

BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES
BOARD AGENDA FOR TUESDAY
May 13, 2014 –4:00 PM.—MEETING ROOM

1. **Call to Order / 4:45 PM--**
1. A. Agenda/Changes or additions
1. B. Public Comments
2. Minutes of **APRIL 8, 2014 & April 29, 2014**
3. **Old Business**
 - A. Committee Reports
 1. **Asset Development Committee.**
 - Treasurer's Report April 2014—Adam
 - Fund Raising Update – MOU draft
 2. **Fine Arts Committee**
 - Meeting 20140507
 3. **Building/Grounds Committee**
 - See Librarian's Report
 4. **Technology Committee.**
 - Catamount Library Network update
 5. **Friends of the Library**
 - Activities update—Mary Ide (May 22 Annual Meeting; Strolling Booksale, June 7)
 6. **Teen Advisory Board**
 - Meeting 20140425--Pam
 - B. Town Budget FY 2015 approval
 - C. Committee Assignments
4. **New Business**
 - A. Set date for Orientation by Amy Howlett, Vt. Dept. of Libraries Consultant.
 - B. Annual review of circulation policies.
 - C. Gifts, donations, grants received: **DONATIONS** 1. Dorothy and Robert Keller \$28.80 (Islamic Horizons) 2. Sara Moulton for Lois Moulton Fund (\$500) .**TRANSFER:** none **BOUGHT** : 360 shares Orbotech @14.696 (\$5310.51) **SOLD** None.
 - D. Library director; Reference Librarian Reports; Children's Room Programs' Report; Library Statistics-----
Questions.
5. **Adjourn.**

CONTENTS

1. Minutes of **April 8 and April 29**
- 1.a. Fine Arts Committee Notes 20140507
- 1.b. Asset Development Committee Notes 20140508 & 20140422
2. Library director's Report
3. Children's Room Report
4. Reference Librarian's Report
5. Treasurer's Report FY 2014 YTD
6. Endowment and Investment FY 2014 YTD
7. Town Budget Expenditures & Revenues FY 2014 YTD.
8. Library Statistics YTD **[at meeting]**
9. FY 2015 Revised Budget & Memo 20140508
10. Trustee Committee Assignments 2014-15
11. BR6-1 to 6-8: Fine, Fee, and Circulation Policies (20140513 draft)
12. Annual Appeal MOU draft 20140513 **[at meeting]**
13. Library publicity **[at meeting]**

BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

April 8, 2014

Present: The following Trustees were present: Pam Becker, Howard Burrows, Adam Franklin-Lyons, Jerry Goldberg, Jennifer Lann, Tom Murray, Robert Stack, and Elizabeth Wohl. Also present were Library Director, Jerry Carbone; Reference Librarian, Jeanne Walsh; Friends Liaison, Mary Ide; and Recording Secretary, Dawn Pollard. Absent was Jane Southworth.

1. Call to Order:

Elizabeth called the meeting to order at 4:50, and acknowledged four new Trustees in attendance. Introductions were made around the table.

1A. Officer Elections:

Elizabeth noted that before business could be conducted, officers needed to be elected. Elizabeth briefly described the duties of each office, and offered the following slate:

President - Elizabeth Wohl
Vice President - Jane Southworth
Secretary - Pam Becker
Treasurer - Adam Franklin-Lyons

There being no further nominations, and upon motion duly made and seconded, the Trustees voted the slate of officers as presented.

1B. Agenda Changes or Additions:

Jerry asked for time to discuss the Library Services and Technology Act grant.

1B. Public Comments:

None

2. Minutes of March 11, 2014:

Upon motion duly made and seconded, the minutes of the March 11, 2014 Trustees meeting were approved.

3. Old Business:

A. Committee Reports:

1. Asset Development Committee:

Adam presented the Treasurer's Report for March indicating the quarterly disbursement to Brooks Memorial Library had been made. A more detailed review of the endowment portfolio will be given later in this meeting by Prentiss-Smith & Company.

Upon motion duly made and seconded, the Trustees voted to update the Schwab One organization account to add Elizabeth Wohl, Jane Southworth and Pam Becker, and to add Elizabeth Wohl as a signatory.

Adam also noted that the Friends of the Library had recently voted to support the fundraising campaign and had prepared a plan outlining responsibilities. The Asset Development Committee will finalize the fundraising plan and will bring it before the Trustees for a final vote at a future meeting.

BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

April 8, 2014

2. Fine Arts Committee:

Pam reported on the following:

- Continued work on the King Johns Bible exhibit
- Replacement of retiring Children's Illustrator Exhibit volunteer
- Disaster planning for historical materials conference in Bennington
- Deed of Gift form had been edited and approved by the town attorney

Pam noted that this committee is a hard-working committee, with many of its members having served for several years.

3. Building and Grounds Committee:

No meeting.

4. Technology Committee:

Jerry reported that deduplicating of the database will be done manually, possibly by a Brooks employee, and that more libraries will be joining the consortium as early as September.

5. Friends of the Library:

Mary reported on the following:

- Spring booksale
- Very successful Scott Ainslie concert netting a record \$2,500
- Logo contest information will be sent to local schools
- 185 people attended the Ignat Solzhenitsyn program - the largest audience for a First Wednesday lecture to date
- New Friends members are still needed

6. Teen Advisory Board:

Jerry reported the TAB is struggling; a discussion ensued concerning the ever-increasing needs for this teen/young adult group.

Smith Portfolio Review: Laurie Barrett, Director of Client Services for Prentiss-Smith & Company, then joined the meeting for the annual portfolio review. Laurie reported that a calendar 2013 investment gain on the account totaled \$73,875, resulting in a 14.65% performance, noting overall performance since inception at 27.62%, or 4.72% annualized.

The current account allocation as of December 31, 2013 was 56% stocks/22% fixed income/22% cash. She noted that the company's goal in fixed income allocation is 30% and recommended shifting some cash to fixed income. Laurie also offered her company's assistance should the Trustees wish to discuss changes in investment strategy.

Upon motion duly made and seconded, it was voted to confirm and sign the agreement between Prentiss Smith & Company, Inc. and Brooks Memorial Library for management of the Brooks Memorial Library portfolio for one year; the managed account ending in -3431 will be billed at .75% per year, divided by four and charged at quarterly rate of 0.1875% applied to the market value at the end of each calendar quarter.

It should be noted that prior to the vote, Howard disclosed that Prentiss Smith was his brother-in-law and recused himself from voting on any agenda item related to the company.

BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING

April 8, 2014

B. Town Meeting 2014 Recap:

Jerry updated the Trustees on the current situation with the Town's budget approved by the Town Meeting Representatives on March 22nd but coming before the town at a special re-vote on April 17. He encouraged the Trustees to attend the information meeting on the budget and to discuss the ramifications of what it would mean to defeat that budget and force the town departments to create a new budget.

4. New Business:

A. Committee Assignments:

Due to the late hour, Elizabeth requested that the Trustees review the various committees and e-mail her with their top three choices. She will assign each Trustee to serve on two committees

B. Electronic Distribution of Board Packets:

Jerry reported on the time and cost of putting together the monthly board packets and asked the Trustees to consider receiving these electronically. After some discussion, and upon motion duly made and seconded, the Trustees voted to receive the board packets by an e-mail notification which will provide a link to the library's website where the packet can be downloaded and printed. Jerry indicated that he would print two complete packets and have them available at the meeting.

C. Smith Portfolio Review:

See above.

D. Gifts, Donations, Grants Received:

Donations received: Brattleboro Camera Club \$82.66. Transfer: None. Bought: 100 shares Kubota Corp @ \$63.8959. Sold: None.

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

See attached reports.

Jerry also reported on the Library Services and Technology Act grant application; funds available this year total \$2,212 which will be used to support staff to improve resource sharing activities and enhance digital collections.

5. Adjourn:

Upon motion duly made and seconded, the meeting adjourned at 7:00 PM.

Dawn Pollard, Recording Secretary
Pamela Becker, Board Secretary

BROOKS MEMORIAL LIBRARY
SPECIAL BOARD OF TRUSTEES MEETING

April 29, 2014

Present: The following Trustees were present: Howard Burrows, Adam Franklin-Lyons, Jerry Goldberg, Jennifer Lann, Tom Murray, Jane Southworth, and Elizabeth Wohl. Also present were Library Director, Jerry Carbone; Friends Liaison, Mary Ide; and Recording Secretary, Dawn Pollard. Absent were Pam Becker and Robert Stack.

