chair

- Update – Presented Strategic Plan at the 4/10/25 Staff Meeting

F. Department Reports: Director, Youth Services, Information Services

## **CONTINUING BUSINESS**

- Social work and safety assistance update.
- Collection Development and Behavior policies update
- Professional Development policy and application draft revision
- Child Safety Policy draft revision

## **NEW BUSINESS**

- Board member resignation and next steps

**BROOKS MEMORIAL LIBRARY  
Board of Trustees Regular Meeting  
Tuesday April 8, 2025 4:45 PM**

**Minutes**

Present: Sirkka Kauffman, Starr Latronica, Karen Tyler, Leo Schiff, Joyce Sullivan, Ann Varilly, Kate O'Connor, Nikki Holland, Margaret Atkinson Absent: Jennifer Rowe.

Call to Order / **4:59 PM** Ann  
Agenda/Changes or additions: None.

Public Comments: none.

Minutes of March 11, 2025: Approved as presented with one abstention.

**COMMITTEE UPDATES/ DEPARTMENT REPORTS**

- A. Friends of the Library- Margaret update. Leo to attend next meeting.
  - The Friends have raised \$16,000 from the Annual appeal.
  - There is now an agreement with the Rotary for the Words Trail maintenance.
  - The summer event will be on June 13<sup>th</sup>, format not yet determined.
- B. Finance/Asset Development Committee—Sirkka Kauffman, Chair
  - Starr reported that after Town Meeting voted down the Town budget, there have been no instructions on how to make cuts. There will be several meetings before the proposed next Town Meeting at the end of May. Starr would like to make the cuts, and may ask the Board to fill in some funds from the Endowment. We do not want to cut opening hours or cut staff. We have received a \$5,000 grant for downloadables.
  - Staff is working on the monetary evaluation of library services, and the hours spent on each service, though there is much overlap in quantifying these.
  - Sirkka noted that the Treasurer and Finance Chair successions will be addressed under New Business.
- C. Technology Committee – Leo Schiff, Chair
  - No report. Minutes not posted yet.
- D. Buildings and Grounds—Karen Tyler, Chair
  - Starr noted that the big grant is still a go, and she was able to finally get into the state portal to submit invoices for reimbursement, though we have not received payment yet. The roofwork is ready to begin, with plans due in by the end of April.
  - Discussions are ongoing about Lindsay's private office space, and about soundproofing the Children's room.
- E. Strategic Planning Committee – Ann Varilly, Chair

- Ann reported that the group is working on Bylaws updating.
- Leo asked about the Library Director evaluation, whether the Town is doing it and if the Trustees will be involved (which is mentioned in the Bylaws). Starr will follow up with the Town attorney as to the process.

F. Department Reports: Director; Information Services; Youth Services – all in packet

### **CONTINUING BUSINESS**

- Social work and safety assistance update: Postponed to next meeting.
- Collection Development and Behavior policies update: Postponed to next meeting.

### **NEW BUSINESS**

- Officers and Committees

Leo moved, and Karen seconded the following slate of officers, which was unanimously approved.

President: Ann Varilly

Vice President: Margaret Atkinson

Secretary: Leo Schiff

Treasurer: Jennifer Rowe

Finance/Asset Development Committee: Margaret (Chair), Ann, Jenny, Sirkka

Buildings and Grounds Committee: Nikki (Chair), Karen, Joyce, Community Members.  
Discussion of potential meeting time change to continue.

Technology Committee: Nikki (Chair), Leo, Margaret

Strategic Planning Committee: Ann (Chair), Kate, Leo, Sirkka

Leo noted that the potential for an Outreach Committee has resurfaced, which might consist of Starr, Tara O'Brien, and some Board members to help flesh out Tara's role and support our Strategic Plan. Karen is interested and could chair. Starr will talk to Tara, invite her to a future Board meeting, and further discussions may ensue.

- National Library Week: April 6th-April 12th. Reminder of library staff meeting on the 10<sup>th</sup>.
- Professional Development policy and application draft revision: There was a question whether this policy has been to HR. Starr will send it to HR, and we will postpone discussion to next meeting.
- Child Safety Policy revision: Postponed to next meeting.

