BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA
June 10, 2014 –4:45 PM.—MEETING ROOM

1. Call to Order / 4:45 PM--
1. A. Agenda/Changes or additions
1. B. Public Comments
2. Minutes of May 13, 2014
3. Old Business
   A. Committee Reports
      1. Asset Development Committee.
         • Treasurer’s Report May 2014 —Adam
         • Prentiss Smith & Co Managed Account Contract
         • FY 2015 Proposed Endowment Budget
         • BR4-5 Endowment & Gifts Policy, Investment Philosophy 20140530 draft
         • Fund Raising Update – MOU draft
      2. Fine Arts Committee
         • Meeting 20140604
      3. Building/Grounds Committee
         • See Librarian’s Report
      4. Technology Committee.
         • Meeting 20140606
      5. Friends of the Library
         • Activities update—Mary Ide
      6. Teen Advisory Board
         • No meeting
      7. Nominations Committee
   B. Town Budget FY 2015 approved
   C. Annual Review of circulation policies
   D. Board Orientation, August 12, 2014, 4:45 PM
4. New Business
   A. Children’s Room Summer Reading Program and Summer Food Program
   B. Genealogy/Local History Space Project Review
   C. Volunteer Appreciation Party, Saturday 10/18/2014, 5:30-7:30 PM
   D. Security System Upgrade
   E. Gifts, donations, grants received: DONATIONS 1. Small Gifts J. Parker Huber $85)
      2. TRANSFER: none BOUGHT none SOLD None.
   F. Library director; Reference Librarian Reports; Children’s Room Programs’ Report; Library Statistics-----
5. Adjourn.

CONTENTS
1. Minutes of May 13, 2014
1.a. Fine Arts Committee Notes 20140604
1.b. Asset Development Committee Notes 20140530
1.c. Technology Committee Notes 20140604
2. Library director’s Report
3. Children’s Room Report (Please see Library director’s Report & #15)
4. Reference Librarian’s Report
5. Treasurer’s Report FY 2014 YTD (Available at Meeting?)
6. Endowment and Investment FY 2014 YTD
7. Town Budget Expenditures & Revenues FY 2014 YTD.
8. Library Statistics YTD
9. Genealogy/Local History collection and space project: overview and update
10. BR6-1 to 6-8: Fine, Fee, and Circulation Policies (20140513 draft)
11. Annual Appeal MOU draft 20140530
13. FY 2015 Proposed Endowment Fund and Gift Budget
14. BR 4-5 Endowment Fund and Gift Policy draft 20140530
15. Library publicity – Children’s Summer Reading Program
Present: The following Trustees were present: Pam Becker, Howard Burrows, Adam Franklin-Lyons, Jennifer Lann, Tom Murray, Robert Stack, Jane Southworth, and Elizabeth Wohl. Also present were Library Director, Jerry Carbone; Technical Librarian, Leslie Markey; Friends Liaison, Mary Ide; and Recording Secretary, Dawn Pollard. Absent was Jerry Goldberg.

1. Call to Order:
   Elizabeth called the meeting to order at 4:00.

1A. Agenda Changes or Additions:
   Elizabeth requested the Trustees review a draft letter to the Selectboard regarding the endowment; this will be added to the FY 2015 budget discussion.

1B. Public Comments:
   None

2. Minutes of April 8, 2014 and April 29, 2014:
   Jerry requested additional language to the April 8th Friends of the Library report on the Ignat Solzhenitsyn program, so that it reads: 185 people attended the Ignat Solzhenitsyn program - the largest audience for a First Wednesday lecture to date at the library. Upon motion duly made and seconded, the April 8, 2014 Trustees minutes were approved as amended.
   Upon motion duly made and seconded, the minutes of the April 29, 2014 Trustees meeting were approved as presented.

3. Old Business:
   A. Committee Reports:
      1. Asset Development Committee:
         Adam presented the Treasurer’s Report for April indicating his reporting form will change from a monthly report to a quarterly report. Adam also noted a shift from cash to stocks; the portfolio manager is purchasing at a more aggressive level.
         Adam further reported that the Committee is revising its management/investment strategy and will draft a policy statement to bring before the Trustees at a future date.
         The Committee is also reviewing a memorandum of understanding with the Friends of the Library concerning fundraising and will bring this to the Trustees at the June meeting.

      2. Fine Arts Committee:
         No further report; minutes from recent meeting indicate the Committee is discussing:
         - Fine art insurance policy review
         - Saint John’s Bible exhibit postponed
         - Attendance at a workshop on disaster planning for historical materials
         - Upcoming exhibit on Robert F. Kennedy’s visit to Putney School in 1968

      3. Building and Grounds Committee:
         Work is continuing in the Genealogy Room by Jeanne Walsh; an update of the project will be provided in June.
4. Technology Committee:
Jerry reported that deduplicating of the database has begun, and that various contracts with OCLC, EBSCO and Bywater are coming up for renewal.

5. Friends of the Library:
Mary reported on the following:
- April book sale brought in approximately $1,785
- Annual meeting of the Friends will take place on May 22; original founders will be recognized
- Strolling of the Heifer book sale will be June 6-7
- Irish folksinger and storyteller will present at upcoming event

6. Teen Advisory Board:
Pam reported that only three adult members attended the most recent meeting.

B. Town Budget FY 2015 approval:
Jerry updated the Trustees on the current situation with the Town’s budget, indicating that the latest directive was for a 1% reduction in department budgets. Jerry reviewed his memo to Interim Town Manager, Patrick Moreland, with the Trustees, noting that he accomplished this 1% reduction (amounting to $6,185) by reducing the telephone budget due to an 80% discount to our E-rate received through the Schools & Libraries Division and by reducing line items for office equipment replacement; book/non-print processing; conference/membership/training/mileage; and library special programs budgets. This suggested 1% reduction means there will be no reductions to staff or library hours.

The Trustees discussed the best way to provide an explanation of the current status of the library’s endowment, emphasizing the fact that the endowment has contributed to the library in every budget year, and that this contribution comes from the interest earned on the endowment. The Trustees discussed restrictions on the use of the principal.

The Trustees expanded their budget review by discussing the impact of small, neighboring libraries joining the Catamount Library Network and how that may impact non-resident fees and income. Upon motion duly made and seconded, the Strategic Planning Committee was assigned the task to examine the impact Brooks Memorial Library may realize when small, neighboring libraries join the Catamount Library Network.

C. Committee Assignments:
The Trustees then reviewed committee assignments, and, upon motion duly made and seconded, adopted the following to serve:

- **Asset Development**
  Adam Franklin-Lyons, Jerry Goldberg, Robert Stack, John Ogorzalek

- **Technology**
  Jennifer Lann, Howard Burrows, Adam Franklin-Lyons

- **Building and Grounds**
  Pam Becker, Jane Southworth, Tom Murray
Fine Arts
    Tom Murray, Pam Becker

Strategic Planning
    Jane Southworth, Jennifer Lann, Ann McCloskey, Elizabeth Tannenbaum

Librarian Evaluation
    Elizabeth Wohl, Jane Southworth, Robert Stack

Trustee Nominations
    Jerry Goldberg, Howard Burrows, Elizabeth Wohl

Liaisons
    Teen Advisory Board - Pam Becker
    Friends of the Library - Jane Southworth (summer months only)
    Brooks Building Board - Building and Grounds Committee member

4. New Business:
   A. Amy Howlett Orientation Date:
      The Trustees will meet the 2nd Tuesday in August for this orientation on best practices for Trustees.

   B. Annual Review of Circulation Policies:
      The Trustees gave their first reading to proposed changes to the Fine, Fee and Circulation Policies; final adoption will occur at the June meeting.

   C. Gifts, Donations, Grants Received:
      Donations received: Dorothy and Robert Keller $28.80 (Islamic Horizons); Sara Moulton for Lois Moulton Fund ($500). Transfer: None. Bought: 360 shares Orbotech @ $14.696 ($5,310.51). Sold: None.