1. Call to Order:

Elizabeth called the special meeting to order at 5:30, and called on Jerry to give a brief explanation of the budget cuts requested by the Selectboard. He indicated the Town had given him two options: reduce the FY 2015 budget by 5% or reduce one or two full-time positions from current library staff. Jerry highlighted the following impacts to programs and services:

Reduction of staff:

- A reduction of two full-time employees represents 33.3% of full-time employees
- The position of account clerk is responsible for many duties, including clerical work, circulation services, cash reconciliation, purchase order/invoice preparation, supply clerk, office equipment troubleshooting, circulation desk backup, and clerical support for the Library Director. This work would be distributed to remaining staff members.
- The position of assistant children's librarian is responsible for creation, implementation, and promotion of library literacy programs to children, including story times, craft tables, and all aspects of the Summer Reading Program. If this position is cut, most if not all, children's literacy programs would be curtailed or eliminated. In 2013, the children's room hosted 359 programs which attracted over 7,000 children and adults during the year.
- A staff reduction would reduce weekly hours open from 50 to 40, possibly resulting in the library being closed at least one full day and shortened evening hours. This would result in lost services and programs to the entire community, including less public access to computers, less reference questions answered, and less access to meeting rooms, local history and art work collections.

Reduction of FY 2015 budget by 5%:

- A 5% reduction requires a cut of \$30,807, which will reduce part-time salaries by \$18,148 and reduce operating expenditures by \$12,680 (\$8,405 reduction in library acquisitions; \$3,675 reduction in office equipment, book/nonprint processing, conference/membership/training/mileage; and \$600 reduction in special programs).
- Reduction of weekly hours open from 50 to 45, possibly resulting in closing a complete day during the week.
- Potential loss of non-resident revenue due to reduction of open hours.
- Reduction of public access computer use, affecting those citizens who need access to the Internet for various information needs such as applying for jobs, e-government services, etc.
- Fewer acquisition purchases; less money available for emergency replacement of office equipment; less training and conference attendance; less open hours will mean more online holds being placed, creating more work for staff to pull items from the shelves.

1. Public Comments:

- Barry Aleshnick questioned the process of adopting a new budget. Elizabeth responded that a new budget needs to be drafted to be presented to Town Meeting Representatives at a meeting warned 30 days in advance.
- Bob Oeser commented that the Town Charter gives the Library Trustees the authority to approve a library budget and asked what the purpose of tonight's meeting was. Elizabeth replied that a

BROOKS MEMORIAL LIBRARY
SPECIAL BOARD OF TRUSTEES MEETING

April 29, 2014

revised budget had not been brought before the Trustees yet, and that nothing would be voted on tonight. Jane suggested the Trustees could vote on a recommendation tonight.

- Kathleen Dowd asked who made the decisions on the library cuts and how does the homeless population who spend time in the library impact the library budget? Jerry replied that the decisions to make the suggested cuts were very difficult and that he did his best to balance the cuts between the Main Floor and the Children's Library. In response to the homeless, Jerry indicated that the public library is for everyone's use and that a behavior code is in place; the staff addresses violations of that code.
- Veronica Wheelock asked if a self-checkout could be considered and commented that numerous volunteers are working for the town "for free" and should be rewarded, rather than punished. Cuts to the library budget will result in the need to have professionals performing duties now being done by volunteers. Jerry responded that a self-checkout would still need to be monitored by a staff person and could potentially impact the library's security system.
- Kristine Alden indicated she moved here several years ago after checking out our town and being impressed with our library. She commented it is vital to have an active, vibrant library, noting that the library is the heartbeat of a town; it is a gathering place; it is informative, entertaining, safe and compassionate. To remove any services currently being provided to the community is obscene, in her opinion.
- Mary Ellen expressed hope that the Selectboard would restructure the police/fire project. Elizabeth responded by indicating that the police/fire project was approved at town meeting a few years ago and that the vote at that time was not contested. Now that the FY 2015 budget has been defeated, the Selectboard has the right to restructure the budget as they see fit. Elizabeth also indicated that there was no fat in either the town budget, or the library budget, and that conversations should continue with the Selectboard.

The following motion, duly made and seconded at a properly warned meeting of the Brooks Memorial Library Board of Trustees, was passed unanimously by the Board.

The Board of Trustees of Brooks Memorial Library (in a meeting attended by more than thirty (30) people who provided extensive corroborating comments), while understanding the current financial situation of the town, nevertheless believes that the services offered by the library are essential to the well-being of the community and are currently provided by a maximum of volunteers and a minimum of paid staff. Cuts as proposed are unacceptable.

5. Adjourn:

Elizabeth thanked everyone for attending the meeting, and upon motion duly made and seconded, adjourned the meeting at 6:20 PM.

Dawn Pollard, Recording Secretary

Elizabeth Wohl, President

Fine Arts Committee Meeting

May 7, 2014 8:30 AM

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

1. Old Business

- **Fine Art Policy Review:** Reviewed RB 9-16-Insurance. It was decided to move references to public art exhibits to BR 9-8, Fine Arts Committee, and create a separate sub-section there. Section BR9-18 Records Retention was combined with Br9-10 Accessioning and then Br9-18 was deleted. Judith will draft language for above sections and send out again for June 4 meeting.
- **Saint John's Bible:** Because of the short time available before October and the fact that the Vermont Humanities Council was not very interested in funding to bring the speaker, Father Ternes from Minnesota out for a talk, the committee decided to postpone the loan of the Bible until 2015. Since the **Eric Carle exhibit *Illuminating Illustration: Picture-Book Art Inspired by Illuminated Manuscripts*** is available at any time, and this exhibit was going to coincide with the Saint John's Bible, Simi will contact the museum to let them know we will be postponing this exhibit as well.
- **Deed of Gift Form:** Helene will follow-up with a Jonathan Flaccus to complete it for his recent gift to the library.
- **Disaster Planning for Historical Materials:** Helene and Christine attended the conference at the Bennington Library on Thursday, April 3. Helene reported that it was an excellent and informative workshop providing tools for creating our own disaster plan. She recommended meeting with the Fire chief to review our collection and setting priorities of what to save. It was decided that we will start on this process right after the Fine Arts policies are completed and approved by the Trustees. Pam recommended that the Building and Grounds Committee could work on a library-wide plan after FA has theirs drafted.
- **Catherine Dianich Proposal for offsite exhibit of BML art:** The committee will put this offer on hold for the time being as there is no definite proposal yet from Catherine.

2. New Business

- **Grandfather Clock:** Karen Bucher, a local clock repairer who lives in Brattleboro, has offered to come in and wind the clock on a weekly basis. The committee wholeheartedly agreed that this would be a good idea. Jerry will contact her.
- **Offer to donate Robert F Kennedy remarks given at Putney School:** A local resident who was a student at Putney School in 1968, has transcribed remarks made by RFK when he visited the school in February of that year. While Jerry thought the copy of the remarks would be better at another repository, the committee suggested an exhibit of the transcription along with Reformer article, photos of the time, etc. They would use the 2nd floor exhibit cases. Tracey volunteered to do the exhibit and do the research. After the meeting Tom Murray sent an email to Jerry stating that the speech is already on a Putney School blog, <http://www.ridingthecyclone.com/blog/RFK/rfk-speech.html>.

NEXT MEETING: Wednesday, June 4, 8:30 AM. , Local History Room

**Asset Development Committee Meeting
April 22, 2014, 8:30 AM**

**Present: Elizabeth Wohl; Adam Franklin-Lyons; Jerry Goldberg; Robert Stack; John Ogorzalek; Member of public/trustee--Howard Burrows ---Staff: Jerry Carbone
Absent: None**

Elizabeth as pro tem chair called the meeting to order. The meeting was then handed to Adam Franklin-Lyons, who will chair the asset development committee. Introductions were made for the new members: Robert Stack; Jerry Goldberg. Howard Burrows attended as an interested trustee.

1. Review of Fund Raising Plan—next steps:

Adam reviewed our fund raising initiative providing an historical context to our meetings over the past year, and our involvement with the Friends of the Library who would be acting as the fiscal agent for this process. There were initial concerns by the Friends about their roles and responsibilities, but in the meeting of March 19, the Friends executive board approved the following motion -- *The Friends' Board agrees to support the Trustees' Board in its 2014 Fundraising Appeal based upon a Memorandum of Understanding to be developed and agreed upon by both Boards. (Moved by R. Oeser; seconded by F. Gibson - unanimously approved).*

Mary Ide, Friends of BML president, could not attend, but Adam stated that he will contact Mary, and using the document that she drafted from the Christine Graham Fund Raising Plan, will begin to draft the MOU between the Trustees and the Friends. A first draft is planned for review at the next AD meeting. Elizabeth also mentioned that the Trustees need to adopt the MOU as well as the Fund Raising Plan at a future board meeting.