5:49 pm. Ann adjourned.

## Finance Committee

Minutes of Monday, May 5, 2025

- 1) Call to Order at 4:50 pm. Present: Starr Latronica, Sirkka Kauffman, Ann Varilly, Jenny Rowe, Margaret Atkinson.
- 2) Agenda/Changes or additions: *Changed order of topics, agreed to table Policy update i. & ii.*
- 3) Approval of Minutes ([LINK](#)) Approved unchanged.
- 4) Public Comment: *None*
- 5) New Business- In the context of the new town budget process, the library staff are requesting “talking points” about the endowment. Currently library’s Endowment Policy is posted on the front page of the website. Margaret volunteered to draft something this week.
- 6) Continuing Business

### Financial Management

- Treasury procedures documentation- The good news is that the grant funded library Capital Improvement project (Expanding Access For All) seems to still be intact. Starr has been able to submit invoices for reimbursement. The grant requires documentation of the Town’s financial management procedures which does not seem to exist in a comprehensive form. Ann and Starr will create a draft policy that meets the requirements of the grant and present it to the Selectboard and Town Manager after the budget process is completed.

- Town and Endowment budget planning

Starr updated the committee on the budget cuts that were approved in the new budget which add up to \$27,000 but does not touch open hours or staffing. The biggest impact will be on replacing materials, and programs. The endowment and Friends fundraising will be able to backfill some of these cuts. The library staff will be surveying patrons about things like the magazine list. There will be a delay or a reduction in fulfilling book purchase requests, and folks will have to wait longer for popular titles as we will purchase fewer copies. Staff will also spend time repairing books vs. purchasing new ones.

There will also be some impacts from the reduction of State Library funds on programs and operations that may also be mitigated with endowment funds.

Jenny guided the committee through a review of the endowment accounts and our previous year’s allocations. Endowment investments have yielded an average of 5.5% per year so if needed we could draw down 5 % instead of 4% over the next year or two with no big impact to the health of the endowment. Endowment funds are often restricted so we cannot solve every budget issue this way.

The committee will work on a draft allocations budget to be presented at the June Board meeting. By then we should if the new town budget is passed and will also have some more insight into the cost for a Grant project manager. Jenny will create a working draft for the next meeting.

- 7) Next meeting: Monday, June 2, 2025 at 4:45 pm.

- 8) Adjourned at 5:44 pm.

## Director's Report for March 2025

Staff is still deeply engaged with the budget. All BML departments contributed to the proposed funding cuts.

BML staff is tremendously gratified by the outpouring of public support, both at the demonstration organized by FOBML and community members and in many conversations around town, in response to the suggestion that hours of service would be cut.

We have hosted all three of the new Selectboard members for tours of the building and introductions of staff.

### Activities that support our Strategic Plan

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

Collect materials in a variety of formats (print, nonprint and electronic) to reflect the world at large.

- Promoted print and DVD collection with displays on: Books We Love; Gardening; Poetry; and Embracing Dying.

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

- Provided setting for the Selectboard's Budget Listening Session.
- A beyond-capacity crowd hung on every word and image during a presentation by esteemed author/illustrator David Sibley, sponsored by BEEC as part of its Mud Season series of events.
- Developed physical skills of seniors with two sessions of Functional Play.
- Celebrated National Poetry Month with a reading by poets from *Poems Around Town*, to a full house.
- Hosted a forum on Federal and State funding with State Legislators.
- Partnered with Center for Solace for a film screening and discussion on Advanced Care Directives.
- Provided space for multiple day creation of a Mandala of Compassion, sponsored by the River Gallery School. Lama Tezin presented a program for the public and several sessions for elementary school classes. People sat rapt for hours to watch his work progress.
- Facilitated Science Fiction reading group.
- Partnered with SEVCA on two Financial Independence workshops.
- Fostered creativity and community connection across generations during weekly Stitchers' programs.
- Ruminated on *Lessons Learned: 25 Years of Civil Unions in VT* with Sen. Bill Lefferts, courtesy of Vermont Humanities.
- Hosted a planning session for America 250 events.

