1. Call to Order / 4:45 PM
1. A. Agenda/Changes or additions
1. B. Public Comments
2. Minutes of September 8, 2015
3. COMMITTEE REPORTS
   A. Asset Development Committee—Adam Franklin-Lyons, Chair
      • Meeting 20151008
      • Treasurer’s Report September 2015
      • Annual Appeal 2015 update
      • Oct 29, 7 PM event, “Your Library Looks to the Future”
   B. Friends of the Library—Mary Ide, President
      • Activities update—Mary Ide
   C. Fine Arts Committee—Howard Burrows, Chair
      • Meeting 20151007
   D. Planning Committee—Jane Southworth, Chair
      • Meeting 20151008
   E. Technology Committee—Jennifer Lann, Chair
      • Meeting 20151001
   G. Library Director Recruitment Committee—Jerry Goldberg, Chair
      • Status update
   H. Vermont Library/Trustees Association—Howard Burrows, VLTA President
      • Activities Update
      • “Try Something New”, 2015 V.t Trustee-Friends’ Annual Conference, Burlington, VT.
4. UNFINISHED BUSINESS
   A. FY 2017 Budget Process
   B. October 24, Volunteer Appreciation Party, 5:30 to 7:30—Early Closing+Budget
5. NEW BUSINESS
   A. 3D Systems -3D Printer Grant
   B. Genealogy/Local History Collection project update
6. OTHER
   A. Department Reports: Library director; Reference Librarian Reports; Library Youth Services Reports
   Report; Library Statistics
   B. Gifts, donations
7. ADJOURN

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1. Minutes of September 8, 2015
1.a. Asset Development Committee, September 16 & October 8, 2015
1.b. Fine Arts Committee Minutes, October 7, 2015
1.c. Strategic Planning Committee Minutes, October 8, 2015 [available at meeting]
1.d. Technology Committee Minutes, October 1, 2015
2. Library director’s Report
3. Reference Librarian’s Report
4. Youth Services Report
5. Treasurer’s Report FY 2015 YTD
6. Endowment and Investment FY 2015 YTD
7. Town Budget Expenditures & Revenues FY 2015 YTD
8. Library Statistics YTD
Present: The following Trustees were present: Pam Becker, Howard Burrows, Adam Franklin-Lyons, Jennifer Lann, Debra Loey-Reyes, Jane Southworth, Robert Stack, and Susan Troy. Also present were Library Director, Jerry Carbone; Technical Librarian, Leslie Markey; Friends Liaison, Mary Ide; and Recording Secretary, Dawn Pollard. Absent was Jerry Goldberg. Present for part of the meeting was Architect, Chip Greenberg.

1. Call to Order:
   Pam called the meeting to order at 4:45.

1A. Agenda Changes or Additions:
   Jerry C. announced that architect, Chip Greenberg, would join the meeting at 5:00 for a presentation.
   Jerry C. also discussed a resource sharing grant being made available through the Vermont Department of Library. He indicated that this potential grant would support postage costs for interlibrary loan resource sharing. Upon motion made by Jane and seconded by Debra, the Trustees voted to pursue this potential resource sharing grant.

1B. Public Comments:
   None

2. Minutes of August 11, 2015:
   Pam asked that the minutes from last month’s meeting reflect that the Trustees brainstormed ideas to be included in the annual appeal letter as part of the Asset Development Committee’s report. Upon motion made by Jane and seconded by Robert, the minutes of the August 11, 2015 meeting were accepted as amended.

3. Committee Reports:

   A. Asset Development Committee:
      Adam presented a Treasurer’s report, noting that preparation of the report occurred shortly after the recent stock market fluctuation. He also noted that Prentiss Smith had shifted some funds toward legacy companies. Adam then pointed out to the Trustees that the endowment withdrawal amount will be increased in the next fiscal year, and that his recommendation would be to have a specific plan in place to support the increased amount. Jerry C. indicated that the current replace, refresh, renovate project should be a designated capital project, with funding in place. More discussion on this will take place over the next few months.

   Replace, Refresh, Renovate Project:
      Chip Greenberg then joined the meeting and reviewed drawings and cost estimates with the Trustees. Chip explained in detail the proposed changes to be made in the library, as well as the recommended timeline and estimated costs. After some discussion, and upon motion made by Jane and seconded by Debra, the Trustees voted to proceed with Phase 1 (as identified and
staged by the architect) at an estimated cost of $90,384, with the understanding that there may be adjustments.

Adam then continued with the Asset Development Committee report, distributing a draft of the annual appeal letter for the Trustees to consider. Edits will be made in time for the letter to be mailed by November 1.

B. Friends of the Library:
Mary announced:
- a meeting to be held September 15 to honor and recognize the publishing and printing business.
- an author meeting to be held September 16 on Cuban culture and cuisine.
- a short story presentation on October 5.
- the development of the Friends’ website.
- Board is looking for new members.

C. Fine Arts Committee:
Please refer to committee minutes.

D. Planning Committee:
Please refer to committee minutes.

E. Technology Committee:
No further report.

F. Teen Advisory Board:
No further report.

G. Library Director Recruitment Committee:
Leslie reported that 28 applications had been received.

H. Vermont Library/Trustees Association:
Howard indicated the Board was meeting in Brattleboro on September 9; the meeting will include lunch at the Marina and a tour of Brooks Memorial Library. More details on the November 7 Friends/Trustees meeting will be forthcoming.

4. Unfinished Business:
A. Board of Trustees By-Laws Review:
The Trustees continued their review of By-Law BR-2. Howard requested that language from the town charter be incorporated into the by-laws. Adam then moved the following amendment to the first sentence of Article I-General Provisions:

“The Brooks Memorial Library is a department of the Town of Brattleboro, as established in the Brattleboro Town Charter, Section 7. The Board of Trustees, under the authority of the laws of Vermont,...”
Debra seconded the amendment, which, upon vote, was approved by the Trustees.

Upon additional motion duly made and seconded, BR 2 of the Brooks Memorial Library By-laws was duly adopted, as amended, pending review by the town attorney.

**B. Restoration of Hours Plan:**

As noted in the Library Director’s Report, staffing for the increased hours has been put in place. Restored Saturday hours will go into effect on September 12; restored Thursday hours will go into effect on September 17.

**C. Library Renovations Update:**

Previously discussed with architect, Chip Greenberg.

**D. Board Secretary Recruitment:**

Jerry C. announced that a new Recording Secretary for the Trustees has been found. The Trustees thanked Dawn for her years of service to them.

5. **New Business:**

   **A. FY 2017 Budget Preparation:**
   
   Also as noted in the Library Director’s Report, budget preparations will be under way, with the first budget draft due to the town by September 18. Jerry C. will have more to discuss with the Trustees in October.

   **B. First Wednesday Lecture Series:**
   
   Jerry C. reported that the First Wednesday schedule has been finalized; brochures and flyers advertising the events are available.

   **C. Volunteer Appreciation Party, October 24, 5:30-7:30:**
   
   Jerry indicated plans are underway for the volunteer appreciation party.

6. **Other:**

   **A. Department Reports: Library Director; Reference Libraries Reports; Children’s Room Programs’ Report; Library Statistics:**
   
   See attached reports.

   **B. Gifts, Donations, Grants Received:**
   
   No report.

7. **Adjourn:**

   Upon motion duly made and seconded, the meeting adjourned at 6:50 PM.

Dawn Pollard, Recording Secretary
Jennifer Lann, Board Secretary
Asset Development Committee Meeting
September 16, 2015, 8:00 AM

Trustees: Adam Franklin-Lyons, Robert Stack, Jerry Goldberg
Member-Staff: Jerry Carbone
President of the Friends: Mary Ide

1. Call to Order / 8:00 AM

2. Agenda/Changes or additions

3. Public Comment

4. Minutes of 9/1/2015 - approved

5) Continuing business
   Annual Appeal letter - small change to the wording, but no major revisions:
   a) Move “constant contact” down to the databases
   b) Add “thanks to the generosity of donors like you, the Friends of the Brooks Library
      helped the library acquire:”
      Don’t include the “library director search…” that might be over by the time people read
      the letter!

   Total contents of packet:
   Return Envelope (With notes from previous meeting)
   Card with images from the art collection and “here’s to another good year.”
      include the “restored hours!” on the back with specific hours.
   Letter with small changes as approved by Pam

   To Do: Adam and Pam will take all material to Howard Printing and get final drafts for
   the October board meeting to have ready for the whole board to proof.

   Public Lecture:
   No update - Miguel Figueroa sent some names, but nobody jumped out.
   We are basically out of options at this point - Matt Dunne was floated, but now that he’s
   running for governor, this no longer makes a lot of sense.
   The committee talked about combining with Jerry C.’s going away party but rejected
   because the timing for both is wrong - the lecture and any event for the appeal will need to
   happen by November, but Jerry’s going away (if the trustees want to do something with that)
   shouldn’t really be till December.