Commenting on the future appeal, Robert Stack asked about the possibility of creating a category of “enhanced library patron” who would voluntarily pay additional support annually to the library. Discussion followed that the annual appeal, in a way, will create this commitment from patrons to provide extra support to the library outside of their tax or membership fees. Robert also discussed the news article that appeared in the 4/21 edition of the Reformer, which discussed an initiative by several citizens to encourage donations to the Town of Brattleboro. The committee saw the possibility of donor fatigue where all nonprofits and Town departments would be asking for private donations.

Adam stated that he will contact Mary Ide to begin a draft of the MOU before the next meeting for the AD committee to review.

2. Review investment strategy as outlined by Laurie Barrett, Prentiss-Smith and Company

The next item on the agenda was a discussion of our current investment strategy for the endowment, legacy funds, and the Schorling and Calista funds. Robert asked the about market timing and where we would be better off investing in quality index funds or dividend paying stocks. John Ogorzalek explained the role of Prentiss Smith as an investment manager who was hired by the Trustees in 2008 to actively manage the endowment fund. At the time, the trustees felt that it was their fiduciary responsibility and in the best interests of the library to have an active manager for the endowment fund. Adam discussed the two sample endowment policies distributed by Laurie and saw #2, “Endowment Investment Guidelines and Policies” as one we might consider incorporating into our existing BR 4 investment policy. Regarding the funds that are invested but not managed by PS, Robert wondered if these funds would be better other investments with a higher yield than just in a money market.

For next meeting Adam stated we need to review the current BR 4 Investment policy to see if there are any changes the committee would like to recommend. Jerry will distribute drafts of BR 4 to the committee.

NEXT MEETING: ASSET DEVELOPMENT COMMITTEE MAY 6, 8:30 AM

#1.b. Asset Development Committee Notes

**Asset Development Committee Meeting
May 6, 2014, 8:30 AM**

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

Adam called the meeting to order. Before a discussion of the agenda items Jerry was asked to update the committee on the FY 2015 budget. For those who were not at the May 1 Selectboard meeting where budget was discussed, Jerry summarized the evening. Upon a question of Selectboard member Kate O'Connor regarding the endowment fund, which she stated was \$740,000, Jerry gave an overview of the funds explaining the endowment fund, which is invested in securities and fixed income, was really about \$570,000, 4% of which is used to supplement and support acquisitions each year, especially since the Town supported acquisitions have not risen since 2004. The remainder of the gift funds is restricted for various uses, which are made up of the five legacy funds; the Schorling Fund; the Calista Fund; and various memorial funds, to be used for particular books and/or the library's permanent art collection. Robert Stack had to leave due to an appointment.

1. MOU between Friends and Trustees for Annual Appeal:

Adam reviewed the two samples of MOU between a library and outside organization. He will draft a MOU for Mary to review limiting it to only the annual appeal. He will also, using Mary's roles and responsibilities document, assign these to Trustees and Board members. He feels that there would be a 1 year review of how this document works, and then go to a 3 year review cycle. Mary agreed, but again reminded the committee of the dwindling Friends board members. She needs at least one or two new board members who would be interested in helping. She has some names, one of which is a recently retired person in marketing, and she may contact them. Adam stated that he would have a draft of the MOU before May 13 Trustees meeting. Jerry would send this to Christine for comments; Trustees would then adopt with recommended changes on 6/10; and Friends would consider at their June meeting. Adam will not be at the June 10 Board meeting but we will be able to Skype him from Spain.

2. Review of BR 4 and revised investment strategy

John O. asked about performance review and thought a comparison against the Lipper Index of balanced funds would be a good benchmark to compare. Next, the committee discussed the current BR4 Endowment Fund and Gift Policy. Adam thought there could be another document that details a bit more what the board wants as an investment strategy. John volunteered to draft language for BR 4-5, Investment Philosophy that would expand on the guidelines. Jerry then asked for an executive session to discuss a contractual issue. Adam moved to go into executive session and invited Mary Ide to attend. After the executive session the committee discussed meeting dates. Jerry will send out an email to come up with a date the week of May 26. After that the committee will try to meet regularly on the 1st Tuesday of the month.

NEXT MEETING: ASSET DEVELOPMENT COMMITTEE TBA

Librarian's Report for April 2014

May 9, 2014

Submitted by Jerry Carbone, Library director
802-254-5290, ext. 101 jerry@brooks.lib.vt.us

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

Old Business

3. A.1. Committee Reports/Asset Development Committee.

- Treasurer's Report April--Adam
- Fund Raising Update :MOU draft-- Adam will provide this at the meeting.

3. A.2. Committee Reports/Fine Arts Committee

- Meeting 20140507— Please see notes.

3. A.3. Building & Grounds Committee

- Jeanne Walsh has initiated a review of the Genealogy Room resources and has drafted an overview and update of the project, which I will share with you next month.

3. A.4. Committee Reports/Technology Committee.

- Catamount Library Network update: **April 14:** In the Go To Meeting we learned of the various contracts that will be coming up for renewal. These include our cataloging contract with OCLC; our content enrichment contract with EBSCO; and our hosting/support contract with Bywater. The board has asked me to make contact with Bywater regarding the renewal of the contract, which was written for 10 libraries, that would include increments of 15, 20, 25, 30. This contract is not due until February 2015. The CLN board also voted to offer Jess Weitz a contract for deduplication on a four month trial basis through August 31. - Jess has started the deduplication process with technical assistance from Leslie.

3. A.5. Committee Reports/Friends of Library

- Mary Ide, President, will be at the meeting to update us on Friends Annual Meeting (5/22) and the fund raising concert scheduled for Thursday, June 19, at 7:30 PM.

3.A. 6. Committee Reports/Teen Advisory Board

- Meeting 20140425: Pam was at the meeting and will provide a report.

3. B. FY 2015 Budget update

- At the most recent Selectboard meeting on May 8 Town Manager Patrick Moreland was directed by the Selectboard to ask Department Heads for a 1% reduction to their operations budget. There were other reductions too, but these did not affect the library. Please refer to my memo to Patrick where these reductions would come from, but in essence, there would not be staff reductions nor further reductions in our acquisitions budgets.

3.C. Committee Assignments

- Please review the committee assignments to make sure these are the committees you would like to participate in. Chairs will be elected.

NEW BUSINESS

4.A. Trustees' Orientation with Amy Howlett, Vt. Dept of Libraries Consultant

- The purpose of this orientation will provide a greater perspective from the State consultant on best practices for Trustees. Amy is available on August 12, which is the second Tuesday.

4.B. Annual Review of circulation policies

It has been one year since the library changed its circulation policies to synchronize with the newly established Catamount Library Network policies. Now after one year, and as part of the policy to review these annually, staff and I are recommending the following changes:

- Circulation policy--weekly magazines: According to CLN rules, libraries are allowed to change policies on only those items available to "home library" patrons. We may change circulation policies such as limits, circulation length, fines, grace period, renewals for items that are loaned only to our patrons. There are only six item types where we may make changes. At our April 17 full staff meeting we discussed changes to item types based on the past year's experience and patron comments. After much discussion and a vote, it was decided that the only change recommended at this time is to weekly magazines. We have, in fact, 17 titles that are weeklies and the current policy is a 7 day loan period with no renewal. We took a vote, and 9 of 14 staff recommend a 14 day with 1 renewal, which will make the item type consistent with the other periodical types loan and renewal periods--14 days and one renewal.
- New Fee for recovery of overdue material: Circulation manager Therese Marcy is recommending to add a fee for the extreme recovery of overdues material, after a patron is referred to the Town Attorney, but before the case goes to small claims. For long overdue materials the CLN changed our policy to a maximum accrual of \$5 per item (children) and \$8 for overdue fines, no matter when the item is returned. Our former policy allowed the fines to accrue to the cost of the item. These larger fines provided a greater incentive for the patron to return the materials. When overdue materials reach this stage and have not been returned Therese --ant the attorney's office--may spend excessive time in the collection process, which many times include multiple phone calls and at least three letters. Therese recommends that we have the authority to add another \$50 to \$100 to the patrons' account, depending on the patron's cooperation in getting the materials returned, before they reach the civil action state. I would suggest the following language be added to our **BR 6-7 (B)Recovery of Long Overdue Materials** section (new language underlined) :

4. Any failure to return materials will incur fees as set forth in this policy.

a. Long overdue items are assumed to be lost. Borrowers will be responsible for the cost of the item(s) if not returned.

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.

