



BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

Board of Trustees Meeting Materials for June 12th, 2018

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BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA

Tuesday—June 12th, 2018—4:45 PM—Meeting Room

Call to Order / 4:45 PM

Agenda/Changes or additions

Public Comments

Minutes of May 15th, 2018

COMMITTEE UPDATES/ DEPARTMENT REPORTS

- A. Friends of the Library
 - Activities update
- B. Buildings and Grounds Committee—Pamela Becker, Chair
 - Update
- C. Finance/Asset Development Committee—Adam Franklin-Lyons, Chair
 - Treasurer's Report and Update
- D. Fine Arts Committee-- Howard Burrows, Chair
 - Update
- E. Planning Committee—Jane Southworth, Chair
 - Update
- F. Technology Committee—Amity De Angelis, Chair
 - Update
- G. Advocacy and liaison to national and regional library organizations—Howard Burrows
 - Update
- H. Department Reports: Director; Reference, Youth Services

OLD BUSINESS

- Fine Forgiveness progress updates
- Acceptable Computer Use Policy
- Bylaws update

NEW BUSINESS

- Family Search Database
- Review and ratification of fines schedule.

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

May 15, 2018

Present: Trustees Jennifer Rowe, Howard Burrows, Pam Becker, Jane Southworth, Amity DeAngelis, Adam Franklin-Lyons, Leo Schiff, Sirkka Kauffman, and Connie Bresnahan. Also present were Library Director, Starr LaTronica; Reference Librarian, Jeanne Walsh; Friends Liaison, Sue Dyer; Recording Secretary, Jane Fletcher.

Call to Order: Jenny called the meeting to order at 4:50pm.

Agenda Changes or Additions: Gift from Guilford Sound, defibrillator, Rolling Thunder exhibit, Downtown Business Alliance, Summer meetings and time frame for policy and bylaw revisions.

Public Comments: None

Minutes of April 10, 2018:

Jane moved that the minutes be accepted. Leo seconded. Passed.

Committee Reports:

A. Friends of the Library:

- Dessert Gala was successful. It will become an annual event.
- Annual appeal is still receiving donations. Total of \$12,000 so far.
- Six of the little libraries have been sold. They made \$2000.00 for the Friends. The 7th will be raffled.
- The Friends annual meeting will be May 19 at 1pm
- Future fund raising plans include a Benefit Gala in October and a Fashion Show in November.

B. Building and Grounds Committee: see minutes.

Motion: Jane moved the Recording Booth project with Guilford Sound be approved as specified in the May 14, 2018 memo to Starr from Lissa Weinmann of the Brattleboro Words Project. Seconded by Leo. Passed.

The expanding crack in the upper panel of the front windows has been temporarily secured with duct tape. Replacement glass for the window will take two weeks from the authorization date. Payment for this repair will come from the town's energy capital fund. It was originally part of the larger HVAC replacement project so, due to the urgent nature of the repair, must be extracted from the larger project and authorized separately.

C. Finance/Asset Development Committee: Meeting with Prentiss Smith & Co postponed.

Motion: Adam moved to adopt the 2018 – 2019 proposed budget for the 4% endowment draw. Jane seconded. Passed.

D. Fine Arts Committee: Last meeting hosted three guests, who want to provide expert help with restoration, appraisal and collection cataloguing. Zephyr Designs continues to install pieces. Starr will see if the children's room staff are interested in setting up the displays for the children's room

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

May 15, 2018

corridor. Membership of the Fine Arts Committee is set at 5 members.

E. Planning Committee: Final draft of the emergency plan is almost ready.

Motion: Jane moved that the Board authorize the expenditure of \$1000.00 from BR15, the Board Approved Projects Fund, for the purchase of an AED defibrillator. Pam seconded. Passed.

F. Technology Committee: Committee met twice. Website proposal will go out for bid in July for a decision in September.

Acceptable Use Policy was presented for discussion. The previous policy from 2006 was 2 pages. The new version has been condensed to an half page with the intention that it can be easily read on a computer screen when agreeing to the terms for use of library technology. Additional modifications to the harassment and illegal use sections were proposed and will be incorporated in the first reading at the June board meeting.

G. Advocacy and liaison to national and regional library organizations:

Vermont Library Association will hold a meeting on May 18 at Lake Morey. Three board members and two staff members are planning to attend.

H. Department Reports: see reports. In addition to the Director's Report, Chloe Liotta-Jones has been hired to fill the position vacated by Paige Martin; Staff would like to invite a board member to attend the next staff meeting. Various ways to present the question time following the First Wednesdays programs were suggested.

Old Business:

Fine Forgiveness progress updates:

Motion: Jane moved and Connie seconded that the Board supports a spring cleaning fine amnesty to begin immediately. Passed.

Request for expenses to attend ALA:

Motion: Howard moved that Board approve the expenditure of up to \$1000.00 from BR03 to cover Starr's travel expenses to the ALA conference New Orleans. Pam seconded. Passed.

Resolution to set regular meeting time: Board will meet through the summer.

Motion: Leo moved and Pam seconded that the Board meeting be set for the 2nd Tuesday each month at 4:45pm starting in June. Passed.

New Business:

Request to open early Saturday, June 2nd for book sale and Strolling of Heifers:

Motion: Pam moved and Jane seconded that the library open at 8AM on June 2nd. Passed.

