

**Brooks Free Library Board of Trustees**  
**Wed. Jan. 3, 2024 at 7pm**  
**739 Main St., Harwich MA 02645**

**Agenda**

1. Call to Order/Attendance
2. Vote to Approve Minutes of Dec. 6, 2023 Board of Trustees meeting
3. Public Comment
4. Reports:
  - A. Chair
  - B. Library Director
  - C. Review of Staff Reports and Other Information in Meeting Packet
  - D. Building & Grounds Committee
5. Correspondence
6. Old Business
  - A. Establishment of Deputy Library Director in the Personnel Bylaw – discussion and possible vote
  - B. FY25 Budget Submission – discussion and possible vote
7. New Business
  - A. Vote to Accept Monetary Donations
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
  - A. Library Board of Trustees – Wed., Feb. 7, 2024 - 7 pm
  - B. Select Board/ Finance Committee Joint Budget Hearings – Sat., March 2, 2024
  - C. Library Board of Trustees – Wed., March 6, 2024 - 7 pm

Authorized posting officer

Virginia A. Hewitt

Brooks Free Library

Posted by

\_\_\_\_\_ Town Clerk's Office

*Agenda submitted electronically to Town for posting.*

*\* Per the Attorney General's Office: Boards/Commissions may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business." If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact the Library at 508-430-7562 or brooksfreelibrary@clamsnet.org.*

**Brooks Free Library**  
**Board of Trustees Meeting**  
**739 Main Street, Harwich, MA 02645**  
**Wednesday, December 6, 7PM**

1. Call to order/Attendance  
Meeting called to order at 7:00 PM  
Members present: J. Brown, J. Wheeler, J. Mc Carty, L. Cebula, B. Waystack,  
K. Remilliard. W. Crowell at 7:05 PM  
Absent:  
Also present: V. Hewitt, Director, A. Doucette, Bylaw Charter Review
2. Vote to approve the minutes of November 1, 2023. M. J. McCarty 2nd J. Wheeler. V.  
Unanimous
3. Public Comment None
4. Reports
- A. **Chair** None
- B. **Library Director** as submitted. Comments regarding dismay as regards the lack of ADA compatibility of the new phone system and JAWS program. Positive experience with the Dickens of a Christmas productions during the Christmas in Harwich weekend.
- C. **Staff Reports**, as submitted.
- D. **Building & Grounds** Wreaths were hung for the holidays. Jeannie attended Capital Outlay Committee. Concerns expressed about where we can be placed for HVAC issues. Mold and humidity factors are of a concern and cannot be put off for too long. Hoping there can be a possibility of moving it back to FY27 or FY26 (which appears a lighter year at this point). Still to be determined.
- E. **Liaison from the Select Board** None
5. **Correspondence** email from Mass Board of Library Commissioners. Changes To reporting requirements for Multiple Independent Libraries. Designed to Make things easier and more automated, remains to be seen how that would Work in our network between BFL and the 2 smaller private libraries. It was Suggested and agreed that a collaborative meeting among the chairs and Of the 3 libraries would be a wise idea and will be pursued.
6. **Old Business**
- A. Draft of the job descriptions to compare and contrast for Director and Deputy Director was discussed along with the new organizational chart.

**7. New Business**

- A. Trustee Section of Town Charter- reviewed and discussed Draft Charter Language. Motion to approve draft as amended m. J. McCarty  
2nd. W. Crowell. V. Unanimous
- B. FY25 Budget Preparation was discussed and a final draft and memo will be forthcoming
- C. Motion to accept monetary donations totaling \$2347.00 to the Brooks Free Library Gift Account as follows:
  - \$20.00 from Bob & Jane Ruddock
  - \$500.00 From Edward & Elizabeth Johnson- Annual Donation
  - \$50.00 Maureen Condon in memory of Louisa Warren
  - \$50.00 Dave & Kathy Cockcroft in memory of Louisa Warren
  - \$1000.00 John Cahill for VITAL program
  - \$2.00 Donation
  - \$575.00 The Sitkin Family Annual Donation
  - \$50.00 Julie Ann Leavitt in memory of Louisa Warren
  - \$100.00 James & Janet Nahirny in memory of Louisa WarrenM. J. McCarty                      2nd J. Wheeler                      V. Unanimous