Review and introduce new technology and develop related instruction.

- Chose a new platform to reserve meeting space, which will allow for patrons to make their own reservations.
- Results of the Technology Survey were published in the e-news and press releases sent to local papers.
- Technology committee brainstormed creative ideas for meeting public tech needs.
- Installed new network boxes for our Wi-fi upgrade.
- Progressed on work for the Access Brattleboro Community Database.

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

- Early Education Services hosted a "library night" for families, including a light supper.
- Sing and Dance with Robin brings early literacy skills to preschoolers through music and movement.
- St. Michaels classes visit the library on a regular basis for story presentations and to select books.
- Classes attending the mandala program also received a tour and orientation of the children's room.

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

- Teen movie night provided free, safe fun for teens on a Friday evening.

Recruit, cultivate and retain a diverse, exemplary staff.

- Various staff attended webinars on: Homelessness in Rural Libraries #2: Rural Partnerships; Autism Awareness for Library Workers; Disability Awareness; Umatter Suicide Prevention Training; Sequential Intercept Model Workshop, (Mental Health in the Judicial System).
- All staff completed the Municipal Ethics Training.
- Several staff joined Vermont Library Association, as a prelude to attending the annual conference in May.

Empower and support staff well-being

- We held an all-staff meeting to review the strategic plan, brainstorm ideas for promoting the library, and identify ways to support a safe environment for staff and public. Ideas continue to appear via suggestions posted in the staff room.
- Contractors have assessed the space and plans to create an office in the Children's Room.

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

Reconfigure current space arrangements to increase meeting space and work areas for individuals and small groups

- Provided space for; independent reading clubs (Green Carnation, Great Books, and Veterans); several sessions of SEVCA's tax preparation assistance; Mineralogical Society; multi-generational civics classes; Homelessness Day of Action planning committee meetings; Sothern Vermont Vegan Brunch; Pastel Society meeting; Arts Council; Families First lifelong learning for adults with disabilities; Everywhere Philosophy's examination of the Twilight Zone.
- Visitor count from the Main St. entrance was 7,212, compared with 5,930 from the month before.
- Please see the Circulation Manager's report for small use of small meetings rooms by individuals and groups.

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

- Progress continues on the major capital project grant. The RFQ for project manager/administrator has been launched. Pete Lynch from DPW has been invaluable in moving the project along.
- Civil engineers continue their work on design for the exterior expansion.

**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.

- Partnerships with BEEC and River Gallery School resulted in the two aforementioned wildly popular programs.

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

- Outreach has been made to the new drop-in distro center at 69A Eliot.

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

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

- A letter promoting veganism in *The Reformer* referenced a community meeting at BML.
- Seth Thomas worked with staff to produce several promotional items for National Library Week.
- Zephyr lent a hand (literally) for our National Library Week display in the Chamber window.
- BML has been featured through print and photos in local media re: budget considerations this month.
- Cross promotion of the mandala and Sibley programs led to impressive attendance at each.

## Youth Servies Board Report- May 2025

The warm spring weather in April brought us a crop of class visit requests. In addition to our regularly scheduled class visits, the entire 2<sup>nd</sup> grade from Green Street school visited the Children's Room as part of their Community Helpers unit. The classes came prepared with a list of questions to ask us in order to learn more about what librarians do. The visit included a reading of our favorite *Library Lion* by Michelle Knudsen, a tour of the Children's Room, a peek at the Spicy Lime and Tech Room, and a show and tell of some items from our Library of Things. We had three of the students come back that afternoon with their families!

Students from Oak Grove visited the library on April 22 to witness Lama Tenzin Yignyen create the Mandala of Compassion. While half the students were downstairs watching Lama Tenzin Yignyen, the other half were upstairs touring the Children's Room and choosing books to share with their reading buddies. After half an hour the groups switched.