   E. Library director; Reference Libraries Reports; Children's Room Programs' Report; Library Statistics:
      See attached reports.

5. Adjourn:
    Upon motion duly made and seconded, the meeting adjourned at 6:10 PM.

Dawn Pollard, Recording Secretary

Pam Becker, Secretary
Fine Arts Committee Meeting
June 4, 2014 8:30 AM

Present: Judith Bellamy, Helene Henry, Christine de Vallet, Pam Becker, Simi Berman; Tom Murray; Prudence Baird-- Staff: Jerry Carbone.
Absent: Tracey Devlin

1. Old Business
   - Fine Art Policy Review: Judith revised sections up through BR9-18A. The following changes were made: BR9-8A—add language that denotes the promotion and publicity of public art exhibits as well as library’s own collection. BR9-8B remove “groups” from the sentence in first paragraph, and add “with Board approval” to the last sentence of 2nd paragraph. BR9-17 edit the second paragraph to eliminate security procedure and add, “The Library maintains a security system which the fine arts committee will review periodically.” For next meeting in July the committee will review BR9-18A.

   - Children’s Illustrator Exhibit Coordinator: Prudence Baird, who will be assuming the volunteer spot after Simi retires, was introduced to the committee. She has already started to fill in 2015 with the following illustrators: Anna Dewdney (Jan/Feb); Amy Huntington (May/June); John Gurney (Nov/Dec). Jerry will share the Google Brooks Library exhibit doc for her to input the dates and illustrators.

   - Deed of Gift Form: Helene will follow-up with a Jonathan Flaccus to complete it for his recent gift to the library. Jerry will send a form to John Bell Young for him to sign.

   - Donation of RFK remarks: Since Tracy could not attend the meeting, the exhibit of the February 1968 transcribed remarks by Robert Kennedy made at Putney School planned for the exhibit cases in June will probably not be done this year. It was suggested that we post to Facebook and other social media sites the actual scanned images that was sent to Jerry by Mr. Young. Jerry will look into the feasibility of doing this.

2. New Business
   - FY 15 Budget: Jerry explained the sources of budget for the Fine Arts Committee in FY 15. There is $700 budgeted for FY 15 from the library’s endowment fund, noted as BR14. The Committee also has access to $697.38 of an unexpended reserve fund from previous years of BR 14. The committee also has funds from the Loud Fund, which was donated by the Loud family in the 1920’s for the maintenance and support of the Loud Collection. There is $5,250.20 in accumulated interest and dividends that may be expended, and $24,759.90 (as of 4/30/14) in principle. There was a discussion about ceasing the monthly Gallery Walk art ads since it uses almost the entire BR 14 budget. No definite decision was made.

   - Thunderbolt Talk and Eric Carle: Since the Saint John’s bible has been put on hold for 2014, Simi and Prudence will contact Eric Carle about the loan of the Eric Carle exhibit Illuminating Illustration: Picture-Book Art Inspired by Illuminated Manuscripts. Helen will call Barbara George about a possible Brattleboro Historical Society and Library talk on Thunderbolt.

NEXT MEETING: Wednesday, July 2, 8:30 AM, Local History Room

#1.a. Fine Arts Committee Notes
Asset Development Committee Meeting
May 30, 2014, 8:30 AM

Present: Adam Franklin-Lyons; Jerry Goldberg; Robert Stack; John Ogorzalek;
Member Staff: Jerry Carbone; Citizen-Mary Ide, Friends President
Absent: None

Adam called the meeting to order at 8:35 AM.

1. MOU between Friends and Trustees for Annual Appeal:
Adam reviewed the draft sample of the MOU between Trustees and Friends executive board
that was distributed at the meeting. Members of the committee suggested several edits that
Adam will incorporate into the final draft before its review and acceptance by the Trustees on
June 10 and by the Friends’ board on June 18. Mary recommended that her BROOKS
MEMORIAL LIBRARY FUNDRAISING PLAN RESPONSIBILITIES 3/14/14 draft be included as
an appendix to the MOU. A question about purchasing fund raising software was asked. After
some discussion it was decided that in the beginning all donors would be tracked using a shared
Google spreadsheet, just as the Friends now track members.

2. Schedule meeting with Christine Graham, Fund Raising consultant, A meeting will
be scheduled with Christine Graham on Tuesday, July 8, pending her availability.

3. Review of BR 4 Investment Philosophy
John O. provided a draft paragraph for asset allocation terms to be incorporated into the BR 4-
5 Endowment and Gift Funds Policy, Investment Philosophy. The paragraph was reviewed and it
was decided that the language provided by John gave enough flexibility for the investment
manager to manage the portfolio, but also defined more specifically what the investment
objectives for the library are. This paragraph will replace the second paragraph in the section
that begins, “The Board is aware of the added risk factors...” The policy will be sent to Prentiss
Smith’s office for review, and then reviewed for a first reading at the June 10 Trustees meeting.

3. Proposed BR Budget FY 2015 Review
Jerry C. distributed a proposed expenditure budget of the endowment portfolio for FY 2015.
Based on the portfolio value as of January 1, 2014 of $568,923.04, the policy states that we may
use 4% formula of disbursements. A total of $22,757 will be available to spend in FY 2015,
which is an increase to the FY 14 budget of $19,925. Most line items were level-funded--there
were a few line items that were decreased--and two line items were increased.

Jerry Goldberg made a motion to recommend the budget as proposed to the Board
of Trustees. Adam, John, and Jerry G. voted in the affirmative. Robert Stack did not vote as
he left the meeting before the motion was made.

Adam adjourned the meeting at 9:35 AM.

NEXT MEETING: ASSET DEVELOPMENT COMMITTEE JULY, 8. TIME TBA
Technology Committee Meeting  
June 6, 2014 8:00 AM

Present: Jennifer Lann; Howard Burrows -- Staff: Jerry Carbone; Jeanne Walsh.  
Absent: Adam Franklin-Lyons

1. **Elect Chair and Recording Secretary**  
   Jennifer was appointed chair by the Trustees president in the last Board of Trustees meeting. 
   Jerry volunteered to be scribe for this meeting, but Jennifer stated that she would do it for future meetings.

2. **Update of Library technology initiatives:**  
   Jerry reviewed the various technology initiatives the library has been involved in for the past several years, which included the Google/VT. Dept of Libraries videoconferencing grant; Vermont FiberConnect project; Computer Intern through an eVermont grant; public access computing; web site redesign; use of social media; and use of mobile devices in the library.

   While some of the initiatives are in the library’s Technology Plan 2008-2012, many of them are not, which included videoconferencing, the fiber connect project, use of mobile devices, social media use; and use of computer training with an intern in the library.

   There was extensive discussion of what the committee’s charge should be; is the name “Technology committee” broad enough to encompass everything the Library does; how do we sustain our computer intern after the grant funding ends in July; and other topics. Howard also had questions about his role as a trustee and use of social media. Jerry said this would be good questions to address in our Board orientation with Vt. Dept of Libraries’ consultant Amy Howlett on August 12, as there have been changes in the State open meeting law as it relates to electronic communications.

   Some ideas floated were more collaboration with Marlboro Graduate Center who might provide interns; compilation of a list of technology “experts” in the community who would be available for consultation on projects; vision of the library as a “maker space” especially in the realm of authors and self-publishing.

3. **Goals for coming year**  
   It was decide that committee members would review the current Technology Plan with an eye to revisions, and working on these revisions in the next year that would dovetail with the Library’s Plan 2012-2016.

   Assignment for next meeting is to review Plan 2012-2016 and Technology Plan 2008-2012.

**NEXT MEETING:** TBA, After August 12, and Jennifer will send around some dates.
Librarian’s Report for May 2014  
June 5, 2014
Submitted by Jerry Carbone, Library director
802-254-5290, ext. 101  jerry@brooks.lib.vt.us

Below is information on agenda items. Please let me know if you have any questions.