**8. Trustees Reports and Requests for next meeting's agenda.**

9 Upcoming meetings and events

- A. Library Board of Trustees Wednesday, January 3, 2024 at 7 pm
- B. Library Board of Trustees Wednesday, February 7, 2024 at 7 pm
- C. Library Board of Trustees Wednesday, March 6, 2024 at 7pm

Motion to adjourn at 8:08 PM. M. J.Wheeler. 2nd K.Remilliard. V. Unanimous

Respectfully submitted,  
Bernadette Waystack

Library Director's Report  
For Jan. 4, 2024 Meeting of the  
Brooks Free Library Board of Trustees

prepared 12.28.23

PERSONNEL

Last month you discussed the reorganization of the management structure of the Library, reviewed the proposed organization chart and the draft job description for new position of Deputy Library Director and authorized me to meet with the Town Administrator and report back at your next meeting.

As you know, the Town Administrator approved the inclusion of funding for the new Deputy Library Director position at the M4 grade level of the Personnel Bylaw Management Compensation Plan in the FY24 budget, which was approved at the May 2023 Annual Town Meeting. With a finalized organization chart and job description we are now ready to proceed.

I met with the Town Administrator and Assistant Town Administrator on Dec. 19<sup>th</sup>. We reviewed and discussed the new organization chart and the job description for the new position.

No votes were taken at your December meeting so it is now time for you to take a formal vote to implement this reorganization, create the new position of Deputy Library Director at Grade M4 of the Personnel Bylaw Management Compensation Plan and approve the job description for this position. I have included copies of the proposed organization chart (updated for formatting purposes) and the finalized job description.

Once approved, the Trustees' vote needs to be conveyed to the Select Board so they can add the position to the Personnel Bylaw.

Funding is already approved in the FY24 budget so we do not need to wait for Town Meeting or the new fiscal year to fill the position.

MIGRATION TO NEW TOWN PHONE SYSTEM

- With much advance preparation the migration to the new phone system went fairly smoothly. Many thanks go to Staff Librarian Jamie Thornton for her efforts to configure the new phones for easier, more efficient use and to train staff.
- Jamie continues to work with Barnstable County IT on small configuration changes that are needed.
- This week a separate issue arose that has interrupted Library phone service. A general upgrade to Town equipment on Dec. 27 that was expected to interrupt phone service for all Town facilities for an hour has resulted in disruption to phone service at the Library for several days. The phone system was down for 7 hours on Wed., until closing time, on Wed. On Thursday Barnstable County IT staff had to come reboot the switch in our basement and individual phones then cycled through a rebooting process so it was some time before all phones were able to do that and service was restored.

- The County is unclear what is causing the problem but believe it may be due to configuration changes made to the switch in our building by another Town IT vendor. They expect we will continue to experience problems. Given the holiday weekend it may next week before it is resolved.

FY25 OPERATING BUDGET

- I submitted our initial FY25 budget request this month and am scheduled to meet with the Town Administrator to review it on January 4<sup>th</sup>.

Respectfully submitted,

Ginny Hewitt  
Library Director

## **Acting Assistant Director/Reference Librarian's report for January 2024**

Short report this month - I have been covering more shifts while others have been out.

I ran and processed a clean up of items that had been checked out to patrons for longer than 3 years. This was prompted by issues that Gavin was running into when trying to process older bills. I spent time figuring out the best process for doing this with our new system and worked with Ann who processed the childrens and YA items. I was glad I had saved lists of patrons (that I created with the older Sierra system) who had excessive lost books as some of the information was lost with the ILS change and needed to be added back manually.

I made updates to the ordering process and procedures for the Large Print collection and those changes will be implemented in January. These changes should have the result of spending less staff time and money on this collection and giving our patrons more of what they want - so less books end up sitting on the shelf that nobody wants to read.

I will be initiating a clean up of patron records soon.

I am working with Brendan (Systems Manager at Clams) to modify the reports that we need to do our jobs well. He has been editing or creating new reports that are useful for collection development purposes but we have not yet been given access to the "Metabase" tool that we were promised would be available to us so that we could create our own reports. There are still not regular processes to deal with ongoing reports that were once done regularly with our old system. Something as simple as checking for missing items (which should be done regularly) is not easy to do or to resolve.