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
May 15, 2018**

Acceptable computer use policy: see F above

Change in Meeting Room Policy/Practice:

Motion: Connie moved and Jane seconded to give staff discretion to allow the use of the second floor meeting room on a case by case basis when the room is not in use. Passed.

Rolling Thunder Exhibit: a veterans group has asked to do a display at the library to publicize POWs and MIAs.

Downtown Business Alliance: Starr will investigate whether or not the library can become a member.

Adjourn: 6:25pm

Jane Fletcher, Recording Secretary
Connie Bresnahan, Board Secretary

DRAFT

**Brooks Memorial Library
Finance Committee
MINUTES
16 May, 2018 4:00 PM
Brooks Library Reading Room
Brattleboro, VT 05301**

1) Call to Order / 4:00 PM

Attendance: Jenny, Prentiss, Sirkka, Starr, Adam, Laurie by telephone

2) Agenda/Changes or additions

3) Public Comment - none

4) New Business

Review of Investments and Investment Policies with Prentiss Smith and Company

Presentation from Prentiss - The handout portfolio is available on request.

They use a fundamentals based approach and do their own in-house research into each company that they buy.

They also use a specific set of screens particularly responsive to environmental concerns (no investments in fossil fuel producers, precious metals, crop chemicals, as well as weapons and tobacco).

Questions from the committee:

How do we compare to a five year benchmark? Currently we only have a 1 and 3 year version:

The library articulated our specific investment policy in 2014, meaning it has not actually been in place for five years. Since 2016, we have had these as goals to meet the benchmark as well as our investment goals. Additionally, the incorporation of the Reed bequest meant we went a year without really being comparable to the benchmark. Currently we are and should remain so in the future.

We gave Prentiss a short description of our by-laws and the proposed changes (specifically regarding relationships of new accounts to the full endowment. He agreed that the changes will not likely change our current investment strategy)

The committee read an article about "Impact investing" as the new general heading for social responsible or other investing practices that incorporate moral or social questions into the decision making. We asked how this corresponds to the work Prentiss does and what influence it has on returns:

Prentiss argues that only good judgment determines return and this is not necessarily tied to the industry anyway - hence screening can be used but without necessarily a specific sacrifice. Very specific requirements (perhaps the requirement to have 25% invested in solar generation) can have a specific influence on return, but the general screens (like no fossil fuels) that Prentiss should not have a noticeable influence on return.

In support of this, Prentiss ran an historical back test of the performance of the S&P 500 Index with and without the industries that his firm screens from investment. The performance extending back to 1993 was identical in both cases: 9.6% a year. There is a balance between liquidity, volatility, and return as well, that there is always a desire for some liquidity or ability to sell as well as balancing the volatility of smaller companies versus large companies. These concerns often influence returns in the short term more than the screens.

The committee asked if Prentiss uses any positive screening in addition to the negative screens listed above?

Prentiss noted that after the initial negative screens, there are still 4-500 major companies within the set that comes out - lots of options remain after the negative. After the initial screen, they look for unique points about a company; Prentiss used Unilever as an example: the company has a complicated supply

chain and fairly large environmental footprint. However, his research shows that they do work to check their suppliers and keep some level of transparency in terms of both environmental and social concerns with production. The CEO feels that social good and economic return are not incompatible and has pushed Unilever in that direction recently, making Prentiss feel like this is a better buy than similar large consumer goods companies. Prentiss will supply us with their report on Unilever as an example (available on request.)

We asked as a hypothetical question, how would Prentiss go about filtering for companies that have a first amendment problem?

Response: This would require a conversation about what we might mean or want - if we wanted to add a category, it is our task to provide a clear definition of what we are trying to screen out. The tighter or more far reaching the screen, the more difficult it becomes to execute and the more impact it will have on the investments themselves. In the case of first amendment problems, would this mean we don't want to purchase any tech stocks from companies that do business with a set of firms in China? That could be extremely limiting. However, if we are only thinking about companies that actively work against first amendment rights in this country, it could have less influence.

We asked why they screen for precious metals and how they define that:

Prentiss was close to writing off all mining because of their environmentally destructive practices. It is possible to have better environmental mining practices, but there is not a lot of that going on today. Gold and silver are both especially problematic and easier to strip out from their larger uses. Iron has extensive industrial uses, copper is a border line case, but is included in the negative screen here; ie: it would be almost impossible to not invest in companies that use or rely on iron... but limiting gold is more straight forward. He also believes gold

and silver and platinum mining are often more destructive than some of the other types of mining.

We asked for his rough thoughts on the future:

Prentiss believes the correction has already happened (the drop of almost 10% in February and March). He is taking a modestly conservative approach, but the economy as a whole is on a good footing. It almost can't be as good as last year, but moderate gain to steady is what he thinks now. (All couched within the fact that he certainly cannot predict everything and any future prediction should be taken with considerable caution.)

We asked about corporate bonds and whether they use the same social categories?

Short answer: yes. Corporate bond purchases follow the same process as the companies themselves. They used corporate bonds more frequently for a couple of years largely because federal bonds had fallen so low and corporate offered at least a bit of increased yield on the treasury (as much as .75%). This has narrowed recently and federal is now comparable. We still have corporate bonds, but are generally not buying new ones. Corporate bonds are less liquid and can be harder to sell, but they tend to be short-term and are often held to maturity, so sale is not an issue. Related to this, they now generally do not use bond mutual funds or other mutual funds in large part because they also include their own fees on top of Prentiss' fee, so it is usually cheaper to simply pick their companies both for stocks and bonds and avoid mutual funds.