Old Business
   • Treasurer’s Report May--Adam
   • Prentiss Smith & Company Managed Account Contract—Anticipated executive session to consider this contract for
   • FY 2015 Proposed Investment Budget—Budget drafted and approved by Asset Committee. FY 2015 budget is proposed
     at $22,750, based on January 1 portfolio value of $568,923. Please see spreadsheet for line item account changes.
   • BR4-5 Endowment & Gifts Policy, Investment Philosophy draft—Citizen committee member John Ogorzalek crafted
     the new language. This was also reviewed by Laurie Barrett, Prentiss Smith & Company and found it acceptable.
   • Fund Raising Update: MOU between Trustees and Friends—Please see draft of MOU by Adam. The Friends will review
     it on June 18 at their monthly meeting. The Board should seek approval of this draft so that we can move forward with
     the annual appeal to begin in September. A meeting with Christine Graham has been set for July 8.

3. A.2. Committee Reports/Fine Arts Committee
   • Meeting 20140604— Please see notes.

3. A.3. Building & Grounds Committee
   • Jeanne Walsh has initiated a review of the Genealogy Room resources and has drafted an overview and update of the
     project.

   • Catamount Library Network update: May 21: The meeting covered information on contract renewal with Bywater;
     seeking another vendor quote; a lengthy discussion on renewing our contract with OCLC; and reviewing membership
     fees. The next meeting will be Tuesday, June 10.

3. A.5. Committee Reports/Friends of Library
   • Mary Ide, President, will be at the meeting to update us on Friends activity and next fund raising concert on June 19.

3. A. 6. Committee Reports/Teen Advisory Board
   • No Meeting

3. B. Town FY 2015 Budget approval
   • The Town budget was approved at the June 2 meeting by an overwhelming vote—112 to 12. Our budget for 2015 now
     stands at $609,951 for expenditures and $57,800 in revenues, which includes the $3000 library donations amount.

3.C. Annual Review of circulation policies(2nd reading)
Below is a recap of the summary regarding circulation policy changes. I have made one other change in the policy as
suggested by Therese, the circulation manager:
It has been one year since the library changed its circulation policies to synchronize with the newly
established Catamount Library Network policies. Now after one year, and as part of the policy to review these annually,
staff and I are recommending the following changes:
• Circulation policy--weekly magazines: According to CLN rules, libraries are allowed to change policies on only those
   items available to “home library” patrons. We may change circulation policies such as limits, circulation length, fines,
   grace period, renewals for items that are loaned only to our patrons. There are only six item types where we may make
   changes. At our April 17 full staff meeting we discussed changes to item types based on the past year’s experience and
   patron comments. After much discussion and a vote, it was decided that the only change recommended at this time is to
   weekly magazines. We have, in fact, 17 titles that are weeklies and the current policy is a 7 day loan period with no
renewal. We took a vote, and 9 of 14 staff recommend a 14 day with 1 renewal, which will make the item type consistent with the other periodical types loan and renewal periods--14 days and one renewal.

- **New Fee for recovery of overdue material:** Circulation manager Therese Marcy is recommending to add a fee for the extreme recovery of overdues material, after a patron is referred to the Town Attorney, but before the case goes to small claims. For long overdue materials the CLN changed our policy to a maximum accrual of $5 per item (children) and $8 for overdue fines, no matter when the item is returned. Our former policy allowed the fines to accrue to the cost of the item. These larger fines provided a greater incentive for the patron to return the materials. When overdue materials reach this stage and have not been returned Therese--ant the attorney's office--may spend excessive time in the collection process, which many times include multiple phone calls and at least three letters. Therese recommends that we have the authority to add another $50 to $100 to the patrons' account, depending on the patron's cooperation in getting the materials returned, before they reach the civil action state. I would suggest the following language be added to our **BR 6-7 (B) Recovery of Long Overdue Materials** section (new language underlined):

  4. Any failure to return materials will incur fees as set forth in this policy.
    a. Long overdue items are assumed to be lost. Borrowers will be responsible for the cost of the item(s) if not returned. **If the replacement fee for the lost item is paid, the fines will be waived.**
    b. After 40 days patron accounts with materials still overdue may be referred to the Town Attorney. Those patrons will be sent letters by the Town Attorney stating that failure to return materials will result in possible action in small claims court, and that any fees associated with this action will be added to the patron’s account. Fees may include: attorney’s fees; cost of small claims court filing & associated costs and fees; library cost recovery fees beyond the fines due once the materials are returned to the library.


- Please mark your calendars and let me know or your availability for this scheduled orientation by Amy Howlett, VTLIB consultant. I think it would be good for her to review the new public meetings legislation and any other questions you may have about trustees roles and responsibilities in Vermont.

**NEW BUSINESS**

4.A. **Children’s Room Summer Reading Program & Summer Food Program**

- Please see Lindsay’s flyer that includes all of the wonderful children’s programs this summer. Also, for the first year the library will be participating in the Summer Food Program. Here is information from Lindsay: *This year the Children’s Room will be participating in the Summer Food Service Program which provides free meals for children 18 and under during the summer. We will be providing meals on Mondays, Wednesdays and Fridays from 12:00 to 12:30 beginning Monday June 23 and ending Friday August 22. (No lunch served on Friday July 4). Meals will be served in the Meeting Room. We are looking for two volunteers each session to help set up the room with tables and chairs, serve the meals, and clean up. Volunteers are asked to work from 11:30 to 1:00. Volunteers can sign up for as many or as few sessions as they would like. The Summer Food Service Program is sponsored statewide by Hunger Free Vermont, Vermont Agency of Education and USDA and is provided locally by the WSESU. Additional information can be found by calling 211 or visiting www.schoolmealsvt.com. Those wishing to volunteer should call Assistant Children’s Librarian Lindsay Bellville at 254-5290 ext 119 for more information.*

4.B. **Genealogy/Local History Space Project Review**

- One of the strategic plan goals was to Review space use in the library to identify areas that will address community needs for: quiet study; small group meetings; patron technology use; parents’ and toddlers’ comfort; eating and drinking. Jeanne will be at the meeting to review her work thus far in the genealogy space.

4.C. **Volunteer Appreciation Party, Saturday, 10/18/14, 5:30 to 7:30**—Please save this date for our annual party to celebrate our dedicated volunteers. Therese and Lindsay coordinate the event. The meal will be based on a selection of soups, and we ask Trustees to bring Desserts (expect 60-70 people) and staff is asked to bring appetizers. There will be small gifts for volunteers. The total cost is approximately $400 that comes from board special project funds.

4.D. **Security System Upgrade:** The capital project for this year was an upgrade to our security alarm system. The upgrade has been completed with a new system at both entrances. We have also purchased DVD anti-theft packaging, in which DVDs will be encased. I am also looking into replacing some of our 30+year burglar alarm passive infrared motion detectors.

###
The Genealogy/Local History collection and space project is moving forward. Paul Carnahan of the Vermont Historical Society claimed some of our materials that will help fill gaps at the VHS library. Paul agreed that our focus on Brattleboro-area history is appropriate for Brooks Memorial and that we don’t need to duplicate the holdings of large Vermont-wide historical collections at VHS and the Vermont Department of Libraries. He did, however, advise us to keep a few key Vermont resources from the Genealogy room. We also made a connection with Alan Rumrill of the Cheshire Historical Society in Keene, who is interested in many of our genealogy materials. He noted that our collections have long complemented each other, and merging resources would concentrate a lot of valuable material in one place. We’re excited about these collaborations.

The Career Transitions Resource Center and Universal Class online courses were the focus of a presentation I prepared for the Vermont Associates monthly “Network to Work” meeting. The meeting is an opportunity for Vermont Associates clients who are placed in local internship positions to develop and market their workplace skills. Both resources got an enthusiastic reception. The group loved the “Match experience to new careers” feature and the easy resume generator. Both clients and staff were interested in the free online courses available to library cardholders through Universal Class, particularly the courses in computer skills.