   New Open House idea:
   have a general open time with cider/donuts/cheese/etc. and have the architect blueprints
and some short presentation from the trustees about where the library is going and what we’re planning on doing. We could include a public tour or demonstration of the spaces and ideas. No full speaker, but rather 10 minutes of trustee/director presentations and have Chip there to answer questions about the architects (though not a full question and answer from the floor.)

Mary will ask about the Friends paying for the invitation postcard for last year’s donors. There was some further discussion about who will pay for the annual appeal mailing. The committee decided it should be the trustees who will cover the primary cost of the mailing for the annual appeal. In large part this was because we didn’t want to explain that half the money we raise just goes to raising more money. This also makes the appeal an initiative of the trustees, even though the money raised goes to the friends.

Final Annual Appeal material - Jerry C. looked into Little Green Light and it will only cost $40 for the first year … We’ll try it. Adam will start entering names and getting materials from last years’ appeal prepped for this year.

6) Preliminary Town Budget

Jerry presents a preliminary operational budget for next year.

**Income:**
Income from non-resident fees and late fines is down 7,000 from previous years (40k down to 33k).
He has added another line item - copier scanner 6700$ revenue from having a copier/scanner that people can use for multiple purposes. All scanning and printing would generate revenue, although we don’t know how much these will actually be until the copier is in the building and functioning.
The 6,000$ trustee donation is unchanged from last year.

**Expenses:**
Jerry’s salary may very well change with the new director, but we won’t know how that will work until we actually have a contract - the salary range will be comparable, but matters a lot what the new director’s previous salary was, as well.
There was a bit of savings from recombination of positions for the tech positions and the finance positions.
There might be a payout for another retirement, although there is nothing firm yet.
Office supplies goes from 500$ to 4500$ to cover the lease of the printer (although this is lower than the predicted revenue from that same printer.)
There is a jump in fuel costs by almost 5000$ (although this is surprising that the prices would actually go up given that oil costs and other fuels have been dropping all year) - Electric also will probably go up around 80$ per month for having the library open on Saturday afternoon.
Postage expense will go from $9600 to $11000 to cover the Catamount mailings, although there may be a courier service starting up that goes from library to library and might
end up costing significantly less (3000$ a year, probably) and then we wouldn’t have to actually ship any books, but this is not definite yet.

The $617714 final number is actually a scant 1% lower than last year, although if the staff salaries go up slightly (1 or 2 percent) this will still give us a virtually level funded budget so the package should be acceptable to the town ($621243).

Capital Projects:
150,000$ for HVAC in 2016-2017
Removal of an underground tank - uncertain cost.
Boiler replacement also - this might be combined with the HVAC work so that all ducting is impacted at the same time. This should cost around 16,000$ and is also in the town capital plan.

Jerry C. also included our own capital projects in his budget, but noted that they are paid for out of the endowment and the library’s own funding rather than costing the town.

Phase 1 - $120,000 as approved by the board in September - capital project for the renovations of the internal space -

Phase 2 - according to Chip and Joe Fortier - 15K also in the same fiscal year
This means that we will have all of this included from July 1, 2016 to June 30, 2017 - all work with HVAC will be scheduled for the same time - ceiling work and subsequent work can all be included in one larger project that will hopefully reduce quantity and time of disruption in the building. This may use some of the endowment draw for 2016-17.

7) Meeting Adjourned

Next Meeting Oct. 8 at 8:00AM
Asset Development Committee Meeting  
October 8, 2015, 8:00 AM

Trustees: Adam Franklin-Lyons, Robert Stack, Jerry Goldberg, Pamela Becker  
Member-Staff: Jerry Carbone  
President of the Friends: Mary Ide

1. Call to Order / 8:00 AM

2. Agenda/Changes or additions - none

3. Public Comment - none

4. Minutes of 9/16/2015 - approved

5. Continuing Business
   A) Annual Appeal Update
      Two donations already for the 2015-16 appeal - both will be entered in LGL as test cases, 
      the database should be able to record whether or not they’ve received thank you notes. Adam 
      will begin transferring last year’s donors also to LGL.

      Pam and Adam visited Howard printing - they got layout suggestions for the appeal letter, 
      the insert with images, and the return envelope. Howard Printing is should send prices and 
      mock-ups by next Tuesday’s board meeting to approve with everyone, but no word yet.

      Other work to be completed:
      Send around the lists of names that people wrote to last year as well as new donor list for 
      people to select. Adam will provide a list of those people who gave last year so that can appear 
      in the personal notes when appropriate.

      Timing for writing notes on letters - there are a lots of things for Trustees to do in 
      October. Between the volunteer dinner and the future of the library event on the 29th. 
      11/3 seems like a good opportunity - announce at the board meeting - first Tuesday as a night for 
      pizza and signing of notes (not required, but it worked well for lots of people last year.) 
      Selectboard will be having a meeting Nov. 10th that will overlap with the trustee meeting time, so 
      meeting after the regular board meeting will be difficult.

      Mailing itself - Indicia last year was from the friends, but if Howard Printing uses theirs 
      then all the costs get rolled into one bill - this is probably easier to pay for overall - the goal is to 
      have them all sent the first week of November, right after the trustees write their personal notes.

   For Tuesday’s Board Meeting: Jerry will bring the list of new card holders (adults only, no 
   computer cards), Howard Printing material should be ready, which Adam will bring.
B) Oct. 29th event
“Your Library Looks to the Future”

Jerry C. reports: Alvin Gamage will probably attend the event - he was the director from 1960 to 1964 and will probably be there. Jerry C. and perhaps Meris (the director before Jerry) will all be there, so we’ll have all of the directors at the event. Alvin, especially, is full of stories and people from Brattleboro. He might be willing to reminisce about Brattleboro and the library at the time. He could talk about what people thought about the new building and changes in that sort. We will probably put them up for a night or two in Brattleboro for their visit (this will still be cheaper than bringing in a big speaker). The Putney Road B and B would be a great place if available and not that much more money. (currently owned by Rhonda Calhoun - Jerry G will give her a call).

Question: will the new director be announced by then? Jerry G. isn’t sure whether or not we’ll be finished by then, and anyway it is a decision of the town to announce a new employee. Peter Elwell will probably have an opinion and we can consult with him.

Structure: opening remarks from Pam (Welcome!) talk about clutter.
    LCD projector with the plans (and a few hard copies)
    Talk about the legacy of Ronald Reed and the renovations we’re undertaking.
    Pam will introduce Chip who will say two minutes worth about the plans - then people can break up to chat.

Program - beginning and order - mostly QandA.
7:00PM - start time with refreshments
7:15 - Welcome - 5 minutes - Pam Becker
7:20 - Jerry Introduces Meris and Alvin (The Dignitaries)
7:25 - Questions and comment from both
7:40 - Pam talks about renovation and Introduction of the plans - 5 minutes
    Introduces Chip for questions and comments about the plans
    Jerry G. will also go up, also, to talk about new director search
7:45 - Open ended question and answer period

We will need to send out the invitation quickly.

Text: will be pretty close to last year’s with the new names and the architectural plan.
    Printed at Lotus with the top floor architectural image as the image on the back. Jerry C. will prepare the text. May Ide will pick it up for mailing with the Friends indicia.
    Catering - cheese, apples, cider, veggie plate, dip?
Coop or Vermont Country Deli could both do this - perhaps ask Tristan Toleno?
Adam will contact various caterers - Porch, Toleno, Coop, VCD.

Next Steps in Planning: print invitation (Jerry C.), prepare address list, print address labels,
place and mail (Mary and Robert), write up short program (Jerry G.), Call caterers (Adam).

6. New Business - none

7. Adjourned

**Next Meeting:** Monday 26th 8:00
Brooks Memorial Library  
Fine Arts Committee Meeting  
October 7, 2015, 8:30 a.m.

Present: Pam Becker, Judith Bellamy, Howard Burrows, Christine deVallet, Helene Henry; Staff: Jerry Carbone.  
Absent: Prudence Baird, Tracey Devlin  

1. Call to order: Howard called the meeting to order at 8:38 a.m.  

2. Changes to the agenda: Jerry added item to “Other Business” (see below).  

3. Public comment: None  


5. Current Projects  
   
   Upcoming exhibits (Christine): MAIN FLOOR, MEZZANINE WALLS  
   • October: Toni Ortner.  
   • November: Brattleboro Camera Club (Bill Dixon to confirm). Dixon suggested the Camera Club paint the Meeting Room walls with magnetic paint to easily hang photographs. Some discussion followed; more information is needed, but it could be considered as part of the upcoming renovation.  
   2ND- FLOOR ENTRYWAY CASE  
   • October/November: Brattleboro Mineralogy Club. CHILDREN’S BOOK ILLUSTRATORS CASES  
   • October: Judith Oxner;  
   • November/December: John Gurney. Further discussion of a possible Friends fundraiser with Gurney drawing caricatures of kids. Jerry to ask children’s librarians Lindsay and Paige for ideas, coordinate with Friends’ president Mary Ide, and ask Gurney for his available dates, especially during the holidays.  

