

BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA
MONDAY--November 10, 2014 –4:00 PM.—STAFF LOUNGE

1. **Call to Order / 4:00 PM--**

1. A. Agenda/Changes or additions

1. B. Public Comments

2. Minutes of **October 14, 2014**

3. **Old Business**

A. Committee Reports

1. **Asset Development Committee.**

- Treasurer's Report October 2014—Adam
- Annual Appeal Update
- BR4-5 Endowment & Gifts Policy, Investment Philosophy 20141014 draft #4
- Accounting Systems Design proposal—Executive session to consider the contract.

2. **Fine Arts Committee**

- Meeting 20141105

3. **Building/Grounds Committee**

- No Meeting .

4. **Technology Committee.**

- Meeting 20141107

5. **Friends of the Library**

- Activities update— Mary Ide

6. **Teen Advisory Board**

- National Honor Society Community Fair Report

B. Budget 2016 update

C. VTLIB Public Library Standards: Annual Review of Policies

D. VLTA & Friends Annual Conference, "Money Matters!" Report

4. **New Business**

A. Adult Registration Form revision

B. Annual Appeal Mailing

C. Gifts, donations, grants received: **DONATIONS** \$100.00 (Ellie Gibbs Fund). **TRANSFER:** none
BOUGHT Invensense Inc, 150 @ 23.3432 (\$3501.48) **SOLD**
None.

D. Library director; Reference Librarian Reports; Children's Room Programs' Report; Library Statistics-----

5. **Adjourn.**

CONTENTS

1. Minutes of **October 14,2014**

1.a. Fine Arts Committee Minutes 20141105

1.b. Asset Development Committee Minutes 20141020;20141104

1.c. Technology Committee Minutes 20141107 [available at meeting]

2. Library director's Report

3. Reference Librarian's Report [available at meeting]

4. Children's Room Report

5. Treasurer's Report FY 2015 YTD [available at meeting]

6. Endowment and Investment FY 2015 YTD

7. Town Budget Expenditures & Revenues FY 2015 YTD

8. Library Statistics YTD

9. FY 2016 Budget Transmittal Memo 20141028

10. BR 4-5 Endowment Fund and Gift Policy draft 20141014

11. Polices to be reviewed for VTLIB Public Library Standards

12. Minimum Standards for Vermont Public Libraries (1998)

13. Adult Registration Form draft 20141110

14. Library publicity—First Wednesdays 2014-2015

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
October 14, 2014**

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

1. Call to Order:

Jerry G. called the meeting to order at 4:45.

1A. Agenda Changes or Additions:

None

1C. Public Comments:

None

2. Minutes of September 9, 2014:

Upon motion made by Robert and seconded by Jane, the minutes of the September 9, 2014 Trustees meeting were approved as presented.

3. Old Business:

A. Committee Reports:

1. Asset Development Committee:

Adam reviewed his Treasurer's Report, noting little activity over the past month.

Jerry G. reported on the Art Treasures presentation event held on October 10, indicating that it was a successful event with between 65 and 70 people in attendance. Richard Michelman did a wonderful job telling the stories of the Fine Arts collection and many attendees participated in the self-guided tour of the art collection.

The Trustees then reviewed a draft of the annual appeal letter and discussed the best method of distributing it to library patrons. The Trustees agreed to circulate the list of potential donors among themselves, either through GoogleDocs or Excel, in an effort to identify those they may personally know so as to personalize the appeal letter with a handwritten note. The Committee hopes to have the letter ready for mailing within the next week.

In light of the upcoming VLTA Annual Conference, "Money Matters!", on November 1, the Trustees decided to postpone the adoption of a revision to BR-5 Endowment & Gifts Policy, Investment Philosophy, in case further revisions are warranted.

Jerry C. then reported on the purchase of a 3-user license of Quickbooks, and asked the Trustees to authorize the expenditure of hiring Lisa Bloch, a Quickbooks expert, in an effort to improve the efficiency of writing checks from the endowment and allow for proper reporting. Ms. Bloch will facilitate the training and set-up of a Quickbooks software program. Upon motion made by Adam, and seconded by Tom, the Trustees voted to allocate an initial \$500 toward the cost of training and set-up of a Quickbooks software program. Should it become necessary to secure more funding, the Committee will come before the Trustees at a future meeting.

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2. Fine Arts Committee:

Pam reported on the Namaya exhibit currently on display, "A World Illuminated by Imagination" and indicated the Committee was continuing its ongoing policy review.

3. Building and Grounds Committee:

No meeting. Jeanne reported that the clean-out of the Genealogy/Local History collection was ongoing, with many items having been given to the Vermont Historical Society and the Cheshire Historical Society. She indicated that the local history collection will remain; however, discussion is underway as to the best way to transfer/dispose of remaining titles. A rare and used book dealer from Maine is interested in the remaining contents. Jerry has asked a Wilmington architect who hosted an exhibit on library architecture at Brooks in September for some free consultation on reconfiguration of the Main Room space. He will contact him in the near future to setup a time.

4. Technology Committee:

Jennifer then discussed the recent meeting of the Technology Committee highlighting:

- Review and participation in the Vermont Library's EDGE Initiative, a self-assessment tool;
- Additional grant-funded technology equipment (a laptop computer for patron use);
- Attendance by Howard at a technology training workshop where many technology plans were on display, as well as a summit discussing digital literacy;
- Impact survey results;
- Submission of a proposal to the Knight Foundation Grant, which would provide Digital Advisors shared among several Vermont libraries.

5. Friends of the Library:

Mary Ide reported on the following Friends activity:

- November 7th concert;
- Friends of the Library Week, October 19-25;
- 2015 calendars will be on sale beginning in November;
- Handmade Colonial bookcase made by local craftsman Paul Rodrigue will be on display in the Library and raffle tickets for purchase will be available at the Front Desk.
- Spring events include a recycled book event, as well as a panel discussion on the digital future in books.

6. Teen Advisory Board:

No meeting; however, Jerry C. reported on an invitation he had received to attend the annual Service Fair Day at BUHS on November 7, which he will attend. A transition meeting will be scheduled between Pam, Debra and Jerry.

7. Librarian Evaluation Committee:

The Trustees went into Executive Session at 6:15, returning to an open meeting at 6:30.

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B. Budget 2016 Preliminary Preparations:

Jerry C. reported that he had submitted a level-funded services budget to the Selectboard, as requested, but has not received any feedback from the Town. He will keep the Trustees posted.

4. New Business:

A. VLTA & Friends Annual Conference, "Money Matters!", Nov. 1, Killington:

Jerry C. indicated at least three Trustees should attend this conference; Howard and Jerry G. indicated they could attend. It was hoped that Mary Ide would also attend.

B. VTLIB Public Library Standards: Annual Review of Policies:

Jerry C. reported the Minimum Standards for Vermont Public Libraries application and report is due in November, and indicated that among the items required for Trustee completion is the annual review of essential policies of the library. The Trustees agreed to review these policies on their own prior to the next Board meeting.

C. Gifts, Donations, Grants Received:

Donations received: \$44.95 (River Spinners). Transfer: None. Bought: Invensense Inc, 150 @ \$23.3432 (\$3,501.48). Sold: None.

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

See attached reports.

5. Adjourn:

Upon motion duly made and seconded, the meeting adjourned at 6:45 PM.

REMINDER: THE NEXT TRUSTEES MEETING IS MONDAY, NOV. 10, 4:00 PM.

Dawn Pollard, Recording Secretary
Pamela Becker, Trustee Secretary

**Brooks Memorial Library
Fine Arts Committee Meeting
November 5, 8:30 AM**

Present: Tracey Devlin ,Judith Bellamy, Pam Becker, Tom Murray, Christine deVallet; Helene Henry; -- **Staff:** Jerry Carbone.
Absent: Prudence Baird

1. Call to order: Pam Becker called the meeting to order at 8:31 AM.

2. Changes to the agenda: Jerry asked that Southern Vermont Living magazine be added to the agenda. Christine asked that public art exhibit space be added to agenda

3. Public comment: none

4. Minutes of October 1 : were reviewed and no changes were offered.

5. Old Business

- **St. Johns Bible exhibit--Rory Minich.”** Rory was not able to be present at the meeting so this discussion was tabled.
- **Fine Art Policy Review:** Judith was unable to edit the policies regarding photography of the collection section, so this item was tabled as well.

6. New Business

- **Webinar & Live Chat "Collection Assessment and Preservation" Nov 5, 2 PM**—Tom and Tracey volunteered to attend this seminar and report back in our December meeting.
- **Southern Vermont Living magazine**-Jerry was interviewed about the library's art collections by a volunteer who will be doing story on libraries that act as gallery spaces. The story will encompass the Martha Canfield Library in Manchester; the Moore Free Library in Newfane; and Brooks.
- **Public exhibit space**—Christine and Jerry had a discussion of our space for exhibits on the main floor. Jerry thought that it might be a good idea to move all the panels in front of the window area, which would be designated space for public art. The downside to this concept is that artists may not want to put their work in the sun. Jerry mentioned that solar film has been applied to the windows and may filter out the UV rays that might be harmful to artwork. He will research this. Christine also mentioned the architect, Adam Lemire, who agreed to do some pro bono consulting with staff about space use. Jerry will schedule a meeting in the near future with Adam, staff, and Christine. Pam also mentioned that this item should be on the Building and Grounds agenda as well.