I am continuing to look at work processes and procedures for the staff librarian (cataloging) position as we anticipate an upcoming retirement and a change so that a number of different staff members will be doing the tasks that she is doing now. More staff are being trained in some of these duties now and I have encouraged all that are involved to write up directions and questions as they are training others or are being trained.

Respectfully submitted,

Jennifer Pickett, Acting Assistant Director/Reference Librarian

Staff Librarian - Circulation  
December 2023 Report for  
January 3rd, 2024 Trustees of Brooks Free Library Meeting

Circulation

Circulation activities in December have continued to include clean up activities, given the return to off-season numbers of patrons. Checkouts and renewals of items were at just over 11,000 items between December 1 and the last week of December. Weeding of non-circulating and duplicate items in fiction (including large print) continued in December and will continue to be carried out over the next few months. We have continued to send "long overdue/lost" bill notices to patrons, limiting the notices in December (and going forward) to patrons who were recently listed as having long overdue items (i.e., 42 days or more past the due date). We have sent approximately 40 notices in December.

Patron Services

The new e-card registration system (Quiipi) has more effectively managed patron registrations, with no non-Massachusetts residents successfully acquiring e-cards through the system in December. The majority of applicants now are Harwich residents. We will continue to monitor new e-card registrations to check on (and delete) non-Massachusetts registrants. The new CLAMS Library Network app (rolled out at the end of November) has been received well by patrons, with minimal complaints or requests for assistance - we will continue to promote the app (via in-library signs and information online) and assist patrons as needed.

Circulation/Library Communication

A Circulation Circular email was sent to staff in December with information on updates made to the new patron registration forms, procedures for checking in damaged items when returned in the delivery, and an update on Books on Wheels patrons (four new BOW patrons were added in December).

Future Work

We will continue to work on checking for items that are currently showing as "Missing" in the system, to confirm they are not actually on the shelves and carrying out ongoing work on patron account clean up, including Institution cards. I have also been learning how to process Commonwealth Catalog (ComCat) items, conduct in transit claims, and order books (via McNaughton) as part of a transition to carrying out these, and other, tasks in the new year.