   Relocation schedule (Jerry): All is in place to move forward with relocation plans for Fine Arts (“FA”) storage. Preparatory work by the FA committee should begin now by transferring the Loud Collection books from the staff lounge to the former genealogy room. An intern/volunteer can be engaged to dust the books and apply security stickers, using the locked local history room for the work. Christine will check with Therese for a volunteer. An outside cataloguer will have to be contracted to catalog the Loud books.  

   New Director progress (Jerry): Four final candidates will visit and be interviewed within two weeks with, hopefully, a decision made by the end of the month.  

   Quick policy review: Howard initiated discussion about adding specific detail to further define the FA Statement of Purpose, Acquisitions, and Deaccessioning polices. Committee members felt these policies sufficiently outline the collection while allowing appropriate flexibility, given space and other constraints.  

   FA storage relocation: Because of her previous experience, Christine will develop and lead the complex effort to inventory the FA collection (FAC) prior to its move to the mezzanine. Committee members and possibly interns will assist her. Christine, Helene, and Judith can do condition reporting. Pam urged installing a locking door on the room where the FAC will be housed. Howard suggested that when “abandoned property” presently located in the FAC is identified, a single announcement containing photos of all such items be posted for the required six months to allow the public to make claims, instead of posting items individually.  

   Community liaisons/promotion efforts: Howard suggested tagging all FAC items in the catalog so that researchers could easily locate items related to their interests. Jerry noted the “public lists” feature on the library’s website, which tags items by category at Brooks and within the Catamount Library Network.  

6. New Business  
   
   October 29 Trustees Event: An open house/reception, “The Library Looks to the Future,” will be held Thursday, October 29. Floor plans for the renovation will be displayed; individual trustees will speak briefly about plans for the library’s future, including uses of the Read bequest. Invitations will go to 2014 annual appeal donors, and the 2015 annual appeal will be introduced. Helene suggested speaking about philanthropy historically in town, connecting George Brooks, the library, and both the original and the new Brooks House.  

7. Other  
   
   Jerry mentioned a new resource underwritten by the Friends: “ArtistWorks,” streaming online music and art lessons. He said bookmarks will be made listing the 140 classes available to patrons with a library card.  

8. Adjournment: Howard adjourned the meeting at 9:42 a.m.  

NEXT MEETING: November 4, 2015
Brooks Memorial Library
Technology Committee
MINUTES
October 1, 2015
4:30-6 PM, Local History Room

Present: Howard Burrows, Adam Franklin-Lyons, Jennifer Lann (minutes-keeper), Debra Loevy-Reyes (via Skype)
Staff: Jerry Carbone, Jeanne Walsh, Cal LaFountain
Absent: No one

1. Call to Order / 4:30 PM
2. Agenda/Changes or additions (See #7 below)
3. Public Comment (None; no public)
4. Minutes of July 29, 2015 (Approved)
5. Old Business

- **Technology Help Sessions with Cal: Update**
  - Pretty booked after a slower first week; now reserved one month out. Two no-shows; one cancellation. From 3-5 p.m.: 4 people with 30-minute slots.
  - Advertised on website, on Reformer calendar; referrals by people already helped.
  - Topics: on multiple devices, including our own; audio and ebook services often asked; some beyond the library; a nice wide variety of questions;
  - Demographics: above middle-aged generally; slight skew towards females.
  - Need for more help sessions.
    - Cal also has desk duty, and so adding more times may not be simple.
    - Adam suggested a quick-question slot for 5 minute questions.
    - Overdrive and One-Click is the most common question, but the answers differ by device: Group session?
  - As an aside, Cal may eventually be able to be the person who we have help us clean our hard drives instead of Bill as a higher-level consultant.
  - **Next action:** Jeanne & Jerry will talk with Therese about scheduling Technology Help Sessions from 3-5 and 6-7 (or 7:30) on Mondays.

- **Multifunction Printer Proposals: Decision**
  - MFP: Multi-Function Printer.
  - Conway never sent us a proposal. We reminded them, but they still didn’t respond.
  - We have Newton Business proposal
    - Jerry asked them our list of questions from our last meeting.
      - Privacy elements: Sharp equipment erases all print jobs from the hard drive once printed. Paper Cut keeps track of volume, not content.
      - Wireless printing from multiple devices: yes. Smartphones would use a free app.
      - Jerry has looked online where it’s used elsewhere and it seems to be working there.
- Also has a coin and cash vendor connection.
  - Sharp MX-3640N Color Digital Imager
  - It has a separate “Print Release Station” that is its own computer and interfaces with the payment station (cash only).
  - Town already has two lease agreements with Newton for office printers, whereas this will be a revenue source for the town.
  - We would seek a lease.
  - Newton charges us $0.06/page color and $0.008/B&W.
    - We currently charge $0.15/page (B&W)
    - We’re cheaper than Staples.
  - Right now our stats from Userful show that we’re printing more than we’re getting payment for. The release station would solve that.
  - We get $1800.00 revenue from our old B&W.
  - Because of space limitations and the not-getting-paid issue, we’re going to get rid of our old copier.
  - We’ll need it near a network port. It might be more in the center of the floor until we have the reference section more cleared.
  - Is the thumbnail on the release station large enough to confirm you printed the correct document? Maybe.
  - Comes with toner as part of the price.
  - In town budget proposal for July 1, but we could seek to add it sooner since it should either break even or make a profit. We could use a special account to get it going. We could have the Trustees fund it thru July 1 and have the profit pay the trustee fund back. Or the Trustees could donate the money, and the town could get all of the revenue.
  - Scanning? Charge? Can we email it? File size limit in emailing. It’s USB port compatible. We can explore this later.
  - We currently outsource color printing to Lotus Graphics, and so we could save money by printing our own.
  - We as a committee endorsed the Newton proposal.
  - Next action: Jerry will ask Newton paper price to compare with Staples.
  - Next Action: Jerry would talk to John O’Connor, town finance director, about funding the MFP this fiscal year, and would then come to the Trustees with options.
  - Next Action: Jerry will ask our Newton rep to draft us an official contract.

- **Laptop Deployment Update**
  - We rejected the offer for what ended up being XP machines. Our IT consultant Bill said they weren’t worthwhile.
  - As per Jerry’s email, our four-machine cluster of Userful machines died, and so we’ve had four fewer machines. It’s not been horrible; more patrons have their own devices these days.
  - We can get by, and pay for four fewer seats to Userful.
  - Friends approved purchase of four laptops.
  - TechSoup has some good refurbished machines, but they ran out of machines. And so he ordered four others for less. Windows 7 Lenovo Thinkpads with MSOffice. Also bought DeepFreeze.

- **BiblioBoard Update**
Cal has made progress. Finished scanning and reformatted to PDF files from the local history room. It’s coming together.

New plan is to not try to retain the old scanning efforts. Too much inconsistency in quality; some images blurry; some folder items had copyright issues.

Re-scanning is an opportunity to use Biblioboard to highlight cool stuff, starting with history of this library. Really robust materials. WPA had done a history of the library and Cal scanned that as well.

Jeanne had an a-ha moment that this isn’t a replacement for archiving these items with very careful cataloging; it’s more about public access. Can scan in mass and then organize. Jeanne is working on metadata so we can launch it.

Fine Arts Collections. Christine Devalay(sp) of the Fine Arts Committee might be interested in doing it. She used to be a fine-arts librarian.

6. New Business

- **Brown Bag Session at River Garden, Oct. 6, noon**
  - “Technology for Everyone at Brooks Memorial Library”
  - Jeanne will cover databases, and Cal digital media. What you can do in-house and away.
  - It’s in the calendar.
  - **Next actions:** Jerry will add to the e-news, and Jeanne will add to the website.

7. Additions to the Agenda:

- **Announcement: update on library director interviews.**
  - Jennifer shared with committee what technology-related questions are planned.
  - No changes or additions made to tech interview questions.

- **Jeanne: website usability testing was added to our Plan as an additional goal.**
  - What next? Jeanne and Cal will meet to figure out a plan and share the plan with this group.
  - Jerry: is there videos of people using it to orient the rest of us?
  - **Next action:** Jeanne can share printouts of usability pages of website design classic, *Don’t Make Me Think*.

- **Announcement: Jerry says we were lead in the state for uploading and downloading.**

8. Adjourned at 6:03 p.m.

**NEXT MEETING DATE:** November meeting TBD via Doodle
Library Director's Report for September 2015
October 8, 2015
Submitted by Jerry Carbone, Library director

Below are the highlights of the month:

Saturday/Thursday Hours restoration: Since Saturday, September 12 and Thursday September 17, our “new” schedule has been in place. Comparing the circulation data with 2014 Saturday and Thursday, it seems the biggest impact so far is Thursday, with a 50% increase in checkout circulations. Check-in transactions are about the same for both days.