7. Other:

- Simi Berman—Helene thought a proclamation would be in order for Simi's involvement in the children's illustrator art in the library. Judith will research her length of time on the committee; Jerry will ask Jim Brisson for a calligraphic proclamation; and Pam will contact a local illustrator about adding an illustration to the proclamation.
- Art images in the catalog—Christine would like to know which cataloged art items do not have images. Jerry will ask Jess, who is going to complete the project of adding images, to create a list of those items without images attached.

8. Adjournment: Tom Murray, as acting chair after Pam Becker left due to a schedule conflict, adjourned the meeting at 9:30

NEXT MEETING: December 3, 2014, 8:30 AM

**Asset Development Committee Meeting
October 20, 2014, 7:30 AM**

Present: Adam Franklin-Lyons; Jerry Goldberg,
Member-Staff: Jerry Carbone; Citizen-Mary Ide, Friends President, John Ogorzalek, citizen
member

1) Brief final editorial marks on the letter

2) Look of the letter - layout and image.

Inclusion of an image, yes!

Discussion of what images, how many - attempt to put two or three on back?

Need logos, photo from dinner, quotes for the edges, rhyme time image
if both fit, yes, if only one, preference for the dinner photo.

rejection of including a bookmark with images based on size/shape/more printing

Also, decision to include the names of trustees and friends on the letter itself. Decision -
photos at bottom of back page, list of names and logo at the top and side of the first page.

3) Method of preparation

Discussion of who to send to and how to organize the printing

We should send the letters in two waves

Print product - two lists, one for notes, one for general letters

Also, we should start a new separated database already to organize who gives, who we
send letters to, etc. This should be detached from consistent reliance on the library lists
themselves which contain patron data that shouldn't be shared.

Database and list - send out only to the first 800 - legacy plus specials from Trustees.
General mailing in a month. This should include all of the specials identified by the trustees and
friends.

4) other notes about the appeal:

Walkers and Benkowski - Who knows them best? Robert Stark isn't here to ask about
Guilford - Need to figure out who goes to ask them in person.

NEXT MEETING:TBD

**Asset Development Committee Meeting
November 4, 2014, 7:30 AM**

Present: Adam Franklin-Lyons; Jerry Goldberg, Robert Stack
Member-Staff: Jerry Carbone; Citizen-Mary Ide, Friends President, John Ogorzalek - Citizen Member.

- 1) Call to order - 7:30
- 2) Agenda Additions -
 - addition of proposal of Lisa Bloch from Jerry Carbone
- 3) Public Comment
- 4) Minutes of Oct. 20
 - Bankowski - spelling
- 5) Giving Campaign
 - Updates on Printing and Mailing
 - Report from Jerry G. of samples from the printer - view of the envelope and letter.
 - Tinkering with the letter - removal of credit card data
 - Additions of checks payable, website for credit card data,
 - Review of the letter and layout itself
 - start with big picture of volunteers - trustee list of names on the back, etc.
- 6) Monday - list of names, final letter, final envelope version - trustees can look it over with the list and stay afterward to write their notes.
- 7) Lisa Bloch proposal: Lisa Bloch's proposal to migrate the current home-grown endowment fund accounting system to a Quickbooks system was reviewed. Her proposal includes:
 1. Install 2014 QuickBooks Premier on the peer to peer network already in place
 2. Create and configure a company data file
 3. Define Chart of Accounts
 4. Import Fund Balances as of June 30, 2014
 5. Import Vendor list - names only (addresses and account numbers will be added by Library staff)
 6. Define and Create Items necessary to track usage of Funds
 7. Populate data file with historical Charles Schwab transactions July 1, 2014 to October 31, 2014
 8. Post Open Accounts Payable Balance as of October 31, 2014
 9. Training

Jerry explained the work will provide for a more efficient and accurate accounting system for day-to-day workflow for issuing checks. It will also provide similar or better reporting of the expenses and revenues. The committee in general supported the proposal and costs, and will recommend adoption at the Trustees' meeting on November 10. A formal motion, however, was not taken.

Adjourned at 8:50 AM.

Next Meeting: December 1, 7:30 AM.

DRAFT

Librarian's Report for October 2014

November 5, 2014

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

I think you will all agree that the "Hidden Treasures of Brooks Memorial Library" was a great event in its own right to kick off our annual appeal campaign. Also, as you will see tonight in the appeal letter, the Volunteer Appreciation Party provided an incredible photograph of the staff, trustees, Friends, and others. This was also a nice event to bring everyone together to honor the hard work that you all do.

The month was full for me as well as I attended the Catamount Library Network Annual meeting on October 28. The Network is growing with 8 current libraries and 4 more to sign-on between now and early 2015. I was elected treasurer for another year.

And, as you know, the Town finally has hired a new Town Manager. The appointment of Peter Elwell, Town Manager of Palm Beach, Fla. Peter seems like a good fit for Brattleboro. He is the son of former Brattleboro Town Manager, Corwin "Corky" Elwell, and, I was thinking the other day, I will have the distinction, as many of the old-timers in Town government, of serving under both of them.

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 October—Adam
- Annual Appeal Update—Adam
- BR4-5 Endowment & Gifts Policy, Investment Philosophy draft— 4threading.
- Accounting Systems Design Proposal— I have received the proposal from Lisa Bloch to implement the customized Quickbooks program for the Endowment Fund accounts. The due diligence work has been completed and we have spent at least 2 hours on the phone discussing how the migration of data and plan would work. The asset committee reviewed the proposal on Tuesday and members have given their support to move forward.

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

- Meeting 20141001— Tom

3. A.3. Building & Grounds Committee

- No meeting

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

- Meeting 20141106— Jennifer.

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

- Meeting 20141015--Mary

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

- Community Service Day at BUHS-- Jerry

4.B. Budget 2016 preliminary preparations

The Selectboard reviewed all department budgets for the first time on the Nov 4 meeting. No individual department meetings have been scheduled as yet, but I suspect there will be at least several before December 1. The overall budget submitted by Patrick Moreland showed only a 1% increase in the tax levy for a level-funded services budget. In order to reach a level-funded tax levy the Selectboard would need to consider using fund balance or lay offs of 1 -1.5 FTE. As there will probably be more discussion between Patrick and department heads before our meeting on Monday, I will report at the meeting any new information.

4.B VLTA & Friends Annual Conference, "Money Matters!", Nov 1, Summit Lodge Killington

- Mary Ide, Howard, Jerry G. and myself attended this really good meeting. I took some notes that I can share with people as well as the other attendees will also have comments on the keynote speaker and workshops.

4.C. VTLIB Public Library Standards: Annual Review of Policies

- These were in your packet last month. The Minimum Standards for Vermont Public Libraries application and report will be due November 24. You were able to meet items 6 a-n of Minimum Standards before October 15, including the review of essential policies of the library. We can review these in the meeting in case you have any questions on them.

NEW BUSINESS

4.A. Adult Registration Form revision

- The notice regarding the receipt of library communications has been revised on the registration form for your review. It has been broadened from just email communications to any type of non-specific communication, which would include telephone, text, letters, etc.

4.B. Annual Appeal Mailing

- The mailing will take place during the meeting.

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Children's Room Board Report- October 2014

Rhyme Time returned with a bang after our September hiatus. In October we saw a steady increase in attendance each week. We started off with 20 children joining us for our Dinosaur Rhyme Time on October 1 and finished the month with 28 children attending our Halloween Rhyme Time on October 29. The group is a mix of veteran Rhyme Timers and new faces, very new faces as we have quite a few babies. A very big thank you to Matt Henry at Lawton Floor Design for his donation of 20 new carpet squares to replace most of the original squares we started with in 2007. Most of these new squares are generously sized at 2x3 feet allowing each parent and child to share a square. A set of 16 18x18 inch squares retails for \$200!

The kids and parents helped me make a poster sized Thank you to send to Matt:



Our craft tables also returned at the beginning of October to the delight of many children and relief of many parents. Crafts included making dinosaurs out of the letter D in honor of International Dinosaur month and fire trucks for Fire Prevention week. We welcomed fall by coloring trees and attaching paper leaves and making caramel apples (paper ones- not real!). Then Halloween swooped in with our Batty for Books bat craft.

Our 33rd annual Design-A-Plate workshop is scheduled for Monday November 10 from 10:00 a.m. to 4:00 p.m. This is an early release day for WSESU schools so we expect the afternoon to be very busy! The cost is \$6.00 per item and we do expect the plates and bowls to be ready for pick up in the Children's Room by mid-December. This year we have posted a Question and Answer sheet on our website with information regarding the date and time and how the process works.