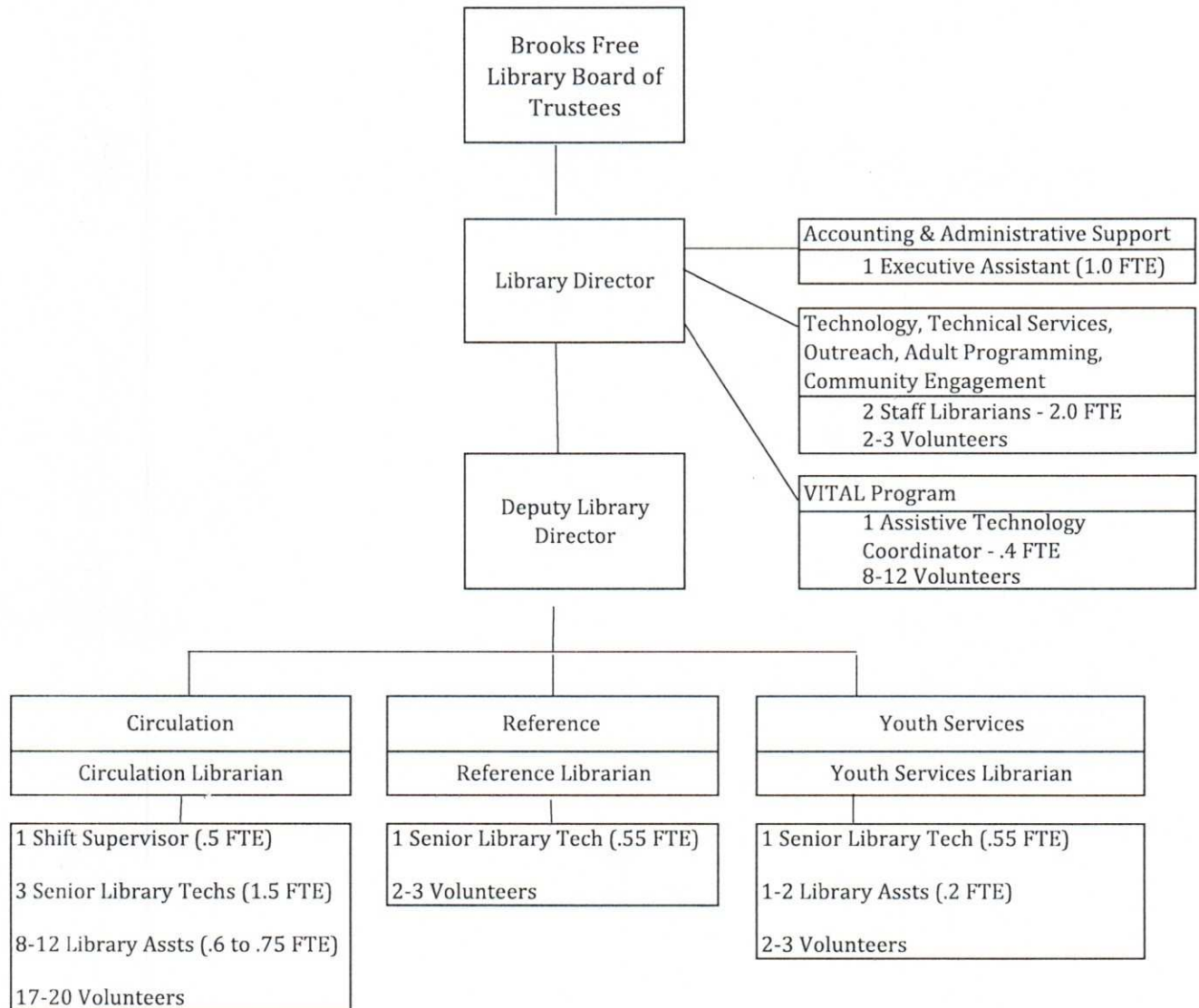
Personal Development

I completed my first course on my online MLIS program at San Jose State University and will continue in the spring semester with a new course; I still plan on taking advantage of any other relevant online trainings offered through MBLC and other organizations, as time permits.

Respectfully submitted,  
Gavin Williams, Staff Librarian - Circulation

# New Organization Chart for Brooks Free Library

for formal vote by Board of Trustees on 1.3.24





DEPUTY LIBRARY DIRECTOR  
BROOKS FREE LIBRARY

For formal vote of Board of Trustees at  
their 1.3.24 meeting

SUMMARY - NATURE OF THE WORK

Serves as deputy to the Library Director. Manages and directs staff and daily operations of the Library, with authority for day-to-day decision making. Acts in the capacity of the Director in the latter's absence. Responsibilities include supervision and management of staff members and volunteers, scheduling employee shifts, creating desk coverage schedules, and other matters related to daily operation of the Library. Functions independently within the broad scope of Library policies. Keeps the Library Director informed of major issues that arise with staff, operations or services. Assists the Director in monitoring the security and safety of staff and patrons and in responding to facilities issues.

Exercises considerable independent judgment, initiative and understanding of professional ethics, practices, state law and standards, collective bargaining agreements and the Personnel By-Law, and policies and procedures set by the Director, Library Trustees, Town and CLAMS consortium. Ensures compliance with directives, that the public receives excellent service in a friendly, welcoming environment, and that patrons, staff members, collections, assets and the facility are safe and protected. The Deputy Director has the authority to enforce the Standards of Conduct policy, revoke patron privileges and to issue No Trespass Orders to patrons.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Deputy Director manages and directs the public services and technical services functions of the Library. Supervises 5 professional librarians, each responsible for a department and/or functional area, and through those subordinate supervisors manages 17-23 part-time support staff members and 70-100 volunteers. 11 subordinates are in positions included a collective bargaining agreement and the remaining subordinates are in positions covered by the Town's Personnel Bylaw.

Sets performance standards and goals for professional librarians, who are each assigned responsibility for departments and/or functional areas of library operations, and for support staff members in the Circulation Department, and evaluates performance. Through the librarians manages the work of their direct reports. Provides closer supervision and structured assignments to inexperienced librarians and paraprofessional staff members, withdrawing those supports as subordinates demonstrate the ability to perform their duties and responsibilities independently. Ensures cross training occurs for professional development purposes and to ensure smooth operations during absences. Documents conduct and performance problems and initiates corrective action, preparing and implementing performance improvement plans and issuing letters of reprimand. Works closely with the Director and Town Administration on human resource matters.