FY 2017 Budget draft: The FY 2017 budget draft submitted to the Town Manager has a few changes from last year. In the revenue side I am planning for increased copier/printing revenue due to the new multifunction printer we are leasing. With Wi-Fi printing; color printing; and scanning services, we should realize a profit over expenses of the lease. Due to the elimination of a line item for retirement payout, the overall expenditure budget is actually less than FY 2016. I do have several additions, which include the multifunction copier/printer lease expenses and a replacement of our 22 year old phone system. There is an increase in the electric line item due to the additional hours open on Saturday. There is also an increase in the postage line item to account for increased Catamount Library Network loan activity. However, in January we hope to be part of a Green Mountain Library Consortium pilot project using a courier system to manage all CLN and interlibrary loans in Vermont. There could be potential savings here. The process established by the Selectboard and Town manager will be Tuesday evening meetings starting at 5:30 on November 10, which is a Trustees’ meeting day. I will attend this meeting, but I am requesting that the library budget review be moved to Tuesday, November 24.

Programs: Three adult life-long learning programs plus a YA author Skype program took place in September. By far the well-attended was the Mucho Gusto talk on Cuban culture and cuisine (with taste samplings) that Mary Ide and her Friends group organized. The “Eye on the 60’s” talk by Chris Swzedo cosponsored by the Brattleboro Camera Club was also well-attended. Nearly 100 people attended these events. The Brattleboro Literary Festival took place October 2-4 and I will include the data in this report. On Sunday, when we had 6 events (plus one on Saturday) total attendance was 496. The closing reading by Ann Beattie on Sunday evening drew 148 people.

3D Systems -3D Printer Grant: Paige is drafting an application for a 3-D printer, which is being made available through 3D Systems, in collaboration with the Young Adult Library Services Association, a division of the American Library Association (ALA), and the Association of Science and Technology Centers (ASTC). The grant will provided 250 3-D printers to libraries who submit successful grant applications. 3D Systems is committed to expanding public access to 21st century tools like 3D design, 3D scanning and 3D printing. To do this, we have launched the MakerLab Club (MLC), a community of libraries and museums that will advance 3D digital literacy by bringing 3D printers, 3D printing programs, workshops and access to students, adults, educators, schools and non-profits.

Volunteer Appreciation Party, Saturday, October 24, 5:30 to 7:30: Therese, Lindsay, and Paige have selected this date for the annual appreciation party and trustees are requested to bring desserts. Please be prepared to RSVP on Tuesday. It will be held in the library again. Since we are open until 5 PM, I am requesting an earlier closing so that the staff can prepare for the event, which takes place on the main floor. Therese is requesting $300 for this event.

Looking ahead: Staff personnel evaluations with new forms developed by the Department Heads and the Town Manager have been distributed and there will be several evaluations completed during October. The first film in our Latino-American series will be shown, PBS Documentary Latino Americans, Episode 1: Foreigners in Their Own Land, is scheduled for Wednesday, Oct 28, 7 PM, in the Meeting Room. The film discussion after the film will be facilitated by Discussion facilitated by Patricia Pedroza González, Lecturer, and Keene State College. The 2nd Author Skype event will be held October 28 and it will feature the current widely popular author of “The Martian,” Andy Weir. This event will be held in the children’s room due to the Latino-American film held in the Meeting Room.
Collection Improvement & Space Planning on the First Floor

Leslie, Therese, Lindsay, Paige, and I have been cooperating to change the configuration of existing shelving to improve the flow of traffic and study/computing space on the first floor. We’ve made changes in the 800s and 900s, audiobooks, music CDs, and YA fiction area, and we’ve continued the ongoing weeding process for the print reference collection.

Related to these changes, Marybeth and Jay completed their weeding of fiction, and Leslie, Marybeth and I met to develop a work flow to weed the 900s using the Collection Guidelines developed during the Collection Improvement project in 2001. This will gain space and improve the geography and history subject areas by removing outdated and tattered volumes, making more browsing space for the current materials that continue to flow into the collection through the monthly cycle of acquisitions and cataloging. We’ve also assigned Marybeth to purchase updated editions of a small number of outdated volumes as the need arises.

Vermont Health Connect

I attended a webinar about Vermont Health Connect for librarians who work with patrons who might be seeking health insurance options in Vermont. We’ll also be hosting a public program with Jacqueline Rose of Vermont Health Connect on Wednesday, Oct. 21st.

Brooks/CCV cooperation

It’s the time of year when we see more CCV students at the Reference Desk. The CCV librarians have been working hard to become more visible and accessible to their students, so it’s easier now to help the students find their online library and understand the differences between their academic library and Brooks Memorial. It’s also a great chance to hand-sell public library reference service and collections.

The PACs are dead, long live the PACs!

When a group of our “Userful” public access computers gave way to old age, we decided it was time to begin implementing our plan to “cut the cord” and shift some of our public computing to laptops. The Friends have provided funding for several laptops through TechSoup, and we’ve briefed staff about policies and procedures for circulation of e-devices. When the machines arrive, they’ll need to be cataloged and processed by Leslie and Cal, and then they’ll be ready for in-house checkout by patrons. We see several benefits to this shift: more comfort and flexibility for patrons, and less congestion on the first floor.

Genealogy Room Space Planning Project: almost-final report—attached

Jeanne Walsh 10/8/15
Brooks Memorial Library Genealogy/Local History Reconfiguration: Final Report

Background:

The needs of library users and the interests of the service community have changed since Brooks Memorial first established its Genealogy room. In that pre-Internet time, genealogists required large paper collections to support their work, and it made sense to devote an entire room to their storage. Now, though, the library subscribes to three superb genealogy databases that take no space at all (details below). Also, in the current library planning cycle, which involved representatives from the entire service community, genealogy was not identified as a high priority. Instead, “access to welcoming physical and virtual spaces for library users” was given high priority, and there was a stated need for small, private spaces for study and group meetings.

Goals:

- To repurpose the Genealogy end of the Genealogy/Local History Room to create small meeting room space for the public.
- To retain and highlight Local History materials, including local materials of interest to genealogists.

Goals achieved/where it stands now:

We withdrew about 600 titles from the Genealogy collection, the vast majority of which were absorbed into other genealogy collections in the area, where they will continue to be accessible to the public.

We included this space in our larger space-planning project involving staff and trustees, under the guidance of architect Chip Greenberg. This generated a plan to create a Special Collections Room in the newly-opened space, allowing for better storage of our Fine Arts collection as well as Local History. Some Local history materials will still remain in the glass case in the LH room, where they can be retrieved and used in the Special Collections room. The LH room will be available for small meetings.

We’ve investigated several ways to celebrate our local history collection and make it more accessible through digitization. That process has been slow because it is labor-intensive. Even volunteers must be trained and supervised, and it’s tough to find volunteers with the proficiency to undertake a project like this. Also, the various digital tools have their limitations. However, we continue to be committed to preserving and providing access to this collection.

What we placed at other libraries (about 600 titles, est. 900 volumes):

- Vital records and histories from other states
- Genealogy reference books without specific local connections
- Family histories without local connections
- Vital records and cemetery records from distant Vermont communities
-Runs of old genealogy periodicals
- The lineage books of the DAR, which were owned by the Local DAR chapter and are now with Judy Harwood of the Vermont State DAR and Manchester Historical Society. Judy has close ties to the Brattleboro DAR chapter, where she had offered workshops.
What we kept (est. 720 vols. in Gen Room + 1420 LH Room = 2120 volumes + clipping files)

✓ The entire contents of the Local History room (the glass cases and file cabinets)
✓ Local city directories, gazetteers, cemetery records, marriage records, etc.
✓ War Rosters
✓ Local newspapers
✓ Vermont town histories
✓ Vermont State papers and other Vermont resources per recommendation of Paul Carnahan of the Vermont Historical Society Library
✓ Vermont History and related Vermont journals
✓ Hand-compiled notebooks on local citizens, houses, etc.
✓ Local family histories, with the exception of the notes of George Lindsey and Marjorie Howe, which are being added to the genealogy library at the Historical Society of Cheshire County

Libraries that received our materials, with rough numbers of titles:

Historical Society of Cheshire County (NH) 220
Vermont Historical Society 125
Vermont State Library 100
Westfield (MA) State University 90
Mass Gen Web 75
+ small packages were sent to various Vermont libraries and Fitchburg Public in Mass.