Follow-up questions: Barclay's 60/30/10 benchmark is that screened for impact investing in any way?

Would it cost more to add particular screenings?

Any privileging of local companies?

5) Old Business

Return to the by-laws and have a short statement about impact investment - this will be much easier because of Prentiss' report.

Jenny Rowe will prepare a short statement about balancing impact investing with return to include in the by-laws.

Question about the financial reports: currently the presets are not the best reports we can have at each meeting...they often include one quarter or the wrong quarter.

Adam will tinker with the presets to make sure they offer the best possible snap-shot. Unfortunately, the quarterly reports need to be prepared by hand because they do not correspond to any of the presets. When a snapshot is saved, it maintains the fixed date entered rather than updating to the end of the last quarter.

6) Adjourn

NEXT MEETING DATE: 4:00 - 18 June, 2018

Buildings and Grounds Committee Minutes, Brooks Memorial Library Tuesday, May 15, 2018

Committee members in attendance: Starr Latronica, Christine DeVallet, Jeanne Walsh, Elizabeth Tannenbaum, Pamela Becker

Absent: Paige Martin, Jane Southworth, Lindsey Bellville

1. Call to order - 8:30 AM

2. Agenda - Changes and additions - Discuss : Front window repair, electrical outlet problem, offer of a sound booth

3. Public Comment - none

4. Minutes of 3/21/18 approved

5. Updates:

- Drive-up Book Drop - The delivery was made to the Municipal Building parking area. The committee went outside to discuss the best placement of this “box” for patrons’ use and also for staff who will need to collect the materials. We decided that a good site is the area beside the first parking spot next to the sidewalk ramp. That spot would be designated as only for Book Drop use. There’s also another possible site. Starr will run these possibilities by the Town.
- Bathroom renovations - We now hope to tie this renovation in with the town’s capital fund project to renovate the air handler.
- Floor tile replacement in main floor stacks area - This project will be scheduled for the last week in June after the Book Sale. Since the exterior lights project cost more than estimated, (fixtures were corroded,) the cost of the floor tile repairs will now be completely covered by trustee funds.

6. Plans for outside:

- Garden work - A suggestion was made to hire a gardening contractor to “spruce up” the front garden with perhaps some new plants and mulch. Our volunteer can then resume regular maintenance. Starr will discuss this idea with Therese.
- A question was raised about the big barrels of flowers that decorate Main St. and why there is none in front of the library. Starr said that she would ask about joining the Downtown Business Alliance.
- Idea for outside seating area - A photo of another library’s outdoor seating area inspired an idea for an extension of our 2nd level outdoor space. The committee looked at the area bordered by the ramp pathway and discussed the possibility of **some day** having it carved out and relandscaped.

7. New business:

- Front window replacement - The window is now in danger of shattering; areas outside and inside have been cordoned off. The crack is duct-taped both in and outside per suggestion of Portland Glass. As soon as the work order is authorized by the town, a new window will be ordered and installed ASAP. (part of town's energy capital fund) Since floor space in the Main Room is now limited, Starr will discuss the arrangements for the Book Sale with Therese and the Friends.
- An electrical outlet behind the circulation desk needs grounding. It is said not to be dangerous but causes problems with computers. Electricians will be called to make the repair.
- We discussed the offer made by **Guilford Sound** to donate equipment for a Sound Booth. It will be used for podcasts. They have already suggested the best placement for the booth and have an idea of how to construct the booth itself.

Meeting adjourned at 9:40 AM

NEXT MEETING - to be scheduled

Brooks Memorial Library
Strategic Planning Committee
Minutes of Meeting of May 24, 2018
Local History Room, changed to new gathering place, 4:30 p.m.

1. Meeting called to order at 4:35 p.m. by chair Jane Southworth Present were Pam Becker, Jane Southworth, , Jeanne Walsh, Lindsay Bellville, and Starr LaTronica, and Elizabeth Tannenbaum. Connie Bresnahan and Leo Schiff were absent.
2. The agenda was changed to include Starr's report on the PA system.
3. No members of the public were present.
4. Minutes of April 26, 2018 approved as presented, with the exception of our May meeting date having changed to May 24, not May 17..
5. Starr reported that we are able to achieve/acquire a PA system, which will function through the telephones but will need speakers.

The committee continued review and changes to the Emergency Plan template we are using to help create our emergency plan. The draft emergency actions template was reviewed. Questions remain about how to denote and announce threats inside and outside the building. This was tentatively resolved, but will be discussed again at the next meeting..
6. No new/other business was discussed.
7. Next meetings: June 28, and July 19, all 4:30 p.m. in Local History Room, or other place as needed.
8. Meeting adjourned at 6 p.m.

Brooks Memorial Library
Technology Committee
Meeting Minutes
Thursday, June 7, 2018
4:45 p.m.