MICELLANEOUS

- Vermont Library Conference, May 20, St. Michaels College, Colchester: The 120th annual Vermont Library Conference takes the theme, "Advocate, Celebrate, and Be Heard." The keynote speaker is Marci Merola, Director of the ALA Office for Library Advocacy. I will be attending this year as I am on a panel: **Stop Thief! Protecting Historical Documents in Vermont Libraries**
Presenters: Chris Burns, Prudence Doherty and Jeffrey Marshall (UVM; Jerry Carbone (Brooks Memorial Library)
This 55 minute presentation will focus on two recent highly publicized thefts that have prompted Vermont libraries, museums, and historical societies to re-examine security procedures for their special collections. A panel of academic and public librarians will talk about challenges and best practices involved in providing access to unique and rare documents.

Children's Room Board Report- April 2014

April was a very busy month for the Children's Room especially the third week which was both National Library Week and spring break for WSESU. We celebrated with FOUR events that week as well as our weekly craft table, a month long book giveaway and voting for summer's Monday Movie Matinees!

On Monday we held our second annual Toddler Dance Party. Thirty toddlers and nineteen grownups joined us for dancing and fun. We boogied, danced and jumped around. We played with scarves and once the room got too hot we broke out the parachute. The kids had a great time running underneath and the grownups enjoyed the breeze! After a snack of goldfish crackers and juice everyone headed home with a balloon.

On Tuesday we held our second Fairy Houses and Gnome Homes workshop. Twenty one children and fourteen grownups spent the afternoon crafting miniature homes for our magical friends using tree bark, twigs, moss and stones. Tiny pinecones and small seashells were used to adorn the houses. Everyone took their creations home, perhaps to put into their yards and wait for fairies.

On Wednesday we had our weekly Rhyme Time. Seventeen children and thirteen grownups joined us to read books about visiting the library. We read *Lola at the library* by Anna McQuinn, *Maisy goes to the library* by Lucy Cousins and *Book!* by Kristine O'Connell George. Our early literacy skill of the day was *print motivation*: being interested in and enjoying books!

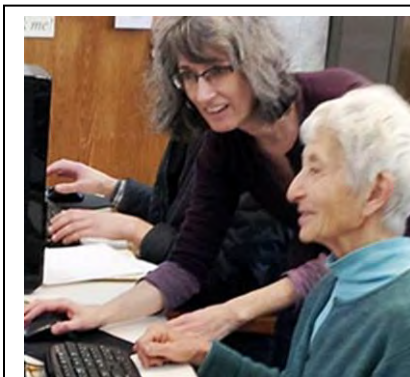
On Thursday we held another successful LEGO-palooza! Twenty seven children and twenty grownups spent the afternoon building things from a dune buggy to a garden top house to an underwater jungle cave. You can check out all the projects that were made- we've posted pictures of them all in the Children's Room. We're happy to report we have received three boxes of Lego donations and the Friends have provided funding to purchase a few more sets so we can make this a monthly event.

In honor of the Month of the Young Child we gave away nineteen copies of *Apple Pie ABC* picture book which had been donated to the Children's Room. Seventy nine people entered the month long drawing with four winners picked each week (with a few extra winners at the end of the month.) We also featured stories and illustrations done by children ages 3 to 5 from Mulberry Bush Early Learning Center, Hilltop Montessori School and Neighborhood Schoolhouse. There was something for everyone with storylines about aliens, a whale, rainbows, snowmen and even "Super Octopus to the Rescue" by Hudson age 4.

The Summer Reading Program will (hopefully) soon be upon us! One hundred and thirty two kids voted for movies for our summer Monday Movie Matinee. Children could vote for eight of eighteen movies. The winners are: Meet the Robinsons, Dolphin Tale, Frozen, Monsters University, Cloudy with a Chance of Meatballs 2, Despicable Me 2, Wall-E, and Honey I Shrank the Kids. We'll also be showing The LEGO Movie! It had not been included in the voting since we hadn't been sure it would be covered under our movie license but it is!

Lindsay Bellville- Assistant Children's Librarian

- Support young readers from early literacy on.
- Satisfy the curiosity of library users through life-long learning.
- Connect to the online world to help library users find, evaluate, and use information.
- Stimulate the imagination of library users through resources for reading, viewing, and listening.
- Provide access to welcoming physical and virtual spaces for library users.



Reference Report April 2014

We redefined our role on the Wellness in Windham County committee, which is a collaboration among BMH, Grace Cottage, and the Retreat with creative support from Hospice and the library. Rather than being active members of the planning committee, we will offer support services and materials, especially lists and/or presentations on information resources. These can be tailored toward specific public programs on the Wellness calendar and will be available upon request by program presenters. The committee also loves our general list of reliable online sources and will print it in the event calendar each season.

The Genealogy/Local History collection and space project is underway. I've surveyed the collection and have begun to identify possible recipients of materials we will no longer retain. We have also repurposed an old computer as a scanning station, and we're training volunteer Mary Lou Buchanan to begin digitizing Local History clipping files. I've submitted a separate overview of the project for BOTreview in May or June.

Some April Reference questions:

- DIY repair instructions for an old washing machine
- Cancer treatment centers in the San Francisco Bay area
- History of Indian classical dance
- Free online and paper access to the Douay-Rheims bible
- Guidelines for low-oxalate diet
- Articles on current drug laws and their effects on families
- Radon mitigation in old houses
- Preparation materials for PRAXIS 1 and the PRAXIS art subject exam
- Manuals for maintaining small church archives
- Step-by-step assistance completing an online arts grant application
- Current NEC voltage limits for residential photovoltaic energy systems
- The order of Janet Oke's Canadian West series and the first two books to borrow
- E-forms and instructions for writing a will
- Is Vermont's local DMV office really in a van, and how do I get there?
- Is there a place to get an old magazine scanned without destroying the original?
- Entry on John Ruskin in the Dictionary of National Biography
- Using Career Transitions to create and save a resume
- Books by some of the Russian authors mentioned in Ignat Solzheinitsyn's talk
- Books on vacuum molding processes
- Tutorial for using our new microfilm reader/printer
- Downloading e-books from Overdrive (we were here, patron was in Bangladesh!)

LIBRARY ENDOWMENT REPORT	7/1-7/31	8/1-8/31	9/1-9/30	10/1-10/31	11/1-11/30	12/1-12/31	2013
2013-14 ACTIVITY AND ASSET SUMMARY	JUL	AUG	SEP	OCT	NOV	DEC	JUL - DEC
Beginning Market Value of Assets (BMV)	540,856.39	552,869.33	543,050.21	554,026.89	563,922.15	568,673.32	540,856.39
Gifts, Bequests and other Contributions							-
Net Income (note 1)	493.69	1,136.48	1,881.74	747.01	514.09	1,445.18	6,218.19
Disbursements							
Brooks Memorial Library						(4,981.25)	(4,981.25)
Foreign Taxes Withheld							-
Gain (Loss) in Market Value of Assets (MVA)	11,519.25	(10,955.60)	9,094.94	9,148.25	4,237.08	3,785.79	26,829.71
Ending Market Value of Assets (EMV) (note 2)	552,869.33	543,050.21	554,026.89	563,922.15	568,673.32	568,923.04	568,923.04
1. Receipts of Income							
Cash and Equivalent (Money Market Dividends)	1.19	1.45	1.49	1.16	0.80		6.09
Interest (Fixed Income)	2.45	2.43	833.42	284.81	2.30	487.85	1,613.26
Dividends (Stocks and Mutual Funds)	490.05	1,132.60	1,046.83	461.04	510.99	957.33	4,598.84
Income	493.69	1,136.48	1,881.74	747.01	514.09	1,445.18	6,218.19
2. Allocation of Assets (EMV)							
\$ Allocation							
Cash and Equivalent	170,718.08	167,028.27	141,064.06	140,210.10	129,372.06	125,840.79	125,840.79
Fixed Income (Bonds & CDs)	61,030.60	59,881.00	88,994.80	89,074.52	87,608.04	86,328.01	86,328.01
Equities (Stocks)	283,903.55	279,195.50	286,750.93	297,352.51	314,609.90	320,142.37	320,142.37
Equities (Mutual Funds)	37,217.10	36,945.44	37,217.10	37,285.02	37,047.32	36,605.87	36,605.87
Total Ending Market Value of Assets	552,869.33	543,050.21	554,026.89	563,922.15	568,637.32	568,917.04	568,917.04
% Allocation							
Cash and Equivalent	30.88%	30.76%	25.46%	24.86%	22.75%	22.12%	22.12%
Fixed Income	11.04%	11.03%	16.06%	15.80%	15.41%	15.17%	15.17%
Equities	51.35%	51.41%	51.76%	52.73%	55.33%	56.27%	56.27%
Mutual Funds	6.73%	6.80%	6.72%	6.61%	6.52%	6.43%	6.43%
Total Market Value of Assets	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
3. Performance Measures							
Total Return = Net Income + Gain (Loss) in MVA	10,997.41	(9,819.12)	10,976.68	8,854.89	4,751.17	5,230.97	30,992.00
Rate of Return = Total Return / BMV	2.03%	-1.78%	2.02%	1.60%	0.84%	0.92%	5.73%
Change in Portfolio Value: CPV = EMV - BMV	12,012.94	(9,819.12)	10,976.68	9,895.26	4,751.17	249.72	28,066.65
% Change in Portfolio Value = CPV / BMV	2.22%	-1.78%	2.02%	1.79%	0.84%	0.04%	5.19%
Income as % of Assets = Income/ BMV	0.09%	0.21%	0.35%	0.13%	0.09%	0.25%	1.15%
4. Market Performance Comparisons							
Equity. S&P 500 Stock Index: 07/01/2013	1,609.78	1,609.78	1,632.97	1,681.55	1,756.54	1,805.81	1,609.78
S&P 500 Stock Index Month and YTD	1,685.73	1,632.97	1,681.55	1,756.54	1,805.81	1,848.36	1,848.36
S&P 500 Rate of Return = (EMV-BMV)/BMV	4.72%	1.44%	2.97%	4.46%	2.80%	2.36%	14.82%
Fixed Income. 10 Year Treasury Note	2.59%	2.75%	2.61%	2.57%	2.74%	3.03%	3.03%
5. Disbursements % of 2013 BMV							
4% of 2013 Beginning Market Value	\$ 19,925.00	\$ 19,925.00	\$ 19,925.00	\$ 19,925.00	\$ 19,925.00	\$ 19,925.00	\$ 19,925.00
Disbursements % of 2013 Beginning Market Value	-0.19%	0.00%	0.00%	-0.19%	0.00%	-0.92%	-1.30%
6. Mgmt Fee to Advisor	(1,015.53)			-1040.37			(2,055.90)
7. xxxx-4868 (Mem, gifts, misc, etc)	57468.38	56911	54097.37	53958.81	53851.99	54823.42	54823.42
8. xxxx-3811 (Calista & Schorling)	51,855.02	51299.19	52061.24	52896.57	53096.19	53528.91	53528.91
Total of 4868 & 3811	109323.4	108210.19	106158.61	106855.38	106948.18	108352.33	108352.33
9. xxxx-7577 Loud Fund	23021.92	22610.01	23170.51	23788.87	23936.54	24243.84	24243.84
10. Xxxx-3335 Brn, Froth, Wyatt, Jerard	36030.62	35204.26	36328.69	37569.24	37865.49	38,481.99	38,481.99