What we recycled or offered on the free cart to the public:

Short runs of old genealogy periodicals that weren’t claimed by any libraries
Miscellaneous Vermont reports with limited research value, e.g., Vermont Insurance Report 1913

What we still offer in our collection for genealogists:

Three subscription-based databases:

✓ HeritageQuest
✓ Ancestry.com
✓ American Ancestors from the New England Historic Genealogical Society

Plus local town and family histories, local records etc. (see “What we kept”)

Work still to do:

• Find library homes for a small group of NY State materials and non-local family histories.
• Develop policies and procedures for use of LH meeting room.
• Reconfigure the space as part of the larger space-planning project, and ensure high-quality long-term storage for Local History materials.
• Continue to explore options to make Local History materials accessible to the public, including digitization.

Jeanne Walsh 10/8/15
Youth Services Board Report - September 2015

After a respite in September, programming in the Children’s Room is once again in full swing. Rhyme Times have begun again along with our weekly craft tables. We kicked off both programs with dinosaurs in celebration of International Dinosaur Month and will be moving on to apples, autumn and of course Halloween.

This year marks our 34th annual Design-A-Plate workshop! What began as a fund raising event has become a yearly tradition for many local families. Our first Design-A-Plate was held in 1981 to raise money to fund programs for the Children’s Room. Over the years, additional funding for programming has become available most notably from the Friends who sponsor numerous events throughout the year such as our annual Holly Jolly Gingerbread Craft Time in December. Thanks to these various funding streams we have been able to keep the cost of Design-A-Plate affordable by charging only the cost of the item. Due to the large number of items made during our events we can offer the low cost of $6.00 per item allowing families to make several plates and bowls which are perfect for holiday gift giving! For the first time our Design-A-Plate event will be held on a Saturday this year. This will hopefully make the event more accessible to families and working parents.

September gave us time to tweak the room rearrangement we did in May. We have changed out the shelf signage in the picture book section, moved the fiction display to a place of more prominence and moved the picture book biographies from the biography section to the picture book section. The new layout continues to draw praise from patrons and has noticeably changed the energy and use of the picture book section- families are lingering longer, playing more, and cuddling up to read together. And as we had hoped- there has been a drastic decline in little ones escaping out the doors and running down the hall!

Our Friday morning class visits with St. Michael’s school have begun. We have three classes, spanning kindergarten through fifth grade, visiting us on alternating weeks- two classes on one week and one class the following week.

This year, we moved our annual school/nonprofit registration online. Instead of sending out packets containing the registration forms which organizations had to mail back, the thirty or so organizations received an emailed link to an online form. This change greatly reduced the amount of staff time required to prepare and mail the packets as well as save on postage. Response from our registered organizations has been extremely positive:

*Good Morning Brooks Library folks,*
*What an easy form to access and fill out! Thank you. And, thank you for the wonderful service you provide for us. You enrich our student's education and support our staff with a tremendous resource.*

*With much gratitude,*
*Elaine Beam, Principal, Saint Michael Catholic School*

Thank you to Jerry and Cal LaFountain for getting the online registration up and running.

*Lindsay Bellville, Youth Services Librarian*
The Young Adult Fall Skype series started with Green Mountain Book Award author Andrew Smith on Monday September 28th. Smith is planning on coming to Vermont in the future so the Skype session was a good opportunity to make that connection with him and hopefully be able to plan something for the future.

I will be going to the first book club meeting of the high school Green Mountain Book Group on Wednesday October 21st. The meeting coincides with Teen Reads Week, the YALSA sponsored event that encourages teen participation in libraries. To celebrate, the Youth Services Department will be rearranging the Young Adult collection downstairs to make it more appealing to teens. During “Teen Reads Week” we will be hosting another zine workshop with Hannah Cummins who helped with the zine workshop the library hosted over the summer. The zine workshop over the summer was successful, and the participants wished for a more regular zine event to be held at the library.

A final event for October is the skype talk with author Andy Weir who wrote the Green Mountain Book Award, “The Martian.” This skype talk will be held on Wednesday October 28th at 6:00 in the Children’s Room in the library.

Paige Martin, Assistant Youth Services Librarian
2014-15 ACTIVITY AND ASSET SUMMARY

**Beginning Market Value of Assets (BMV)**
- 7/1-7/31: 1,799,855.78
- 8/1-8/31: 1,807,273.95
- 9/1-9/30: 1,748,785.77
- 10/1-10/31: 1,799,855.78
- 11/1-11/30: 1,799,855.78
- 12/1-12/31: 1,799,855.78
- JUL - DEC: 1,799,855.78

**Gifts, Bequests and other Contributions**
- 7/1-7/31: 656.51
- 8/1-8/31: 1,142.47
- 9/1-9/30: 3,403.04
- 10/1-10/31: -
- 11/1-11/30: -
- 12/1-12/31: -
- JUL - DEC: 5,202.02

**Disbursements**
- Brooks Memorial Library: $ (11,840.00)
- Foreign Taxes Withheld*: (471.46)

**Gain (Loss) in Market Value of Assets (MVA)**
- 7/1-7/31: 19,073.12
- 8/1-8/31: (59,630.65)
- 9/1-9/30: (21,860.24)
- 10/1-10/31: -
- 11/1-11/30: -
- 12/1-12/31: -
- JUL - DEC: -

**Investment Endowment**
- 7/1-7/31: 1,607,273.95
- 8/1-8/31: 1,548,785.77
- 9/1-9/30: 1,530,328.57
- 10/1-10/31: -
- 11/1-11/30: -
- 12/1-12/31: -
- JUL - DEC: -

**Ending Market Value of Assets (EMV)**
- 7/1-7/31: 1,807,273.95
- 8/1-8/31: 1,748,785.77
- 9/1-9/30: 1,730,328.57
- 10/1-10/31: -
- 11/1-11/30: -
- 12/1-12/31: -
- JUL - DEC: -

1. **Receipts of Income**
   - Cash Dividends (Stocks and Mutual Funds): 654.98, 778.46, 2,570.55, 4,003.99
   - Corporate Bonds: 1.53, 1.51, 832.49
   - Treasury Bond Interest: 362.50
   - Income: 656.51, 1,142.47, 3,403.04, -

2. **Allocation of Assets (EMV)**
   - Cash and Equivalent: 678,154.39, 593,833.90, 546,460.12
   - Fixed Income (Bonds & CDs): 56,928.00, 102,255.09, 103,143.77
   - Equities (Stocks): 835,110.29, 815,717.38, 843,575.49
   - Equities (Mutual Funds): 37,081.27, 36,979.40, 37,149.19
   - Total Ending Market Value of Assets: 1,607,273.95, 1,548,785.77, 1,530,328.57

3. **Performance Measures**
   - Total Return: 21,730.49, (58,488.18), (18,457.20), -
   - Rate of Return: 1.21%, -3.24%, -1.06%, #DIV/0!
   - Change in Portfolio Value (%): 0.41%, -3.24%, -1.06%, #DIV/0!
   - Income as % of Assets: 0.04%, 0.06%, 0.19%, #DIV/0!

4. **Market Performance Comparisons**
   - Equity, S&P 500 Stock Index: Beginning of Month: 2,063.11, 2,103.84, 1,972.18
   - S&P 500 Stock Index End of Month: 2,103.84, 1,972.18, 1,920.03
   - S&P 500 Rate of Return: 1.97%, -6.26%, -2.64%, #DIV/0!

5. **Disbursements % of 2013 BMV**
   - 4% of 2014 Beginning Market Value: **47,630.00**
   - Disbursements % of 2013 Beginning Market Value: -0.57%, 0.00%, 0.00%, 0.00%, 0.00%, 0.11%

6. **Mgmt Fee to Advisor**
   - 2,000.86

7. **xxxx-4868 (Mem, gifts, misc, etc)**
   - 62,983.54, 62,018.98, 60,480.64

8. **xxxx-3811 (Calista & Schorling)**
   - 44,979.66, 43,726.90, 43,315.64

9. **xxxx-7577 Loud Fund**
   - 25,888.60, 24,934.15, 24,625.70

10. **Xxxx-3335 Brn, Froth, Wyatt, Jerard**
    - 39,061.10, 37,271.11, 36,692.70
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<td>9,757.22</td>
<td>9,687.22</td>
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<tr>
<td>WYATT FUND</td>
<td>WY01</td>
<td>0.00</td>
<td>278.55</td>
<td>($64.16)</td>
<td>$214.39</td>
</tr>
</tbody>
</table>

**BOLD = NEW THIS FISCAL YEAR**

- Bold indicates new accounts for the fiscal year.
- The table shows the debits and credits for various funds and accounts from 7/1/2015 to 6/30/2016.