1. Called to order at 4:55 p.m.
Present: Starr Latronica, Jeanne Walsh, Matt Wojcik, Klara Charlton, Chloe, Howard Burrows, Leo Schiff, Amity DeAngelis (minutes taker).
2. Agenda / Changes or additions:
Fine arts committee, public interest, training opportunities
3. Public Comments: No public present.
4. New Business:
 - New member? Paige has moved on to her next venture.
 - Chloe, the new assistant youth librarian, has joined the committee.
 - Member of public interested in joining, Howard Fairman. Ask at next Board of Trustees meeting what process should be followed for a non-staff/non-trustee person to apply to be on a committee.
 - Fine Arts report from Howard:
 - Exploring possibility of using the fine arts catalog as an experimental discovery tool that will help index it and get public input on how to describe items, etc. Will have a session on wiki data.
 - Training opportunities:
 - ILS OPAC meeting June 11th
 - BAT is presenting a privacy program on Thursday, June 14th 6:00 at 139 Main St.
5. Minutes of May 3rd approved. Minutes of May 10th will be reviewed at next meeting.
6. Old Business:
 - ❖ DIGITAL OUTREACH
 - Library website Request For Quote
Review draft:
 - Budget: wait and see what kind of range we get from quote submissions.
 - Roll out: change to RFQ out by July 15, choose dates for “quotes due in August” and “selection will be made in September” at next meeting.
 - Web designer vs web developer

- Developer might have a designer on their team. Developer writes the actual code, designer uses the code to create the overall look and function.
 - Details to submit with quote:
 - References, dates of project
 - Terms of pricing and payment related to successful completion of project and ongoing support
 - Warranty period
 - Tech committee members will read through the draft and submit any additional edits or additions to Amity via email.
- Acceptable Use Policy for public computers
- Board of Trustees edits to policy were reviewed, an additional sentence about harassment has been added.
- ❖ INTERNAL HARDWARE & SOFTWARE
- Public access computing update: tabled until next meeting
- Children's room computers
 - Useful (or alternative) update

7. Adjourn

Director's Report for May 2018

Fines Policy Change: Staff is moving forward to adjust our systems, publication pieces, and routines to accommodate our move to a fine free environment. Therese, Matt, Lindsay, Jeanne and Leslie have all contributed time and expertise. We have already begun waiving fines, per our discussion at last month's Board meeting, due to the problems with patrons not receiving email notices. I discovered a written policy regarding fines and fees that is not included in the Bylaws on the website. It directs the Board to review the fines and fees schedule annually. I have included the policy and the schedule in the current packet so that the Board can attend to changes. We are looking forward to implementing this important move for equity and for encouraging all members of the community to access the resources of the library.

Building: The cracks in our window have become major and dangerous and require sandwiching between rigid insulation until we can have them repaired. The two area companies that looked at the job declined to give us an estimate, as it will require building new frames and removing huge (floor to ceiling) pieces of glass. We will need to close the first floor stacks as we will be encapsulating the asbestos tile on the first floor stacks the last week in June. We still need to pour a concrete pad before installing the bookdrop.

Programs: The VHC 1st Wednesday program on Georgia O'Keeffe was a blockbuster with 149 people in attendance. The speaker was as entertaining as he was educational. Brattleboro Solidarity presented a program on the American Labor Movement which culminated in refreshments for the attendees. We held a forum on Internet privacy with national expert Jessamyn West. Award winning local author Barbara Morrison read from her book and led a stimulating discussion on the welfare system. She followed up a few days later with a workshop on memoir writing. Cartoonist Jeff Danziger had us in stitches for the Friends of the Library annual membership meeting and program. The Library partnered with the Climate Change Café on a program of community healing. We finished the month with Naima Wade reading from her new book of poetry and her memoir.

Community Collaboration: The Children's Room staff prepared educational materials and a hands-on activity for the Diversity Day celebration. Families enjoyed seeing Lindsay and Paige outside of the library. We staffed a table and told stories at the event itself. I served as a judge for this year's Kipling Award and participated in the awards ceremony at the Latchis.

Continuing education: Reference Librarian, Jeanne Walsh and Electronic Services Specialist Matt Wojcik attended the Vermont Library Conference.

Professional development: I attended the meeting of the Catamount Library Network in Woodstock and Therese Marcy and I attended an online meeting of the Catamount Loans Group.

Personnel: Paige Martin has moved to Pennsylvania to pursue an education in nursing. We will miss her, but are delighted to have Chloe Liotta-Jones join our staff as the new Assistant Youth Services Librarian.

Town operations: Several staff members attended the Municipal Center quarterly information/update meeting. We hosted a wonderful high school student, Olivia Howe, for Youth in Government Day.

Publicity: I spoke with Olga Peters about library events and activities during Green Mountain Mornings on WKVT. We received coverage in The Commons and The Reformer for the donation of an historic document from Jerry Carbone.

Cardholders checked out 11,279 items from the library in May. We logged 12,428 visits.