Some May Reference questions:

- History of Gruen watches
- Background articles on VY economic development funds
- Spanish-language literature
- Critical background on the Book of Jonah
- AA Milne quotation verification (*No, he didn’t say it. Beware online misquotation!*)
- Identifying potential audiences for marketing a popular science/medical book
- History of the atomic bomb
- Legal and other resources for victims of domestic violence in VT
- Highlights of 20th/21st-century Brattleboro history
- Help filling out online job applications
- Emerson and New England transcendentalism
- Current books on reiki
- Help accessing the library’s downloadable digital books
- Access to grant opportunities from national and VT foundations

Jeanne Walsh 6/9/14
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<td>SH01</td>
<td>$2,352.59</td>
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BOLD=NEW THIS FISCAL YEAR

Prepared by Jerry Caltore
# Investment Fund Expenses  July 1, 2013 to YTD

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>ACCT</th>
<th>DEBIT</th>
<th>BUDGET</th>
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<th>FUND BALANCE 7/1/13</th>
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<th>EXPENSES TO DATE</th>
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*in support of programs to attract users to the library or to bring programming to users outside the library.
### TOWN BUDGET
#### REVENUE AND EXPENDITURE
#### AS OF June 2, 2014

**Expenditure Report**
**Current Year Period 12 June 6**

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
<th>Outstanding Encumbrances</th>
<th>Expenditures</th>
<th>Unencumbered Balance</th>
<th>FY-13/14 Year Pd 11</th>
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Revenue Report  
Current Year Period 12 June 6

<table>
<thead>
<tr>
<th>Account</th>
<th>Library Revenue</th>
<th>Revenue</th>
<th>For</th>
<th>To Date</th>
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<td>Reimbursements</td>
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<td>-</td>
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Total Library Revenue:  
$ 51,750.00 | - | $ 47,349.68 | $ 4,400.32 | -
Brooks Memorial Library
CALENDAR YEAR STATISTICS

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<th>JAN TO YTD 2012</th>
<th>JAN TO YTD 2013</th>
<th>JAN TO YTD 2014</th>
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<td>3,634</td>
<td>3,359</td>
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<td>4,321</td>
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<td>456</td>
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<td>Nonprint withdrawn</td>
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<td>1407</td>
<td>380</td>
<td>1,080</td>
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<th>JAN TO DEC 2011</th>
<th>JAN TO YTD 2012</th>
<th>JAN TO YTD 2013</th>
<th>JAN TO YTD 2014</th>
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</thead>
<tbody>
<tr>
<td>Adult Books; nonprint; in-house usage</td>
<td>103,702</td>
<td>102,522</td>
<td>103,240</td>
<td>37,780</td>
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<td>Juvenile Books; nonprint; in-house usage</td>
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<td>68,286</td>
<td>67,382</td>
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<td>In-House usage <strong>Beginning in Jan 2014</strong></td>
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<td>191</td>
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<td>75</td>
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<td>Museum Passes</td>
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<td>Interlibrary Loans</td>
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<th>JAN TO YTD 2012</th>
<th>JAN TO YTD 2013</th>
<th>JAN TO YTD 2014</th>
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<table>
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<th>JAN TO YTD 2012</th>
<th>JAN TO YTD 2013</th>
<th>JAN TO YTD 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Registrations</td>
<td>1,346</td>
<td>1,282</td>
<td>1,235</td>
<td>387</td>
</tr>
<tr>
<td>Digital Download New Users</td>
<td>270</td>
<td>498</td>
<td>395</td>
<td>136</td>
</tr>
<tr>
<td>Computer Use Only card</td>
<td>469</td>
<td>1106</td>
<td>809</td>
<td>257</td>
</tr>
<tr>
<td>Visits</td>
<td>147,140</td>
<td>153,061</td>
<td>138,509</td>
<td>58,836</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROGRAMS</th>
<th>JAN TO DEC 2011</th>
<th>JAN TO YTD 2012</th>
<th>JAN TO YTD 2013</th>
<th>JAN TO YTD 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of children's programs</td>
<td>367</td>
<td>363</td>
<td>359</td>
<td>123</td>
</tr>
<tr>
<td>No of adult programs</td>
<td>60</td>
<td>89</td>
<td>143</td>
<td>27</td>
</tr>
<tr>
<td>Attendance</td>
<td>9,838</td>
<td>9,088</td>
<td>8,363</td>
<td>3,387</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VOLUNTEER HOURS</th>
<th>JAN TO DEC 2011</th>
<th>JAN TO YTD 2012</th>
<th>JAN TO YTD 2013</th>
<th>JAN TO YTD 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3,341</td>
<td>2,895</td>
<td>2,923</td>
<td>1097.25</td>
</tr>
</tbody>
</table>

CALENDAR YEAR STATISTICS=As per KOHA Reports run at end of month.
Some of the monthly data may not be compiled yet for certain categories, so that activity will not be reflected in the totals.
Genealogy/Local History collection and space project: overview and update

Background and Goals

The needs of library users have changed since Brooks Memorial first established its Genealogy room. In the current planning cycle, the community did not identify genealogy as one of the top five service priorities for the library, but it did place a high priority on “access to welcoming physical and virtual spaces for library users.” In particular, there was a call for small meeting room space. At the same time, electronic tools such as Ancestry.com, HeritageQuest, and the databases of the New England Historic Genealogical Society have lessened the need for a large physical genealogy collection. Those two realities open the way for the first goal of this project.

However, the library owns some unique materials in both genealogy and local history, and it’s in the interest of the Brattleboro community and of all library users to preserve those resources and arrange for easy access to them, including remote access. Improving access to unique genealogy materials is part of the first goal; improving access to Local History files is the second.

**Project Goals**

1. **Repurpose Genealogy space:** Review entire Genealogy collection and withdraw unneeded materials per established criteria to create room for small meeting space for the public.

2. **Improve access to unique materials in Local History clipping files:** Digitize files and explore options for hosting as separate collection and/or linking images to records in the library’s catalog.

**Staff resources**

Reference Librarian Jeanne Walsh is overseeing the project in close collaboration with Technical Services Librarian Leslie Markey, with advice from Periodicals Clerk Jess Weitz, who headed up the digitization of the Porter Thayer photograph collection, now part of the digital collections at the UVM Center for Digital Initiatives. Tech Intern Justin Polnack is assisting with technical issues. Local History volunteer Mary Lou Buchanan will undertake the work of scanning, and we welcome comments on collection decisions from both Mary Lou and her volunteer colleague Harriet Ives.

**The Genealogy Room: Overview**

The room houses materials of interest to genealogists, including vital records, town and family histories, war rosters, and genealogy reference books and periodicals. Though it includes some local history material, it is distinct from the Local History room (the room with the glass cabinets). The LH room is unaffected by this project except for digitization of the LH clipping files, described in the next section.

In addition to accessioned material in the Gen room, there are many shelves and two file cabinets of materials owned by the local chapter of the DAR. Most of these were never accessioned by the library, but a few DAR indexes were donated to the library and added to the Genealogy reference section.
Local History Clipping Files: Overview

Housed in three large file cabinets, this collection offers subject access to newspaper clippings, pamphlets, photos, and ephemera from Brattleboro’s history. They were compiled primarily by Mary Lou and Harriet over many years and were cataloged by Dodie Gaudette under a Freeman Foundation grant in 2002-2003. Because the folders all have titles and barcodes, volunteers will be able to scan the contents and assign them to electronic folders, maintaining the same controlled vocabulary used for the original cataloging. There is no plan at this time to remove those physical folders or cabinets; we’re simply opening the possibility for greater access through digitization.

