

BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA

Tuesday—December 9, 2014 –4:45PM.—Meeting Room

1. **Call to Order / 4:45 PM--**
1. A. Agenda/Changes or additions
1. B. Public Comments
2. Minutes of **November 10, 2014**
3. **Old Business**
 - A. Committee Reports
 1. **Asset Development Committee.**
 - Treasurer's Report November 2014—Adam
 - Annual Appeal update
 - Accounting system update
 2. **Fine Arts Committee**
 - Meeting 20141203
 3. **Building/Grounds Committee**
 - No Meeting .
 4. **Technology Committee.**
 - No Meeting
 5. **Friends of the Library**
 - Activities update— Mary Ide
 6. **Teen Advisory Board**
 - Activities update
 7. **Trustees Nomination Committee**
 - Candidates for Town Meeting—Terms expiring:
 - B. Budget 2016 update
 - C. Adult Registration Form revision, 2nd reading
4. **New Business**
 - A. Personnel changes
 - B. Review of Annual Public Library Report FY 2014
 - C. Staff Holiday Party, January 15?
 - D. Gifts, donations, grants received: **DONATIONS**-Robert Keller \$26.10 (Islamic Horizons) **BOUGHT** Praxair Inc; IBM; Express Scripts Hldg;Halyard Health **SOLD** Sapient
 - E. Library director; Reference Librarian Reports; Children's Room Programs' Report; Library Statistics-----
5. **Adjourn.**

CONTENTS

1. Minutes of **November 10,2014**
- 1.a. Fine Arts Committee Minutes 20141203
- 1.b. Asset Development Committee Minutes 20141201.
2. Library director's Report
3. Reference Librarian's Report
4. Children's Room Report --verbal
5. Treasurer's Report FY 2015 YTD
6. Endowment and Investment FY 2015 YTD
7. Town Budget Expenditures & Revenues FY 2015 YTD
8. Library Statistics YTD (not available)
9. BR 4-5 Endowment Fund and Gift Policy Final
10. Adult Registration Form draft 20141110 2nd reading.
11. Annual Public Library Report Summary FY 2014
12. Library publicity—First Wednesdays 2014-2015

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
November 10, 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, Technical Librarian, Leslie Markey, Friends Liaison, Mary Ide, and Recording Secretary, Dawn Pollard.

1. Call to Order:

Jerry G. called the meeting to order at 4:00.

1A. Agenda Changes or Additions:

None

1C. Public Comments:

None

2. Minutes of October 14, 2014:

Upon motion made by Jane and seconded by Jennifer, the minutes of the October 14, 2014 Trustees meeting were approved as presented.

3. Old Business:

A. Committee Reports:

1. Asset Development Committee:

Adam reviewed his Treasurer's Report, noting an increase in the endowment value.

Jerry G. then reported that the annual appeal letter was complete and would be mailed out later this week once the Trustees added their personal notes. On inquiry, Mary Ide confirmed that all donations received would be deposited into a bank account separate from the Friends' existing bank account and would be disbursed only upon the recommendations of the Library Director and the Trustees, pursuant to the terms of the Memorandum of Understanding.

The Trustees then gave a final review to the amended BR4-5 Endowment and Gift Funds Policy, Investment Philosophy. Upon motion made by Jane, and seconded by Tom, the Trustees voted to adopt the amended BR4-5 Endowment and Gift Funds Policy, Investment Philosophy, with corrections as noted.

Jerry then reviewed the proposal from Lisa Bloch to implement a customized Quickbooks program for the Endowment Fund Accounts, noting that this software will increase efficiency and promote accuracy when withdrawing funds from these accounts. Upon motion made by Robert and seconded by Adam, the Trustees voted to authorize the Library Director to enter into an agreement with Lisa Bloch for her services in customizing a Quickbooks program for the Endowment Fund Accounts at a cost not to exceed \$3,000, said funds coming from the Wojtowicz Fund.

2. Fine Arts Committee:

Pam reported on the Committee's recent meeting, highlighting -

- the attendance of one committee member at a recent webinar "Collection Assessment and Preservation" ;

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- an upcoming edition of Southern Vermont Living magazine which will include an interview with Jerry on the library's art collections; and
- discussion of public exhibit space.