Lindsay Bellville
Assistant Children's Librarian

Endowment Fund Expenses and Income July 1, 2014 to YTD

FUND	ACCOUNT	DEBIT	CREDIT	7/1/2014	6/30/2015
		\$ 172.29	\$ -		
AMELIA HANCOCK FUND [3/15/13]	AH01	\$0.00	\$0.00	\$1,724.67	\$1,724.67
ANTHONY NOBLE FUND[11/20/2009]	AN01	\$0.00	\$0.00	(\$0.00)	(\$0.00)
ARRINGTON, JEANNE FUND [1/23/2013]	AR01	\$21.80	\$0.00	\$185.31	\$163.51
AUSTIN, RICHARD (TINK) FUND [2/11/2013]	AU01	\$0.00	\$0.00	(\$18.08)	(\$18.08)
BRATTLE POST CARD FUND	BPO1	\$0.00	\$0.00	\$656.49	\$656.49
BANKOWSKI, ELIZABETH [BUNBURY COMPANY][12/4/2007-UNR]	BA01	\$0.00	\$0.00	\$512.11	\$512.11
ELLA WESTERBERG-BAYLISS FUND [CHILDREN'S MATERIALS] 1/2/201	BL01	\$0.00	\$0.00	\$46.44	\$46.44
BROWN FUND	BN01	\$0.00	\$0.00	\$33.81	\$33.81
BRATTLEBORO CAMERA CLUB	BC01	\$0.00	\$0.00	\$82.66	\$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	\$140.34	\$0.00	\$533.46	\$393.12
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	\$0.00	\$0.00	\$5.00	\$5.00
CENTRE CONGREGATIONAL CHURCH:A. WM LOOS FUND	CC01	\$0.00	\$0.00	\$0.00	\$0.00
CLAIRE GRUSSING FUND[7/7/2011]	CG01	\$0.00	\$0.00	(\$60.23)	(\$60.23)
DESIGN-A-PLATE FUND	DP01	\$0.00	\$0.00	\$207.11	\$207.11
DOWLEY FUND	DW01	\$0.00	\$0.00	\$484.99	\$484.99
EDWARD JOHNSON FUND	EJ01	\$43.04	\$0.00	\$329.50	\$286.46
ELLIE GIBBS FUND [11/4/14]	EG01	\$0.00	\$100.00	\$0.00	\$100.00
FRIENDS OF LIBRARY[LISTENUP SUBSCRIPTION]	FN01	\$0.00	\$0.00	\$0.00	\$0.00
FROTHINGHAM FUND	FR01	\$17.95	\$0.00	\$978.18	\$960.23
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	\$0.00	\$665.14	\$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]	JEO1	\$0.00	\$0.00	\$115.83	\$115.83
JIM HELYAR FUND [4/30/13]	JHO1	\$0.00	\$0.00	\$117.00	\$117.00
JOSEPHINE HULBIRT FUND [12/1/2013]	JO01	\$0.00	\$0.00	\$295.00	\$295.00
HOWLETT, BETTY (2/25/14)	HB01	\$0.00	\$0.00	\$250.00	\$250.00
HUMAN RIGHTS VIDEO GRANT	HU01	\$0.00	\$0.00	\$0.00	\$0.00
INTEREST EARNED ON ACCOUNT	INO1	\$0.00	\$0.00	\$3.88	\$3.88
INVESTMENT FUND INCOME/EXPENSES [SEE BR__ SHEET FOR DETAIL	BR*	\$4,018.39	\$5,687.50	\$7,566.59	\$9,235.70
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	\$323.78	\$0.00	\$697.38	\$373.60
INVESTMENT FUND RESERVE: CONF-WKSH/PROGS/OUTREACH	CW01	\$0.00	\$0.00	\$758.48	\$758.48
JERARD FUND	JR01	\$0.00	\$0.00	\$542.69	\$542.69
ALBERT (JERRY)JERARD FUND [3/12/2012]	AJ01	\$0.00	\$0.00	\$255.57	\$255.57
JOAN ADLER[CR BOOKS ON TAPE]	JA01	\$0.00	\$0.00	\$82.01	\$82.01
JUDITH GORMAN FUND[4/6/07]	JG01	\$0.00	\$0.00	(\$20.53)	(\$20.53)
LOUD FUND	LU01	\$0.00	\$0.00	\$5,250.20	\$5,250.20
MOULTON, LOIS FUND [4/14/2014]	MO01	\$0.00	\$0.00	\$510.00	\$510.00
MUTUAL FUND VALUE INCREASE (DECREASE)	MU01	\$0.00	\$0.00	(\$3,143.40)	(\$3,143.40)
CLAIRE OGLESBY FUND [11/10/2009]	OG01	\$0.00	\$0.00	\$223.84	\$223.84
ORAM FUND[First Wed. & General fund support]	OR01	\$0.00	\$0.00	(\$0.00)	(\$0.00)
PAGEANT FUND	PG01	\$0.00	\$0.00	\$94.52	\$94.52
PERIWINKLE FOUNDATION [RAY & JEANNE WALKER 12/28/07]	PE01	\$0.00	\$0.00	\$74.79	\$74.79
PORTER THAYER FUND FOR REPRODUCING PRINTS	PT01	\$0.00	\$0.00	\$0.00	\$0.00
PINKERTON FUND	PI01	\$276.00	\$0.00	\$2,217.98	\$1,941.98
REPLACEMENT FUNDS (TOWN -0517)	RF01	\$227.70	\$0.00	\$677.56	\$449.86
ROTARY CLUB FUND	RO01	\$0.00	\$0.00	\$0.00	\$0.00
SCHORLING BEQUEST 2007 FUNDS FOR BOOKS, ADULT	SH01	\$1,257.82	\$0.00	\$1,886.85	\$629.03
SCHORLING BEQUEST 2007 FUNDS FOR BOOKS, JUV	SH02	\$0.00	\$0.00	\$1,382.21	\$1,382.21
SCHORLING BEQUEST 2007 FUNDS FOR REF. BOOKS	SH03	\$0.00	\$0.00	\$2,904.60	\$2,904.60
SHULDINER, RICHARD [1/2/2013]	RS01	\$0.00	\$0.00	\$4.08	\$4.08
SMALL GIFTS	SG01	\$124.15	\$56.44	\$564.95	\$497.24
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	\$1,037.15	\$0.00	\$16,793.56	\$15,756.41
WYATT FUND	WY01	\$0.00	\$0.00	(\$33.12)	(\$33.12)
TOTAL OF ALL FUNDS		\$7,488.12	\$ 5,843.94	\$ 53,727.92	\$ 52,083.74
BOLD=NEW THIS FISCAL YEAR					

Investment Fund Expenses July 1, 2014 to YTD

ACCOUNT	ACCT	DEBIT	BUDGET	BALANCE		
CONTRIBUTIONS TO TOWN	BR02	\$0.00	\$ 4,000.00	\$4,000.00	FUND BALANCE 7/1/14	\$7,555.58
ACCOUNT NOT USED	BR03	\$0.00	\$ -	\$0.00	DEPOSITS TO DATE	\$5,687.50
ACCOUNT NOT USED	BR04	\$0.00	\$ -	\$0.00	EXPENSES TO DATE	\$4,018.39
BOOKS ADULT	BR05	\$518.94	\$ 1,300.00	\$781.06	FUND BALANCE TO DATE	\$9,224.69
JUVENILE PROGRAMS	BR06	\$172.29	\$ 925.00	\$752.71		
REFERENCE SOURCES	BR07	\$397.52	\$ 3,000.00	\$2,602.48		
LOCAL HISTORY SOURCES	BR08	\$0.00	\$ 300.00	\$300.00		
YOUNG ADULT SOURCES	BR09	\$303.97	\$ 1,000.00	\$696.03		
NON-PRINT	BR10	\$1,805.85	\$ 4,500.00	\$2,694.15		
PERIODICALS	BR11	\$125.27	\$ 3,600.00	\$ 3,474.73		
CONF. WKSHP	BR12	\$115.00	\$ 900.00	\$785.00		
ADULT PROGRAMS	BR13	\$150.00	\$ 300.00	\$150.00		
FINE ARTS	BR14	\$26.49	\$ 700.00	\$673.51		
BD APPROV PROJ	BR15	\$297.43	\$ 1,000.00	\$702.57		
OUTREACH	BR17	\$0.00	\$ 400.00	\$400.00		
CONSERVATION	BR18	\$105.63	\$ 825.00	\$719.37		

11/05/14
07:47 pm

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

Town Revenue
Page 1 of 1
jcarbone

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-14/15 MTD Pd 5 Nov
01-5-2800 Library Revenue					
01-5-2800-120.00 Library Copier Revenue	4,200.00	0.00	1,524.67	2,675.33	53.10
01-5-2800-135.00 Library Donations	6,000.00	0.00	0.00	6,000.00	0.00
01-5-2800-216.00 Reimbursements	0.00	0.00	91.00	-91.00	0.00
01-5-2800-360.00 Library Fines	20,500.00	0.00	6,336.89	14,163.11	223.15
01-5-2800-370.00 Non-Resident Fees	22,000.00	0.00	7,440.20	14,559.80	160.00
01-5-2800-375.00 Gift Books & Replacement	3,200.00	0.00	1,046.93	2,153.07	6.25
01-5-2800-390.00 Library Postage Revenue	1,200.00	0.00	256.54	943.46	14.02
01-5-2800-396.00 Audio Visual Rental	100.00	0.00	0.00	100.00	0.00
01-5-2800-450.00 Miscellaneous Income	600.00	0.00	347.81	252.19	3.00
Total Library Revenue	57,800.00	0.00	17,044.04	40,755.96	459.52
Total General Fund	57,800.00	0.00	17,044.04	40,755.96	459.52
Total All Funds	57,800.00	0.00	17,044.04	40,755.96	459.52

#7

11/05/14
07:48 pm

Town of Brattleboro General Ledger
Expenditure Report - General Fund
Current Year Period 5 Nov

