



# BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

## Board of Trustees Meeting Materials for January 16<sup>th</sup>, 2018

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# **BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA**

**Tuesday—January 16<sup>th</sup>, 2018—4:45 PM—Local History Room**

Call to Order / 4:45 PM

Agenda/Changes or additions

Public Comments

Minutes of December 12<sup>th</sup>, 2017

## **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: Library Director; Reference Report, Youth Services Report

## **OLD BUSINESS**

- Fine Forgiveness progress updates
- Computer use with fines
- Personnel update
- Director evaluation—schedule and process
- Appointment of Nominating Committee
- Discussion of priorities for 2018
- Review of policies and bylaws—schedule and process

## **OTHER**

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING**

**December 15, 2017**

Present: Trustees Robert Stack, Jennifer Rowe, Connie Bresnahan, Howard Burrows and Pam Becker. Also present were Library Director, Starr LaTronica; Reference Librarian, Jeanne Walsh; Recording Secretary, Jane Fletcher. Absent: Susan Troy, Adam Franklin-Lyons, Jane Southworth and Amity DeAngelis

**Call to Order:** Robert called the meeting to order at 4:30pm.

**Agenda Changes or Additions:** Reschedule January meeting and move meeting location.

**Public Comments:** None

**Minutes of November 14, 2017:**

Jenny moved and Pam seconded that the minutes be accepted. Approved

**Committee Reports:**

**A. Friends of the Library:** In the absence of a friends representative Starr reported

- The annual December book sale as raised approximately \$4000.00
- The journalism film series is moving forward

**B. Building and Grounds Committee:**

See the November meeting minutes. The committee is working on the emergency plan checklist. The town maintenance staff is working on improving the exterior lighting in front of the library. The crack in the upper front window will be addressed as part of the energy efficiency audit.

**C. Finance/Asset Development Committee:**

**Motion:** Connie moved and Pam seconded that the check for \$6707.00 received from the Howland bequest be deposited in the Howland Reserve of account BR20. Passed unanimously.

The current report is that in 2019 the library will receive \$279,000.00 from the Pike bequest.

The annual appeal has raised approximately \$4000.00 so far.

**D. Fine Arts Committee:**

Organization of the storage room is progressing with work being done to display more of the pieces throughout the library. The process is underway to transfer the loan of the Fisk bas-relief to the Historical Society. Once the lock is set in the new local history room bookcase the Stephen Daye Press books will be transferred from the Historical Society. Organization of the Anna Dewdney event is progressing.

**E. Planning Committee:**

Met on December 14<sup>th</sup>. A preliminary emergency plan was considered. The

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING**

**December 15, 2017**

strategic plan summary bookmark proof was received and is being reviewed. The committee will be measuring the success of the strategic plan.

**F. Technology Committee:**

An iMac has been purchased for the Teen room. Matt is working on updating the computers in the children's room to improve response time. The committee is still working on a technology plan.

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

The recent federal vote on net neutrality could adversely affect libraries.

**H. Department Reports:**

Additional to the Director's Report: boiler options and air handler are being considered. Second floor bathroom renovations are still being discussed and replacement tile options for the first floor stacks checked into.

**Old Business:**

**Fine Forgiveness progress updates:** There has been positive feedback and the loss of revenue from this change has not been a concern in the budget process. There was discussion of implementing fine forgiveness in the children's room immediately.

**Computer use with fines:**

**Motion:** Howard moved that computer use for patrons with fines be allowed. Seconded by Jenny. Passed unanimously.

**Personnel update:** Sue Meacham, the book mender, is leaving. It is often more cost effective to replace a damaged book rather than do an extensive restoration so alternative staffing options are being considered.

**New Business:**

**Review of policies and bylaws – schedule and process**

As the bylaws should be reviewed every two years the process will commence with the board members reviewing Articles 1 and 2 for discussion at the next trustees meeting. Starting in February one article per month will be considered.

**Director evaluation – schedule and process**

Jenny, Pam and Connie will review procedure from 2016 and start the process. The intention is to provide feedback prior to Starr's review with Town Manager, Peter Elwell.

**Appointment of Nominating Committee**

Connie will chair and two other board members are asked to volunteer. There will be two seats vacant as Susan and Robert are leaving the board.

**BROOKS MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING**

**December 15, 2017**

**Discussion of priorities for 2018:**

The question was raised of whether the board should consider any special projects for 2018. The consensus of members present felt that current projects underway should be completed before considering anything new.

**Rescheduling January meeting:** Starr and several board members will be away on the second Tuesday of January. Starr will email possible alternative dates to the board to determine the best date for the January meeting.

**Move meeting location:** The Children's room has requested that the trustees meeting location be moved permanently to the Local History room to allow larger groups to use the second floor meeting room at that time. The fire department has re-evaluated the capacity of the Local History room: as it now accommodates up to 23 people, moving the meeting should be fine.