Prepared by Jerry Carbone

#6
## Investment Fund Expenses  July 1, 2015 to YTD

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>ACCT</th>
<th>DEBIT</th>
<th>BUDGET</th>
<th>BALANCE</th>
<th>FUND BALANCE 7/1/15</th>
<th>DEPOSITS TO DATE</th>
<th>EXPENSES TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRY DONATIONS TO TOWN</td>
<td>BR02</td>
<td>$0.00</td>
<td>$6,000.00</td>
<td>$6,000.00</td>
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<tr>
<td>ACCOUNT NOT USED</td>
<td>BR03</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>CONTRACTUAL SERVICES</td>
<td>BR04</td>
<td>$0.00</td>
<td>$8,000.00</td>
<td>$8,000.00</td>
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<tr>
<td>BOOKS ADULT</td>
<td>BR05</td>
<td>$742.14</td>
<td>$16,000.00</td>
<td>$15,257.86</td>
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<tr>
<td>JUVENILE PROGRAMS</td>
<td>BR06</td>
<td>$122.50</td>
<td>$925.00</td>
<td>$802.50</td>
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<tr>
<td>REFERENCE SOURCES</td>
<td>BR07</td>
<td>$295.89</td>
<td>$3,000.00</td>
<td>$2,704.11</td>
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<tr>
<td>LOCAL HISTORY SOURCES</td>
<td>BR08</td>
<td>$0.00</td>
<td>$300.00</td>
<td>$300.00</td>
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<tr>
<td>YOUNG ADULT SOURCES</td>
<td>BR09</td>
<td>$17.99</td>
<td>$1,000.00</td>
<td>$982.01</td>
<td></td>
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<tr>
<td>NON-PRINT</td>
<td>BR10</td>
<td>$659.56</td>
<td>$4,500.00</td>
<td>$3,840.44</td>
<td></td>
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</tr>
<tr>
<td>PERIODICALS</td>
<td>BR11</td>
<td>$0.00</td>
<td>$3,780.00</td>
<td>$3,780.00</td>
<td></td>
<td></td>
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<tr>
<td>CONF. WKSHP</td>
<td>BR12</td>
<td>$160.00</td>
<td>$900.00</td>
<td>$740.00</td>
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<td>ADULT PROGRAMS</td>
<td>BR13</td>
<td>$186.60</td>
<td>$300.00</td>
<td>$113.40</td>
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<td>FINE ARTS</td>
<td>BR14</td>
<td>$60.00</td>
<td>$700.00</td>
<td>$640.00</td>
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<td>BD APPROV PROJ</td>
<td>BR15</td>
<td>$156.00</td>
<td>$1,000.00</td>
<td>$844.00</td>
<td></td>
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<td>OUTREACH</td>
<td>BR17</td>
<td>$0.00</td>
<td>$400.00</td>
<td>$400.00</td>
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<tr>
<td>CONSERVATION</td>
<td>BR18</td>
<td>$315.57</td>
<td>$825.00</td>
<td>$509.43</td>
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Prepared by Jerry Carbone 10/6/2015  # 6
### Revenue Report
**Current Year Period 4 Oct**

<table>
<thead>
<tr>
<th>Account</th>
<th>Estimated Revenue</th>
<th>Applied for</th>
<th>Received to date</th>
<th>Uncollected Balance FY-15/16 Year Pd 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-5-2800 Library Revenue</td>
<td>$3,700.00</td>
<td>$ -</td>
<td>$892.64</td>
<td>$2,807.36 $52.85</td>
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<tr>
<td>01-5-2800-120.00 Library Copier Revenue</td>
<td>$6,000.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>01-5-2800-216.00 Reimbursements</td>
<td>$ -</td>
<td>$ -</td>
<td>$418.79</td>
<td>($418.79)</td>
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<tr>
<td>01-5-2800-360.00 Library Fines</td>
<td>$16,000.00</td>
<td>$ -</td>
<td>$3,888.04</td>
<td>$12,111.96 $115.19</td>
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<tr>
<td>01-5-2800-370.00 Non-Resident Fees</td>
<td>$16,000.00</td>
<td>$ -</td>
<td>$5,312.00</td>
<td>$10,688.00 $200.00</td>
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<tr>
<td>01-5-2800-375.00 Gift Books &amp; Replacement</td>
<td>$3,000.00</td>
<td>$ -</td>
<td>$1,085.89</td>
<td>$1,913.11 $250.00</td>
</tr>
<tr>
<td>01-5-2800-390.00 Library Postage Revenue</td>
<td>$800.00</td>
<td>$ -</td>
<td>$162.47</td>
<td>$637.53</td>
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<tr>
<td>01-5-2800-396.00 Audio Visual Rental</td>
<td>$50.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$50.00</td>
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<tr>
<td>01-5-2800-450.00 Miscellaneous Income</td>
<td>$700.00</td>
<td>$ -</td>
<td>$79.55</td>
<td>$620.45</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$46,250.00</strong></td>
<td>$ -</td>
<td><strong>$11,840.38</strong></td>
<td><strong>$34,409.62</strong> $375.54</td>
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</table>

### Expenditure Report
**Current Year Period 4 Oct**

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget</th>
<th>Outstanding Encurr Expenditures</th>
<th>Unencumbered Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-6-2800 Library</td>
<td>$65,872.00</td>
<td>$ -</td>
<td>$15,159.48</td>
</tr>
<tr>
<td>01-6-2800-005.00 Staff Salaries</td>
<td>$368,517.00</td>
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<tr>
<td>01-6-2800-005.01 Custodian</td>
<td>$14,152.00</td>
<td>$ -</td>
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<tr>
<td>01-6-2800-005.16 Vacation BB - Retire Pay</td>
<td>$16,405.00</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>01-6-2800-060.00 Office Equipment</td>
<td>$500.00</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>01-6-2800-124.00 Training</td>
<td>$200.00</td>
<td>$ -</td>
<td>$107.05</td>
</tr>
<tr>
<td>01-6-2800-126.00 Conferences/Memberships</td>
<td>$900.00</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>01-6-2800-128.00 Lost Book Refund Pmt Fees</td>
<td>$500.00</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>01-6-2800-140.00 Computer Equipment Maint</td>
<td>$15,000.00</td>
<td>$3,443.30</td>
<td>$1,206.67</td>
</tr>
<tr>
<td>01-6-2800-141.00 Computer Supplies</td>
<td>$4,400.00</td>
<td>$6.16</td>
<td>$920.25</td>
</tr>
<tr>
<td>01-6-2800-152.00 Book &amp; Non-Print Supplies</td>
<td>$4,500.00</td>
<td>$ -</td>
<td>$2,424.13</td>
</tr>
<tr>
<td>01-6-2800-173.00 Professional Services</td>
<td>$500.00</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>01-6-2800-173.01 Bindery Services</td>
<td>$400.00</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>01-6-2800-216.00 Reimbursable Expense</td>
<td>$ -</td>
<td>$ -</td>
<td>$245.05</td>
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<tr>
<td>01-6-2800-217.00 Trust Expense</td>
<td>$ -</td>
<td>$411.27</td>
<td>$1,635.74</td>
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<tr>
<td>01-6-2800-230.00 Fuel Expense</td>
<td>$11,050.00</td>
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<td>$ -</td>
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<tr>
<td>01-6-2800-235.00 Electric</td>
<td>$25,000.00</td>
<td>$ -</td>
<td>$8,343.56</td>
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<tr>
<td>01-6-2800-240.00 Utilities</td>
<td>$1,662.00</td>
<td>$ -</td>
<td>$395.82</td>
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<tr>
<td>01-6-2800-250.00 Building Equip &amp; Maint</td>
<td>$17,240.00</td>
<td>$2,366.46</td>
<td>$4,630.71</td>
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<tr>
<td>01-6-2800-255.00 Maintenance Supplies</td>
<td>$2,500.00</td>
<td>$1,179.62</td>
<td>$108.57</td>
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<tr>
<td>01-6-2800-350.00 Telephone</td>
<td>$2,340.00</td>
<td>$ -</td>
<td>$719.33</td>
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<tr>
<td>01-6-2800-450.00 Postage Expense</td>
<td>$9,600.00</td>
<td>$ -</td>
<td>$4,008.50</td>
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<tr>
<td>01-6-2800-500.00 Office Supplies</td>
<td>$3,900.00</td>
<td>$ -</td>
<td>$953.61</td>
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<tr>
<td>01-6-2800-501.00 Books - General</td>
<td>$8,280.00</td>
<td>$1,822.24</td>
<td>$5,868.43</td>
</tr>
<tr>
<td>01-6-2800-502.00 Reference Sources</td>
<td>$18,000.00</td>
<td>$13.00</td>
<td>$9,585.35</td>
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<tr>
<td>01-6-2800-505.00 Juvenile Books</td>
<td>$9,200.00</td>
<td>$302.48</td>
<td>$2,403.12</td>
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<tr>
<td>01-6-2800-510.00 Young Adult Sources</td>
<td>$1,200.00</td>
<td>$ -</td>
<td>$480.58</td>
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<tr>
<td>01-6-2800-515.00 Replacement Books</td>
<td>$1,200.00</td>
<td>$ -</td>
<td>$255.86</td>
</tr>
<tr>
<td>01-6-2800-520.00 Periodicals &amp; Newspapers</td>
<td>$6,775.00</td>
<td>$ -</td>
<td>$3,806.38</td>
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<tr>
<td>01-6-2800-530.00 Non-Print Materials/Adult</td>
<td>$5,250.00</td>
<td>$823.52</td>
<td>$3,650.68</td>
</tr>
<tr>
<td>01-6-2800-532.00 Non-Print Mat./Children</td>
<td>$3,800.00</td>
<td>$56.50</td>
<td>$572.93</td>
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<td>01-6-2800-551.01 Special Programs/Adult</td>
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<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>01-6-2800-552.00 Special Programs/Children</td>
<td>$100.00</td>
<td>$ -</td>
<td>$ -</td>
</tr>
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<td>01-6-2800-650.00 Equipment Maintenance</td>
<td>$2,200.00</td>
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<td>$539.78</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$621,243.00</strong></td>
<td><strong>$10,424.55</strong></td>
<td><strong>$150,063.68</strong></td>
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</tbody>
</table>
Brooks Memorial Library