Provides highly responsible and complex administrative and management support to the Library Director and elected Board of Library Trustees. Prepares and recommends modifications and new policies to the Director, implements the decisions of the Director and/or Board, assists in budget preparation and management, collects and analyzes statistical data and prepares annual reports to the Mass. Board of Library Commissioners. Regularly reviews and approves weekly

payroll, personnel actions and expenditures. Assists Director and Trustees with strategic planning efforts, reorganizations and longer-term financial planning. Develops and has access to confidential information involving personnel matters, employee performance and conduct, potential staffing changes related to reorganizations and potential budget reductions, procurement plans, bid proposals and confidential patron information protected by MGL Ch. 78.

Personally performs professional library work such as collection development and management. Provide services in reference, youth services, technology, technical services and circulation on a scheduled basis or when additional assistance is needed.

#### Managerial and Supervisory Functions

- Functions independently in resolving informal complaints from direct reports and their subordinates. Evaluates requests for accommodation and determines if modifications to duties or the manner of performance are possible. Assists the Director in investigating, evaluating and responding to formal grievances from staff members. Assists the Director and Town officials prepare responses to external human resource complaints or claims such as workers compensation, discrimination and sexual harassment.
- Assigns projects and initiatives to subordinates, sets deadlines, coordinates and directs the workflow between departments. Directs and assists librarians in activities that ensure their subordinates are well trained, effective communication is maintained, and written procedures are up-to-date and easily accessed. Provides career development opportunities to librarians and through them, ensures opportunities are provided to their subordinates. Convenes regular staff meetings to ensure that areas of common concerns are addressed.
- Leads recruitment efforts, developing or assisting the Director to prepare or update job descriptions, analyzes the qualifications and experience requirements, prepares applicant screening tools, interview questions and crediting plans, conducts interviews, performs reference checks and recommends selection of candidates for appointment or promotion.
- Assists Library Director in periodically evaluating organizational structure and assignment of functions to positions, preparing reorganization plans and implementation of changes.

#### Management of Public Services & Library Operations

- Provides insights and advice regarding coverage needs and daily operations to the Library Director for use in preparing a Master Staff Schedule that remains within existing funding limits while ensuring full coverage of public service desks and adequate off-desk time for librarians and paraprofessional staff to perform other duties of their positions.
- Responsible for implementing the Master Schedule, converting it into a weekly schedule that provides coverage for public service desks for planned absences, meetings, programs and planned activities. Personally or through delegation to another staff member ensures changes the weekly schedule due to unexpected absences or unplanned events are adjusted for so that public service desks are fully covered by arranging substitute coverage, reassigning staff or changing staff members' shifts.
- Approves leave for subordinates in public service departments as well as Library-wide. Receives requests from staff members to change their days of work and shift start and end

times, considers rationale and implications for other staff members and on library services, and determines whether requests can be accommodated.

- Works collaboratively with Town departments, the Friends of Brooks Free Library and allied community organizations. Represents the Library at meetings of Town departments, boards and committees, the CLAMS consortium, Cape and Islands libraries, and community organizations.
- Responds to patron complaints about staff members and services, items in the collection, Library policies and procedures and the behavior of other patrons. Receives and responds to suggestions, requests to present programs or use the meeting room. Interprets Library policies for library staff and patrons.
- Responds to patron behavior issues, informing them of standards and taking action if they do not comply. Remains alert to potential risk in the environment. Ensures systems are in place and staff members have training needed to effectively respond to issues ranging from how to politely disengage from overly-chatty patrons to recognizing warning signs of more problematic behavior and initiating action to keep themselves and others safe.
- Prepares for and manages the high intensity workload of the summer by hiring and training substitutes well in advance and minimizing inefficiencies so staff members don't experience unreasonable stress and patrons receive efficient, high quality service. Modifies staff schedules, procedures and program arrangements as issues arise.
- Supervises the Youth Services and Reference Librarians, positions that manage departments with subordinate staff members. As senior librarians, these positions are provided professional independence in managing their department's responsibilities, functions and staff. The Deputy Director serves as a resource, providing guidance on staff development, performance and conduct issues and any unusual situations that occur.
- Supervises the Staff Librarian responsible for Circulation and through that librarian manages the Circulation staff, ensuring Circulation operations run smoothly and that staff members are knowledgeable about Library operations, programs and services, comply with procedures and standards, and are able to effectively utilize the Integrated Library System to perform circulation tasks and assist patrons.
- Personally and through assigned staff members performs and coordinates outreach activities and adult programming efforts to promote awareness of library resources, attract new users, provide lifelong learning and enrichment opportunities, and fulfill informational, Commons and community building goals.
- Personally and through assigned staff members prepares calendars, flyers, brochures, social media posts, newspaper and newsletter columns regarding public services.
- Serves as Volunteer Coordinator or designates a subordinate to serve in that capacity. Personally or through the subordinate recruits, trains and schedules volunteers.
- Coordinates use of the meeting room by community groups, independently applying criteria in the approved Meeting Room Policy to determine what use is appropriate and approving requests.