**Adjourn:** Pam moved to adjourned at 6:15pm.

Jane Fletcher, Recording Secretary  
Susan Troy, Board Secretary

Brooks Memorial Library  
Finance Committee  
Minutes  
19 December, 2017 4:30 PM  
Library Meeting Room

- 1) Call to Order / 4:30 PM
- 2) Agenda/Changes or additions
- 3) Public Comment
- 4) Old Business

*- Update on the endowment budget reports*

After double checking the numbers in moving from excel to quickbooks, it turns out that Adam made a mistake (a confusion coming from using accrual rather than a cash basis for the calculations). This required a transfer of \$4930.40 for the amount to clear up the budget. Adam will describe the process at the next trustee meeting as well as submit a document explaining how we came up with all the new numbers in quickbooks so that everything is there in a public meeting. The new reports should line up exactly!

*- Budget for next year (staffing, removal of fines, endowment budget, etc.)*

The main question: How will we cover the \$16,000.00 from lost revenue from fines?

Starr presented a budget that roughly cuts the budget into quarters: \$4500 from endowment funds, \$4000 from the town, \$4000 from donations (speculative) and \$3500 from savings in the budget.

**First, using the “Contractual services” Starr moved \$4500 into books to cover the town budget:**

\$2000 from town reference has been removed (which also gives more timeline flexibility since there is no fiscal year requirements), \$1000 for adult books and \$1500 for childrens books.

Various other budgets have been removed or reduced - computer fund, conferences, etc. - total comes to \$1700.00 - 500 from adult non print; 500 from computers; 200 from training; 500 from conference and memberships.

Robert asked if we want to do away with all the line-items?  
**Removal of too many line items sends a message that we don't need these items, but leaving in the line items can at least say that these are important elements. It's only a couple of budgets that are dropping to zero - notably training and memberships.**

Other areas of the budget will also come down considerably, but some of these funds were moved around rather than simply reduced:

Phone costs will come down by \$3500 (cost of new phones will be completed)

\$6000.00 from the courier services from green mountain consortium and taken up by the state and a grant to run the courier instead of postage.

This leaves a couple thousand over, but staff salaries are going up and other areas of the budget (utilities, etc.) will balance these amounts.

Final reductions in the budget amount to \$9746.00. So a modest increase in the overall budget of about \$6000 is expected, but the town will hopefully approve of this (especially since it includes staff raises which the town is generally committed to).

Question: do we start after town meeting approves the budget or do we start sooner?

Starting sooner will cost money - there is some hesitancy to simply hand the town a check from the endowment money to cover this.

If we choose to do this early (January) we can promise to set up the donation jar and then see how much we make up between now and the end of the year. Any difference the trustees can make up and will pledge to do so, but we want to start now and will see how much difference there is in the budget.

Finally - short discussion about new budget items for the future:

Young adult programming does not have a budget line at all - this is a good thing to add that could seriously help the teen room. Adam also mentioned a potential college scholarship for teens involved in the library. This could come from the increased endowment funds quite easily.

Staffing: there is general need for increased desk work space in the **children's room, but it is difficult to accomplish everything simply** because of circulation demands. We need general help in the **children's room with circulation. There is already a job add** and plenty of applications.

**Closing the children's room at night is not a real option** - state minimum standards requires it to be open when the library is open. Self-Checkout is a potential option, but the equipment and set-up are quite expensive. It would also require re-tag the books so that they can be self-scanned and de-magnetized.

## 5) New Business

Discussion of Asset Development Policies (See the Enowment Policy:



[http://brookslibraryvt.org/images/about/pdfs/BR4\\_INVESTMENT\\_POLICY\\_FINAL\\_20141110.pdf](http://brookslibraryvt.org/images/about/pdfs/BR4_INVESTMENT_POLICY_FINAL_20141110.pdf)

- **Policy should reflect what we're trying** to accomplish. Last time we changed the policy it was from a desire to restructure the endowment money and the policy came first. In the last year **we've restructured the endowment slightly again and the new** policy should reflect current practice.
- Notably, we have a paragraph describing our investment philosophy but this is for the endowment and not other funds. We need a short description to reflect the set of choices we make especially with the project funds (a paragraph about how they are invested.)
- Change of Schorling articulation (this fund will disappear next year).
- specific listing of funds and how they pertain to the town report - this would change all BR21 accounts to be Legacy funds and **redescribe "gifts" as BR20 "short term funds."** We can articulate the 4 categories as they are reported to the town and describe what categories they appear in budget wise.
- The fact that the board follows UPMIFA (Uniform Prudent Management of Institutional Funds Act) is already in the list.
- Note the line from Peter Sherlock: The purpose of the asset development policy is not to increase the endowment fund but to create a better library. So while we are not out to make money, we do want to have a good library twenty years from now.
- Finance committee should also attempt to provide documentation that is relatively easy to follow and a budget that balances in a clear manner. The information should be clear and legible to the public.