CALÉNDAR YEAR STATISTICS

LIBRARY ACQUISITIONS

<table>
<thead>
<tr>
<th></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>
<th>JAN TO YTD 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books added</td>
<td>3,626</td>
<td>3,634</td>
<td>3,359</td>
<td>3,421</td>
<td>2,151</td>
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<tr>
<td>Books withdrawn</td>
<td>2,463</td>
<td>4,321</td>
<td>2,791</td>
<td>2,907</td>
<td>4,347</td>
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<tr>
<td>Nonprint added</td>
<td>508</td>
<td>456</td>
<td>357</td>
<td>605</td>
<td>404</td>
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<tr>
<td>Nonprint withdrawn</td>
<td>393</td>
<td>1407</td>
<td>380</td>
<td>1,254</td>
<td>60</td>
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LIBRARY TRANSACTIONS

<table>
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<tr>
<th></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>
<th>JAN TO YTD 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Books;nonprint;in-house usage</td>
<td>103,702</td>
<td>102,522</td>
<td>103,240</td>
<td>103,178</td>
<td>73,889</td>
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<tr>
<td>Juvenile Books;nonprint; in-house usage</td>
<td>65,223</td>
<td>68,286</td>
<td>67,382</td>
<td>65,867</td>
<td>46,071</td>
</tr>
<tr>
<td>Catamount Loans Sent</td>
<td>xxxxxxx</td>
<td>xxxxxxx</td>
<td>490</td>
<td>1,589</td>
<td>1,477</td>
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<tr>
<td>Museum Passes</td>
<td>144</td>
<td>191</td>
<td>236</td>
<td>264</td>
<td>227</td>
</tr>
<tr>
<td>Eaudio Downloads</td>
<td>1,565</td>
<td>1,974</td>
<td>2,654</td>
<td>3,613</td>
<td>4,312</td>
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<tr>
<td>eBook Downloads</td>
<td>716</td>
<td>1,918</td>
<td>1,376</td>
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<td>Interlibrary Loans</td>
<td>2,573</td>
<td>2,383</td>
<td>1,873</td>
<td>1,354</td>
<td>1,057</td>
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<tr>
<td>TOTALS</td>
<td>173,923</td>
<td>177,274</td>
<td>177,851</td>
<td>178,643</td>
<td>130,044</td>
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<td>Catamount Loans Received</td>
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<td>xxxxxxx</td>
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<td>2,954</td>
<td>2,475</td>
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<td>Reference questions</td>
<td>16,460</td>
<td>15,970</td>
<td>16,284</td>
<td>15,515</td>
<td>9,554</td>
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<tr>
<td>Online searches</td>
<td>44,569</td>
<td>23,963</td>
<td>28,153</td>
<td>23,361</td>
<td>14,778</td>
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<tr>
<td>Searches of Web Catalog</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
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<tr>
<td>Web site visits</td>
<td>42,151</td>
<td>47,760</td>
<td>76,596</td>
<td>82,840</td>
<td>64,898</td>
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PUBLIC ACCESS COMPUTERS

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<tr>
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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>
<th>JAN TO YTD 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Hours</td>
<td>16,854</td>
<td>15,402</td>
<td>15,496</td>
<td>19,444</td>
<td>11,251</td>
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<tr>
<td>No. of Sessions</td>
<td>41,382</td>
<td>39,451</td>
<td>35,653</td>
<td>27,016</td>
<td>16,721</td>
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<tr>
<td>No. of Public Access PC's</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
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BORROWERS

<table>
<thead>
<tr>
<th></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>
<th>JAN TO YTD 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Registrations</td>
<td>1,346</td>
<td>1,282</td>
<td>1,235</td>
<td>977</td>
<td>466</td>
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<tr>
<td>Digital Download New Users</td>
<td>270</td>
<td>498</td>
<td>395</td>
<td>473</td>
<td>848</td>
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<tr>
<td>Computer Use Only card</td>
<td>469</td>
<td>1,106</td>
<td>809</td>
<td>691</td>
<td>387</td>
</tr>
<tr>
<td>Visits</td>
<td>147,140</td>
<td>153,061</td>
<td>138,509</td>
<td>138,123</td>
<td>102,513</td>
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</table>

PROGRAMS

<table>
<thead>
<tr>
<th></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>
<th>JAN TO YTD 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of children's programs</td>
<td>367</td>
<td>363</td>
<td>359</td>
<td>381</td>
<td>346</td>
</tr>
<tr>
<td>No of adult programs</td>
<td>60</td>
<td>89</td>
<td>153</td>
<td>153</td>
<td>45</td>
</tr>
<tr>
<td>No. of young adult programs</td>
<td>9,838</td>
<td>10,409</td>
<td>9,663</td>
<td>10,394</td>
<td>6,985</td>
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</table>

VOLUNTEER HOURS

<table>
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<tr>
<th></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>
<th>JAN TO YTD 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>3,341</td>
<td>2,895</td>
<td>2,923</td>
<td>3253.5</td>
<td>2282.25</td>
<td></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.
How are 3D printers being used in libraries?

With the onset of the digital revolution, the library community assumed a leading role in the effort to help people of all ages build the skills and competencies they need to thrive in a high-tech world. 3D printing expands the frontier of the ongoing digital transformation of our society, and—in keeping with our reputation for digital leadership—library professionals are helping people and communities take advantage of this development. Library 3D printing is empowering people to engage in creative learning, launch business ventures and solve complex health problems.

Using a 3D printer in the Maker Lab at the Allen County Public Library in Ft. Wayne, Indiana, a Boy Scout troop printed resin wheels for its robot team.¹ In Chattanooga, a man used a 3D printer at the public library to create a robotic device that allows his child who was born without arms or legs to eat independently.² In Kansas, a high school junior created a functioning prosthetic hand for a nine-year-old family friend using the 3D printer at the Johnson County Public Library.³

What are 3D printers capable of?

3D printers have many exciting applications. The most common materials used in 3D printing are ABS (acrylonitrile butadiene styrene) and PLA (polylactic acid) plastic. PLA, ABS and other plastics can be used to create everything from toy figurines to prosthetic limbs to handguns. The objects and structures that can be printed from materials other than plastic are even more varied. A company in Shanghai can print a ten-story house out of quick-dry cement in less than 24 hours; the San Diego-based company Organovo Holdings, Inc. is using 3D printers to create a human liver out of human cells; and this year, the National Aeronautics and Space Administration (NASA) launched a 3D printer into space to experiment with the creation of spare parts for the International Space Station.⁴⁻⁵

⁴ “A once-shuttered warehouse is now a state-of-the-art lab where new workers are mastering the 3D printing that has the potential to revolutionize the way we make almost everything. There’s no reason this can’t happen in other towns.”
—President Barack Obama
State of the Union Address
February 2013
What are the legal implications of 3D printing?

3D printers can be used to create both artistic and non-artistic objects. Therefore, understanding the intellectual property issues associated with 3D printing requires us to broaden our focus beyond copyright. We must also consider patent, design patent, trade dress and trade secrets. 3D printing also raises product liability questions. As this technology takes off, a growing number of people will gain the ability to create and market complex and potentially dangerous products.

Inevitably, some 3D-printed products that are brought to market will be faulty and will result in consumer injuries. Librarians should understand who might be held liable for injuries that are sustained by defective products produced by their 3D printers. Three parties could clearly be held liable: 1) The hobbyist/inventor who printed and sold the item; 2) The company that manufactured the 3D printer; 3) The programmer who wrote the code for the product’s design. Whether or not libraries could themselves be held liable is currently an open question. The courts have yet to interpret product liability in the context of 3D printing. While there is no way of predicting the magnitude of the intellectual property and/or product liability disputes over 3D-printed items that will occur in the future, this uncertainty should not deter us from continuing to use 3D printers in innovative and exciting ways. Libraries everywhere are expanding the creative, entrepreneurial and educational

So, what the heck is 3D printing, anyhow?