Brooks Memorial Library
Fiscal Year Actual vs Budget
 July 2017 through June 2018

Ordinary Income/Expense	Jul '17 - Jun 18	Budget	\$ Over Budget
Expense			
BR01 - Buffer Account	0.00	10,000.00	-10,000.00
BR02 - Library Donations to Town	0.00	10,441.14	-10,441.14
BR03 - Conferences & Workshops	4,339.07	7,083.79	-2,744.72
BR04 - Contractual Services	1,897.80	36,517.53	-34,619.73
BR05 - Books Adults	17,832.53	20,261.19	-2,428.66
BR06 - Juvenile Programs	2,109.03	3,248.12	-1,139.09
BR07 - Reference Sources	2,339.10	6,099.71	-3,760.61
BR08 - Local History Source	209.76	449.00	-239.24
BR09 - Young Adult Sources	644.90	2,541.26	-1,896.36
BR10 - Non-Print	6,731.45	6,731.45	0.00
BR11 - Periodicals	2,999.82	6,707.87	-3,708.05
BR12 - Trustees Conferences	900.05	1,241.04	-340.99
BR13 - Adult Programs	1,135.56	1,854.25	-718.69
BR14 - Fine Arts	996.77	1,669.55	-672.78
BR15 - Board Approved Projects	7,319.07	10,197.26	-2,878.19
BR16 - Books Children	803.33	1,120.81	-317.48
BR17 - Outreach	711.39	1,734.08	-1,022.69
BR18 - Conservation	531.48	714.62	-183.14
BR19 - Short Term Gift Funds			
AH01 - Amelia Hancock Fund	613.76	672.87	-59.11
AR01 - Arrington, Jeanne Fund	107.29	133.99	-26.70
BP01 - Brattle Post Card Fund	0.00	668.49	-668.49
BL01 - Ella Westerberg-Bayliss Fund	0.00	46.44	-46.44
BC01 - Brattleboro Camera Club	0.00	71.52	-71.52
BS01 - Brattleboro Stamp Club Donation	0.00	90.20	-90.20
EJ01 - Edward Johnson Fund	0.00	214.26	-214.26
EG01 - Ellie Gibbs Fund (11/4/14)	0.00	100.00	-100.00
HS01 - Harold Sheldrick Fund 9/30/15	0.00	100.00	-100.00
CR01 - Hollis Carlisle Fund 3/20/2012	0.00	0.00	0.00
DU01 - Helen Durant Fund 9/6/2007	2,189.00	2,989.85	-800.85
MO01 - Moulton, Lois Fund 4/14/2014	304.07	333.72	-29.65
PI01 - Pinkerton Fund	491.84	564.29	-72.45
SG01 - Small Gifts	660.08	3,135.42	-2,475.34
ST01 - Staff Fund	20.86	23.26	-2.40
TB01 - Tom Burdo Fund 1/2/2012	0.00	124.00	-124.00
WJ01 - Wojtowicz Fund 5/11/11	992.01	1,160.12	-168.11
Total BR19 - Short Term Gift Funds	5,378.91	10,428.43	-5,049.52
BR20 - Projects			
MH01 - Miriam Adams Howland Bequest	373.03	6,707.00	-6,333.97
RR01 - Ronald Read Capital Improvement	8,561.00	30,000.00	-21,439.00
Total BR20 - Projects	8,934.03	36,707.00	-27,772.97
BR21 - Legacy			
GB01 - George Brooks Fund	0.00	802.50	-802.50
LU01 - Loud Fund	625.00	5,250.20	-4,625.20
CK01 - Calista Book Fund	853.34	853.34	0.00
SH01 - Schorling 2007 Books Adult	1,295.42	6,291.02	-4,995.60
SH02 - Schorling 2007 Books Juv	1,273.92	3,621.50	-2,347.58
SH03 - Schorling 2007 Books Ref	0.00	8,904.60	-8,904.60
BN01 - Brown Fund	28.49	134.89	-106.40
FR01 - Frothingham Fund	0.00	2,121.39	-2,121.39
JR01 - Jerard Fund	0.00	874.92	-874.92
WY01 - Wyatt Fund	593.80	678.24	-84.44

10:25 AM
05/31/18
Accrual Basis

Brooks Memorial Library
Fiscal Year Actual vs Budget
July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>
DW01 · Dowley Fund	0.00	703.10	-703.10
PG01 · Pageant Fund	0.00	220.69	-220.69
Total BR21 · Legacy	4,669.97	30,456.39	-25,786.42
Total Expense	70,484.02	206,204.49	-135,720.47
Net Ordinary Income	-70,484.02	-206,204.49	135,720.47
Net Income	<u>-70,484.02</u>	<u>-206,204.49</u>	<u>135,720.47</u>

Brooks Memorial Library Profit & Loss April through June 2018

	Apr - Jun 18
Ordinary Income/Expense	
Income	
Gifts Received	60.15
Total Income	60.15
Gross Profit	60.15
Expense	
BR03 · Conferences & Workshops	252.48
BR04 · Contractual Services	1,153.24
BR05 · Books Adults	4,493.08
BR06 · Juvenile Programs	787.93
BR07 · Reference Sources	869.51
BR09 · Young Adult Sources	363.55
BR10 · Non-Print	840.73
BR11 · Periodicals	1,403.10
BR12 · Trustees Conferences	605.88
BR13 · Adult Programs	92.69
BR15 · Board Approved Projects	372.97
BR16 · Books Children	249.51
BR17 · Outreach	15.00
BR18 · Conservation	419.77
BR19 · Short Term Gift Funds	
AH01 · Amelia Hancock Fund	14.17
AR01 · Arrington, Jeanne Fund	15.80
DU01 · Helen Durant Fund 9/6/2007	800.00
MO01 · Moulton, Lois Fund 4/14/2014	9.76
SG01 · Small Gifts	237.20
Total BR19 · Short Term Gift Funds	1,076.93
BR20 · Projects	
RR01 · Ronald Read Capital Improvement	5,571.00
Total BR20 · Projects	5,571.00
BR21 · Legacy	
SH01 · Schorling 2007 Books Adult	879.32
BN01 · Brown Fund	12.17
Total BR21 · Legacy	891.49
Total Expense	19,458.86
Net Ordinary Income	-19,398.71
Net Income	<u>-19,398.71</u>