6) Adjourn

NEXT MEETING DATE: [provisional] 8 January, 2017 at  
4:30PM

**Brooks Memorial Library — Fine Arts Committee Meeting  
December 7, 2017**

**Present** Judith Bellamy, Prudence Baird, Connie Bresnahan, Howard Burrows, Christine deVallet.  
*Staff:* Starr LaTronica. *Absent:* Alex Stinson.

**Call to order** Howard called the meeting to order at 9:06 a.m.

**Changes to agenda** Possible new programs added at end of agenda under heading **Other**.

**Public comment** Howard regrets that members of the public do not attend FA meetings and thinks they should. Judith said that has never happened except when specific people have been invited for specific purposes. Starr agreed that if public input/participation is wanted, separate meetings should be offered, perhaps in the evenings, when people are more likely available.

**Minutes of November 16, 2017, meeting.** No corrections or additions.

**FA Collection *Catalog*** Christine reported that Crystal Stillman is accomplishing a lot in clearing out files and organizing objects; she uses good judgment and makes good decisions. As she proceeds Crystal is noting for each piece whether it has a catalog record. Christine acknowledged, at Howard's mention, that Alex is interested in helping choose cataloging software, but emphasized that she wants all pieces in their appropriate locations before beginning any further catalog activity. She said we'll probably need a grant to hire a professional cataloger.

***Placement of objects in public spaces*** Christine and Jeanne will identify works/objects to be put on view, based in part on what Jeanne is aware the public wants to see. Connie expressed interest in this effort as well. In January Bill Myers, former Smith College conservator, will be invited back to consult on this project.

The Brattleboro Historical Society has agreed to accept the *James Fisk bas relief bust* on long-term loan. Judith will try to contact the owner, Licia Kuhn of San Francisco, or her daughter, who lives locally.

**Exhibits *Children's Illustrators*** • Prudence showed images from Simi Berman's Christmas book, *Buon Natale, Natale*, and a display she developed about international religious and secular winter holidays. Following the meeting she will install these exhibits for December. • An Anna Dewdney exhibit in January/February may not be possible that soon. Dewdney's publisher is searching its archives for material, but the timing may not work out.

***General*** • Starr suggested installing one of the unused children's cases in the second-floor entryway in place of the photomontage, which would be moved to the Local History Room. The other children's case could replace the two small cabinets now in the outer vestibule. Committee members agreed this was a good plan. • The objects in the Ft. Dummer and mezzanine display cases will be returned to their places, now that the "Words" project exhibits are over. • Grigoriy Molchanov, a painter and glass sculptor, is interested in exhibiting on the first floor and mezzanine in January. Staff member Pat Sheehan's husband has loaned a diorama of a robot assembling a model airplane, and Pat will create an exhibit on make-it-yourself gifts to complement it.

**Anna Dewdney event** • The Friends will be requested to pay the \$250 rental for the professionally made llama costume. • Starr introduced Scholastic's FACE (Family and Community Engagement) program, which sells deeply discounted books to organizations that give them away to children. A set of six Dewdney paperbacks costs \$19. She suggested that Prudence coordinate acquisition with children's librarian Lindsay Bellville. • Prudence and Connie will work with library staff on publicity. Prudence will contact vendors to donate food for the event. Through a friend, Connie will obtain a list of area preschools for later outreach.

**FA community opportunities/programming partners** • Ric Kasini Kadour of *VT Art Guide*, published in Burlington about contemporary art in Vermont, spoke with Prudence about featuring the library in an issue of the quarterly print magazine. Christine said she could provide an article with photos when artwork is being installed in the library. Howard will contact Mr. Kadour. The magazine publishes free listings and paid ads. • Starr plans to meet with Shanta Lee Gander and her creative partner about having an exhibit at the library to support the workshops they're doing on subjects of interest to artists. • Separately, in April Shanta, possibly with Marlboro College interpretive dance students, will present a program at the library about Lucy Terry Prince.

**Review of FA policies and forms** Connie asked a few questions about statements in the current FA Policies. Brief discussion ensued about a FA committee staff representative, a disaster plan, and locking of the FA storage room. Howard said that he and Connie, as trustees, should present potential FA policy changes to the board, and asked Connie to collect changes to suggest. She will work with Judith on wording of any such changes.

**Other** Starr mentioned two future programs: Alex will present a session on editing Wikipedia; and Marshall Brooks will present a workshop for the public on book repair and restoration.

**NEXT MEETING** Thursday, January 4, 2018, at 9 a.m.

**Adjournment** The meeting was adjourned at 10:02 a.m.

## **Director's Report for December 2017**

**Building:** We are working on the safety citations we received from a recent inspection. The most pressing concern is the walkway leading from the parking lot to the 2<sup>nd</sup> floor entrance. It is in serious disrepair and we have received complaints from people who have difficulty walking on uneven surfaces and those who use canes and walkers which become stuck in the "potholes", as well as parents with babies in strollers. I discussed the situation with Russ Brown and the temperature is not conducive to repair in this season. We have had an electrician in to examine the front exterior lights. He determined that power is reaching the fixtures, but the sockets are beyond repair, so is ordering replacements. The carpet is coming loose on the mezzanine. Russ will call Lawton's to see if the glue is still under warranty.