## Management of Collections and Technology

- Assigns collection development responsibility for areas of the collection to professional librarians. Prepares annual Collection Spending Plan utilizing appropriated and non-appropriated funds. Analyzes circulation data, community needs and interests and professional trends and sets expenditure targets for areas of the collection. Monitors progress of selectors towards spending targets throughout the year, making mid and end-of-year adjustments to the Collection Spending Plan as needed to ensure state standards for material expenditures are met.
- Personally exercises collection development responsibilities for major areas of the collection. Reviews professional literature and selects materials appropriate to meet the needs and interests of community members. Oversees cataloging and processing of those materials. Performs collection management functions, reviewing materials for currency, accuracy, completeness and continued level of community interest. Withdraws materials and identifies areas of the collection needing updating and improvement.
- Personally and through librarians, ensures Library collection, resources and services meet the needs and interests of community members and comply with approved Collection Management Policy. Responds to complaints from patrons and serves as a member of the Reconsideration Team when a formal challenge is filed.

## **Education and Experience**

Master's Degree in Library and Information Science from an American Library Association accredited institution and three to five years of progressively responsible professional experience. One to two years of supervisory or management experience in a public library preferred. In exceptional instances, specialized education, training, and/or experience may be substituted for part of the educational or experience requirement.

## **Knowledge, Skills and Abilities**

A candidate for this position should have:

- Comprehensive knowledge of the principles and practices of librarianship. In-depth familiarity with the operations of and services provided by a modern public library. Interest in new approaches and services and demonstrated experience evaluating trends in the field and successfully adapting and implementing them.
- Sound understanding of human resources management principles and best practices. Demonstrated organizational and managerial skills necessary to lead and manage subordinate departments, supervising and directing the work of others. Ability to build consensus when disagreements occur or change is necessary.
- Excellent problem-solving, oral and written communication skills. Ability to carry out responsibilities independently, set priorities, use sound judgment and exercise initiative. Understanding of the management structure of the Library, the roles and responsibilities of the Library Director and elected Board of Trustees, recognizing when to bring matters to the Library Director and through the Director to the Board of Trustees.
- Demonstrated commitment to identifying the needs and interests of all segments of the

community and designing collections, services and programs in response. Ability to collect and analyze data and to utilize the data to inform decision-making. Ability to evaluate operations and determine where staffing, training, or policy or procedure changes are needed to better serve the public, resolve staff disagreements, or ensure staff and patron safety. Skill in planning for and managing change.

- Demonstrated experience evaluating competing requests for staffing, funding, and resources. Ability to gather information, analyze situations, make hard decisions and then communicate to staff members in a manner that ensures acceptance and compliance.
- Excellent technology skills and the ability to evaluate and implement new systems and resources. Ability to effectively utilize computers and devices, cloud-based office software, file storage and sharing, and specialized software such as the Integrated Library System, scheduling software, communication resources, public computer management systems and electronic resources provided for patron use.
- Experience as a professional librarian demonstrating the following: ability to perform collection development and management functions; conduct reference interviews, provide readers advisory services and technology assistance, and to coordinate and present programs; ability to establish and maintain harmonious interpersonal relationships with patrons and staff members; to serve the public with friendliness, tact, and diplomacy while also setting limits; and the ability to create a welcoming atmosphere while serving all demographic groups, promoting the inclusion of all, building connections between residents.

### **Tools and Equipment Used**

Operates typical equipment found in a public library such as a telephone, computer, printer, barcode reader, scanner, projector, copy machine, assistive listening devices/system and other adaptive equipment. Must be able to utilize this equipment and assist patrons with their use.