Work Plan Part 1: Repurpose Genealogy space

- Work with DAR to help them find a new place to store their materials.
- Establish criteria for reviewing Gen collection and making decisions on what to keep and what to offer to others.
- Inventory materials and sort into categories: 1. Keep in Gen Room; 2. Transfer to circ collection; 3. Offer to other institutions (the "gift list"); 4. Hold for a more thorough review
- Identify possible recipients of materials on the gift list (libraries, historical societies, used book dealers, etc.) and share the list with them in a systematic way.
- Work with Tech Services to withdraw materials as interested parties respond, and arrange for disposal of any unclaimed materials.
- Work through all the items in category 4; for example, we know that many family histories will need to be checked against our databases to see if we should keep them. Initiate a second gift list process for any additional materials withdrawn.
- Rearrange items in the room and work with building and grounds committee to reconfigure space (remove book stacks, add a new door, etc.)

Notes and status update on Part 1 as of 4/22/14:

We established criteria for reviewing items in the Gen room:

- Is it focused on Vermont? (especially Southeastern Vermont, with some crossover to border towns such as Chesterfield and Hinsdale)
- Is it unusual or unique—i.e., information that is not available through online sources like Ancestry.com, HeritageQuest, or the NEHGS databases, or through libraries and historical societies in New England and New York?
Jerry and Jeanne had a formal discussion with the DAR about six months ago, but they have not yet come up with a plan. Leslie and Jeanne have subsequently talked with Sara Morse of the DAR, who is very gradually withdrawing pamphlet boxes of the DAR magazine. There are no plans yet for the Lineage Books or the documents in the file cabinets. We'll have to stay on top of this.

Leslie and Jeanne made a plan for work flow when offering items on the gift list to other institutions, removing the physical items from our collection, and removing the records from our catalog.

Jeanne inventoried materials in the Gen room and wrote inventory notes intended to give interested parties an idea of what's available. A summary, with notes on likely actions:

- Many shelves of genealogy periodicals, most of which we stopped receiving in the 1980s and 1990s: Place on the gift list, with some possible exceptions for very local materials. Establish a standard backfile, e.g., two years, for periodicals we are still receiving.

- Histories of Vermont towns: Shift to circulating collection; put duplicates on the gift list.

- Vital records for other New England states, especially Massachusetts: gift list

- Old bound Vermont newspapers: LH volunteers are clipping articles from volumes that are crumbling due to acid paper. Withdraw those volumes after clipping (they are microfilmed, and many are also digitized through the Vermont Online Newspaper Project). Keep the small set of remaining titles that have sturdy, non-acidic paper.

- Family histories: Review in detail. Add some to second gift list, as appropriate.

- Vermont/Brattleboro-specific genealogy sources, such as cemetery records, locally-compiled obit binders, Old Houses binder, etc.: Review in detail. Most will be kept.

- Vermont sources that are more generally available and that take up lots of space, e.g., many years of Walton's Vermont Register: Review in a bit more detail before posting initial gift list. Most will probably be offered to other institutions.

- Genealogy reference materials: Some can go on the initial gift list; others should be reviewed in more detail.

**Work Plan Part 2: Improve access to unique materials in Local History clipping files**

Adapt retired XP computer with Linux OS, scanner, and scanning software, and develop a set of procedures and specifications for digitizing the Local History clipping files. Done

Train volunteer to scan and assign subject tags to images and documents in the files. In process

Over time: investigate options for hosting and/or attaching images to cataloging records.

Jeanne Walsh 4/22/14
BR 6-1 Purpose
The purpose of the Fine and Fee Policy is to define what the Library will charge for overdue books and for library privileges for residents of towns that do not support the Library with tax dollars.

BR 6-2 General Guidelines
The Library reserves the right to charge fees, based on the following observations from NEWS, the newsletter of the Vermont Department of Libraries, dated March 1983, in an article by the Vermont State Librarian.

1. “According to a recent ruling by the legal staff of the U.S. Department of Education, basic, ongoing public library services may not be subject to fees from the residents of the supporting community.”
2. “While the federal stance serves to insure that fees do not inhibit or discourage library use, it does not rule out all charges at public libraries. Penalty fees, nonresident borrowers’ fees, and other small charges are allowed.”

BR 6-3 Nonresident Membership Fee

BR6-3 (A) Individual Nonresident
The fee for the first card purchased in a household shall not exceed the per capita rate for Brattleboro residents. Each additional card purchased will be $5.00 and will have the same expiration date as the first card purchased. Partial-year and multiple-year fees may be established by the Board.

The per capita rate is the library budget as approved at Town Meeting plus employee benefits, divided by the population of the Town of Brattleboro according to the latest census estimate.

BR6-3 (B) Towns Contracting with Brooks for Library Services
Towns may contract with Brooks to provide library services to their residents based on the following guidelines:

1. Contracting towns will be charged a membership fee for library services at Brooks.
2. Brooks will supply library cards at no charge to residents of any contracting town for the fiscal year in which the contracting town pays such a membership fee.
3. The fee will not exceed the per capita assessment for library services as specified in the Brattleboro Town budget. The per capita assessment is determined by dividing the total Library budget by the population of Brattleboro.
4. The formula for determining the fee to be paid by a contracting town for a given year is as follows:
   \[
   \text{Contracting Town’s Current Fee} = \text{Current Budget [defined as Total Brooks Library Budget <Less Revenue>] \times Percentage of Brooks Library’s Cardholders from Contracting Town}^1
   \]
5. The fee will be reviewed and set annually by the Board of Trustees

---

1 The first year such a fee is paid the town's percentage of cardholders for use in this formula shall be its percentage from the last year in which the Library issued cards free of charge to residents of towns other than Brattleboro. For the second and subsequent years a town pays this fee its percentage of cardholders for use in the formula shall be its percentage of the Library's cardholders for the previous year.
6. A lower annual fee may be negotiated between a contracting town and the Brooks Library Board.
7. A contracting town shall provide Brooks Library each year with a list of its residents. Any questions
as to who is or is not a resident of a contracting town shall be resolved by that town.

**BR 6-4 Overdue Fees and Notices**

1. Fines will accrue according to Catamount Library Network Circulation Policy, BR 6-8(B). There is a
grace period for returned items. Fines will not be charged for days the library is closed.
2. Printed overdue notices will be mailed 15 days and 30 days after due date.
3. Emailed overdue notices will be sent by default at 15 and 30 days after due date. Courtesy email
reminders will be sent at least 3 days before the due date. The frequency may be customized by
patrons.

The overdue fee schedule shall be reviewed annually by the Trustees.

**BR 6-5 Other Use Fees (Approved September 13, 2011)**

**Replacement of lost library card (not computer card) $ .50**

**Computer card replacement:** Holders of computer cards who forget their card and need a
replacement number will be charged $2.00 for the replacement. We do not issue temporary numbers
for computer sessions. We will, however, provide library borrowers (i.e., patrons with borrowing
privileges) with computer sessions on a guest card if they forget their own cards at home.

**Fees for lost materials** (paid for and subsequently returned within one year)
- Please see Overdue Fine Cap by item in the Catamount Library Network Circulation
  Policy, BR6-8(B)1. (No refunds for item valued $5.00 or less as priced in the library
  inventory.)

**Photocopies (Newton) – self service**
- Black & White single-sided $ .10/page
- Double-sided and color not available. Patrons may not use their own paper.

**Printing – self service**
- Black & White single-sided $ .15/page
- Black & White double-sided $ .20/sheet (calculated as $ .10/side) – available on
  all adult PACs
- Color, single or double-sided $ .25/side – available only on Ref PAC
- Costs are the same if patrons use their own paper. Patrons must ask for permission and
  assistance to load their own paper (only available for printers attached to computers.)