Town of Brattleboro General Ledger
Expenditure Report - Grants Fund
Current Year Period 11 May

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-17/18 MTD Pd 11 May
04-6-2801 Library Trust					
04-6-2801-005.04 Staff - Contract Srvs	0.00	0.00	108.24	-108.24	81.18
04-6-2801-126.03 BR03 Conferences & Worksh	7,083.79	0.00	4,339.07	2,744.72	252.48
04-6-2801-126.12 BR12 Trustees Conferences	1,241.04	0.00	900.05	340.99	605.88
04-6-2801-135.02 Library Donations to Town	10,441.14	0.00	0.00	10,441.14	0.00
04-6-2801-173.18 BR18 Conservation	714.62	0.00	531.48	183.14	0.00
04-6-2801-501.05 BR05 Books Adults	20,261.19	0.00	17,832.53	2,428.66	628.14
04-6-2801-501.08 BR08 Local History Source	449.00	0.00	209.76	239.24	0.00
04-6-2801-502.07 BR07 Reference Sources	6,099.71	300.00	2,339.10	3,460.61	637.87
04-6-2801-505.14 BR14 Fine Arts	1,419.55	0.00	996.77	422.78	0.00
04-6-2801-505.16 BR16 Books Children	1,478.07	0.00	803.33	674.74	12.08
04-6-2801-510.09 BR09 Young Adult Sources	2,541.26	1,918.00	644.90	-21.64	22.09
04-6-2801-515.01 RF01 Replacement	0.00	0.00	0.00	0.00	0.00
04-6-2801-520.11 BR11 Periodicals & Newspa	6,707.87	0.00	2,999.82	3,708.05	850.26
04-6-2801-530.10 BR10 Non-Print	5,981.45	0.00	6,731.45	-750.00	840.73
04-6-2801-551.04 BR04 Contract Srvs Adult	36,517.53	0.00	1,841.32	34,676.21	1,045.00
04-6-2801-551.13 BR13 Adult Programs	1,854.25	0.00	1,083.80	770.45	92.69
04-6-2801-552.06 BR06 Juvenile Programs	3,248.12	0.00	2,109.03	1,139.09	227.47
04-6-2801-600.15 BR15 Board Approved Proje	10,197.26	0.00	7,319.07	2,878.19	314.97
04-6-2801-600.17 BR17 Outreach	1,734.08	0.00	711.39	1,022.69	15.00
04-6-2801-600.19 BR19 Gifts	9,048.43	0.00	5,378.91	3,669.52	1,025.20
04-6-2801-600.20 BR20 Projects	20,000.00	6,814.30	8,934.03	4,251.67	5,571.00
04-6-2801-600.21 BR21 Legacy	30,051.81	3,246.14	4,669.97	22,135.70	879.32
Total Library Trust	177,070.17	12,278.44	70,484.02	94,307.71	13,101.36
Total Grants Fund	177,070.17	12,278.44	70,484.02	94,307.71	13,101.36
Total All Funds	177,070.17	12,278.44	70,484.02	94,307.71	13,101.36

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-17/18 MTD Pd 11 May
01-6-2800					
Library					
01-6-2800-001.00 Department Head Salary	73,037.00	0.00	63,225.26	9,811.74	5,602.50
01-6-2800-005.00 Staff Salaries	376,894.00	0.00	323,853.74	53,040.26	28,079.90
01-6-2800-005.01 Custodian	15,190.00	0.00	26,004.94	-10,814.94	2,630.14
01-6-2800-005.16 Vacation BB - Retire Pay	0.00	0.00	0.00	0.00	0.00
01-6-2800-060.00 Office Equipment	4,000.00	0.00	3,333.12	666.88	535.83
01-6-2800-124.00 Training	200.00	0.00	200.00	0.00	0.00
01-6-2800-126.00 Conferences/Memberships	500.00	0.00	483.45	16.55	70.62
01-6-2800-128.00 Lost Book Refund Pmt Fees	300.00	0.00	232.48	67.52	0.00
01-6-2800-140.00 Computer Equipment Maint	15,000.00	0.00	12,226.90	2,773.10	2,559.04
01-6-2800-141.00 Computer Supplies	4,000.00	0.00	2,482.04	1,517.96	45.99
01-6-2800-152.00 Book & Non-Print Supplies	4,000.00	0.00	4,007.73	-7.73	0.00
01-6-2800-173.00 Professional Services	400.00	0.00	0.00	400.00	0.00
01-6-2800-173.01 Bindery Services	300.00	0.00	13.04	286.96	0.00
01-6-2800-216.00 Reimbursable Expense	0.00	0.00	1,917.55	-1,917.55	138.32
01-6-2800-230.00 Fuel Expense	13,200.00	0.00	7,680.54	5,519.46	0.00
01-6-2800-235.00 Electric	26,470.00	0.00	20,417.18	6,052.82	0.00
01-6-2800-240.00 Utilities	1,800.00	0.00	1,876.45	-76.45	435.68
01-6-2800-250.00 Building Equip & Maint	17,000.00	933.16	13,693.27	2,373.57	2,532.55
01-6-2800-255.00 Maintenance Supplies	3,000.00	253.86	3,074.57	-328.43	24.00
01-6-2800-350.00 Telephone	6,000.00	0.00	6,087.76	-87.76	373.03
01-6-2800-450.00 Postage Expense	7,500.00	0.00	5,356.30	2,143.70	210.00
01-6-2800-500.00 Office Supplies	4,000.00	0.00	3,142.74	857.26	164.10
01-6-2800-501.00 Books - General	6,000.00	0.00	6,000.00	0.00	11.19
01-6-2800-502.00 Reference Sources	19,000.00	2,276.74	15,414.41	1,308.85	705.19
01-6-2800-505.00 Juvenile Books	9,000.00	38.95	8,961.05	0.00	714.93
01-6-2800-510.00 Young Adult Sources	1,500.00	0.00	1,492.29	7.71	21.05
01-6-2800-515.00 Replacement Books	1,500.00	0.00	1,500.00	0.00	0.00
01-6-2800-520.00 Periodicals & Newspapers	7,000.00	0.00	7,000.00	0.00	0.00
01-6-2800-530.00 Non-Print Materials/Adult	5,500.00	94.42	5,405.58	0.00	1,126.13
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	23.26	3,309.97	466.77	661.57
01-6-2800-551.01 Special Programs/Adult	0.00	0.00	0.00	0.00	0.00
01-6-2800-552.00 Special Programs/Children	100.00	0.00	0.00	100.00	0.00
01-6-2800-650.00 Equipment Maintenance	1,600.00	0.00	698.20	901.80	0.00
Total Library	627,791.00	3,620.39	549,090.56	75,080.05	46,641.76
Total General Fund	627,791.00	3,620.39	549,090.56	75,080.05	46,641.76
Total All Funds	627,791.00	3,620.39	549,090.56	75,080.05	46,641.76