LIBRARY ENDOWMENT REPORT	1/1-1/31	2/1-2/29	3/1-3/31	4/1-4/30	5/1-5/31	6/1-6/30	2013-2014
2013-14 ACTIVITY AND ASSET SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	YTD
Beginning Market Value of Assets (BMV)	568,923.04	559,294.29	564,781.48	570,942.58	571,420.25	-	568,923.04
Gifts, Bequests and other Contributions							-
Net Income (note 1)	653.48	1,238.21	4,839.97	1,214.61			14,164.46
Disbursements							
Brooks Memorial Library			(4,981.25)				(9,962.50)
Foreign Taxes Withheld				-78.65			(78.65)
Gain (Loss) in Market Value of Assets (MVA)	(10,282.23)	4,248.98	6,302.38	(658.29)			(13,752.06)
Ending Market Value of Assets (EMV) (note 2)	559,294.29	564,781.48	570,942.58	571,420.25			559,294.29
1. Receipts of Income							
Cash and Equivalent (Money Market Dividends)		362.50					368.59
Interest (Fixed Income)	2.07	2.03	833.02	284.51			2,734.89
Dividends (Stocks and Mutual Funds)	651.41	873.68	4,006.95	930.10			11,060.98
Income	653.48	1,238.21	4,839.97	1,214.61	-	-	14,164.46
2. Allocation of Assets (EMV)							
\$ Allocation							
Cash and Equivalent	125,432.69	126,173.94	133,269.26	109,485.36			125,432.69
Fixed Income (Bonds & CDs)	87,457.60	87,778.99	87,514.11	87,874.81			87,457.60
Equities (Stocks)	309,152.94	313,611.45	313,145.85	336,944.85			309,152.94
Equities (Mutual Funds)	37,251.06	37,217.10	37,013.36	37,115.23			37,251.06
Total Ending Market Value of Assets	559,294.29	564,781.48	570,942.58	571,420.25	-	-	559,294.29
% Allocation							
Cash and Equivalent	22.43%	22.34%	23.34%	19.16%			22.43%
Fixed Income	15.64%	15.54%	15.33%	15.38%			15.64%
Equities	55.28%	55.53%	54.85%	58.97%			55.28%
Mutual Funds	6.66%	6.59%	6.48%	6.50%			6.66%
Total Market Value of Assets	100.00%	100.00%	100.00%	100.00%	0.00%	0.00%	100.00%
3. Performance Measures							
Total Return = Net Income + Gain (Loss) in MVA	(10,697.41)	5,487.19	11,142.35	(515.77)			(3,784.25)
Rate of Return = Total Return / BMV	-1.88%	0.98%	1.97%	-0.09%			-0.67%
Change in Portfolio Value: CPV = EMV - BMV	(9,628.75)	5,487.19	6,161.10	477.67		-	(9,628.75)
% Change in Portfolio Value = CPV / BMV	-1.69%	0.98%	1.09%	0.08%			-1.69%
Income as % of Assets = Income/ BMV	0.11%	0.22%	0.86%	0.21%			2.49%
4. Market Performance Comparisons							
Equity. S&P 500 Stock Index: 07/01/2013	1,848.36	1,782.59	1,859.45	1,872.34			1,609.78
S&P 500 Stock Index Month and YTD	1,782.59	1,859.45	1,872.34	1,883.95			1,782.59
S&P 500 Rate of Return = (EMV-BMV)/BMV	-3.56%	4.31%	0.69%	0.62%			10.74%
Fixed Income. 10 Year Treasury Note	2.67%	2.66%	2.74%	2.63%			2.67%
5. Disbursements % of 2013 BMV							
4% of 2013 Beginning Market Value	\$ 19,925.00	\$ 19,925.00	\$ 19,925.00	\$ 19,925.00			\$ 19,925.00
Disbursements % of 2013 Beginning Market Value	-0.20%	0.00%	-0.92%	-0.21%	0.00%	0.00%	-2.63%
6. Mgmt Fee to Advisor	\$ (1,068.66)			(1,072.09)			(4,196.65)
7. xxxx-4868 (Mem, gifts, misc, etc)	56285.86	60418.65	59371.63	58561.41			56285.86
8. xxxx-3811 (Calista & Schorling)	53038.9	53993.79	54217.58				53038.9
Total of 4868 & 3811	109324.76	114412.44	113589.21				109324.76
9. xxxx-7577 Loud Fund	23890.35	24588.03	24759.9				23890.35
10. Xxxx-3335 Brn, Froth, Wyatt, Jerard	36597.24	37953.29	38281.82				36597.24