**Programs:** Our First Wednesday series continued with a lecture on novelists of WWI. We stayed open late on a Friday evening to host a special screening of a documentary on Standing Rock which brought in people I had not seen in the library before, including a trio of High School students who stayed after to talk with the presenter and who helped put away the furniture. A session on accessing databases for genealogical research with Jerry Carbone was also well attended. Rolf Parker-Houghton presented a program on the conmen and scoundrels of the printing trade in early Brattleboro as part of the People, Places and Words NEH project.

**Community Collaboration:** Met with Community Equity Collaborative. Discussed possible avenues of collaboration with a member of the Latchis Board. Planned upcoming programs in partnership with the People, Places and Words NEH project.

**Professional Development:** I led a panel discussion at the Society of Illustrators during a special one day conference for librarians.

**Personnel:** We had twenty seven applicants for our part-time/on call circulation positions.

**Town operations:** I spoke to the Selectboard regarding our proposed budget at the special Saturday morning budget meeting. I was tasked with promoting Town employees' contributions to United Way.

**Publicity:** The Commons published an article on the proposal to eliminate fines. I spoke with Olga Peters about library events and activities during Green Mountain Mornings on WKVT.

Cardholders checked out 11,635 items from the library in December. We logged 9,430 visits.

## Youth Services Board Report- December 2017

The Spicy Lime has been adorned with hand cut snowflakes made by the teens themselves. The intricacy of some of the designs is breathtaking! Please stop in and take a look if you haven't already.

The return of our annual Holly Jolly Gingerbread Craft Time on Saturday December 9 was a grand success. We had 27 children and 25 adults join us for the morning session and 31 children and 18 adults join us for the afternoon session for a grand total of 58 children and 43 adults. Next year we plan on shortening each session to one hour instead of two since most kids were done within the first hour. We had several tweens and teens attend our Holly Jolly events so next year, we will be adding a third session geared specifically for ages 10 and up. This tweens/teens only event will offer more decorating options with different colored frosting and assorted candies so they can stretch their creative muscles.

The beginning of December saw a continuation of big numbers for Rhyme Time but the bitter cold led to a drastic decrease in attendance. Hopefully as the temperature rebounds so will our attendance numbers.

December also saw our first order for summer reading program supplies, done through the Vermont Department of Libraries. Yes during this cold, snowy December we were ordering posters, reading records, stamps and stickers for this year's summer reading program- Libraries Rock! Our larger supply order will need to be done soon before supplies run out.

Over 200 books were weeded in December, mostly from the fiction collection. This did open some shelf space but the fiction shelves are still a bit tight. More focused weeding may be required. Selected weeding of the nonfiction section also began though a more structured process and possible shifting of books will be needed in the new few months.

In January we will be having two special events during teacher in-services days when the students of WSESU don't have school. On Monday January 22 we will be showing *Despicable Me 3* at 1:00 pm. Kids are invited to bring a lunch or snack to enjoy during the movie. On Tuesday January 23 we will be offering a hands-on kids printing workshop for ages 6 and up, as part of the *Peoples, Places, and the History of Words in Brattleboro, Vermont Words Project*. Kids will have the opportunity to hand set antique wood type, including an ornamental piece, hand ink and print on a small letterpress sign to take home. The press and wood type are on loan from Museum of Printing, Haverhill, MA.

Lindsay Bellville  
Youth Services Librarian

Town of Brattleboro General Ledger  
Expenditure Report - Grants Fund  
Current Year Period 6 Dec