Town Expend

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-14/15 MTD Pd 5 Nov
01-6-2800 Library					
01-6-2800-001.00 Department Head Salary	64,600.00	0.00	22,500.71	42,099.29	2,460.75
01-6-2800-005.00 Staff Salaries	340,661.00	0.00	114,766.41	225,894.59	12,731.10
01-6-2800-005.01 Custodian	14,650.00	0.00	4,940.49	9,709.51	615.42
01-6-2800-005.16 Vacation BB - Retire Pay	7,600.00	0.00	3,244.14	4,355.86	0.00
01-6-2800-060.00 Office Equipment	500.00	166.45	0.00	333.55	0.00
01-6-2800-124.00 Training	600.00	0.00	0.00	600.00	0.00
01-6-2800-126.00 Conferences/Memberships	600.00	0.00	0.00	600.00	0.00
01-6-2800-128.00 Lost Book Refund Pmt Fees	600.00	0.00	0.00	600.00	0.00
01-6-2800-140.00 Computer Equipment Maint	15,000.00	1,550.91	4,237.83	9,211.26	0.00
01-6-2800-141.00 Computer Supplies	4,700.00	324.86	605.53	3,769.61	0.00
01-6-2800-152.00 Book & Non-Print Supplies	4,100.00	0.00	2,056.68	2,043.32	0.00
01-6-2800-173.00 Professional Services	500.00	0.00	0.00	500.00	0.00
01-6-2800-173.01 Bindery Services	400.00	0.00	0.00	400.00	0.00
01-6-2800-216.00 Reimbursable Expense	0.00	0.00	646.48	-646.48	0.00
01-6-2800-230.00 Fuel Expense	19,040.00	0.00	6,414.03	12,625.97	0.00
01-6-2800-235.00 Electric	25,235.00	0.00	8,652.20	16,582.80	0.00
01-6-2800-240.00 Utilities	1,570.00	0.00	420.05	1,149.95	0.00
01-6-2800-250.00 Building Equip & Maint	17,800.00	2,037.28	3,474.41	12,288.31	0.00
01-6-2800-255.00 Maintenance Supplies	2,700.00	1,287.56	240.67	1,171.77	0.00
01-6-2800-350.00 Telephone	2,340.00	0.00	146.11	2,193.89	0.00
01-6-2800-450.00 Postage Expense	10,200.00	0.00	2,003.35	8,196.65	0.00
01-6-2800-500.00 Office Supplies	4,000.00	0.00	2,002.67	1,997.33	0.00
01-6-2800-501.00 Books - General	24,280.00	3,813.78	6,780.27	13,685.95	0.00
01-6-2800-502.00 Reference Sources	18,000.00	5,389.00	10,755.83	1,855.17	0.00
01-6-2800-505.00 Juvenile Books	9,200.00	1,216.11	3,126.58	4,857.31	0.00
01-6-2800-510.00 Young Adult Sources	1,200.00	0.00	202.71	997.29	0.00
01-6-2800-515.00 Replacement Books	1,200.00	183.72	327.25	689.03	0.00
01-6-2800-520.00 Periodicals & Newspapers	6,775.00	0.00	3,633.98	3,141.02	0.00
01-6-2800-530.00 Non-Print Materials/Adult	5,250.00	83.89	2,986.94	2,179.17	0.00
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	700.00	737.56	2,362.44	0.00
01-6-2800-551.01 Special Programs/Adult	100.00	0.00	0.00	100.00	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	2,650.00	0.00	252.00	2,398.00	0.00
Total Library	609,951.00	16,753.56	205,154.88	388,042.56	15,807.27
Total General Fund	609,951.00	16,753.56	205,154.88	388,042.56	15,807.27
Total All Funds	609,951.00	16,753.56	205,154.88	388,042.56	15,807.27

#7

Brooks Memorial Library CALENDAR YEAR STATISTICS

LIBRARY ACQUISITIONS	JAN TO DEC 2011	JAN TO YTD 2012	JAN TO YTD 2013	JAN TO YTD 2014
Books added	3,626	3,634	3,359	2920
Books withdrawn	2,463	4,321	2,791	2516
Nonprint added	508	456	357	559
Nonprint withdrawn	393	1407	380	1209
LIBRARY TRANSACTIONS	JAN TO DEC 2011	JAN TO YTD 2012	JAN TO YTD 2013	JAN TO YTD 2014
Adult Books;nonprint;in-house usage	103,702	102,522	103,240	75,558
Juvenile Books;nonprint; in-house usage	65,223	68,286	67,382	55,605
In-House usage **Beginning in Jan 2014**				10,500
Museum Passes	144	191	236	229
Eaudio Downloads	1,565	1,974	2,654	2,928
eBook Downloads	716	1,918	1,976	2,273
Interlibrary Loans	2,573	2,383	1,873	491
TOTALS	173,923	177,274	177,361	147,584
Catamount Loans(sent & received)	xxxxxxx	xxxxxxx	1,474	3701
Reference questions	16,460	15,970	16,284	9818
Online searches	44,569	23,963	28,153	15940
Searches of Web Catalog	n/a	n/a	n/a	n/a
Web site visits	42,151	47,760	76,596	62,509
PUBLIC ACCESS COMPUTERS	JAN TO DEC 2011	JAN TO YTD 2012	JAN TO YTD 2013	JAN TO YTD 2014
No. of Hours	16,854	15,402	15,496	16418.37667
No. of Sessions	41,382	39,451	35,653	22792.41667
No. of Public Access PC's	20	20	20	20
BORROWERS	JAN TO DEC 2011	JAN TO YTD 2012	JAN TO YTD 2013	JAN TO YTD 2014
Registered active borrowers	9,399 [1/1/2006-6/30/2010]	7,511 [7/1/2009-6/30/2012]	10,489 [7/1/2010-6/30/2013]	10,489 [7/1/2010-6/30/2013]
New Registrations	1,346	1,282	1,235	873
Digital Download New Users	270	498	395	282
Computer Use Only card	469	1106	809	612
Visits	147,140	153,061	138,509	117,943
PROGRAMS	JAN TO DEC 2011	JAN TO YTD 2012	JAN TO YTD 2013	JAN TO YTD 2014
No. of children's programs	367	363	359	315
No of adult programs	60	89	153	148
Attendance	9,838	10,391	9,666	8,768
VOLUNTEER HOURS	3,341	2,895	2,923	2321.25

CALENDAR YEAR STATISTICS=As per KOHA Reports run at end of month.

Some of the monthly data may not be compiled yet for certain categories, so that activity will not be reflected in the totals.



BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

October 27, 2014

BUDGET TRANSMITTAL FOR FY 2016

From: Jerry Carbone, Library Director
To: Patrick Moreland, Interim TM
Re: FY 2016 Explanations for Variances

Below are library line items that have variances between FY 15 and proposed FY 16 budgets. The major expenditure line item that accounts for the increase in the total budget bottom line is the vacation BB-Retire Payout.

This overall level-funded services budget will allow the library to operate with the same number of hours open to the public (50), offer the same approximate level of services (circulation services; reference services, children's library services; life-long learning programs; public access computing, number of titles purchased; facility maintenance & repair) as in the FY 2015 budget.

REVENUES

I am budgeting conservatively in these line items due to lower than normal revenue for nonresident fees and fines collected in FY 14. Even though fine rates increased in FY 14, email reminder notices in advance of due dates affect fine revenue. Lower than expected revenues for nonresident fees is due in part to the purchase of 2-year cards in FY 13.

EXPENDITURES

Increase: 01-6-2800-005.00 Staff Salaries: Includes 1% increase \$345,605.

Increase: 01-6-2800-005.01 Vacation BB-Retire Pay: Increase is due to anticipated retirement(s) in FY 16.

Decrease: 01-6-2800-124.00-126.00 Training/Conf. Mbrship: Shifted budgets between two accounts to better reflect usage.

Decrease: 01-6-2800-141.00-Computer Supplies: Estimate based on 4 year cycle average (FY11-FY14).

Decrease: 01-6-2800-152.00-Book and Nonprint processing—
Approximate average of two fiscal years of purchases.

Increase: 01-6-2800-230.00--Fuel—Fuel costs based on \$3.50/gallon X 5600 gallons used.

Decrease: 01-6-2800-235.00-Electric--FY 16 has small decrease due to rates being lowered by GMP.

224 MAIN STREET BRATTLEBORO, VT 05301

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On the web brookslibraryvt.org



BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

Decrease: 01-6-2800-250.00—Bldg. Equip. Maint.— Negligible decrease. Costs may fluctuate due to unanticipated repairs to HVAC or other building equipment or fixtures.

Decrease: 01-6-2800-450—Postage—Small decrease based on actual expenditures over past 4 years.

Even: 01-6-2800-501 through 520—Book, Nonprint, and Periodicals— All of these items have been level-funded, which is approximately \$2,000 less than FY 2012 expenditures. The levels have remained level-funded since 2004.

Decrease: 01-6-2800-650—Equipment Maintenance-Decrease due to allowing maintenance contract to expire on older analog microfilm reader/printer.

The total level-services budget for **FY 16 is \$619,128.**



BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

October 27, 2014

CIP BUDGET TRANSMITTAL FOR FY 2016

From: Jerry Carbone, Library Director
To: Patrick Moreland, Interim TM
Re: CIP Project for FY 2016

As we discussed in our budget meeting earlier this month, I recommend that the scheduled project, Air Duct Cleaning, be deferred until FY 2017 or FY 2018 to coincide with a much larger project, which is the replacement of the condenser and air-handling unit of our HVAC system. Considering the amount of dust and debris a project like this would generate, I think it is prudent that the air ducts be cleaned after rather than before the replacement.