We have a two additional school visits scheduled in May. Academy school 6<sup>th</sup> graders visit on May 13<sup>th</sup> to explore the Children's Room and Teen Room, learn about the resources and services the library offers, and find out how to get their own library cards.

The 3<sup>rd</sup> graders from Green Street school will be visiting the library on May 23<sup>rd</sup> as part of the school's Community Day. Per the librarian at Green Street school, "Every grade at Green Street School will go to a different institution, business, or nonprofit in our community to learn more about their role in our community and to answer the question: "What makes our community thrive?" To help answer that question, the students will be touring the entire library to see how the library serves a wide range of needs for a wide range of people from our community.

The Children's Room staff will be out and about in June. We currently have three outreach events scheduled. On Friday June 6<sup>th</sup>, we will be at both the Oak Grove School Family picnic and Gallery Walk. We will be promoting the library and this year's summer reading program. On Saturday June 28<sup>th</sup>, we will participate in the Winston Prouty Center's Day of Play from 10:00 am to 12:00 pm.

Summer reading is just 6 weeks away! This year, we are going with the iREAD program theme of Level Up @ Your Library. We will be changing our Children's Room summer reading programming slightly to add more of a gaming element to it. We'll have more information about the summer reading program in our June report.

Max and our TAFLTS group have been working to retool our teen summer reading program. Instead of scratch tickets, which we have done for a number of years, reading this year will be tracked by punch card and teens will be able to role dice to add bonus points for earning prizes. Two popular Game Nights are planned, three Wednesday night indoor movies and with one outdoor movie night to wrap up the summer program.

Friday May 16<sup>th</sup>, we will be showing *Spider-Man: Into the Spider-Verse* for our May Teen Movie Night.

Lindsay Bellville- Youth Services Librarian

# Adult Circulation Report to Board of Trustees

## April 2025

May 13, 2025

### Meeting Room Reservations

Demand for small meeting/study rooms has increased exponentially over the last few years. Patrons urgently need smaller spaces for quiet study, collaborative work, and digital meetings. More people are working remotely without a conducive space at home or reliable, fast internet. Working at local cafes doesn't provide the necessary privacy or quiet and the town lacks other free spaces like ours. The library provides confidential and safe spaces to work, learn, access healthcare, and interview for jobs, leading to better opportunities for our community members! Staff spend a lot of time making bookings and managing access to the rooms. Our new booking system will allow patrons to make their own bookings.

Room Reservations in the Last Year (March 2024-March 2025)		
Room	Total Bookings	Monthly Average
Small Meeting Rooms B & C	1,747	145
Community Meeting Room (A)	557	46
Quiet Reading Room (D)	125	10
Main Reading Room	29	2
<b>Total</b>	<b>2,458 (+194%)</b>	<b>204 (+191%)</b>