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-17/18 MTD Pd 6 Dec
<b>04-6-2801 Library Trust</b>					
04-6-2801-126.03 BR03 Conferences & Worksh	7,083.79	0.00	1,319.23	5,764.56	-495.00
04-6-2801-126.12 BR12 Trustees Conferences	1,241.04	0.00	294.17	946.87	0.00
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	111.71	602.91	0.00
04-6-2801-501.05 BR05 Books Adults	20,261.19	1,932.49	6,127.09	12,201.61	2,133.35
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	0.00	1,090.60	5,009.11	392.51
04-6-2801-505.14 BR14 Fine Arts	1,419.55	0.00	876.77	542.78	0.00
04-6-2801-505.16 BR16 Books Children	1,478.07	0.00	270.88	1,207.19	19.65
04-6-2801-510.09 BR09 Young Adult Sources	2,541.26	0.00	95.19	2,446.07	0.00
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	1,104.86	5,603.01	1.62
04-6-2801-530.10 BR10 Non-Print	5,981.45	0.00	1,524.55	4,456.90	1,466.26
04-6-2801-551.04 BR04 Contract Srvs Adult	36,517.53	0.00	51.76	36,465.77	0.00
04-6-2801-551.13 BR13 Adult Programs	1,854.25	0.00	853.63	1,000.62	266.95
04-6-2801-552.06 BR06 Juvenile Programs	3,248.12	0.00	726.73	2,521.39	0.00
04-6-2801-600.15 BR15 Board Approved Proje	10,197.26	0.00	6,663.90	3,533.36	227.49
04-6-2801-600.17 BR17 Outreach	1,734.08	0.00	192.08	1,542.00	0.00
04-6-2801-600.19 BR19 Gifts	9,048.43	59.81	2,757.78	6,230.84	1,238.30
04-6-2801-600.20 BR20 Projects	20,000.00	0.00	3,020.00	16,980.00	30.00
04-6-2801-600.21 BR21 Legacy	30,051.81	83.75	3,167.83	26,800.23	1,003.53
<b>Total Library Trust</b>	<b>177,070.17</b>	<b>2,076.05</b>	<b>30,458.52</b>	<b>144,535.60</b>	<b>6,284.66</b>
<b>Total Grants Fund</b>	<b>177,070.17</b>	<b>2,076.05</b>	<b>30,458.52</b>	<b>144,535.60</b>	<b>6,284.66</b>
<b>Total All Funds</b>	<b>177,070.17</b>	<b>2,076.05</b>	<b>30,458.52</b>	<b>144,535.60</b>	<b>6,284.66</b>

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-17/18 MTD Pd 6 Dec
<b>01-6-2800 Library</b>					
01-6-2800-001.00 Department Head Salary	73,037.00	0.00	35,212.74	37,824.26	8,403.76
01-6-2800-005.00 Staff Salaries	376,894.00	0.00	183,259.25	193,634.75	45,841.81
01-6-2800-005.01 Custodian	15,190.00	0.00	13,672.15	1,517.85	3,581.52
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	1,400.52	2,599.48	237.73
01-6-2800-124.00 Training	200.00	0.00	170.19	29.81	0.00
01-6-2800-126.00 Conferences/Memberships	500.00	0.00	336.34	163.66	0.00
01-6-2800-128.00 Lost Book Refund Pmt Fees	300.00	0.00	148.64	151.36	5.00
01-6-2800-140.00 Computer Equipment Maint	15,000.00	0.00	7,679.64	7,320.36	5,530.82
01-6-2800-141.00 Computer Supplies	4,000.00	0.00	1,061.04	2,938.96	39.99
01-6-2800-152.00 Book & Non-Print Supplies	4,000.00	0.00	3,935.27	64.73	586.73
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	13.04
01-6-2800-216.00 Reimbursable Expense	0.00	0.00	1,644.54	-1,644.54	90.00
01-6-2800-230.00 Fuel Expense	13,200.00	0.00	894.50	12,305.50	0.00
01-6-2800-235.00 Electric	26,470.00	0.00	14,101.89	12,368.11	1,474.31
01-6-2800-240.00 Utilities	1,800.00	0.00	1,005.09	794.91	0.00
01-6-2800-250.00 Building Equip & Maint	17,000.00	2,401.46	6,971.99	7,626.55	836.14
01-6-2800-255.00 Maintenance Supplies	3,000.00	253.86	2,073.60	672.54	224.10
01-6-2800-350.00 Telephone	6,000.00	2,000.00	2,032.15	1,967.85	395.89
01-6-2800-450.00 Postage Expense	7,500.00	0.00	2,591.30	4,908.70	210.00
01-6-2800-500.00 Office Supplies	4,000.00	0.00	1,628.54	2,371.46	234.52
01-6-2800-501.00 Books - General	6,000.00	72.58	5,988.81	-61.39	32.02
01-6-2800-502.00 Reference Sources	19,000.00	2,120.00	12,490.63	4,389.37	295.99
01-6-2800-505.00 Juvenile Books	9,000.00	380.01	4,663.83	3,956.16	742.16
01-6-2800-510.00 Young Adult Sources	1,500.00	0.00	885.12	614.88	199.43
01-6-2800-515.00 Replacement Books	1,500.00	0.00	683.32	816.68	47.50
01-6-2800-520.00 Periodicals & Newspapers	7,000.00	0.00	4,736.10	2,263.90	137.00
01-6-2800-530.00 Non-Print Materials/Adult	5,500.00	156.24	2,110.66	3,233.10	25.44
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	0.00	1,469.00	2,331.00	588.68
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	554.56	1,045.44	0.00
<b>Total Library</b>	<b>627,791.00</b>	<b>7,384.15</b>	<b>313,414.45</b>	<b>306,992.40</b>	<b>69,773.58</b>
<b>Total General Fund</b>	<b>627,791.00</b>	<b>7,384.15</b>	<b>313,414.45</b>	<b>306,992.40</b>	<b>69,773.58</b>
<b>Total All Funds</b>	<b>627,791.00</b>	<b>7,384.15</b>	<b>313,414.45</b>	<b>306,992.40</b>	<b>69,773.58</b>