So, there would be no capital projects proposed for FY 2016, but in FY 2017 there could be as many as four. Please see below

FY 2016 Project

None

FY 2017 Projects¹

FY2017—Replacement of Condenser and Air-handling unit: The major HVAC component in the building is 47 years old. Just this year the AHU fan motor burned out and had to be replaced at a cost of \$2,000. The quote was updated in 2012 by a local vendor.

FY2017—Replacement of boiler. This unit will be 20 years old. No quote has been solicited, but the figure in the budget is based on the 2007 Criterium-Lalancette Engineers--*Capital Needs Assessment for Brooks Memorial Library* (December 2007).

FY2017-- Fascia soffit trim replacement: The project was moved from FY 2013 to FY 2014 so that it could be considered with the HVAC replacement and engineered simultaneously with the larger project. The cement asbestos soffit trim along the building's roof perimeter is deteriorating and needs replacement. According to C-L *Needs Assessment*, the existing ACM would be removed (\$7,000); transportation and disposal costs (\$5,000); and installation of new textured fiber cement trim (\$13,000.)

FY2017—Cleaning of Air Duct System—Thorough cleaning of all air ducts in the building, which was done last in 2001 in response to an indoor air quality issue. At that time the cost was \$7,000.

¹ FY 2017 projects will need cost estimates updated.

Brooks Memorial Library Policy, BR4-Investment Fund Policy

BR 4-4

ENDOWMENT AND GIFT FUNDS POLICY, INVESTMENT REVIEW, BUDGETING AND ACCOUNTING OF ENDOWMENT/GIFT FUNDS

The Trustees will:

Retain an independent Investment Advisor to invest endowment funds.

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

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

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

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

BR 4-5

ENDOWMENT AND GIFT FUNDS POLICY, INVESTMENT PHILOSOPHY

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

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

~~The library endowment has, by its very nature, a long-term time horizon. Historically, the stock market has returned more than CDs or other fixed income investments. Consequently, the endowment should be invested with an objective of total return, employing both value and growth stocks - domestic and international/large and small capitalization, fixed income securities and cash. Equity exposure should be in the range of 25% - 75%. The recommended practice of the trustees is to convert 4% of the unrestricted endowment into cash per annum for use in the library budget in accordance with Vermont statute ***. This portfolio can accept a moderate level of risk while maintaining a value-oriented approach, however, not at the exclusion of growth.~~

"The library endowment has, by its very nature, a long-term time horizon. Historically, the stock market has returned more than CDs or other fixed income investments. Consequently, the endowment should be invested with an objective of total return, employing both value and growth stocks - domestic and international/large and small capitalization, fixed income securities and cash. Equity exposure should be in the range of 25% - 75%. ~~It has been the long practice, which the board has determined to be fiscally prudent, to convert 4% of the unrestricted endowment into cash per annum for use in the library budget.~~ This portfolio can accept a moderate level of risk while maintaining a value-oriented approach, but not at the exclusion of growth." It is the customary practice of the board to withdraw 4% of the unrestricted endowment into cash per annum for use in the library budget. Management and expenditure of the endowment should take into consideration the long term viability of the funds for the sustainable future of the library. In making decisions about these expenditures, the board is bound by Vermont law title 14, chapter 120, the Uniform Prudent Management of Institutional Funds Act.

**VERMONT DEPARTMENT OF
LIBRARIES
STANDARDS GRANT APPLICATION
ANNUAL REVIEW OF SELECTED POLICIES**

BR 2-3 Article III Library Bylaws concerning Library Director

BR 3-2 (B) Statement of Purpose, Library Collection ,

BR 3-2 (C) Statement of Purpose, Mission Statement,

Library Service Priorities 2012-2016

**BR 3-2 (D) Statement of Purpose, Affirmation of Principles of
Intellectual Freedom**

BR 3-3 Materials Selection

BR 3-4 Weeding

BR 3-8 Confidentiality of Library Records

BR 3-10, Appendices

Appendix 1, A.L.A. Library Bill of Rights

Appendix 2, A. L. A. Freedom To Read Statement

Appendix 3,

**Statement of Concern about Library Materials
and Resources form**

October 14, 2014

Board of Trustees Meeting

BR 2-3 Article III - Library Director (revised 11/2003)

The Board shall have primary responsibility for recommendation to the Town Manager on personnel matters related to the Library Director, as ordered in the Town Charter. The Library Director shall appoint other professional, clerical, and custodial personnel and shall evaluate their performance based on their written job descriptions.

The Director shall have full direction of the Library, subject to the control of the Board. The Director's responsibilities include the presentation of the annual budget, approved by the Trustees, to the town; the maintenance of the building and of all the Library collections, of public access to the internet; staff development; and program planning.

The Director shall oversee the selection and purchase of books, online resources and other materials. The Director may designate a deputy to direct the affairs of the Library during any absence.

The Director shall report at each regular meeting of the Board.

The Board, or a subcommittee appointed by the president, shall annually review the performance of the Director, based on the job description, and shall give to the Director a written performance evaluation. A summary evaluation shall be forwarded to the Town Manager with the Director's response.

BR3-2(B)
STATEMENT OF PURPOSE,
LIBRARY COLLECTION (Revised 9/11/2001)

Brooks Memorial Library collects materials needed to enhance the life of individuals and groups. It organizes and makes these materials convenient and easy to use. Provision of materials means more than occasional availability. It means a supply sufficient and varied enough to make the Library a dependable source of information for our borrowers. In addition to books, the Library selects and provides magazines, newspapers, pamphlets, documents, microfilm, cassette tapes, videos, access to electronic resources, and other electronic and nonprint materials.

BR 3-2(C)
STATEMENT OF PURPOSE,
MISSION STATEMENT

(Revisions: June 1996; 9/11/2001; 9/11/2007; 8/14/2012)

The mission of Brooks Memorial Library is to provide collections and services that support the learning, information, personal enrichment, and leisure needs of people of all ages in the Brattleboro community.

LIBRARY SERVICE PRIORITIES 2012-2016 (Revised 8/14/2012)

The service priorities below are what Brooks Memorial Library plans to offer to library users to meet specific community needs:

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

BR 3-2(D)
STATEMENT OF PURPOSE,
AFFIRMATION OF PRINCIPLES OF INTELLECTUAL FREEDOM

The Board of Trustees and the Library Director of Brooks Memorial Library, Brattleboro, Vermont support and affirm the principles of Intellectual Freedom as outlined in the American Library Association Library Bill of Rights and The Freedom To Read Statement and Goals (see appendixes 1 and 2).

A person's right to use the library will not be denied or abridged because of origin, age, background, or views.

BR 3-3
MATERIALS SELECTION

(Revised October 1993; October 2002; November 14, 2003)

The purpose of the *MATERIALS SELECTION POLICY* is to outline the general considerations upon which the Brooks Memorial Library bases the selection of the materials in its collection. These considerations are grounded in the Library's Mission Statement (BR3-2C) and its affirmation of the Principles of Intellectual Freedom (BR3-2D). Collection Development Guidelines are used by the librarians to establish appropriate selection criteria for all fiction and nonfiction categories based on current and desired levels of materials in the collection, usage as determined by circulation, earliest acceptable copyright date, and average number of transactions.

The Board of Trustees, recognizing the varied backgrounds, interests, and needs of the community, declares as a matter of selection policy that:

1. Materials selection is and shall be vested in the Library Director by reason of special education, training and experience.
2. Selection of books, periodicals, and/or other materials shall be based on their contribution to the interests, positive growth, and enlightenment of all people in the community. Race, nationality, or the political or social views of the author shall not be a determining factor in book selection.
3. The Library's materials selection reflects the importance of basic core materials of permanent value and materials on current issues and problems. Good working collections including standard works, classics, and popular titles are acquired in all needed fields.
4. One of the essential purposes of the Library is to provide a source where free individuals may examine many points of view and make their own decisions. To this end, the Library provides materials representing a variety of approaches to public issues of a controversial nature.

5. The Library's children's materials are purchased for a wide range of ages, abilities, and interests, and a variety of reading levels. The Library is also mindful of the needs of those who serve children: parents, teachers, and youth group workers, and authors and artists in the children's field. Responsibility for a child's reading and access to Library materials rests with the parents and/or legal guardians; selection of Library materials will not be influenced by the possibility that an individual's parent or guardian may object.
6. The Library recognizes its obligation to provide reference and research materials in response to specific questions and for continuing research. Specialized collections in universities and colleges in Vermont and New England, which are intended primarily for exhaustive research, are available through interlibrary loan. Therefore, the Library weighs carefully its purchasing of very specialized works in certain fields. For selection policies for Special Collections, see Brooks Memorial Library Collection Guidelines (December , 2004)-and BR9 (Fine Arts Collection Management).
7. The Library does not voice particular beliefs or views, nor is the selection of any given item equivalent to endorsement of the viewpoint of the author expressed within. Library materials will not be marked or identified to show approval or disapproval of the contents, and no cataloged book or other item will be sequestered, except for the express purpose of protecting it from injury or theft.
8. The Library is aware that one or more persons may take issue with the selection of any specific item, and provides a format for patrons to use in these cases (see BR 3-6).