3. Building and Grounds Committee:

No meeting.

4. Technology Committee:

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

- additional technology equipment received from Vermont Digital Economy Project funding (laptop, projector, digital camera and portable screen) and circulation policies for same;
- distribution of draft assessment workbook regarding the EDGE Initiative Assessment;
- Howard's attendance at a Vermont Colleges and Special Libraries workshop "Let's Talk About the Web"; and
- recap of VLTA conference keynote speaker, Andrew Roskill, on accessing digital resources.

5. Friends of the Library:

Mary Ide reported on the following Friends activity:

- sale of 2015 Book Lovers calendar;
- receipt of \$1,270 from sale of books online through Amazon from January to November;
- low attendance at last week's concert;
- sale of raffle tickets for donated colonial-style bookcase; and
- update of Friends' brochure and newsletter.

6. Teen Advisory Board:

Debra reported on her and Jerry's attendance at the annual Service Fair Day at BUHS on November 7 and some ideas on events that may attract teens.

B. Budget 2016 Update:

Jerry C. reported that the Selectboard had completed its first review of the budget and indicated this budget session would be similar to last year's. Department meetings will be scheduled in the coming weeks; he will keep the Trustees posted.

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

The Trustees then reviewed selected policies, allowing Jerry to file the application and report due later this month.

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

Jennifer, Jerry C., Jerry G., and Howard attended this conference and offered highlights.

4. New Business:

A. Adult Registration Form Revision:

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Jerry C. discussed suggested changes on the adult registration form that would notify adult users of receiving library communications. The Trustees will give these changes a second read next month.

B. Annual Appeal Mailing:

The Trustees will spend some time at the end of their business meeting to add personal notes to the annual appeal letters.

C. Gifts, Donations, Grants Received:

Donations received: \$100 (Ellie Gibbs Fund). 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:

After completing the annual appeal letters, and upon motion duly made and seconded, the meeting adjourned at 6:30 PM.

Dawn Pollard, Recording Secretary
Pamela Becker, Trustee Secretary

DRAFT

**Brooks Memorial Library
Fine Arts Committee Meeting
December 3, 8:30 AM**

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

1. Call to order: Pam Becker called the meeting to order at 8:33 AM.

2. Changes to the agenda: None

3. Public comment: None

4. Minutes of November 5 : were reviewed and no changes were offered. Jerry stated he would follow-up with John Gurney on the image for the certificate. Since Tracy was not present there was no report on the Webinar on Collection Assessment. Jerry has not seen Southern Vermont Living magazine on the newsstands yet. He will follow-up with Lynn Barrett.

5. Old Business

- **St. Johns Bible exhibit--Rory Minich.** Rory made a presentation on why he would like to see the St. John's Bible on exhibit in Brattleboro. He stated that Champlain College has purchased the multi-volume set of the Heritage edition of the bible, of which there are only 297 copies in print. The director of the Heritage Program will be working with Champlain to create an exhibit and wondered if he might be able to bring a volume to Brattleboro and present a talk. The committee was interested in this rather than borrowing a volume as had been proposed last year. The committee members agreed that we should discuss this possibility with David Alloway, director of the St. Johns Bible Heritage program. Jerry will report back to the committee at the January 7 meeting.
- **Fine Art Policy Review:** Judith provided copies of the edited BR9-18 Fine Arts Collection: Access and Photographing the collection. While the review was not complete it was decided that a log will be kept in the Fine Arts Storage room where all key holders will register when they are in the room. The review of the policies will continue next month.

6. New Business

- **Donation offer of paintings**— Ralph Pedicini has inherited paintings done by a Vermont artist, Pam Marron. After much discussion of the pros and cons of accepting such a gift , the committee decided not to accept them. While the paintings are valuable and by a Vermont artist, the landscapes are not of Vermont. Also, it is questionable whether they fit with our collection policy; more importantly, we do not have wall space to store such large works. The committee also discussed perhaps loaning the art work to a business or corporation, but this idea did not seem practical with our current policy. The committee directed Jerry to call Mr. Pedicini and discuss with him the possibility of the Friends of the Library acquiring the works and selling them in a fund raising event.