06/04/18
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Town of Brattleboro General Ledger
Revenue Report - Grants Fund
Current Year Period 11 May

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-17/18 MTD Pd 11 May
04-5-2801-217.00 Trust Reimbursement	177,070.17	0.00	57,382.66	119,687.51	6,982.18
Total Grants Fund	177,070.17	0.00	57,382.66	119,687.51	6,982.18
Total All Funds	177,070.17	0.00	57,382.66	119,687.51	6,982.18

Town of Brattleboro General Ledger
Revenue Report - General Fund
Current Year Period 11 May

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-17/18 MTD Pd 11 May
01-5-2800 Library Revenue					
01-5-2800-120.00 Library Copier Revenue	6,700.00	0.00	5,854.54	845.46	662.55
01-5-2800-135.00 Library Donations	0.00	0.00	0.00	0.00	0.00
01-5-2800-216.00 Reimbursements	0.00	0.00	1,917.55	-1,917.55	138.32
01-5-2800-360.00 Library Fines	16,000.00	0.00	12,585.36	3,414.64	1,176.50
01-5-2800-370.00 Non-Resident Fees	18,000.00	0.00	12,911.00	5,089.00	981.00
01-5-2800-375.00 Gift Books & Replacement	4,000.00	0.00	2,921.50	1,078.50	229.20
01-5-2800-390.00 Library Postage Revenue	200.00	0.00	136.60	63.40	17.00
01-5-2800-396.00 Audio Visual Rental	0.00	0.00	0.00	0.00	0.00
01-5-2800-450.00 Miscellaneous Income	700.00	0.00	70.75	629.25	9.05
Total Library Revenue	45,600.00	0.00	36,397.30	9,202.70	3,213.62
Total General Fund	45,600.00	0.00	36,397.30	9,202.70	3,213.62
Total All Funds	45,600.00	0.00	36,397.30	9,202.70	3,213.62

Brooks Memorial Library

Public Access Computer and Internet Use Policy

Purpose

In its mission to connect people and resources to inspire, inform and empower our diverse community, the Library extends access to information and media by offering public Internet access, public access computers, online research databases, applications, and printing.

Terms of Use

- The Library cannot guarantee the accuracy of information on the Internet.
- The Library does not filter content on public access computers, including in the Children's Room and Teen Room.
- The Library cannot guarantee the privacy of data or computer usage.
- Patrons assume responsibility for their personal devices.
- The Library's Behavior Code applies to computer and Internet use.
- Use of library computers for illegal activity will result in loss of library computer access privileges.
- Display of sexually explicit graphics or otherwise offensive material is inappropriate for an open public environment and is prohibited.
- Patrons accept financial responsibility for any damage they cause to library property.

Requirements for Use

- Users must have a current library or computer user card to use the computers.
- Sessions have time limits, which may be extended if no one else is waiting.
- Public Access Computers in the Children's Room are to be used only by children or adults who are accompanying a child.
- Public access computers in the Teen Room are for ages 13-19 use only.

Brooks Memorial Library
FINE, FEE, and CIRCULATION POLICIES
BR 6-1 through 6-8 (B) (Revised June 13, 2000) (Revised June 2007) (Revised May 14, 2013)
(Revised & Approved June 10, 2014)

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:

$$\begin{array}{r} \text{Current Budget [defined as Total Brooks Library Budget <Less Revenue>]} \\ \times \\ \text{Percentage of Brooks Library's Cardholders from Contracting Town}^1 \\ = \end{array}$$

Contracting Town's Current Fee

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.