**Brooks Memorial Library**  
**Current Quarter Actual vs Budget**  
 January through March 2018

	Jan - Mar 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Expense			
BR03 · Conferences & Workshops	0.00	1,250.00	-1,250.00
BR04 · Contractual Services	0.00	4,000.00	-4,000.00
BR05 · Books Adults	0.00	4,500.00	-4,500.00
BR06 · Juvenile Programs	0.00	750.00	-750.00
BR07 · Reference Sources	0.00	1,000.00	-1,000.00
BR08 · Local History Source	0.00	120.00	-120.00
BR09 · Young Adult Sources	0.00	500.00	-500.00
BR10 · Non-Print	0.00	1,375.00	-1,375.00
BR11 · Periodicals	0.00	1,000.00	-1,000.00
BR12 · Trustees Conferences	0.00	225.00	-225.00
BR13 · Adult Programs	0.00	250.00	-250.00
BR14 · Fine Arts	0.00	175.00	-175.00
BR15 · Board Approved Projects	0.00	2,500.00	-2,500.00
BR16 · Books Children	0.00	500.00	-500.00
BR17 · Outreach	0.00	250.00	-250.00
BR18 · Conservation	0.00	125.00	-125.00
BR21 · Legacy			
CK01 · Calista Book Fund	0.00	0.00	0.00
SH01 · Schorling 2007 Books Adult	0.00	0.00	0.00
WY01 · Wyatt Fund	0.00	0.00	0.00
Total BR21 · Legacy	0.00	0.00	0.00
Total Expense	0.00	18,520.00	-18,520.00
Net Ordinary Income	0.00	-18,520.00	18,520.00
Net Income	0.00	-18,520.00	18,520.00



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

Ordinary Income/Expense	Jul '17 - Jun 18	Budget	\$ Over Budget
<b>Expense</b>			
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	1,319.23	7,083.79	-5,764.56
BR04 - Contractual Services	0.00	36,517.53	-36,517.53
BR05 - Books Adults	6,926.81	20,261.19	-13,334.38
BR06 - Juvenile Programs	726.73	3,248.12	-2,521.39
BR07 - Reference Sources	1,090.60	6,099.71	-5,009.11
BR08 - Local History Source	209.76	449.00	-239.24
BR09 - Young Adult Sources	95.19	2,541.26	-2,446.07
BR10 - Non-Print	1,524.55	6,731.45	-5,206.90
BR11 - Periodicals	1,104.86	6,707.87	-5,603.01
BR12 - Trustees Conferences	294.17	1,241.04	-946.87
BR13 - Adult Programs	1,005.39	1,854.25	-848.86
BR14 - Fine Arts	876.77	1,669.55	-792.78
BR15 - Board Approved Projects	6,663.90	10,197.26	-3,533.36
BR16 - Books Children	270.88	1,120.81	-849.93
BR17 - Outreach	192.08	1,734.08	-1,542.00
BR18 - Conservation	111.71	714.62	-602.91
<b>BR19 - Short Term Gift Funds</b>			
AH01 - Amelia Hancock Fund	599.59	672.87	-73.28
AR01 - Arrington, Jeanne Fund	91.49	133.99	-42.50
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	1,389.00	2,989.85	-1,600.85
MO01 - Moulton, Lois Fund 4/14/2014	294.31	333.72	-39.41
PI01 - Pinkerton Fund	245.92	564.29	-318.37
SG01 - Small Gifts	301.47	2,356.20	-2,054.73
ST01 - Staff Fund	0.00	23.26	-23.26
TB01 - Tom Burdo Fund 1/2/2012	0.00	124.00	-124.00
WJ01 - Wojtowicz Fund 5/11/11	0.00	1,160.12	-1,160.12
<b>Total BR19 - Short Term Gift Funds</b>	<b>2,921.78</b>	<b>9,649.21</b>	<b>-6,727.43</b>
<b>BR20 - Projects</b>			
MH01 - Miriam Adams Howland Bequest	30.00	6,707.00	-6,677.00
RR01 - Ronald Read Capital Improvement	2,990.00	30,000.00	-27,010.00
<b>Total BR20 - Projects</b>	<b>3,020.00</b>	<b>36,707.00</b>	<b>-33,687.00</b>
<b>BR21 - Legacy</b>			
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	544.41	853.34	-308.93
SH01 - Schorling 2007 Books Adult	400.84	6,291.02	-5,890.18
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	0.00	134.89	-134.89
FR01 - Frothingham Fund	0.00	2,121.39	-2,121.39
JR01 - Jerard Fund	0.00	874.92	-874.92
WY01 - Wyatt Fund	323.66	678.24	-354.58