BR 3-4 WEEDING

(Revised October 1993, October 2002, Revised November 14, 2002)

The purpose of the *WEEDING POLICY* is to affirm the need for weeding the Library collection , and to provide general guidelines for the weeding process. *Collection Development Guidelines* are used by the librarians to establish specific criteria for weeding based on usage, copyright, and condition for all fiction and non-fiction categories. In general, the *Weeding Policy* affirms the following principles:

1. The Board of Trustees of the Brooks Memorial Library, recognizing that a small public library best serves the community by providing a collection of materials, which is actively used, supports the concept of regular weeding of all Library materials.
2. Regular weeding maintains the dynamic quality of the collection. Continuous review and evaluation is important not only for saving space but to maintain the collection's accuracy, check its physical condition, and assess its strengths and weaknesses.
3. Decisions about which materials to discard shall be made by the Library Director based on standards contained in references used by professional librarians, such as the Public Library Catalog and Fiction Catalog and the C.R.E.W. manual for weeding library collections (published by the University of Texas).
4. Disposition of discarded materials shall be left to the discretion of the Library Director.

BR3-8

CONFIDENTIALITY OF LIBRARY RECORDS (revised 5/13/2003; 11/13/2007; 11/18/2008; 11/9/2010)

BR3-8 (A) Purpose

The purpose of the Confidentiality of Library Records policy is to clarify the position that the library takes regarding accessibility to library records by individuals or institutions other than library personnel.

1. The Brooks Memorial Library Board of Trustees recognizes that, in accordance with 22 V.S.A. chapter 4, its patron circulation records and transaction records identifying the names of library patrons are confidential in nature. This policy is upheld in the *ALA Policy Manual*, Code of Ethics, point III: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." Confidentiality of patron records is also protected in 1 V.S.A, chapter 5, § 317 (c), paragraph 19 and 22 V.S.A. chapter 4 §171.
2. All library employees will be advised that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. Should such cases arise, the Library Director will consult with legal counsel and/or the Town Attorney, who will provide advice on the correct procedure to follow.
3. Certain records may be shared at the library's initiative in matters relating to the safety and security of library facilities, collections, personnel, and patrons, under exemptions as defined in 22 V.S.A chapter 4 § 172.
4. All cases involving confidentiality shall be reported to the Town Attorney and the Board of Trustees, unless prohibited by existing federal legislation.

BR3-8 (B) Records Retention: Library records containing personal information on a patron that are protected by V.S.A. 1, section 317, will be retained according to the schedule below:

TYPE OF RECORD	RETAIN
Local history/genealogy logs	1 month
Public Access Computer session history	Current session only
Reference request log	1 month
Adult patron registration forms	1 year
Juvenile patron registration forms	until 16th birthday
Internet Permission Forms Juvenile under 16 years	until 16th birthday
Brooks Interlibrary loan records	as soon as item returned or photocopy received
Catamount Library Network backup files	24 hours
Meeting Room application forms	1 year
Exhibit Application forms	1 year

BR 3-8 (C) Records Retention: Patron Registration database

PATRON DATABASE	ACTION
Patron card expired with no items out and no fines	Retain 3 fiscal years
Patron card expired with no items out and fines less than \$10.00	Retain 3 fiscal years
Patron card expired with no items out and fines over \$10.00	Retain 10 fiscal years
Adult patron request to be removed from database	Immediate upon written request to Library Director and his/her approval
Parent or legal guardian request to remove child's registration record from database	Immediate upon written request to Library Director and his/her approval
Request for Dismissal forms	Retain 5 calendar years

**BR3-10
APPENDICES**

**APPENDIX 1
LIBRARY BILL OF RIGHTS (A.L.A.)**

**APPENDIX 2
THE FREEDOM TO READ STATEMENT (A.L.A.)**

**APPENDIX 3
STATEMENT OF CONCERN ABOUT LIBRARY MATERIALS AND RESOURCES
FORM**

MINIMUM STANDARDS FOR VERMONT PUBLIC LIBRARIES 1998

Excellence in public library service is not an idle dream. In spite of the multifaceted character of the nation's public libraries and the diverse communities they serve, excellence is achieved daily. As you work toward excellence in your library, three principles are worth noting:

- Excellence must be defined locally - it results when library services match community needs, interests, and priorities*
- Excellence is possible for both small and large libraries - it rests more on commitment than on unlimited resources*
- Excellence is a moving target - even when achieved, excellence must continually be maintained.¹*

Each Vermont community must set its own standards for excellence in public library service. The process is complex, particularly for very small libraries and in areas where service has been poor. Meeting statewide minimum standards for public libraries can be a first step in a continuous process of self-evaluation and planning that leads toward excellence.

Vermont's minimum standards for public libraries have been organized under eight general statements of principle, and they represent the consensus of Vermont librarians and trustees about what is essential to providing basic service to all Vermonters. Every citizen ought to be able to expect at least this minimum level of service from his or her public library, regardless of the size or location. Complying with the standards makes a library eligible for selected services from the Department of Libraries. Most importantly, it represents attainment of a first level in a continuous process of self-evaluation and planning.

¹McClure, Charles R. et al. Planning and Role Setting for Public Libraries: A Manual of Options and Procedures (ALA, 1987)

Libraries which meet all of the standards may wish to direct attention to the "Suggestions for Further Development." Although the "Suggestions" can be attained by most libraries, they are not required by libraries wishing to meet standards and, in some cases, may be inappropriate or impossible. Each library will need to set its own priorities based on its own community's needs, character, and resources. There are many more elements of public library service beyond the "Essentials" and the "Suggestions" that must be chosen based on community makeup. A long range planning process with peer review, the Department's "Envisioning Excellence" program, will further help local librarians and trustees establish priorities for the future.

The standards development process involved work by a committee of librarians and trustees, statewide public hearings, revisions by the committee based on reaction of the Vermont library community, adoption by the Board of Libraries, and final approval by the joint Legislative Administrative Rules Committee. These standards will continue to be revised periodically so that they can accurately reflect the changing demands and needs of all Vermonters for public library service.

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PRINCIPLES FOR VERMONT LIBRARY SERVICE 1998

Vermont public libraries...

- 1. provide free, equal, and easy public access to services;**
- 2. draw support from their communities and spend public funds responsibly;**
- 3. cooperate with other libraries and community agencies to broaden their services;**
- 4. have trained librarians responsible for their overall operation;**
- 5. provide collections which are important community resources;**
- 6. are governed by Boards of Trustees which represent their communities and are responsible for ensuring that library services meet community needs;**

7. **have long range plans that articulate their philosophies for serving their communities and outline specific means for achieving results.**
8. **“Community” libraries (combined school-public libraries) and public libraries located in multi-purpose buildings acknowledge the unique challenges of shared facilities and respond to the diverse needs of all the groups they serve.**

PRINCIPLES AND MINIMUM STANDARDS FOR VERMONT PUBLIC LIBRARY SERVICE

1. Vermont public libraries provide free, equal, and easy access to services.

The library:

- a. Is open for service to all ages throughout the year at least 14 hours a week, including at least 4 hours after 5 pm or on weekends (Saturdays and/or Sundays).

Suggestions for further development (optional):

1. Suggested hours open weekly per population served:

Population	Suggested hours open
___ over 10,000 -	50-72 hours
___ 5,000-10,000 -	34-52 hours
___ 3,000-5,000 -	28-38 hours
___ 1,000-3,000 -	20-32 hours
___ under 1,000 -	14-22 hours

2. In setting the schedule of hours, the library identifies the times most convenient to users and when residents are most able to come to the library by any or all of these methods:

___ survey	___ attendance count
___ patrons' requests	___ suggestion box
___ no. of books in book drop when library is closed	
___ other (specify): _____	

- b. Opens all public areas to all ages whenever the library is open. Exceptions may be made for special collections.
- c. Has its name, preferably via a sign, clearly visible from the street.
- d. Posts its hours of service in a location accessible to the public at all times.
- e. Has a telephone listed under the library's and/or Town's name, whichever is easiest for users.

Suggestions for further development (optional):

1. The listing appears in both the yellow and white pages.
 2. The library has an answering machine or voice mail to give the hours and take requests when it is closed.
- f. Provides basic services to all residents of its community free of charge. Basic services include at least the circulating collection, reference service, interlibrary loan, and programming. *Note: It is the practice of the Department of Libraries to define "basic services" to include all items a library circulates (e.g., print and nonprint materials), reference service, interlibrary loan, programming (except for recovery of the cost of materials), and public access computing (including internet access).* If the library charges a non-resident fee, the fee does not exceed the per capita tax support of the town(s) that support it. *Note: It is the practice of the Department of Libraries, in determining per capita tax support, to include the populations of all municipalities providing tax support.*
- Suggestion for further development (optional):*
1. The library provides service to all Vermonters free of charge.
- g. Serves everyone, without discrimination, in accordance with the Vermont Public Accommodations Law (21 VSA § 271). In addition, the library takes particular care to serve everyone, regardless of reading ability, age, or economic status. The library's policy reflects this commitment.
- h. Fulfills the requirements of the Americans with Disabilities Act (as described in Planning for Accessibility (DOL, 1991), including conducting a self-evaluation of its facilities and programs and, if it is not barrier-free, having a written transition plan. *(Note: Among the issues the Act addresses are (1) having a barrier-free public restroom, (2) providing outreach service whenever physical access is limited, and (3) providing adequate parking near a building's entrance.)*
- i. Has written procedures for patron and staff safety that are reviewed regularly.
 - j. Complies with state fire safety, health, and other codes, which are reviewed annually.
 - k. Catalogs and organizes its collection.
 1. Engages in regular marketing and community relations activities.
 - m. Offers informal and/or formal training for the public in using library resources, equipment, and the Internet. *Note: The Department of Libraries encourages libraries to offer such training free of charge.*
 - n. Encourages use of its resources as a community center *(according to 22. VSA § 67: Public Libraries: Statement of Policy; Use of*

facilities and resources.) *Note: The Department of Libraries encourages libraries to offer meeting spaces free of charge whenever possible.*

o. Plans and evaluates children's services following "Guidelines for Public Library Service to Children (Dept. of Libraries, 1989).