Endowment Fund Expenses and Income July 1, 2013 to YTD

FUND	ACCOUNT	DEBIT	CREDIT	7/1/2013	6/30/2014
		\$ 468.84	\$ -		
AMELIA HANCOCK FUND [3/15/13]	AH01	\$231.33	\$200.00	\$1,756.00	\$1,724.67
ANTHONY NOBLE FUND[11/20/2009]	AN01	\$0.00	\$7.92	(\$7.92)	(\$0.00)
ARRINGTON, JEANNE FUND [1/23/2013]	AR01	\$14.69	\$100.00	\$100.00	\$185.31
AUSTIN, RICHARD (TINK) FUND [2/11/2013]	AU01	\$0.00	\$0.00	(\$18.08)	(\$18.08)
BRATTLE POST CARD FUND	BP01	\$0.00	\$10.00	\$646.49	\$656.49
BANKOWSKI, ELIZABETH [BUNBURY COMPANY][12/4/2007-UNR]	BA01	\$611.37	\$1,000.00	\$133.24	\$521.87
ELLA WESTERBERG-BAYLISS FUND [CHILDREN'S MATERIALS] 1/2/2012	BLO1	\$0.00	\$0.00	\$46.44	\$46.44
BROWN FUND	BN01	\$35.00	\$32.40	\$36.41	\$33.81
BRATTLEBORO CAMERA CLUB	BC01	\$0.00	\$82.66	\$0.00	\$82.66
BRATTLEBORO STAMP CLUB DONATION[3/28/11]	BS01	\$0.00	\$0.00	\$100.00	\$100.00
CALISTA BOOK FUND [est 3/17/2006]	CK01	\$433.54	\$823.20	\$215.27	\$604.93
CALISTA BOOK MUTUAL FUND [11/14/2006 Income Fund of America]	CK03	\$0.00	\$0.00	\$3,153.37	\$3,153.37
CATAMOUNT LIBRARY NETWORK COLLECTION DEVELOPMENT[1/16/14]	CL01	\$205.00	\$210.00	\$0.00	\$5.00
CENTRE CONGREGATIONAL CHURCH: A. WM LOOS FUND	CC01	\$76.61	\$0.00	\$76.61	\$0.00
CLAIRE GRUSSING FUND[7/7/2011]	CG01	\$0.00	\$0.00	(\$60.23)	(\$60.23)
DESIGN-A-PLATE FUND	DP01	\$969.28	\$924.00	\$252.39	\$207.11
DOWLEY FUND	DW01	\$184.12	\$845.49	\$58.76	\$720.13
EDWARD JOHNSON FUND	EJ01	\$13.60	\$0.00	\$343.10	\$329.50
FRIENDS OF LIBRARY[LISTENUP SUBSCRIPTION]	FN01	\$6.95	\$0.00	\$6.95	\$0.00
FROTHINGHAM FUND	FR01	\$429.17	\$840.00	\$667.73	\$1,078.56
GEORGE BROOKS FUND	GB01	\$0.00	\$0.00	\$435.00	\$435.00
GREEN FUND, CONSTANCE AND THOMAS[1/18/2010]	GR01	\$0.00	\$0.00	\$0.00	\$0.00
HOLLIS CARLISLE FUND (3/20/2012) FOR MYSTERIES ON AUDIO CD	CR01	\$0.00	\$300.00	\$365.14	\$665.14
HELEN DURANT FUND [9/6/2007]	DU01	\$0.00	\$0.00	\$3,393.71	\$3,393.71
JERRY GREENBERG FUND [8/31/2013]	JE01	\$28.86	\$237.60	\$0.00	\$208.74
JIM HELYAR FUND [4/30/13]	JH01	\$163.00	\$125.00	\$155.00	\$117.00
JOSEPHINE HURLBIRT FUND [12/1/2013]	JO01	\$0.00	\$295.00	\$0.00	\$295.00
HOWLETT, BETTY (2/25/14)	HB01	\$0.00	\$250.00	\$0.00	\$250.00
HUMAN RIGHTS VIDEO GRANT	HU01	\$4.46	\$0.00	\$4.46	\$0.00
INTEREST EARNED ON ACCOUNT	IN01	\$0.00	\$2.37	\$41.37	\$43.74
INVESTMENT FUND INCOME/EXPENSES [SEE BR__ SHEET FOR DETAIL]	BR*	\$10,739.82	\$14,972.55	\$3,234.40	\$7,467.13
INVESTMENT FUND RESERVE: RESOURCES [BR05-BR11]	RE01	\$0.00	\$0.00	\$0.00	\$0.00
INVESTMENT FUND RESERVE: RESOURCES [JUV PURCHASES]	RE02	\$0.00	\$0.00	\$3.00	\$3.00
INVESTMENT FUND RESERVE: OUTREACH [BR17]	OT01	\$0.00	\$0.00	\$36.52	\$36.52
INVESTMENT FUND RESERVE : CONSERVATION [BR 18]	CN01	\$0.00	\$0.00	\$0.00	\$0.00
INVESTMENT FUND RESERVE: FINE ARTS [BR_14]	FA01	\$140.00	\$0.00	\$837.38	\$697.38
INVESTMENT FUND RESERVE: CONF-WKSHP/PROGS/OUTREACH	CW01	\$0.00	\$0.00	\$758.48	\$758.48
JERARD FUND	JR01	\$0.00	\$200.00	\$342.69	\$542.69
ALBERT (JERRY)JERARD FUND [3/12/2012]	AJ01	\$14.16	\$0.00	\$269.73	\$255.57
JOAN ADLER[CR BOOKS ON TAPE]	JA01	\$0.00	\$0.00	\$92.00	\$92.00
JUDITH GORMAN FUND[4/6/07]	JG01	\$169.32	\$0.00	\$148.79	(\$20.53)
LOUD FUND	LU01	\$0.00	\$0.00	\$5,250.20	\$5,250.20
MOULTON, LOIS FUND [4/14/2014]	MO01	\$0.00	\$510.00	\$0.00	\$0.00
MUTUAL FUND VALUE INCREASE (DECREASE)	MU01	\$0.00	\$0.00	(\$3,143.40)	(\$3,143.40)
CLAIRE OGLESBY FUND [11/10/2009]	OG01	\$29.71	\$0.00	\$253.55	\$223.84
ORAM FUND[First Wed. & General fund support]	OR01	\$14.13	\$0.00	\$14.13	(\$0.00)
PAGEANT FUND	PG01	\$0.00	\$85.75	\$36.69	\$122.44
PERIWINKLE FOUNDATION [RAY & JEANNE WALKER 12/28/07]	PE01	\$1,360.80	\$700.00	\$735.59	\$74.79
PORTER THAYER FUND FOR REPRODUCING PRINTS	PT01	\$13.50	\$0.00	\$13.50	\$0.00
PINKERTON FUND	PI01	\$467.67	\$0.00	\$2,685.65	\$2,217.98
REPLACEMENT FUNDS (TOWN -0517)	RF01	\$355.60	\$256.78	\$657.31	\$558.49
ROTARY CLUB FUND	RO01	\$0.00	\$0.91	(\$0.91)	\$0.00
SCHORLING BEQUEST 2007 FUNDS FOR BOOKS, ADULT	SH01	\$2,145.73	\$5,000.00	(\$396.58)	\$2,457.69
SCHORLING BEQUEST 2007 FUNDS FOR BOOKS, JUV	SH02	\$1,046.00	\$3,000.00	\$2.75	\$1,956.75
SCHORLING BEQUEST 2007 FUNDS FOR REF. BOOKS	SH03	\$404.00	\$2,000.00	\$1,308.60	\$2,904.60
SHULDINER, RICHARD [1/2/2013]	RS01	\$70.92	\$0.00	\$75.00	\$4.08
SMALL GIFTS	SG01	\$135.63	\$445.27	\$427.76	\$737.40
STAFF FUND	ST01	\$0.00	\$0.00	\$43.24	\$43.24
TOM BURDO FUND [CHILDREN'S MATERIALS] 1/2/2012	TB01	\$0.00	\$0.00	\$124.00	\$124.00
WOJTOWITZ FUND (5/11/11)	WJ01	\$3,861.44	\$0.00	\$20,655.00	\$16,793.56
WYATT FUND	WY01	\$143.19	\$240.00	(\$114.68)	(\$17.87)
TOTAL OF ALL FUNDS		\$24,518.60	\$ 33,696.90	\$ 46,251.60	\$ 54,919.90
BOLD=NEW THIS FISCAL YEAR					

Investment Fund Expenses July 1, 2013 to YTD

ACCOUNT	ACCT	DEBIT	BUDGET	BALANCE		
AUDIT SERVICE FEE	BR02	\$0.00	\$ 1,000.00	\$1,000.00	FUND BALANCE 7/1/13	\$3,234.40
RETURN TO PRINCP	BR03	\$0.00	\$ -	\$0.00	DEPOSITS TO DATE	\$14,972.55
RESTRICTED FUNDS	BR04	\$0.00	\$ -	\$0.00	EXPENSES TO DATE	\$10,739.82
BOOKS ADULT	BR05	\$817.15	\$ 1,300.00	\$482.85	FUND BALANCE TO DATE	\$7,467.13
JUVENILE PROGRAMS	BR06	\$468.84	\$ 925.00	\$456.16		
REFERENCE SOURCES	BR07	\$930.47	\$ 3,000.00	\$2,069.53		
LH/GEN SOURCES	BR08	\$308.00	\$ 300.00	(\$8.00)		
YOUNG ADULT SOURCES	BR09	\$438.72	\$ 1,500.00	\$1,061.28		
NON-PRINT	BR10	\$2,810.31	\$ 4,500.00	\$1,689.69		
PERIODICALS	BR11	\$3,037.93	\$ 3,200.00	\$ 162.07		
CONF. WKSHP	BR12	\$94.91	\$ 900.00	\$805.09		
ADULT PROGRAMS	BR13	\$150.00	\$ 700.00	\$550.00		
FINE ARTS	BR14	\$667.83	\$ 700.00	\$32.17		
BD APPROV PROJ	BR15	\$704.68	\$ 1,000.00	\$295.32		
OUTREACH*	BR17	\$0.00	\$ 400.00	\$400.00		
CONSERVATION	BR18	\$310.98	\$ 500.00	\$189.02		
*in support of programs to attract users to the library or to bring programming to users outside the library.						