**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
<b>Total BR21 · Legacy</b>	<b>3,167.83</b>	<b>30,456.39</b>	<b>-27,288.56</b>
<b>Total Expense</b>	<b>31,522.24</b>	<b>205,425.27</b>	<b>-173,903.03</b>
<b>Net Ordinary Income</b>	<b>-31,522.24</b>	<b>-205,425.27</b>	<b>173,903.03</b>
<b>Net Income</b>	<b>-31,522.24</b>	<b>-205,425.27</b>	<b>173,903.03</b>

# Brooks Memorial Library Current Approved Endowment 4% Draw July 2017 through June 2018

	Jul - Sep 17	Oct - Dec 17	Jan - Mar 18	Apr - Jun 18	TOTAL
Ordinary Income/Expense					
Expense					
BR02 · Library Donations to Town	10,441.14	0.00			10,441.14
BR03 · Conferences & Workshops	3,333.79	1,250.00	1,250.00	1,250.00	7,083.79
BR04 · Contractual Services	24,517.53	4,000.00	4,000.00	4,000.00	36,517.53
BR05 · Books Adults	6,761.19	4,500.00	4,500.00	4,500.00	20,261.19
BR06 · Juvenile Programs	998.12	750.00	750.00	750.00	3,248.12
BR07 · Reference Sources	3,099.71	1,000.00	1,000.00	1,000.00	6,099.71
BR08 · Local History Source	89.00	120.00	120.00	120.00	449.00
BR09 · Young Adult Sources	1,041.26	500.00	500.00	500.00	2,541.26
BR10 · Non-Print	1,856.45	2,125.00	1,375.00	1,375.00	6,731.45
BR11 · Periodicals	3,707.87	1,000.00	1,000.00	1,000.00	6,707.87
BR12 · Trustees Conferences	566.04	225.00	225.00	225.00	1,241.04
BR13 · Adult Programs	1,104.25	250.00	250.00	250.00	1,854.25
BR14 · Fine Arts	894.55	425.00	175.00	175.00	1,669.55
BR15 · Board Approved Projects	2,697.26	2,500.00	2,500.00	2,500.00	10,197.26
BR16 · Books Children	-379.19	500.00	500.00	500.00	1,120.81
BR17 · Outreach	984.08	250.00	250.00	250.00	1,734.08
BR18 · Conservation	339.62	125.00	125.00	125.00	714.62
<b>Total Expense</b>	<b>62,052.67</b>	<b>19,520.00</b>	<b>18,520.00</b>	<b>18,520.00</b>	<b>118,612.67</b>
<b>Net Ordinary Income</b>	<b>-62,052.67</b>	<b>-19,520.00</b>	<b>-18,520.00</b>	<b>-18,520.00</b>	<b>-118,612.67</b>
<b>Net Income</b>	<b>-62,052.67</b>	<b>-19,520.00</b>	<b>-18,520.00</b>	<b>-18,520.00</b>	<b>-118,612.67</b>

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Town of Brattleboro General Ledger  
Revenue Report - Grants Fund  
Current Year Period 6 Dec

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Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-17/18 MTD Pd 6 Dec
<b>04-5-2801 Library Trust</b>					
04-5-2801-217.00 Trust Reimbursement	177,070.17	0.00	24,173.86	152,896.31	6,342.05
<b>Total Library Trust</b>	<b>177,070.17</b>	<b>0.00</b>	<b>24,173.86</b>	<b>152,896.31</b>	<b>6,342.05</b>
<b>Total Grants Fund</b>	<b>177,070.17</b>	<b>0.00</b>	<b>24,173.86</b>	<b>152,896.31</b>	<b>6,342.05</b>
<b>Total All Funds</b>	<b>177,070.17</b>	<b>0.00</b>	<b>24,173.86</b>	<b>152,896.31</b>	<b>6,342.05</b>

Town of Brattleboro General Ledger  
Revenue Report - General Fund  
Current Year Period 6 Dec

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-17/18 MTD Pd 6 Dec
<b>01-5-2800 Library Revenue</b>					
01-5-2800-120.00 Library Copier Revenue	6,700.00	0.00	2,933.96	3,766.04	338.36
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	1,604.95	-1,604.95	90.00
01-5-2800-360.00 Library Fines	16,000.00	0.00	6,413.15	9,586.85	774.70
01-5-2800-370.00 Non-Resident Fees	18,000.00	0.00	7,498.00	10,502.00	981.00
01-5-2800-375.00 Gift Books & Replacement	4,000.00	0.00	1,266.49	2,733.51	156.39
01-5-2800-390.00 Library Postage Revenue	200.00	0.00	79.60	120.40	22.50
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	18.85	681.15	1.65
<b>Total Library Revenue</b>	<b>45,600.00</b>	<b>0.00</b>	<b>19,815.00</b>	<b>25,785.00</b>	<b>2,364.60</b>
<b>Total General Fund</b>	<b>45,600.00</b>	<b>0.00</b>	<b>19,815.00</b>	<b>25,785.00</b>	<b>2,364.60</b>
<b>Total All Funds</b>	<b>45,600.00</b>	<b>0.00</b>	<b>19,815.00</b>	<b>25,785.00</b>	<b>2,364.60</b>

# **Brooks Memorial Library**

## **PUBLIC ACCESS COMPUTING: ACCEPTABLE USE POLICY**

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### **Purpose**

As part of its ongoing mission, Brooks Memorial Library seeks to serve the learning, information, and personal enrichment needs of people of all ages in the Brattleboro community. To pursue this mission, the Library seeks to expand individual access to information through the use of current technologies, such as public Internet access, online research databases, computer applications, and printing.