2. Vermont public libraries draw support from their communities and spend public funds responsibly.

The library:

a. Receives and expends **total** support (including tax support, interest on endowments, local fundraising, carefully documented in-kind support, etc.) of at least \$5.00 per capita. *(The state average total income per capita in FY2005 was \$27.60; the national average was \$33.87) Note: It is the practice of the Department of Libraries, in determining per capita tax support, to include the populations of all municipalities providing tax support.*

Suggestions for further development (optional):

1. Local support for the library in the current year is higher than the previous year's.
2. Trustees encourage and support gifts, bequests, donations from community organizations, and activities to augment municipal funding.
3. Volunteers, Friends, or other support groups work with the library to broaden services and community involvement.
4. The library explores at least one grant source each year.

b. Receives at least \$1 per capita local tax support. *(Note: The state average per capita tax support in FY2005 was \$20.07; the national average was \$27.59. Vermont statute defines a public library as receiving tax support.) Note: It is the practice of the Department of Libraries, in determining per capita tax support, to include the populations of all municipalities providing tax support.*

c. Budgets funds to reimburse staff and trustees for attendance at workshops and/or professional meetings and for travel as needed to select supplementary resources.

d. Budgets funds for electronic resources and technology, including general maintenance, scheduled replacements and upgrades, technical support, and staff development.

3. Vermont public libraries cooperate with other libraries and community organizations to broaden their services.

The library:

a. Contributes information on new holdings and changes in holdings to the Vermont Resource Sharing Network/Vermont Union Catalog at least once each year.

b. Communicates and cooperates with its local school library and other area libraries.

Suggestions for further development (optional):

1. The librarian visits the school library(ies) at least once each year.
2. The librarian and/or staff attend meetings of area librarians, if held.
3. The trustees meet with other trustees in the area during the year.

c. Communicates and cooperates with the Department of Libraries, including supplying all statistical data requested.

d. Lends and borrows materials through the statewide interlibrary loan network according to the Vermont Interlibrary Loan Code (which addresses procedures, including prompt responses to requests and timely return of borrowed items).

e. Encourages and offers interlibrary loan service to its borrowers of all ages at **no charge, including postage**. The library budget includes an item for interlibrary loan postage. *Note: It is the practice of the Department of Libraries to require that interlibrary loan service be provided free of charge and without restriction to all registered borrowers. Voluntary donations may be solicited.* In cases when the loaning library charges a fee, the fee may be requested of the borrower if s/he has been warned in advance. Lost materials charges from loaning libraries may also be passed along to interlibrary loan borrowers.

f. Has a computer for access to the Vermont Automated Libraries System (VALS).

g. Works with other agencies (e.g., schools, early childhood programs, daycare providers, Adult Basic Education, etc.) toward the goal of statewide literacy. *(This could include co-sponsoring programs, offering space, making referrals, etc.)*

h. Cooperates with other community organizations (e.g., scouts, Rotary, Chamber of Commerce, churches, etc.) to broaden its services.

Suggestions for further development (optional):

1. The library maintains a community resource file.
2. The library has a bulletin board to post local information and events.
3. The library works closely with other branches of municipal government (selectmen, planning commission, recreation department, etc.)

i. Offers some free public access to VALS and the Internet. (*Note: the same computer and telephone line may be used for public and staff access.*)
Note: It is the practice of the Department of Libraries to require that internet and VALS access be provided free of charge to all registered borrowers.

Suggestion for further development (optional):

1. The library has a separate computer and telephone line for public access.
2. Free public access is encouraged and available whenever the library is open.

4. Vermont public libraries have trained librarians responsible for their overall operation.

The librarian/library director:

- a. Is responsible for carrying out the policies of the board of trustees.
- b. Takes an active role in policy development, planning, and budgeting.
- c. Is responsible for collection development, including materials selection and weeding.
- d. Hires, supervises and evaluates library staff.
- e. Is not a trustee of the library he or she works in.
- f. Attends and participates in all board meetings. Executive sessions may include the librarian when invited.
- g. Along with all paid staff (except volunteers), works in compliance with all federal and state employment laws covering issues such as Social Security, minimum wage, equal employment opportunity, Fair Labor Standards, unemployment insurance, workers' compensation, Family and Medical Leave, and nondiscrimination.
- h. Receives, along with all paid staff, salaries and benefits at a scale or level comparable to those of other town employees and/or local positions with similar qualifications, educational requirements, and job responsibilities. (*Libraries may consult with town government, local schools, other Vermont libraries, the League of Cities and Towns, and library associations' recommended beginning salary guidelines.*)

Suggestion for further development (optional):

1. The library offers staff
 vacation and sick leave parental leave
 health insurance retirement
 investment plan dental insurance

i. Possesses a library science degree or a Vermont certificate of library training, and if not, has actively worked toward one of these by taking at least

one of the four basic courses required for certification within the last two years. If the librarian has been on the staff more than 5 years, she or he must have completed certification requirements by Sept. 1, 2009. (*Note: Certification requirements are outlined in the "Certification Guidelines" of the Vermont Certification Board and currently involve earning at least 150 continuing education credits via workshops, courses, etc.*)

Suggestion for further development (optional):

1. The librarian holds a Master of Library Science degree from a program accredited by the American Library Association.

j. Attends at least two professional development opportunities (such as DOL workshop, VLA meeting/conference, VSLA and NELA workshops, class at vocational center, college course, etc.) each year, one of which is technology-related.

Suggestions for further development (optional):

1. The librarian is a member of the Vermont Library Assn. (VLA) and/or the Vermont School Library Assn. (VSLA)
2. The library staff and board have used "Test Your Attitude" (Dept. of Libraries, 1992)

k. makes certain that the library offers staff and volunteers some training or continuing education each year, either in the library and/or by attending workshops, VLA meetings, etc.

5. Vermont public libraries provide collections which are important community resources.

The library:

a. Budgets funds specifically for library materials (books, periodicals, electronic resources, audio-visual items, etc., not including supplies or postage). The collection reflects community needs and interests, including those of babies, toddlers, preschoolers, adult learners, young adults, English as a Second Language students, people with disabilities, the elderly, etc.

Suggestions for further development (optional):

1. If it fits with a library's role in the community, the library sets aside at least 30% of its materials budget for children's materials.
2. There may be specific segments of a community that the library targets with specific funds for collection development, e.g.:
 children adult learners
 business people English as a 2nd Language
 people with disabilities young adults
 other:

3. The library purchases at least some of the following:

- ___ basic reference materials
- ___ magazines for adults & children
- ___ local newspaper(s) ___ CD-ROM products
- ___ materials for adult new readers ___ computer software
- ___ videos/DVDs ___ on-line services
- ___ audio books

b. Spends for library materials (books, periodicals, electronic resources, audio-visual items, etc., not including supplies or postage) either at least 15% of its total operating expenditures or at least \$1.25 per capita. (*The state average collection expenditure per capita in 2005 was \$3.38 per capita. The national average was \$4.18*)

c. Subscribes to at least one professional library journal to aid staff in selecting materials.

d. Allocates staff time regularly to developing the collection, including selecting additions and weeding.

e. Follows up on patron requests in a timely manner.

f. Is aware of the strengths and weaknesses of other area libraries' collections in order to avoid unwanted duplication, to insure the greatest breadth of available resources and the provision of essential resources, and to make prudent use of funds.

6. Vermont public libraries are governed by Boards of Trustees which represent their communities and are responsible for ensuring that library services meet community needs.

The board of trustees:

a. Is responsible, together with the librarian, for assessing community needs, developing responsive plans of service, and evaluating library performance.

b. Promotes the library and its services in the community.

c. Adopts and annually reviews a written policy(ies) including a statement of purpose or mission statement, affirmation of principles of intellectual freedom*, confidentiality of library records, collection development guidelines, personnel, public access computer use, and building use.

(*principles of intellectual freedom include the ALA Library Bill of Rights, the Freedom to Read and Freedom to View statements, and accompanying interpretations relating to access to library materials by minors, computer use, etc.)

d. Files current policies with the Department of Libraries.

e. Makes sure that there are written job descriptions for the librarian and staff.

f. Evaluates or ensures the evaluation of the librarian's performance in writing at least once a year and ensures that procedures exist for annual performance evaluation of the rest of the staff.

g. Meets at least every three months in meetings warned and open to the public, according to the Vermont Open Meeting Law (1 VSA § 312-317).