**TOWN BUDGET
REVENUE AND EXPENDITURE
AS OF MAY 5, 2014**

04/02/14
12:48 pm

Town of Brattleboro General Ledger
Revenue Report - General Fund
Current Year Period 11 May 5

Page 1
jcarbone

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-13/14 MTD Pd 10 Apr
01-5-2800	Library Revenue				
01-5-2800-120.00	\$ 4,000.00	\$ -	\$ 3,124.76	\$ 875.24	\$ 49.30
01-5-2800-135.00	\$ -	\$ -	\$ -	\$ -	\$ -
01-5-2800-216.00	\$ -	\$ -	\$ 10,371.61	\$ (10,371.61)	\$ -
01-5-2800-360.00	\$ 21,000.00	\$ -	\$ 14,009.45	\$ 6,990.55	\$ 196.00
01-5-2800-370.00	\$ 20,000.00	\$ -	\$ 13,261.00	\$ 6,739.00	\$ 35.00
01-5-2800-375.00	\$ 4,400.00	\$ -	\$ 2,593.72	\$ 1,806.28	\$ 18.50
01-5-2800-390.00	\$ 1,350.00	\$ -	\$ 719.42	\$ 630.58	\$ 13.00
01-5-2800-396.00	\$ 400.00	\$ -	\$ -	\$ 400.00	\$ -
01-5-2800-450.00	\$ 600.00	\$ -	\$ 651.45	\$ (51.45)	\$ 29.00
	-----	-----	-----	-----	-----
Total Library Revenue	\$ 51,750.00	\$ -	\$ 44,731.41	\$ 7,018.59	\$ -
	-----	-----	-----	-----	-----

**TOWN BUDGET
REVENUE AND EXPENDITURE
AS OF MAY 5, 2014**

Expenditure Report

Current Year Period 11 May 5

Account	Budget	Outstanding Encumbrances	Expenditures	Unencumbered Balance	FY-13/14 Year Pd 11
01-6-2800 Library					
01-6-2800-001.00 Department Head Salary	\$ 63,650.00	\$ -	\$ 51,771.83	\$ 11,878.17	\$ -
01-6-2800-005.00 Staff Salaries	\$ 334,700.00	\$ -	\$ 268,214.06	\$ 66,485.94	\$ -
01-6-2800-005.01 Custodian	\$ 16,150.00	\$ -	\$ 11,700.49	\$ 4,449.51	\$ -
01-6-2800-005.16 Vacation BB - Retire Pay	\$ -	\$ -	\$ -	\$ -	\$ -
01-6-2800-060.00 Office Equipment	\$ 1,000.00	\$ -	\$ 479.99	\$ 520.01	\$ -
01-6-2800-124.00 Training	\$ 800.00	\$ -	\$ 135.20	\$ 664.80	\$ -
01-6-2800-126.00 Conferences/Memberships	\$ 850.00	\$ -	\$ 401.05	\$ 448.95	\$ -
01-6-2800-128.00 Lost Book Refund Pmt Fees	\$ 600.00	\$ -	\$ 85.83	\$ 514.17	\$ -
01-6-2800-140.00 Computer Equipment Maint	\$ 15,000.00	\$ -	\$ 14,903.45	\$ 96.55	\$ -
01-6-2800-141.00 Computer Supplies	\$ 4,700.00	\$ -	\$ 2,597.11	\$ 2,102.89	\$ -
01-6-2800-152.00 Book & Non-Print Supplies	\$ 5,875.00	\$ 1,400.00	\$ 1,977.21	\$ 2,497.79	\$ -
01-6-2800-173.00 Professional Services	\$ 1,000.00	\$ -	\$ 405.02	\$ 594.98	\$ -
01-6-2800-173.01 Bindery Services	\$ 400.00	\$ -	\$ 404.68	\$ (4.68)	\$ -
01-6-2800-216.00 Reimbursable Expense	\$ -	\$ -	\$ 9,770.69	\$ (9,770.69)	\$ -
01-6-2800-230.00 Fuel Expense	\$ 15,543.00	\$ -	\$ 12,987.17	\$ 2,555.83	\$ -
01-6-2800-235.00 Electric	\$ 24,500.00	\$ -	\$ 17,146.70	\$ 7,353.30	\$ -
01-6-2800-240.00 Utilities	\$ 1,569.00	\$ -	\$ 1,219.11	\$ 349.89	\$ -
01-6-2800-250.00 Building Equip & Maint	\$ 13,400.00	\$ 765.00	\$ 8,050.61	\$ 4,584.39	\$ -
01-6-2800-255.00 Maintenance Supplies	\$ 2,700.00	\$ -	\$ 2,083.45	\$ 616.55	\$ -
01-6-2800-350.00 Telephone	\$ 4,700.00	\$ -	\$ 3,748.87	\$ 951.13	\$ -
01-6-2800-450.00 Postage Expense	\$ 10,200.00	\$ -	\$ 5,005.76	\$ 5,194.24	\$ -
01-6-2800-500.00 Office Supplies	\$ 4,000.00	\$ -	\$ 2,385.67	\$ 1,614.33	\$ -
01-6-2800-501.00 Books - General	\$ 25,280.00	\$ 4,487.15	\$ 20,319.47	\$ 473.38	\$ -
01-6-2800-502.00 Reference Sources	\$ 18,650.00	\$ -	\$ 11,588.80	\$ 7,061.20	\$ -
01-6-2800-505.00 Juvenile Books	\$ 9,500.00	\$ 800.00	\$ 8,604.11	\$ 95.89	\$ -
01-6-2800-510.00 Young Adult Sources	\$ 1,200.00	\$ -	\$ 970.96	\$ 229.04	\$ -
01-6-2800-515.00 Replacement Books	\$ 1,200.00	\$ -	\$ 1,149.82	\$ 50.18	\$ -
01-6-2800-520.00 Periodicals & Newspapers	\$ 7,000.00	\$ -	\$ 6,595.24	\$ 404.76	\$ -
01-6-2800-530.00 Non-Print Materials/Adult	\$ 5,250.00	\$ -	\$ 4,668.37	\$ 581.63	\$ -
01-6-2800-532.00 Non-Print Mat./Children	\$ 3,800.00	\$ -	\$ 3,438.93	\$ 361.07	\$ -
01-6-2800-551.01 Special Programs/Adult	\$ 400.00	\$ -	\$ 225.00	\$ 175.00	\$ -
01-6-2800-552.00 Special Programs/Children	\$ 400.00	\$ -	\$ 399.97	\$ 0.03	\$ -
01-6-2800-650.00 Equipment Maintenance	\$ 2,650.00	\$ 483.80	\$ 1,468.45	\$ 697.75	\$ -
TOTALS	\$ 596,667.00	\$ 7,935.95	\$ 474,903.07	\$ 113,827.98	\$ -



BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

May 7, 2014

To: Patrick Moreland, Interim TM

From: Jerry Carbone, Library Director

RE: 1% Reduction of FY 2015 budget

A 1% reduction in the FY 2015 budget requires a cut of **\$6,185**. It will be achieved in the following ways:

- There will be a major reduction to the telephone budget, from **\$4,700 to \$2,340**. This is due to our recent notification by the Vt. Dept. of Libraries of our E-rate discount through the Schools & Libraries Division. The E-rate discount for FY 2015 is 80%, which will be applied to our fiber services invoice through Sover.net.
- The remainder of the reductions of **\$3,825** was done to the following line items: office equipment replacement; book/non-print processing; conference/membership/training/ mileage; and reduction in library special programs budgets.

IMPACTS TO PUBLIC SERVICES:

Impacts to the public should not be felt and impacts to operations will be minimal:

- With reductions to acquisitions there will be lower book/non-print processing costs.
- Reductions in conference/membership will mean less training and mileage reimbursement to out-of-town conference/meetings.
- Reductions in special programs may mean fewer life-long learning programs.
- Lower office equipment line item may impact an emergency replacement of a printer.

The lower impact of a 1% reduction to operations means there will be no reductions to part-time staff and, therefore, no further reduction in library operating hours or acquisitions.

If you have any questions on this memo, please do not hesitate to contact me.