**Scanning – staff mediated:**
- Scan and save as PDF or .jpg and e-mail or save to flash drive: $2.00 up to 5 pages.
  Additional pages beyond 5 are $ .50 apiece. We will not edit images. Costs will go down
  or disappear if we are able to provide self-service scanning

**Fax (Fax 24) – self service sending/staff mediated receiving**
- $1.50 first page; $1.00 each additional page. Sending prices are determined by Fax 24.
  Library will receive faxes for patrons at the same rate. Patrons must be present to receive
  a fax; we are not responsible for faxes received in patron’s absence, and we will recycle
  any unidentified documents at the end of each work day.

The miscellaneous library fee schedule shall be reviewed annually by the Trustees.

**BR 6-6 Forms and Brochures**

Circulation policies will be explained in the welcome brochure available online and at the circulation
desks. The Board of Trustees will review these forms and brochures as needed.
BR 6-7 Long Overdue Materials Policy

BR 6-7 (A) Purpose
The purpose of the Lost Materials Policy is to clarify the guidelines the Library will follow when patrons have not returned materials taken out of the Library.

BR 6-7 (B) Recovery of Long Overdue Materials
1. The Library recognizes that circulating materials should be returned on a timely basis so as to provide the best possible service to all the patrons of the Library.
2. Additional notices may be sent for the recovery of long overdue materials and for fines as needed to recover materials:
3. Borrowers will be blocked from borrowing materials if one of the following conditions applies:
   a. The total amount of money owed is $10.00 or more.
   b. The number of long overdue items per borrower is one or more. Note: the term “long overdue” applies when an item is 30 days overdue.
4. Any failure to return materials will incur fees as set forth in this policy.
   a. Long overdue items are assumed to be lost. Borrowers will be responsible for the cost of the item(s) if not returned. **If the replacement fee for the lost item is paid, the fines will be waived.**
   b. After 40 days patron accounts with materials still overdue may be referred to the Town Attorney. Those patrons will be sent letters by the Town Attorney stating that failure to return materials will result in possible action in small claims court, and that any fees associated with this action will be added to the patron’s account. Fees may include: attorney’s fees; cost of small claims court filing & associated costs and fees; library cost recovery fees beyond the fines due once the materials are returned to the library.
5. A waiver of any fines and fees may be requested by completing a “Request for Dismissal” form.

BR 6-8 Loan Periods, Renewals, and Loaned Item Limits

BR 6-8 (A) Purpose
The purpose of the policy is to establish the circulation loan periods, renewal limits, and the maximum number of items on loan to a borrower for all library materials and borrower classes.

BR 6-8 (B) Catamount Library Network Circulation Policies
1. The item limits, loan periods, fine amounts, grace period, overdue fines cap, renewals allowed, and the consortium loan policy may be found in the Catamount Library Network Circulation Policy Table 6-8(B)1.
2. The Catamount Library Network Borrower Type Policy may be found in the table 6-8(B)(2). All borrowers will be limited to 250 items checked out except for specific borrower types listed in the table.
BR 6-8(B)(1) Catamount Library Network Circulation Policy Table

<table>
<thead>
<tr>
<th>Item Type</th>
<th>How many allowed?</th>
<th>For how long?</th>
<th>Overdue fine per day</th>
<th>Renewals allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book: new</td>
<td>10</td>
<td>14 days</td>
<td>.25</td>
<td>1</td>
</tr>
<tr>
<td>Book: Lots!</td>
<td>21 days</td>
<td>.25</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Audio: new</td>
<td>3</td>
<td>14 days</td>
<td>.25</td>
<td>1</td>
</tr>
<tr>
<td>Audio: children</td>
<td>10</td>
<td>14 days</td>
<td>.25</td>
<td>1</td>
</tr>
<tr>
<td>Audio: children</td>
<td>10</td>
<td>14 days</td>
<td>.25</td>
<td>1</td>
</tr>
<tr>
<td>Audio: new</td>
<td>3</td>
<td>14 days</td>
<td>.25</td>
<td>1</td>
</tr>
<tr>
<td>Audio: new</td>
<td>3</td>
<td>14 days</td>
<td>.25</td>
<td>1</td>
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<tr>
<td>Video/DVD: new</td>
<td>2</td>
<td>14 days</td>
<td>1.00</td>
<td>0</td>
</tr>
<tr>
<td>Video/DVD: new</td>
<td>4</td>
<td>14 days</td>
<td>1.00</td>
<td>0</td>
</tr>
<tr>
<td>Magazine: new (current)</td>
<td>1</td>
<td>3 days</td>
<td>5.00</td>
<td>0</td>
</tr>
<tr>
<td>Magazine: new (current)</td>
<td>1</td>
<td>3 days</td>
<td>5.00</td>
<td>0</td>
</tr>
<tr>
<td>Video/DVD: new</td>
<td>2</td>
<td>14 days</td>
<td>1.00</td>
<td>0</td>
</tr>
<tr>
<td>Magazine: non-weekly</td>
<td>7</td>
<td>14 days</td>
<td>.25</td>
<td>1</td>
</tr>
<tr>
<td>Magazine: non-weekly</td>
<td>7</td>
<td>14 days</td>
<td>.25</td>
<td>1</td>
</tr>
<tr>
<td>Museum/parks pass</td>
<td>1</td>
<td>3 days</td>
<td>5.00</td>
<td>0</td>
</tr>
<tr>
<td>Electronic device/Kindle</td>
<td>1</td>
<td>14 days</td>
<td>5.00</td>
<td>0</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>5 per week</td>
<td>Usually 21 days</td>
<td>.50</td>
<td>Usually 1</td>
</tr>
</tbody>
</table>

*Renewals are allowed if no other patron has placed a hold on the item.*
Memorandum of Understanding


Purpose of the Memorandum of Understanding (hereafter MOU):

This MOU puts in writing the division of responsibilities necessary to carry out the library’s first fundraising appeal. The annual appeal will be a joint project involving both boards of trustees, but each group will have rolls, responsibilities, and financial obligations spelled out in this document.

Term of the MOU:

This memorandum shall be reviewed after one year (31 March, 2015 at the end of the Friends’ fiscal year) and thereafter every three years.

Description of the Annual Appeal:

Each year, the boards of trustees will collaborate on a fundraising appeal to the greater Brattleboro community. The appeal shall take place in the fall and will not overlap with the membership drive of the Friends. The donations solicited will be sent to the Friends of the library to be dispensed according to their mission for the support of the Brooks Memorial Library. This appeal should not change the relationship between the two groups in their occasional collaboration in other fundraisers, nor should it inhibit the routine fundraising activities of the Friends of Brooks Memorial Library.

Responsibilities of the Two Groups:

In general, the Trustees of the BML will be responsible for the organization, leadership, and outreach involved in the annual appeal, while the Friends of the BML will be responsible for the receipt and distribution of funds raised.

Specific Responsibility of the Board of Trustees of the BML:

The library trustees shall be responsible for the following specific tasks associated with the annual appeal:

- Scheduling of routine meetings for the execution of the annual appeal (in general, this will be the normal meeting of the asset development committee, with extra joint meetings between friends and trustees as necessary)
- Determine the annual goal of the appeals and the list of potential donors
- The appointment of a trustee representative to the board of the Friends of BML
- The articulation of the reasons for supporting the library and the preparation and printing of literature and talking points explaining those reasons, as well as the
publication of these reasons in appropriate venues – lectures, news media, library events, etc.