The Internet is a decentralized network of computers whose files have been made available to anyone with Internet access. As an information resource it is not within the scope of the Library's materials selection policy. Therefore, the Library is unable to assume responsibility for the quality of information accessed through the Internet. Parents or guardians, not the Library, are responsible for the information selected and/or accessed by their children under the age of sixteen.

The Library may provide designated areas where patrons may access the Internet on their own equipment capable of receiving wireless signals. The Library cannot assume responsibility for the security of personally owned hardware and software used on Library premises.

The staff and Board of Trustees support the American Library Association's *Library Bill of Rights* and all of its interpretations, including *Access to Electronic Information, Services, and Networks*. The Library supports access to information on all subjects that serve the needs or interests of each user. All policies may be viewed on the Library's Web site.

Currently, the American Library Association does not endorse using Internet filters in libraries because they block access to information that is legal and useful, and because they cannot distinguish between protected and unprotected speech. Filters are not installed on any computers at Brooks Memorial Library, including those in the Children's Room.

### **Acceptable Use**

The freedom to access information is a fundamental right, but use of library equipment is a privilege. Users shall respect the rights of other computer users, library patrons, and staff, in keeping with the library's behavior code. This includes the use of personal devices that use the wireless capacity of the library. Users shall respect the policies, rights and conventions of all the organizations and individuals who use the Internet.

**Unacceptable** uses include but are not limited to the following:

- Use of the resources for any purpose that violates federal, state or local laws
- Harassment of others
- Libeling or slandering others
- Destruction of or damage to equipment, software, or data belonging to the library or other users
- Disruption or unauthorized monitoring of electronic communications, including excessive use of the Library's Internet capacity
- Infringement upon the rights and privacy of others
- Unauthorized use of computer accounts or access codes
- Unauthorized copying of copyright-protected material
- Use of Internet by a child whose parent/guardian has not signed the Internet User Agreement for Children (under 16 years of age)
- Unauthorized disclosure, use, or dissemination of personal information regarding minors
- Downloading of external applications to the hard drive of the public access computers. However, temporary saving of personal files to the hard drive is permitted
- Intentional interference with or circumvention of normal operation of Library technology

## **Harassment**

Although the freedom to access information is a fundamental right, library users must exercise that right responsibly by respecting the rights of others. The Library will not censor access to the Internet. Nevertheless, as a department of the Town of Brattleboro, the Library is committed to providing an environment free from harassment. Display of sexually explicit graphics or otherwise offensive material is inappropriate for an open public environment and is prohibited. Although the Library takes harassment violations very seriously, there will be no supervision by the Library of what is accessed via the Library's public access computers. This responsibility falls to library patrons.

## **Requirements for Use**

- The Library has software that manages access to the public access computers in defined time slots. Extensions of the time limit may be granted at the Library's discretion.
- Users must have a current library card or computer user card in good standing in order to make a reservation or claim an available computer.
- The Library provides assistance with using computers for information retrieval, but the Library cannot guarantee assistance with other computer uses.
- There will be a printing charge after the first page. Payment is made at the circulation desks.
- Disks for downloading data may be purchased at the circulation desks.
- Parents or legal guardians of children under the age of 16 must assume responsibility for their children's use of the Internet through the Library's connection and must sign an internet user agreement for children.
- Children six years of age and under must be in the immediate presence of a parent or other responsible caregiver over the age of 12.
- Public Access Computers located in the Children's Room are to be used by children under the age of sixteen. Anyone sixteen years of age and older may use these computers in the Children's Room only if accompanied by a child.

## **Privacy**

While the Library cannot guarantee the privacy of data or computer usage of the public access computers, it considers such privacy to be extremely important. The Library follows best practices to secure the network and its computers and to ensure that search histories are erased between computer sessions. The Library does not retain computer reservation records beyond one day. It is also clearly stated in this policy that infringement upon the rights and privacy of others is unacceptable use of these resources.

## **Consequences**

- Any damage to library technology may be charged to the user.
- Failure to use the equipment appropriately and responsibly may result in restriction or suspension of computer use privileges, determined on a case by case basis at the discretion of the Library. (All other Library policies also apply.)
- Illegal use may be subject to prosecution by local, state, or federal authorities.
- Computer users will be informed in writing by the Library Director if their privileges have been restricted or suspended for more than one day due to violations of the Acceptable Use Policy.