5 Yrs General Fund

Town of Brattleboro 5 year summary

2800:LIBRARY

09/04/2013

2:14 PM

ALL GREEN HIGHLIGHT CELLS NEED TO BE COMPLETED

Account #	Account Name	FY: 2010 Year End	FY: 2011 Year End	FY: 2012 Year End	FY: 2013 Year End	FY: 2014 Budget	FY: 2015 BUDGET	1% DECREASE	5% DECREASE
5:Revenue									
01-5-2800-120.00	Library Copier Revenue	3,082	4,296	3,781	4,290	4,000	4,200	4,200	4,200
01-5-2800-135.00	Library Donations	-	-	-	2	-	6,000	6,000	6,000
01-5-2800-216.00	Reimbursements	-	-	-	2,802	-	-	-	-
01-5-2800-360.00	Library Fines	20,961	21,127	20,249	17,704	21,000	20,500	20,500	20,500
01-5-2800-370.00	Non-Resident Fees	21,446	20,271	19,378	22,327	20,000	22,000	22,000	22,000
01-5-2800-375.00	Gift Books & Replacement	4,456	4,388	4,156	3,209	4,400	3,200	3,200	3,200
01-5-2800-390.00	Library Postage Revenue	1,379	1,346	1,205	1,038	1,350	1,200	1,200	1,200
01-5-2800-396.00	Audio Visual Rental	291	438	531	25	400	100	100	100
01-5-2800-450.00	Miscellaneous Income	1,212	549	620	2,172	600	600	600	600
Total 5:Revenue		52,827	52,415	49,919	53,569	51,750	57,800	57,800	57,800
6:Expenses									
01-6-2800-001.00	Department Head Salary	62,229	63,733	61,955	64,832	63,650	64,600	64,600	64,600
01-6-2800-005.00	Staff Salaries	334,332	321,891	326,459	335,228	334,700	340,661	340,661	322,513
01-6-2800-005.01	Custodian	16,110	13,100	14,519	14,168	16,150	14,650	14,650	14,650
01-6-2800-005.16	Vacation BB - Retire Pay	-	-	-	-	-	7,600	7,600	7,600
01-6-2800-026.00	H Irene EPM Salary	-	-	382	-	-	-	-	-
01-6-2800-060.00	Office Equipment	460	960	538	1,750	1,000	1,000	500	500
01-6-2800-124.00	Training	663	454	867	739	800	800	600	400
01-6-2800-126.00	Conferences/Memberships	342	480	784	817	850	850	600	350
01-6-2800-128.00	Lost Book Refund Pmt Fees	581	409	474	465	600	600	600	600
01-6-2800-140.00	Computer Equipment Maint	18,276	22,212	17,495	18,862	15,000	15,000	15,000	15,000
01-6-2800-141.00	Computer Supplies	3,020	4,756	3,894	4,781	4,700	4,700	4,700	4,700
01-6-2800-152.00	Book & Non-Print Supplies	5,447	4,979	4,960	3,658	5,875	5,875	4,100	4,100
01-6-2800-173.00	Professional Services	80	90	310	685	1,000	1,000	500	500
01-6-2800-173.01	Bindery Services	365	319	400	332	400	400	400	400
01-6-2800-216.00	Reimbursable Expense	-	-	-	4,177	-	-	-	-
01-6-2800-230.00	Fuel Expense	14,279	15,594	16,144	17,839	15,543	19,040	19,040	19,040
01-6-2800-235.00	Electric	23,437	22,708	23,884	27,610	24,500	25,235	25,235	25,235
01-6-2800-240.00	Utilities	1,421	1,421	1,508	1,531	1,569	1,570	1,570	1,570
01-6-2800-250.00	Building Equip & Maint	24,595	13,498	13,778	17,537	13,400	17,800	17,800	17,800
01-6-2800-255.00	Maintenance Supplies	2,501	2,450	2,100	2,384	2,700	2,700	2,700	2,700
01-6-2800-350.00	Telephone	3,860	6,521	5,406	5,166	4,700	4,700	2,340	4,700
01-6-2800-450.00	Postage Expense	8,500	10,000	10,000	10,200	10,200	10,200	10,200	10,200
01-6-2800-500.00	Office Supplies	4,032	4,001	3,908	4,092	4,000	4,000	4,000	4,000
01-6-2800-501.00	Books - General	24,936	23,909	25,272	25,215	25,280	24,280	24,280	20,000
01-6-2800-502.00	Reference Sources	17,376	18,323	18,373	18,677	18,650	18,000	18,000	17,000
01-6-2800-505.00	Juvenile Books	9,500	9,530	9,500	9,451	9,500	9,200	9,200	8,500
01-6-2800-510.00	Young Adult Sources	1,012	1,192	1,198	1,135	1,200	1,200	1,200	800
01-6-2800-515.00	Replacement Books	1,027	1,186	1,191	1,206	1,200	1,200	1,200	800
01-6-2800-520.00	Periodicals & Newspapers	7,016	6,892	7,001	7,000	7,000	6,775	6,775	6,500
01-6-2800-530.00	Non-Print Materials/Adult	4,936	4,937	5,250	5,277	5,250	5,250	5,250	4,500
01-6-2800-532.00	Non-Print Mat./Children	3,583	3,600	3,599	3,800	3,800	3,800	3,800	3,200
01-6-2800-551.01	Special Programs/Adult	150	400	372	324	100	400	100	100
01-6-2800-552.00	Special Programs/Children	400	383	400	400	100	400	100	100
01-6-2800-650.00	Equipment Maintenance	3,338	3,179	2,822	3,187	2,650	2,650	2,650	2,650
Total 6:Expenses		597,801	583,108	584,744	612,525	596,067	616,136	609,951	585,308
Total All		-544,973	-530,693	-534,826	-558,956	-544,317	-558,336	-552,151	-527,508
							Expenses Decrease =	6,161	-552,175

Brooks Memorial Library
2014-2015 Committee Assignments

Standing Committees

Asset Development:
Adam Franklin-Lyons (c)
Jerry Goldberg
Robert Stack
John Ogorzalek

Technology:
Jennifer Lann (c)
Howard Burrows
Adam Franklin-Lyons

Buildings and Grounds:
Pam Becker (c)
Jane Southworth
Tom Murray

Fine Arts:
Tom Murray (c)
Pam Becker

Ad Hoc Committees:

Strategic Planning:
Jane Southworth(c)
Jennifer Lann
Ann McCloskey
Elizabeth Tannenbaum(?)

Librarian Evaluation:
Elizabeth Wohl (c)
Jane Southworth
Robert Stack

Trustee Nominations:
Jerry Goldberg (c)
Howard Burrows
Elizabeth Wohl

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)
(draft May 13, 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

5. The fee will be reviewed and set annually by the Board of Trustees

¹ The first year such a fee is paid the town's percentage of cardholders for use in this formula shall be its percentage from the last year in which the Library issued cards free of charge to residents of towns other than Brattleboro. For the second and subsequent years a town pays this fee its percentage of cardholders for use in the formula shall be its percentage of the Library's cardholders for the previous year.

6. A lower annual fee may be negotiated between a contracting town and the Brooks Library Board.
7. A contracting town shall provide Brooks Library each year with a list of its residents. Any questions as to who is or is not a resident of a contracting town shall be resolved by that town.

BR 6-4 Overdue Fees and Notices

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

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

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

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

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

Fees for lost materials (paid for and subsequently returned within one year)

- Please see Overdue Fine Cap by item in the Catamount Library Network Circulation Policy, BR6-8(B)1.(No refunds for item valued **\$5.00** or less as priced in the library inventory.)

Photocopies (Newton) – self service

- Black & White single-sided **.10/page**
- Double-sided and color not available. Patrons may not use their own paper.

Printing – self service

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

Scanning – staff mediated:

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

Fax (Fax 24) – self service sending/staff mediated receiving

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

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

BR 6-6 Forms and Brochures

-Circulation policies will be explained in the welcome brochure available online and at the circulation desks. The Board of Trustees will review these forms and brochures as needed.

BR 6-7 Long Overdue Materials Policy**BR 6-7 (A) Purpose**

The purpose of the Lost Materials Policy is to clarify the guidelines the Library will follow when patrons have not returned materials taken out of the Library.

BR 6-7 (B) Recovery of Long Overdue Materials

1. The Library recognizes that circulating materials should be returned on a timely basis so as to provide the best possible service to all the patrons of the Library.
2. Additional notices may be sent for the recovery of long overdue materials and for fines as needed to recover materials:
3. Borrowers will be blocked from borrowing materials if one of the following conditions applies:
 - a. The total amount of money owed is \$10.00 or more.
 - b. The number of long overdue items per borrower is one or more. *Note:* the term “long overdue” applies when an item is 30 days overdue.
4. Any failure to return materials will incur fees as set forth in this policy.
 - a. Long overdue items are assumed to be lost. Borrowers will be responsible for the cost of the item(s) if not returned.
 - 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		Children's		
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	.50

Downloads: e-books & audio See website for info on downloadable media

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