- Identification and outreach to specific donors that might be interested in greater support of the library
- Sending of follow-up materials as well as thank you notes after the appeal will be done by the board of trustees with other volunteers

**Specific Responsibilities of the board of the Friends of the BML:**

- Maintain the channels for the receipt of funds from donors, including a PO box for checks, and an active Paypal or other electronic account for direct transfer donations
- Receive, process, and track donations and donation levels, making those levels available in the database for the BML trustees to determine future donors and to prepare acknowledgement materials. At least one member of the Trustees of the library will be available to help with data entry in the database as mentioned below
- Determine the timing and distribution of received funds to the Brooks Memorial Library

**Joint Responsibilities:**

- **Maintainance of the Database:**
  - At least one member from each group will be able to access the donor database to facilitate entry of new information. The library trustees should have a substantial part in entering donor data, while the Friends member will keep track of specific donations.
- **Determine Annual Appeal calendar:**
  - The scheduling of activities for the Annual Appeal will be determined by the asset development committee in consultation with the friends. The schedule should not conflict with other fundraising activities of the friends or the board of trustees.
  - All reporting and collection deadlines will be determined in consultation between the Friends and the Asset Development Committee of the library Trustees
- **Budgeting for the Annual Appeal:**
  - In general, the budget will be prepared by the Asset Development Committee in consultation with the Friends. For the first year of the appeal, the funds for materials will come from moneys from the Trustee endowment. Future years funding will be drawn from money raised by the previous year’s annual appeal.
  - The budget for the annual appeal will be submitted to the Friends’ executive board by the Asset Development Committee with the explicit request for those funds from the previous year’s appeal.
Letter of Agreement between the State of Vermont Department of Libraries, and

Public Library Name: Brattleboro Memorial Library
Town: Brattleboro

Mailing Address: 224 Main St, Brattleboro, VT 05301
Zip: 05301

For a Public Performance Site License to Exhibit Motion Pictures
(June 1, 2014 - May 31, 2015)
A portion of the cost of this service is paid with federal LSTA Award Number: LS-00-14-0046-14

Terms of License

Movie Licensing USA (a division of Swank Motion Pictures, Inc.) under the terms of its contract with the State of Vermont Department of Libraries will provide Vermont public libraries as defined in 22 VSA §101(B), with Public Performance Site Licenses to Exhibit Motion Pictures (in VHS or DVD form) of the copyright owners listed below in full compliance with 1976 U.S. Copyright Act (Title 17, United States Code, Pub. Law 94-553, 90 Stat. 2541).

The Federal Copyright Act governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a video cassette or DVD carries with it the right to exhibit the movie publicly outside the home, unless the site where the video/DVD is used is properly licensed for copyright compliant exhibition. Movie Licensing USA provides this Public Performance Site License to Vermont’s public libraries so that these entertainment movies can be shown legally in their library buildings.

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Hollywood Pictures
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Hanna-Barbera
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Miramax Films
United Artists
Metro-Goldwyn-Mayer
Sony Pictures
Picturehouse
Columbia Pictures
TriStar Pictures
Revolution Studios
Screen Gems
NBC Universal
October Films
Polygram
Orion Pictures
Pathe-Cinema
New Line Cinema
Fine Line Features
Focus Features
Lions Gate Films

- These motion pictures may be shown only inside a Vermont public library building.
- Advertising the motion picture title: 1) through the general media such as public radio, public television or public newspapers, etc. or 2) on websites (except through library publications such as newsletters that are posted on websites), is prohibited.
Advertising the movie title through library newsletters, fliers and/or posters inside the library is permitted.

These licenses do not cover showings where admission is charged.

These licenses cover motion pictures presently licensed "For Home Use Only."

There may not be any duplication, editing, altering or digital transmission of the video cassette and/or DVD's in any manner.

The copyright of the motion picture remains the property of the copyright holder, who reserves all rights to protect its intellectual properties.

All copyright notices must remain on the motion picture.

The undersigned library understands and agrees to the Terms of the Motion Picture Public Performance License.

Librarian: Jerry Carbone  Title: Library Director

e-mail Address: jerry.carbone@libraryvt.org

Signature: Jerry Carbone  Date: 5/23/14

Number of "Active"* or Registered Borrowers: 1656 *

*Please record the number of Active Borrowers. These are registered borrowers who have used their library cards during the previous year; all automated libraries should provide this number. Other libraries should submit the current number of registered borrowers.

Please keep a copy of this agreement for your records and return one signed agreement to:
Brittney Wilson, Executive Assistant to the State Librarian, at: brittney.wilson@state.vt.us
or, mail it to: State Librarian's Office, Vermont Department of Libraries, 109 State Street, Montpelier, VT 05609.

Return this signed Agreement, along with the statistical report form, to the Department of Libraries by May 23, 2014.

YOU MUST RETURN THE STATISTICAL REPORT WITH THIS AGREEMENT. IF WE DO NOT RECEIVE THE REPORT, YOUR LIBRARY WILL NOT BE ELIGIBLE FOR THE MOVIE LICENSE.

This program is supported by the Institute of Museum and Library Services, a federal agency, through the Library Services and Technology Act as administered by the Vermont Department of Libraries.
Movie Licensing USA Motion Picture Public Performance License
Vermont Public Libraries

Library Programming Statistics: June 1, 2013 – May 1, 2014

Name of Library: Brooks Memorial Library
Town: Brattleboro
Name of Person completing form: Jerry Conbone
Job Title: Library Director
Phone: 802-251-8195
Email address: jerry@brookslibraryvt.org

A requirement of the enclosed Library Agreement is for participating public libraries to record and submit to the Vermont Department of Libraries statistics regarding the use of this Motion Picture Public Performance license for the previous year: June 1, 2013 – May 1, 2014.

Please record the statistical information below:

Number of library film showings: 19
Total number of adults who attended film showings: 142
Total number of children/young adults who attended film showings: 110

Return this statistical information sheet, with the Agreement Form, to the
Department of Libraries by May 23, 2014.

LS-00-14-0046-14

This program is supported by the Institute of Museum and Library Services, a federal agency, through the Library Services and Technology Act as administered by the Vermont Department of Libraries.
BR 4-4
ENDOWMENT AND GIFT FUNDS POLICY, INVESTMENT REVIEW, BUDGETING AND ACCOUNTING OF ENDOWMENT/GIFT FUNDS

The Trustees will:

Retain an independent Investment Advisor to invest endowment funds.

Review the performance of the Investment Advisor on a yearly basis.

Consider soliciting proposals from other Investment Advisors for the purpose of comparison at least once every five years.

Provide a yearly accounting of Endowment Income and other funds to the Board of Selectmen, the Town Finance Committee and the Townspeople.

Investment strategy will be developed by the Asset Development Committee and approved by the full board.

BR 4-5
ENDOWMENT AND GIFT FUNDS POLICY, INVESTMENT PHILOSOPHY

The Board of the Brooks Memorial Library feels it has a fiduciary responsibility to realize the best return possible, while exercising ordinary prudence, when investing the funds placed in its keeping for the benefit of the present and future users of the Library.

The Board is aware of the added risk factors involved in investing the Library’s endowment funds in equity and debt instruments as opposed to depositing same in an insured savings account. The Board reserves the right to accept this added risk which is offset by the higher rates of return offered by such an investing philosophy.