In 1983, a young man named Charles Hull had an idea. Hull—who at the time was working for a small firm that made durable coatings for tables using ultraviolet (UV) lamps—thought that computer designs of solid objects could be converted into prototypes by fusing together successive layers of curable ultraviolet material. After months of experimentation, Hull pioneered stereolithography: the first 3D printing (or “additive manufacturing”) technique. All modern 3D printing techniques still follow the same fundamental process Hull created in 1983. The process begins when computer aided design (CAD) software renders the virtual blueprint of a solid object. A blueprint can be generated from scratch using a modeling program, or by using a camera or a 3D scanner to capture the exact dimensions of an object and convert them into a CAD model. Once CAD software creates an object’s blueprint, it divides the object into cross-sections. A 3D printer builds the object layer-by-layer, either by extruding sheets of raw material onto a build platform, or by focusing UV light onto thin sheets of raw material. As the sheets cool, they fuse together to render the final object.
applications of library 3D printing, and the specter of legal action should not discourage librarians from searching for new ones. Additionally, we should not be intimidated by the task of familiarizing ourselves with new areas of intellectual property law. We can use the digital copyright jurisprudence, and, perhaps most importantly, common library practices that have developed since the late 1990s to help ourselves formulate user policies that take these areas of the law into account.

What other concerns does 3D printing raise?

The growth of the 3D printing industry has raised a number of questions related to intellectual freedom and individual liberties. To date, most of these questions have been debated in the context of 3D-printed firearms. To what extent should the government limit access to CAD files for firearms and components of firearms? Should an individual have to obtain a license for a firearm he or she builds using a 3D printer? What constitutes a 3D-printed gun? Policymakers have recently begun to consider these sorts of questions.

Despite high-profile debate surrounding 3D-printed guns, the intellectual freedom and individual liberty implications of 3D printing extend far beyond questions of firearm regulation. Scientists have already begun to apply 3D printing to the process of making pharmaceuticals. Lawmakers and the FDA will have to find a way to regulate the chemical uses of 3D printers if these uses become more common. Another danger of the chemical applications of 3D printing is that those engaged in the illicit drug trade will begin to use 3D printers to create narcotics. 3D printers also have the potential to render material that, while legal and unregulated, may not comply with the acceptable use policies of certain libraries. For example, 3D printing has reached the sex toy industry, and schematics to create these products are available online. This raises product safety concerns for consumers and hobbyists.

The big picture: What’s the role of libraries as 3D printing takes off?

Given the many policy questions 3D printing gives rise to, libraries will need to do more than provide their patrons with instruction in the basics of printer mechanics and CAD modeling and scanning. There is a growing understanding among library professionals that the library community needs to develop a set of best practices to guide patron printing behavior. There is currently no body of law and little to no jurisprudence that interprets intellectual property, intellectual freedom or product liability concepts in the context of 3D printing. Therefore, in developing any such set of practices, it is in our best interest to think chiefly about what is practicable and consistent with the mission of libraries, and secondarily

A Model Warning Notice

Did you know that the library community is already thinking about ways to minimize the legal risks of 3D printing? Tomas Lipinski, Dean and Professor at the University of Wisconsin—Milwaukee School of Information Studies adapted a library photocopier warning notice to anticipate the intellectual property issues that may result from the 3D printing process. View it here.
about what might eventually be held by Congress, the state legislatures or the courts to be outside the bounds of the law.

**Tips for library professionals**

- Begin to familiarize yourself with the basics of patent and trade dress law.
- Don’t be afraid! Develop a user policy that addresses the potential legal risks of 3D printing but—most importantly—encourages patrons to be creative and have fun.
- Communicate with other libraries offering 3D printing services. Share your user policy and discuss emerging applications of your 3D printer(s) with others in the field.

**Further reading**

- Forthcoming: An OITP Perspectives Report on the policy implications of 3D printing

**About the Office for Information Technology Policy:** The Office for Information Technology Policy advocates for public policy that supports and encourages the efforts of libraries to ensure access to electronic information resources as a means of upholding the public’s right to a free and open information society.

**About the Public Library Association:** Founded in 1944, the Public Library Association is a member-driven organization that exists to provide a diverse program of communication, publication, advocacy, continuing education, and programming for its members and others interested in the advancement of the public library.

**About United for Libraries:** United for Libraries is a national network of enthusiastic library supporters who believe in the importance of libraries as the social and intellectual centers of communities and campuses. No one has a stronger voice for libraries than those who use them, raise money for them, and govern them. By uniting these voices, library supporters everywhere will become a real force to be reckoned with at the local, state, and national levels.

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8 Ibid.
Maker Lab Club 2015 Application

Join the Maker Lab Club - A 3D Systems initiative in partnership with YALSA and ASTC

Please fill out the questions below and click "Submit my application" when finished. Questions with a red asterisk are mandatory.

Note that your progress will not be autosaved as you complete this form. Therefore, we recommend first completing all written questions on a separate document before submitting them below. Once submitted, applications cannot be modified.

Applicants will be notified regarding printer donations by December 4, 2015.

If you have any questions, please email us at TheMakerLabClub@3DSystems.com

Institution Name (*)

Name of the organization applying

Member Affiliation (*)

Association of Science - Technology Centers (ASTC)

Youth Adult Library Services Association (YALSA)

None of the above

List any Museum or Library associations in which your organization is currently a member.

Were you selected to receive 3D printers from the Maker Lab Club in 2014? (*)

Organizations that received 3D printers in 2014 are eligible to receive additional donations if they demonstrate the interest and ability to expand programming and community engagement.

Website Information (*)

Please provide a link (url) to your organization's website.

Lead Contact Name (*)

Lead Contact Title (*)

Lead Contact Email (*)
Lead Contact for MLC at your organization

Address (*)

Please list the full address where your organization is located.
Example:

333 Three D Systems Circle, Rock Hill, SC 29730

Phone Number (*)

Daytime phone number where Lead Contact can be reached directly

Library

Museum

Children’s Museum

Science Center

Aquarium

Botanical Garden

Zoo

Other

Donation Request: Cube 2 (*)

To find out more about our Cube 2 printers, please visit:
http://cubify.com/en/Products/Legacy

Organizations can request up to five Cube 2 printers. Please indicate how many 3D printers you are requesting.

* Please note: printers are donated, but recipients are responsible for S&H costs. The Maker Lab Club reserves the right to award a smaller-than-requested number of 3D printers to selected applicants at its discretion.

Please indicate who at your organization will be responsible for the donated printers. Include job title, brief bio, and commitment to
the technology (or relevant training if applicable). (*)

Please provide a brief overview of how you will use 3D printing at your museum, library or science center. What are the needs of your community and how will you use 3D printing and a Maker Lab to address those needs? (*)

Please provide an example of a recent program or service organized by your institution that is/was aimed at promoting digital literacy or participatory learning. (*)

Briefly describe the program or provide a relevant URL.

Membership to the MakerLab Club includes access to printers as well as program guides. Members of the Maker Lab Club are responsible for ongoing filament supplies. Briefly detail your plan to fund program costs for your Maker Lab. (*)

1-3

Approximately how many hours of programming do you intend to run per week with your 3D printers? (*)

4-7

8-10

10+

I affirm that the information in this application is complete and accurate to the best of my knowledge

Please agree the following: (*)

If selected for this club my organization is able to commit to the terms as outlined in this application

X

Print Name of Lead Contact
Try Something New!

2015 Vermont Library Trustee and Friends Annual Conference
Saturday, November 7th, 9:00–3:30 (registration at 8:30)
Main Street Landing, Burlington

Vermont libraries showcase exciting, innovative programs, UVM professor and librarian Trina Magi talks about intellectual freedom, Trustees and Friends give tips on building capacity, solving problems, and forging effective partnerships. Paul Costello of the Vermont Council on Rural Development speaks to opportunities for libraries in the new digital economy. Dive into hands-on STEAM activities happening in Vermont libraries. All this and more!

$30 VLA/VTLA members, $35 non-members, 20% discount for 3 or more from the same library

To register:

1. Click on Registration and fill out the online form.

2. Make your check out to Vermont Library Association, please indicate names of everyone payment covers, and send to

   Vermont Department of Libraries
   109 State Street
   Montpelier, VT 05609
   Attn.

Mara

If you are coming the night before, please join us at 6:00 at the Vermont Pub & Brewery, 144 College Street!
Brattleboro

1st Wednesdays

A free public talk

Face to Face with the Emotional Brain

NOVEMBER 4

7:00 PM

Brooks Memorial Library, Brattleboro

Whether one is sitting around the caveman’s fire or the conference table, no signal is more important to humans’ interpreting interactions and predicting behavior than the smile. Dartmouth Professor of Psychological and Brain Sciences Paul Whalen explores how the brain processes facial expressions and how that helps us understand our emotional lives.

Underwriter: Chroma Technology Corp.