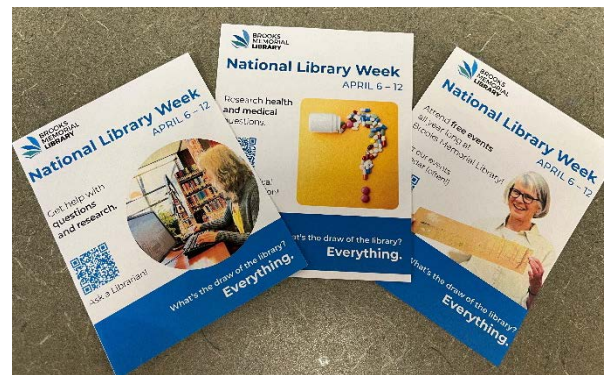
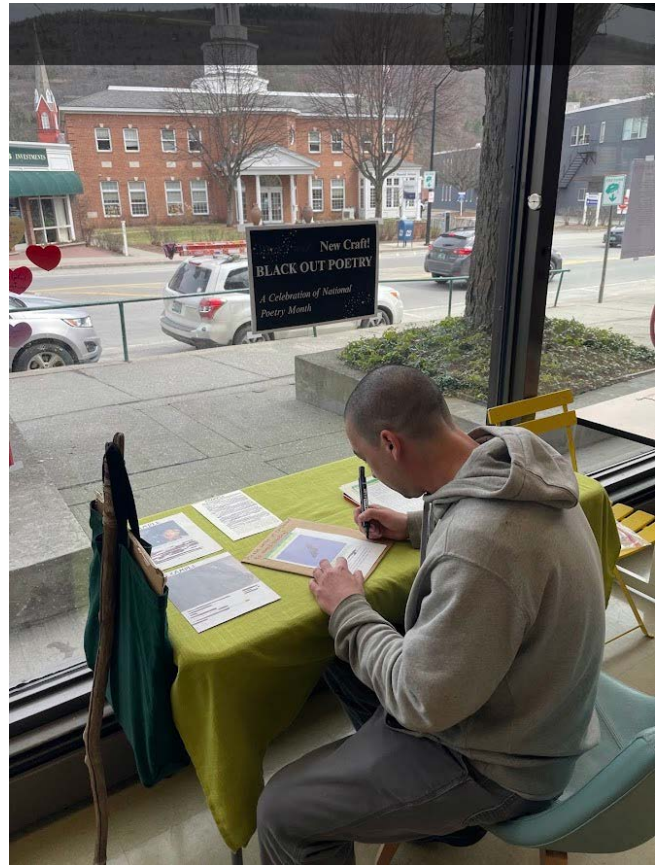
**Previous Year (March 2023-March 2024):** Total Bookings: **836**; Monthly Average: **70**  
*These figures do not include cancelled bookings.*

### What's Happening in the Small Rooms?

Quiet Study	Local Board & Committee Meetings	Job Interviews
Writing	Library Committee Meetings & Interviews	Scrabble & Chess
Tutoring Sessions	Local History Research	Theater Auditions
ASL Interpreting	Reading Groups & Book Clubs	Magic the Gathering
Phone & Video Calls	Virtual Health Appointments	Students taking tests
Online Classes	Supervised Visits with Children	VITA Free Tax Prep
Client Meetings	Technology & Reference Appointments	
Remote Work	Accessing Library Databases (Ancestry, Grants)	

### Highlights from April

- In partnership with the River Gallery School, BML hosted Buddhist Monk Lama Tenzin Yignyen as he created the **Mandala of Compassion**. A huge number of visitors watched the mandala's creation, engaged in dialogue with Lama Tenzin, and helped deconstruct the mandala. One patron said, "***It was the best week of my life!***"
- For **National Library Week**, patrons took stickers and information sheets to learn more about library resources. At the drawing station, patrons created art to show why they are "drawn" to the library.
- To celebrate **National Poetry Month**, we featured a rainbow of poetry, invited patrons to write **Blackout Poetry**, displayed **Poems Around Town**, and hosted a poetry reading.
- We provided **HeART & Home Community Art Kits** with watercolor sets and art prompts to promote **Fair Housing Month** and educate patrons about their legal rights in Vermont.
- World-renowned ornithologist **David Sibley** attracted record-breaking crowds to the library! This event was co-sponsored by the Bonnyvale Environmental Education Center.