Suggestion for further development (optional):

1. The board meets approximately monthly, or more frequently as needed.

h. Includes the librarian in all board meetings. The librarian attends executive sessions when invited.

i. Makes sure that there are adequate funds to operate the library.

j. Makes an annual financial and statistical report to municipal authorities and the public and includes its report in the town, city or village report.

k. Includes at least one member who is either appointed by municipal authorities or publicly elected at a duly warned town, city, or village election.

Suggestion for further development (optional):

1. All trustees are elected at the municipality's annual meeting.

l. Includes, in by-laws, provision for members to serve staggered terms, to allow broad-based community participation.

Suggestion for further development (optional):

1. The total length of uninterrupted service by a trustee is limited to 10 years.

m. Ensures that the majority of board members attend at least one continuing education session in or outside the library (such as orientation, meeting with area trustees or a consultant, visiting another library, DOL/VLTA workshop, etc.) every two years.

Suggestions for further development (optional):

1. Each board member attends some continuing education each year.
2. All board members belong to the Vermont Library Trustees Association (a section of VLA).
3. All new board members receive formal orientation.

n. Follows and expects the librarian to follow the American Library Association Codes of Ethics for trustees and librarians.

7. Vermont public libraries have long range plans that articulate their philosophies for serving their communities and outline specific means for achieving results.

The librarian and board of trustees:

- a. Adopts and annually reviews a written long range plan of service addressing services and resources to be provided and priorities for service, or plans to adopt such a plan by November 1, 2009. The planning process involved community members and included some of the following activities:
 - meeting with representatives of segments of the community to discuss library role(s) and priorities
 - discussing community needs and library priorities at meetings of the board of trustees
 - reviewing community demographics, particularly the latest census figures
 - reviewing the geography and travel patterns of potential library users
 - developing a profile of community character
 - reviewing current services, programs, and collection, and evaluating their quality and use
 - looking at service statistics to identify trends and/or to compare them with other libraries
 - becoming aware of the strengths and weaknesses of other area libraries' collections and services
- b. Include a written technology plan to address the integration of technology in providing local library service as part of its overall long range plan.
- c. File the current plan with the Department of Libraries.
- d. Annually evaluate the library's success in meeting the stated mission and plan via statistical and other methods.

8. "Community" libraries (combined school-public libraries) and public libraries located in multi-purpose buildings acknowledge the unique challenges of shared facilities and respond to the diverse needs of all the groups they serve.

If the library is a community library or if it is located in multi-purpose building, it:

- a. Provides ready public access by being in a location convenient to users.
- b. Provides ready public access by having an entrance which is directly accessible to the public and does not require entry into the other areas of the building.

- c. Provides ready public access by having its own telephone listed under the library's name, or if the library shares a telephone with a school or other organization, also listing the number under the library's name. When the phone is answered, it is made clear that callers have reached both the school or other organization and the library.

- d. Provides materials and space for all ages and segments of the community.

- e. Conducts public relations and sponsors programs specifically aimed at those who might not readily come to the facility. In a school setting, this would include preschoolers and adults; in a senior center, this would include children; etc.

- f. Is administered year-round by a librarian responsible for serving the total community.

Suggestion for further development (optional):

- 1. All staff are paid equitably, regardless of whether they are paid by the school or town.

- g. Has a board of trustees that represents the community served. If the library is in a school, no more than half of the trustees come from the school sector.

- h. Addresses the unique division of responsibility resulting from the shared situation in these activities:

- | | |
|--|---|
| <input type="checkbox"/> programming | <input type="checkbox"/> budget |
| <input type="checkbox"/> staffing | <input type="checkbox"/> board composition |
| <input type="checkbox"/> hours open | <input type="checkbox"/> policy development |
| <input type="checkbox"/> long range planning | <input type="checkbox"/> technology |
| <input type="checkbox"/> other: | |

- i. Offers all users equitable access to the collection and technology during open hours.



This program supported by the Institute of Museum and Library Services, a federal agency through the Library Services and Technology Act as administered by the Vermont Department of Libraries

BROOKS MEMORIAL LIBRARY: ADULT REGISTRATION FORM

Please Print

TOWN OF RESIDENCE: _____

School or College Attending (if applicable): _____

Name _____
(First) (Middle) (Last)

C/O "In care of:" (if necessary): _____

Mailing Address: _____

Town: _____ State: _____ Zip: _____

Street (if above is a PO Box) _____

Home Phone: _____ Work Phone: _____

Email Address: _____

(Communications from the library Emails are used to notify you of items coming due, overdues, and items that you have requested. Because of your relationship with the Library, we may also send We will also use your email address to provide you with other Library communications from time to time.)

____ Check here if you own property or a business in Brattleboro but live in another Town. Brattleboro business owners and property owners are eligible for a free membership. Please complete address information below.

*****BUSINESS ADDRESS***BRATTLEBORO PROPERTY***SEASONAL ADDRESS*****

(Use home address for seasonal residents)

Business Name (Brattleboro Business Owners) _____

Location of Business or property: _____

Town: _____ State: _____ Zip: _____ Phone: _____

Street: _____

Valid from _____ to _____ (seasonal residents only)

The information you have provided is confidential, as are all patron records and transactions. They are protected by V.S.A. Title 1, Section 31; paragraph 19 and V.S.A. Title 22, Chapter 4.

All of the above information is correct. I am responsible for the return of all materials charged out on my card and understand my obligation to return borrowed material to the Library on the dates specified. If I am delinquent in returning materials, I am responsible for payment of all fines I have incurred. If I damage, destroy or lose any borrowed items, I am responsible for the replacement cost as specified by the Brooks Memorial Library. I will abide by Library policies as stated in the Welcome to Your Library brochure and Public Access Computing: Acceptable Use Policy.

Signature

Date

Staff: please circle patron type: **BRATTRES** **NONRES** **BUS/PROF** **STAFF** **VOLUNTEER** **OUTREACH**

TEMPORARY **6 MONTHS** **1 YEAR** **2 YEAR** **NAME CHANGE** **JUV TO ADULT**
CARD NUMBER 2179

STAFF INITIALS _____ DATE _____

RESIDENT LIBRARY CARDS

1. All residents of Brattleboro are entitled to a free library card. Residents under sixteen years of age will be issued a children's library card.
2. A patron's residency shall be the town in which the patron pays property taxes or resides.
3. To establish residency, a Brattleboro resident must provide one (1) form of identification with current residential (not mailing) address. The following are acceptable proofs of residence:
 - a. Valid driver's license with current home address
 - b. Utility bills with the current home address
 - c. Property tax statement
 - d. Fish & Game license with current home address.
 - e. Bank check printed with current home address
 - f. Letters mailed to applicant at current home address
 - g. Voter registration
 - h. Rent receipt or lease agreement with current home address

NONRESIDENT LIBRARY CARDS

1. Nonresidents may obtain a library card by paying a fee to be determined by the Board of Trustees. The first card purchased in a household will be the same as the per capita rate for Brattleboro residents. Each additional card purchased will be \$5.00 and have the same expiration date as the first card purchased. To obtain additional cards for the household, applicants must provide proof of address as provided in section 3 below.
2. A patron's residency shall be the town in which the patron pays property taxes or resides.
3. Nonresidents must provide at least one (1) form of identification. The following are acceptable forms of identification:
 - a. Valid driver's license with current home address
 - b. Utility bills with the current home address
 - c. Property tax statement
 - d. Fish & Game license with current home address.
 - e. Bank check printed with current home address
 - f. Letters mailed to applicant at current home address
 - g. Voter registration
 - h. Rent receipt or lease agreement with current home address
4. An information sheet on the contents of this policy will be provided to patrons upon request
5. The fee will be reviewed annually by the Board of Trustees

BUSINESS OR PROFESSIONAL CARD GUIDELINES

1. Owners of businesses or professionals who rent or own space within Brattleboro may obtain a special resident card. The card holder is entitled to full library privileges.
2. The business or professional card will be issued to the owner of the business. Spouse and children are also eligible for cards at no charge. Employees at the business will not be entitled to business or professional cards.
3. Proof of business ownership and location of the business or profession will be required at the time a card is issued. One (1) form of identification must be submitted. The following are acceptable proofs of business ownership:
 - a. Rent receipt with business owner's name, business name, and business address (not post office box)
 - b. Personal property tax statement
 - c. Lease agreement with business owner's name, business name, and business address (not post office box)
 - d. Proof of business registration with State of Vermont

Brattleboro

1st Wednesdays

**Brooks
Memorial
Library**

802.254.5290

7:00 PM

VHC Sponsors

Statewide:

**Vermont Department
of Libraries**

Program:

**Mary Ellen and Jack
Bixby**

Brattleboro Retreat

Dakin & Benelli, P.C.

Merchants Bank

**Union Institute &
University**

Vermont Bar Association

**Vermont Institute of
Contemporary Arts**

Library Sponsors

Brattleboro Camera Club

Downs Rachlin Martin PLLC

**Friends of Brooks
Memorial Library**

New Chapter, Inc.

Vermont Country Store

A program of



**Vermont
Humanities**

vermonthumanities.org

802.262.2626

A free public talk

The Costumes of Downton Abbey



Richard Hunnerton

DECEMBER 3

7:00 PM

**Brooks Memorial
Library,
Brattleboro**

Middlebury College artist-in-residence Jule Emerson discusses the fashions worn by Lady Mary and her family in the popular PBS series *Downton Abbey*.

*Supported in part by the Institute of Museum and Library Services
through the Vermont Department of Libraries*