### **Physical Demands**

The following descriptions are representative of the physical demands required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal physical effort is required to perform administrative duties; moderate physical effort under typical library conditions is required for tasks involving coverage of public desks, check-in and check-out of materials, and collection maintenance. With or without adaptive equipment, the employee must speak and hear well enough to be able to communicate effectively with others and to read printed material, spine labels and barcodes. Must be able to place, retrieve, lift and move books and other items located on shelves at heights ranging from floor level to above the shoulder, push and pull a full cart or bin of materials, and lift and move containers weighing up to 30 lbs. Required to stand or sit for long periods, get up and down from a seated position frequently, climb stairs, walk, reach, bend, kneel, and use hands to operate equipment, shelve materials and/or locate items in the collection, and use a computer for prolonged periods.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Position requires regular contact with community members, staff, volunteers, Library Trustees, members of the Friends of Brooks Free Library, Town officials and staff members, other libraries, the CLAMS consortium, regional and statewide organizations, vendors, in-house and contracted maintenance staff, and representatives of community organizations. The job occurs primarily in the library, with some activities scheduled outdoors and in other locations in the area.

Work entails inherent safety risks that come from working in a public library, open to everyone, where community members do not necessarily come for a transaction but come for a variety of reasons and stay for extended periods.

Patrons often have untreated or ineffectively treated mental illness, may be experiencing homelessness, be under the influence of alcohol or other substances, or have dementia or cognitive challenges that affect their behavior and ability to use the Library independently. Others may have criminal intent, looking for opportunities to steal materials, equipment or supplies or belongings of other patrons. Patrons may unexpectedly become irate at staff members or other patrons. Staff members are often subjected to derogatory comments, foul or offensive language, unwanted familiarity and/or sexual harassment. Conflict between patrons can arise without warning over use of shared resources and differing beliefs over what behavior is appropriate in the Library. Unaccompanied tweens and teens may become rambunctious, creating disturbances or bullying other youngsters. Procedures and systems are in place to reduce safety risks but staff members must be alert to the possibilities and prepared to act. The Deputy Director has delegated authority to issue No Trespass Orders but to mitigate risk will do so through the Harwich Police Dept., having officers serve the order to the patron.

Work schedule may require regular evening and weekend shifts and occasional meetings or programs outside of normal work hours. Duties vary seasonally and according to fluctuations in operational needs. A dramatic increase in the intensity and volume of Library use occurs in the summer, causing increased workload, crowded, noisy conditions, and increased impatience of patrons waiting for assistance. During these periods staff members are required to focus on immediate, direct patron services and must postpone performing others aspects of their job.

Consequences of poor performance in carrying out supervisory and managerial functions are inefficient operations, poorly managed and trained staff, insufficient staffing levels, poor quality of library service provided to individuals and the community as a whole, conflict between staff members, labor-relations issues, adverse impacts to employees, deterioration in the quality of the patron and bibliographic database, failure to comply with state certification standards, missed deadlines, negative publicity, legal repercussions, monetary loss, and the inability of the Library to meet its goals and objectives. The employee has access to confidential personnel records of staff members, confidential patron information and financial and administrative records of the Library.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

## FY24 Budget Balances

As of 12.28.23

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$180.00	\$0.00	\$180.00	0%
Dues, Subs & Travel	\$3,600.00	\$431.26	\$3,168.74	12%
Library Materials	\$173,019.00	\$87,062.13	\$85,956.87	50%
Electric	\$31,000.00	\$15,277.45	\$15,722.55	49%
Employee Fringe Benefits	\$600.00	\$0.00	\$600.00	0%
Gas	\$9,445.00	\$1,236.94	\$8,208.06	13%
Library Supplies	\$18,000.00	\$9,541.39	\$8,458.61	53%
Maintenance & Repair	\$5,907.00	\$902.68	\$5,004.32	15%
Office Supplies	\$5,850.00	\$2,234.77	\$3,615.23	38%
Professional & Tech	\$51,397.00	\$45,443.34	\$5,953.66	88%
Water	\$1,402.00	\$591.88	\$810.12	42%
Total Library Expenses	\$300,400.00	\$162,721.84	\$137,678.16	54%
Wages & Salaries	\$819,809.00	\$359,100.37	\$460,708.63	44%
<b>TOTAL</b>	<b>\$1,120,209.00</b>	<b>\$521,822.21</b>	<b>\$598,386.79</b>	<b>47%</b>