# Brooks Memorial Library

## Budget vs. Actuals: FY\_2024\_2025 - FY25 P&L

July 2024 - June 2025

	TOTAL				
	ACTUAL	BUDGET	REMAINING	% OF BUDGET	% REMAINING
<b>Income</b>					
<b>Total Income</b>			<b>\$0.00</b>	<b>0.00%</b>	<b>0.00%</b>
GROSS PROFIT	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Expenses</b>					
BR01 - Buffer Account		10,000.00	10,000.00		100.00 %
BR03 Conferences & Workshops	3,105.30	7,495.39	4,390.09	41.43 %	58.57 %
BR04 Contractual Services		1,824.83	1,824.83		100.00 %
BR05 Books Adults	11,872.74	25,891.06	14,018.32	45.86 %	54.14 %
BR06 Juvenile Programs	2,000.14	4,498.81	2,498.67	44.46 %	55.54 %
BR07 Reference Sources	6,437.14	7,685.56	1,248.42	83.76 %	16.24 %
BR08 Local History Source		5,549.43	5,549.43		100.00 %
BR09 Young Adult Sources		3,376.66	3,376.66		100.00 %
BR10 Non-Print	1,500.00	22,373.27	20,873.27	6.70 %	93.30 %
BR11 Periodicals	1,485.41	2,267.47	782.06	65.51 %	34.49 %
BR12 Trustees Conferences		1,912.34	1,912.34		100.00 %
BR13 Adult Programs	1,988.45	5,993.45	4,005.00	33.18 %	66.82 %
BR14 Fine Arts	290.88	2,404.30	2,113.42	12.10 %	87.90 %
BR15 Board Approved Projects	4,347.28	25,302.68	20,955.40	17.18 %	82.82 %
Fine Arts Auction Sales Revenue	-409.30	19,440.02	19,849.32	-2.11 %	102.11 %
<b>Total BR15 Board Approved Projects</b>	<b>3,937.98</b>	<b>44,742.70</b>	<b>40,804.72</b>	<b>8.80 %</b>	<b>91.20 %</b>
BR16 Books Children	528.05	5,838.98	5,310.93	9.04 %	90.96 %
BR17 Outreach		5,000.00	5,000.00		100.00 %
OR01 Marketing	371.90	5,370.60	4,998.70	6.92 %	93.08 %
OR02 Outreach	415.22	1,321.13	905.91	31.43 %	68.57 %
<b>Total BR17 Outreach</b>	<b>787.12</b>	<b>11,691.73</b>	<b>10,904.61</b>	<b>6.73 %</b>	<b>93.27 %</b>
BR18 Conservation	426.79	1,000.00	573.21	42.68 %	57.32 %
BR19 Short Term Gift Funds	-714.41		714.41		
BC01 Brattleboro Camera Club		0.00	0.00		
BP01 Brattle Post Card Fund		0.00	0.00		
BS01 Brattleboro Stamp Club Donation		90.20	90.20		100.00 %
DU01 Helen Durant Fund 9/6/2007	360.00	665.85	305.85	54.07 %	45.93 %
EJ01 Edward Johnson Fund		164.38	164.38		100.00 %
HS01 Harold Sheldrick Fund 9/30/15		0.00	0.00		
SG01 Small Gifts	179.03	4,049.14	3,870.11	4.42 %	95.58 %
TB01 Tom Burdo Fund 1/2/2012		124.00	124.00		100.00 %
<b>Total BR19 Short Term Gift Funds</b>	<b>-175.38</b>	<b>5,093.57</b>	<b>5,268.95</b>	<b>-3.44 %</b>	<b>103.44 %</b>
BR20 Projects					
SP01 Building and Grounds Committee	5,641.94	32,889.84	27,247.90	17.15 %	82.85 %
<b>Total BR20 Projects</b>	<b>5,641.94</b>	<b>32,889.84</b>	<b>27,247.90</b>	<b>17.15 %</b>	<b>82.85 %</b>
BR21 Legacy					
BF01 Building Fund		10,273.01	10,273.01		100.00 %
BN01 Brown Fund		168.39	168.39		100.00 %