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

CATAMOUNT LIBRARY NETWORK CIRCULATION POLICIES												
Item Type or Special Patron Type	Current checkouts allowed	Loan period	Unit	Fine amount	Fine grace period	Overdue Fines Cap (\$)	Suspension in days (day)	Renewals allowed (count)	Holds allowed (count)	Hold Policy	Return Policy	
ILL Library--All Item Types	20	21 days		0	0	0	0	0	1	10 NA	NA	
Temporary--all Item Types	1	7 days		0.25	1 \$	8.00	0	0	1	10 NA	NA	
Child Temporary--All Item Types	1	7 days		0.15	1 \$	5.00	0	0	1	10 NA	NA	
Artwork	0	0 days		5.00	0		0.00	0	0	No holds allowed	Item returns home	
Audio	15	21 days		0.25	3 \$	8.00	0.00	2	15	From any library	Item returns home	
Audio - Child	15	21 days		0.15	3 \$	8.00	0.00	2	15	From any library	Item returns home	
Audio - Child - New	5	14 days		0.15	3 \$	8.00	0.00	1	15	From home library	Item returns home	
Audio - New	5	14 days		0.25	3 \$	8.00	0.00	1	15	From home library	Item returns home	
Audiovisual Equipment	3	2 days		5.00	0		0.00	0	15	No holds allowed	Item returns home	
Book	999	21 days		0.25	3 \$	8.00	0.00	2	15	From any library	Item returns home	
Book - Child	999	21 days		0.15	3 \$	5.00	0.00	2	15	From any library	Item returns home	
Book Set	15	14 days		1.25	3 \$	23.00	0.00	1	15	From any library	Item returns home	
Book Set - Child	15	14 days		0.15	3 \$	14.00	0.00	1	15	From any library	Item returns home	
Downloadable Audio	0	0 days		0.00	0		0.00	0	15	No holds allowed	Item returns home	
Downloadable E-book	0	0 days		0.00	0		0.00	0	15	No holds allowed	Item returns home	
E-Book	0	0 days		0.00	0		0.00	0	15	No holds allowed	Item returns home	
Electronic Device	1	7 days		10.00	0		0.00	1	15	From home library	Item returns home	
High Demand	14	14 days		0.25	3 \$	8.00	0.00	0	15	From home library	Item returns home	
ILL	999	21 days		0.50	3 \$	10.00	0.00	0	15	No holds allowed	Item returns home	
Kit	6	21 days		0.15	3 \$	5.00	0.00	2	15	From any library	Item returns home	
Map	6	21 days		0.25	3 \$	10.00	0.00	2	15	No holds allowed	Item returns home	
Microform	0	0 days		0.00	0		0.00	0	15	No holds allowed	Item returns home	
Miscellaneous	999	21 days		0.25	3		0.00	2	15	From home library	Item returns home	
New Book	15	14 days		0.25	3 \$	8.00	0.00	1	15	From home library	Item returns home	
New Book - Child	15	14 days		0.15	3 \$	5.00	0.00	1	15	From home library	Item returns home	
Non-Circulating	1	0 days		0.00	0		0.00	0	15	No holds allowed	Item returns home	
On Order	0	0 days		0.00	0		0.00	0	15	From home library	Item returns home	
Pamphlet	0	0 days		0.00	0		0.00	0	15	No holds allowed	Item returns home	
Pass	1	4 days		5.00	0		0.00	0	15	From home library	Item returns home	
Periodical	10	14 days		0.25	3 \$	5.00	0.00	1	15	From home library	Item returns home	
Periodical - Child	10	14 days		0.15	3 \$	5.00	0.00	1	15	From home library	Item returns home	
Periodical - Current	0	0 days		0.00	0		0.00	0	15	No holds allowed	Item returns home	
Periodical - Weekly	14	14 days		0.25	3 \$	5.00	0.00	1	15	From home library	Item returns home	
Video	5	14 days		1.00	3 \$	10.00	0.00	0	15	From any library	Item returns home	
Video - Child	5	14 days		0.15	3 \$	10.00	0.00	0	15	From any library	Item returns home	
Video - Child - New	5	14 days		0.15	3 \$	10.00	0.00	0	15	From home library	Item returns home	
Video - New	5	14 days		1.00	3 \$	10.00	0.00	0	15	From home library	Item returns home	

BR 6-8 (B)(2) Catamount Library Network Circulation Policies

Brooks Memorial Library Checkout Rules and Limits

(802) 254-5290 • brookslibraryvt.org

Part of the Catamount Library Network

Temporary card: 1 item at a time for one week

Student card: 3 at a time, within limits below All other cards: see limits below

Item Type	How many allowed?	For how long?	Overdue fine per day	Renewals allowed*
Adult				
Book: new	10	14 days	.25	1
Book: general	Lots!	21 days	.25	2
Audio (books & music): new	3	14 days	.25	1
Audio: general	10	21 days	.25	2
Video/DVD: new	2	14 days	1.00	0
Video/DVD: general	4	14 days	1.00	0
Magazine: new (current)	0	0	0	0
Magazine: weekly	7	14 days	.25	1
Magazine: non-weekly	10	14 days	.25	1
Museum/parks pass	1	3 days	5.00	0
Electronic device/Kindle	1	14 days	5.00	0
Interlibrary Loan	5 per week; total 10	Usually 21 days	.50	Usually 1

See website for info on downloadable media

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