The library endowment has, by its very nature, a long-term time horizon. Historically, the stock market has returned more than CDs or other fixed income investments. Consequently, the endowment should be invested with an objective of total return, employing both value and growth stocks - domestic and international/large and small capitalization, fixed income securities and cash. Equity exposure should be in the range of 25% - 75%, as the library will draw off 4% cash per annum. This portfolio can accept a moderate level of risk while maintaining a value-oriented approach, however, not at the exclusion of growth.
## FY 2015 BOARD OF TRUSTEES INVESTMENT PROPOSED BUDGET

<table>
<thead>
<tr>
<th>ACCT</th>
<th>BUDGET FY14</th>
<th>PROJECTED FY14</th>
<th>(OVER) UNDER FY14</th>
<th>TRUSTEES APPROVED FY15</th>
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<tbody>
<tr>
<td>E &amp; LIBRARY DONATIONS TO TOWN</td>
<td>BR02</td>
<td>$1,000.00</td>
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<td>BOOKS ADULT</td>
<td>BR05</td>
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<td>JUV PROGRAMS</td>
<td>BR06</td>
<td>$925.00</td>
<td>$600.00</td>
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<td>REFERENCE SOURCES</td>
<td>BR07</td>
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<td>LOCAL HISTORY SOURCES</td>
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<td>$300.00</td>
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<td>JUNG ADULT SOURCES &amp; PROGRAMS</td>
<td>BR09</td>
<td>$1,500.00</td>
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<td>NON-PRINT</td>
<td>BR10</td>
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<td>PERIODICALS</td>
<td>BR11</td>
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<td>CONF. WKSHP</td>
<td>BR12</td>
<td>$900.00</td>
<td>$94.91</td>
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<td>ADULT PROGRAMS</td>
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<td>FINE ARTS</td>
<td>BR14</td>
<td>$700.00</td>
<td>$667.83</td>
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<td>BD APPROV PROJ</td>
<td>BR15</td>
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<td>OUTREACH</td>
<td>BR17</td>
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<tr>
<td>CONSERVATION</td>
<td>BR18</td>
<td>$500.00</td>
<td>$600.61</td>
<td>($100.61)</td>
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<td>TOTAL</td>
<td></td>
<td>$19,925.00</td>
<td>$16,921.35</td>
<td>$3,003.65</td>
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### FY 2015

#### PORTFOLIO VALUE

<table>
<thead>
<tr>
<th>01/01/2014</th>
<th>$568,923.04</th>
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</table>

4% of total = $22,757

Library withdrawals YTD

<table>
<thead>
<tr>
<th>Account Fees July 15, 2013</th>
<th>$1,015.53</th>
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<tbody>
<tr>
<td>Account fees October 16, 2013</td>
<td>$1,047.37</td>
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<tr>
<td>Account fees January 15, 2014</td>
<td>$1,068.66</td>
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<td>Account fees April 15, 2014</td>
<td>$1,072.09</td>
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<table>
<thead>
<tr>
<th>FY 2014 ACCOUNT FEES</th>
<th>$4,203.65</th>
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#### EARNINGS FY YTD

<table>
<thead>
<tr>
<th>Earnings July-Dec 2013</th>
<th>$6,218.19</th>
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<tbody>
<tr>
<td>Earnings Jan-Apr, 2014</td>
<td>$6,284.14</td>
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</table>

Projected May-June 2014 [EST.]: $2,243.00

<table>
<thead>
<tr>
<th>Earnings July 2013-June 30, 2014</th>
<th>$14,725.33</th>
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</table>

PORTFOLIO VALUE

<table>
<thead>
<tr>
<th>05/28/2013</th>
<th>$557,656.39</th>
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</table>

...only the interest, dividends and, if necessary, a portion of capital gains, the combined sum of which is not to exceed 4% of principal (based on portfolio value on January 1st in any given year), may be spent. [From BR04--Investment Fund Policy]
## Requested Expenditures of other Restricted and Unrestricted Funds--FY 2014

<table>
<thead>
<tr>
<th>Other Funds</th>
<th>Balance as of 5/31/2013</th>
<th>FY 2014 Drawdown</th>
<th>Uses</th>
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</thead>
<tbody>
<tr>
<td>Schorling Fund: Restricted to print (physical book or ebook)</td>
<td>$37,582</td>
<td>$10,000</td>
<td>$5,000 Adult/Ya</td>
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<tr>
<td>Calista Fund (Books)</td>
<td>$24,720</td>
<td>$800</td>
<td>$400 Adult/YA</td>
</tr>
<tr>
<td>Wojtowitz Fund (partial)</td>
<td>$20,865</td>
<td>$3,000</td>
<td>Consultant fees to assist in annual appeal</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Funds</th>
<th>Balance as of 5/28/2014</th>
<th>FY 2015 Drawdown</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schorling Fund: Restricted to print (physical book or ebook)</td>
<td>$27,583.67 ($10,000)</td>
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<td>$5,000 Adult/Ya</td>
</tr>
<tr>
<td>Calista Fund (Books)</td>
<td>$27,292.47 ($800)</td>
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<td>$400 Adult/YA</td>
</tr>
<tr>
<td>Wojtowitz Fund (partial)</td>
<td>$16,793.56 ($1,139)</td>
<td></td>
<td>Consultant fees to assist in annual appeal, FY 14 exp. $3861.44</td>
</tr>
</tbody>
</table>
Monday Movie Matinees

Bring a lunch and join us at 1:00 p.m. in the Meeting Room.

June 23 - Meet the Robinsons - G
© Walt Disney Pictures

June 30 - The LEGO Movie - PG
© Warner Home Video

July 7 - Dolphin Tale - PG
© Warner Bros.

July 14 - Frozen - PG
© Walt Disney Pictures

July 21 - Monsters University - G
© Walt Disney Pictures

July 28 - Cloudy with a Chance of Meatballs 2 - PG
© Columbia

August 4 - Despicable Me 2 - PG
© Universal Pictures

August 11 - WALL-E - G
© Walt Disney Pictures

August 18 - Honey I Shrunk the Kids - PG
© Walt Disney Pictures

The program is supported by the Institute of Museum and Library Services, a federal agency, through the Library Services and Technology Act as administered by the VT Department of Libraries.

2014 Summer Reading Program

FIZZ

BOOM

READ

SIGN UP:

Monday June 16 – Saturday June 28

Presented by the Children’s Room at Brooks Memorial Library

Sponsored locally by the Vermont Department of Libraries, Bellville Realty, Domino’s Pizza, and the Friends of Brooks Memorial Library.
Join us for **Fizz, Boom, READ!** this year’s summer reading program.

**INSTRUCTIONS:**
Sign up in the Children’s Room between Monday June 16 & Saturday June 28.

You have **6 weeks** to read - Monday June 30 through Saturday August 9.

Each time you visit the library, update your reading record, have your reading record stamped by the Librarian, AND enter the weekly drawing!

**PICK YOUR PROGRAM:**

- **Fizz, Boom, READ Jr.:** ages 3 and under
  Complete 16 early literacy activities from reading record.

- **Fizz, Boom, READ!**: ages 4 to 9, Set your own goal:
  How many **books** can you read in six weeks?

- **Spark a Reaction:** ages 10 to 12, Set your own goal:
  How many **hours** can you read in six weeks?

Your completed reading record MUST be turned in to the Librarian by **Saturday August 16** to receive a coupon for a **free small Domino’s cheese pizza***.

* Dig Into Reading Jr. participants will receive a free board book.

**EXPERIMENT AND EXPLORE**
All programs are free and open to the public.

**TO REGISTER FOR PROGRAMS:** Stop by the Children’s Room or call 254-5290 ext 110.

**COOL CHEMISTRY: FIZZ, BOOM, POP!** Tuesday July 8

Session 1= 10:30-11:30  Session 2= 2:00-3:00
Come make cool stuff like slime, bouncy balls, floam and more!
**MUST REGISTER BY JULY 1!**

**PHYSICS FUN: READY, SET, BUILD!** Tuesday July 29

Session 1= 10:30 -11:30  Session 2= 2:00 - 3:00
Build working mini catapults, hover crafts, rubber band cars and more!
**MUST REGISTER BY JULY 22!**

**LEGO-PALOOZA**
- Thursday July 17= 1:00 - 4:00
- and Thursday August 21= 1:00 - 4:00
Come make a LEGO creation to display in the library. LEGO will be provided. (Kids cannot keep LEGO). **REGISTRATION IS RECOMMENDED.**

**RHYME TIME** - Wednesdays at 10:30 a.m.
For children 5 & under. In the Meeting Room.
Join us for stories and songs.

**SPARK a Reaction**
For ages 10-12. Complete activities for entry into weekly drawings. Complete all 6 activities for entry into the Grand Prize drawing.

For more information, call the Children’s Room at 802-254-5290 x110 or visit www.brookslibraryvt.org/kids

**Library Hours:**
Mon - Wed: 10-9
Thurs: 1-6
Fri: 10-6
Sat: 10-2