# Brooks Memorial Library

## Budget vs. Actuals: FY\_2024\_2025 - FY25 P&L

July 2024 - June 2025

		TOTAL			
	ACTUAL	BUDGET	REMAINING	% OF BUDGET	% REMAINING
CK01 Calista Book Fund		780.35	780.35		100.00 %
DW01 Dowley Fund		868.70	868.70		100.00 %
FR01 Frothingham Fund		2,466.02	2,466.02		100.00 %
GB01 George Brooks Fund		802.50	802.50		100.00 %
JR01 Jerard Fund		1,311.59	1,311.59		100.00 %
LU01 Loud Fund		11,445.77	11,445.77		100.00 %
PG01 Pageant Fund		505.26	505.26		100.00 %
SH03 Schorling 2007 Books Ref		143.16	143.16		100.00 %
WY01 Wyatt Fund		596.22	596.22		100.00 %
<b>Total BR21 Legacy</b>		<b>29,360.97</b>	<b>29,360.97</b>		<b>100.00 %</b>
BR22 - Employee Leave Awards	5,110.50	5,377.73	267.23	95.03 %	4.97 %
BR23 Downloadable	5,112.57	10,000.00	4,887.43	51.13 %	48.87 %
DL01 Youth Downloadable	1,763.65		-1,763.65		
<b>Total BR23 Downloadable</b>	<b>6,876.22</b>	<b>10,000.00</b>	<b>3,123.78</b>	<b>68.76 %</b>	<b>31.24 %</b>
<b>Total Expenses</b>	<b>\$51,813.28</b>	<b>\$247,268.09</b>	<b>\$195,454.81</b>	<b>20.95 %</b>	<b>79.05 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -51,813.28</b>	<b>\$ -247,268.09</b>	<b>\$ -195,454.81</b>	<b>20.95 %</b>	<b>79.05 %</b>
<b>NET INCOME</b>	<b>\$ -51,813.28</b>	<b>\$ -247,268.09</b>	<b>\$ -195,454.81</b>	<b>20.95 %</b>	<b>79.05 %</b>

Company name: Brooks Memorial Library

Budget name: FY\_2024\_2025

Budget type: Profit and loss

Period: FY 2025 (Jul 2024 - Jun 2025)

Consolidated

Accounts	Budget totals	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025
<b>Income</b>													
Bequests Received													
Billable Expense Income													
Billable Expense Income ( 141 )													
Billable Expense Income ( 142 )													
Billable Expense Income ( 143 )													
Billable Expense Income ( 144 )													
Dividend Income													
Gifts Received													
Markup													
Sales													
Sales of Product Income													
Uncategorized Income													
<b>Total Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Cost of Goods Sold</b>													
50000 Cost of Goods Sold													
<b>Total Cost of Goods Sold</b>													
<b>Expense</b>													
BR03 Conferences & Workshops	\$7495.39	2495.39	1250		1250			1250				1250	
BR04 Contractual Services	\$1824.83	1824.83											
BR05 Books Adults	\$25891.06	-4108.94	7500		7500			7500				7500	
BR06 Juvenile Programs	\$4498.81	-501.19	1250		1250			1250				1250	
BR07 Reference Sources	\$7685.56	1685.56	1500		1500			1500				1500	
BR08 Local History Source	\$5549.43	5549.43											
BR09 Young Adult Sources	\$3376.66	376.66	750		750			750				750	
BR10 Non-Print	\$22373.27	13373.27	2250		2250			2250				2250	
BR11 Periodicals	\$2267.47	1267.47	250		250			250				250	
BR12 Trustees Conferences	\$1912.34	1912.34											
BR13 Adult Programs	\$5993.45	3993.45	500		500			500				500	
BR14 Fine Arts	\$2404.30	2404.3											
BR15 Board Approved Projects	\$25302.68	19802.68	1375		1375			1375				1375	
Fine Arts Auction Sales	\$19440.02	19440.02											

Accounts	Budget totals	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025
Revenue													
<b>Total BR15 Board Approved Projects</b>	<b>\$44742.70</b>	<b>\$39242.70</b>	<b>\$1375.00</b>	<b>\$0.00</b>	<b>\$1375.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1375.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1375.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
BR16 Books Children	\$5838.98	838.98	1250		1250			1250			1250		
BR17 Outreach	\$5000.00		1250		1250			1250			1250		
OR01 Marketing	\$5370.60	5370.6											
OR02 Outreach	\$1321.13	1321.13											
<b>Total BR17 Outreach</b>	<b>\$11691.73</b>	<b>\$6691.73</b>	<b>\$1250.00</b>	<b>\$0.00</b>	<b>\$1250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
BR18 Conservation	\$1000.00	0	250		250			250			250		
BR19 Short Term Gift Funds													
BC01 Brattleboro Camera Club	\$0.00	0											
BP01 Brattle Post Card Fund	\$0.00	0											
BS01 Brattleboro Stamp Club Donation	\$90.20	90.2											
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	\$0.00	0											
SG01 Small Gifts	\$4049.14	4049.14											
TB01 Tom Burdo Fund 1/2/2012	\$124.00	124											
<b>Total BR19 Short Term Gift Funds</b>	<b>\$5093.57</b>	<b>\$5093.57</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
BR20 Projects													
SP01 Building and Grounds Committee	\$32889.84	32889.84											
<b>Total BR20 Projects</b>	<b>\$32889.84</b>	<b>\$32889.84</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
BR21 Legacy													
BF01 Building Fund	\$10273.01	4983	5290.01										
BN01 Brown Fund	\$168.39	119.3	49.09										
CK01 Calista Book Fund	\$780.35	-19.65	800										
DW01 Dowley Fund	\$868.70	868.7											
FR01 Frothingham Fund	\$2466.02	1193.43	1272.59										
GB01 George Brooks Fund	\$802.50	802.5											
JR01 Jerard Fund	\$1311.59	1178.88	132.71										
LU01 Loud Fund	\$11445.77	10473.5	972.27										
PG01 Pageant Fund	\$505.26	505.26											
SH03 Schorling 2007 Books Ref	\$143.16	143.16											
WY01 Wyatt Fund	\$596.22	232.62	363.6										

Accounts	Budget totals	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025
<b>Total BR21 Legacy</b>	<b>\$29360.97</b>	<b>\$20480.70</b>	<b>\$8880.27</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
BR23 Downloadable	\$10000.00		2500		2500			2500			2500		
DL01 Youth Downloadable													
DL02 Adult Downloadable													
<b>Total BR23 Downloadable</b>	<b>\$10000.00</b>	<b>\$0.00</b>	<b>\$2500.00</b>	<b>\$0.00</b>	<b>\$2500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
BR01 - Buffer Account	\$10000.00	10000											
BR22 - Employee Leave Awards	\$5377.73	5377.73											
Purchases													
Purchases ( 147 )													
Unapplied Cash Bill Payment Expense													
Uncategorized Expense													
<b>Total Expense</b>	<b>\$247268.09</b>	<b>\$150887.82</b>	<b>\$30755.27</b>	<b>\$0.00</b>	<b>\$21875.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21875.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21875.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Income													
Change in Investment Value													
Change -3335													
Change -3431													
Change -3811													
Change -5050													
Change -7353													
Change -7577													
<b>Total Change in Investment Value</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Other Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Expense													
80000 Ask My Accountant													
Reconciliation Discrepancies													
<b>Total Other Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Net Income</b>	<b>\$-247268.09</b>	<b>\$-150887.82</b>	<b>\$-30755.27</b>	<b>\$0.00</b>	<b>\$-21875.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$-21875.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$-21875.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Thursday, May 1, 2025 at 10:51 AM EDT

Sheet1

12/31/2024 Account values and proposed draw for FY 25-26

Brooks Memorial Library Board of Trustees

Account name	Schwab Account #	Prior year-end market value 12/31/24	4% of market value	1% of market value	Additional calculation	Proposed draw 4% endowment	Proposed draw 5% endowment
Endowment	x431	\$2,273,003.56	\$90,920.14	\$22,730.04	none	\$90,920.14	\$113,650.18
Building Board Fund	x050	\$146,673.23	\$5,866.93		none	\$5,866.93	
Loud Fund	x577	\$26,749.94	\$1,070.00		none	\$1,070.00	
Calista Fund	x811	\$25,387.35	\$1,015.49		lesser of 4% and \$800	\$800.00	
Legacy Fund	x335	\$50,144.98	\$2,005.80		Subaccounts:		
					Frothingham 70% of Legacy	\$1,404.06	
					Wyatt 20% of Legacy	\$401.16	
					Jerard 7.3% of Legacy	\$146.42	
					Brown 2.7% of Legacy	\$54.16	
					Total proposed draw	\$100,662.87	\$123,392.90