7. Other: None

8. Adjournment: Pam adjourned the meeting at 9:35.

NEXT MEETING: January 7, 8:30 AM

**Asset Development Committee Meeting
December 1, 2014, 3:30 PM**

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

1) Call to order - 3:30

2) Agenda Additions -
Report on the Reed bequest

3) Public Comment

4) Minutes of Nov. 4

5) Software for recording and sharing data

Thoughts about software - something better than excel

Greenlight is an option - we can see about price from tech soup (Jerry Carbone) - 421 per year although perhaps less through tech soup.

Joomla back end is also an option but may be not organized as we need - it's also harder to organize by donor rather than by donation.

Joomla back-end: this also links directly to the thermometer which is an advantage. Otherwise we need to enter quantities manually, mark paid, in a separate entry.

General decision - go with excel for the moment and see if we need something better for next year (either fusion tables or Little Green Light?)

Try to set up a dropbox to share the excel spreadsheet. If possible, Mary can get editing access to note who has received a thank you note.

6) Paypal and its use

The information comes through Joomla but not all the way to the friends

The best order would be for Adam to get the emails from the trustees email that contains all the information from the website - forward the necessary information to Connie for processing between the two accounts. Name, Donation amount.

Adam will process all of the paypal and send them in an e-mail to Connie and Mary.

7) Thank you notes - we have a good card that we could buy a box of (unsure of the price.)

Mary will make a couple of little changes and send out the final version of the text. Jerry G. will format it to fit in the card for printing.

8) Mailing to everyone...when are we going to do this?

Doing everyone would be a lot of money - the extra 4000 people would be a ton of money. We're already basically at the limit of what the board approved for the mailing.

Committee decision to keep it where it's at for this year and send out a special news letter to remind people. Next year we can expand the numbers for more people and see where it gets.

(And make it the Jerry Carbone memorial campaign.) Next Step: Jerry will send an e-mail appeal request.

9) Trustee Fund Invoice Status - Lisa Bloch setting up our accounting system

Jerry had a new plan of taking the accounts to the town office and make all payments through the town and then make a monthly transfer from the endowment to the city fund.

The only exception will be the small checks for individual reimbursement, etc. which will still be done in house and signed in the usual way.

General agreement that this is a great idea.

10) New Business - Estate Update

Lawyer sent an accounting of the donation from Reed...broken down of all the stocks in his accounts and a measure of the rest of the estate.

Total of the estate - just shy of eight million. No word on disbursement.

Next Meeting TBA

DRAFT

Librarian's Report for November 2014

December 5, 2014

Submitted by Jerry Carbone, Library director

802-254-5290, ext. 101 jerry@brookslibraryvt.org

I hope you all had a wonderful Thanksgiving. We are now headlong into the holidays. On the agenda this month you will be considering a staff appreciation party that has been customarily done on a Thursday in January. The Trustees organize this and provide the potluck food. It is a nice event that we do between 8:30 to 9:30 AM. Someone will be needed to coordinate the items.

The library will also have holiday hours in December. We will be open 9 AM to 12 Noon on Wednesday, December 24, closed Thursday, December 25. For December 31 the hours will be 10 to 6 PM, closed on Thursday, January 1.

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 November—Adam
- Annual Appeal Update—Adam
- Accounting Systems Design Proposal—Jerry-- update on proposal by Accounting Systems Design to migrate Trustees; funds to a customized Quickbooks program.

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

- Meeting 20141201— Pam

3. A.3. Building & Grounds Committee

- No meeting

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

- No meeting

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

- Activities update--Mary

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

- Update: There were two teens interested in becoming involved in the TAB. I have sent them an email requesting that they register on our reading program site, Engaged Patron, to track their reading and to provide reviews. Also, I have been in communication with Marilee Attlee, the BUHS librarian, regarding a Vermont Reads program offered through the Vermont Humanities Council. She will provide information on the book by Salman Rushdie, "Haroun and the sea stories," which will be discussed on **Thursday, January 8**. I will reserve 15 copies of the book for these students, if the library receives the grant. In addition, we are planning to live-stream his First Wednesday presentation at UVM on Wednesday, January 14.

3.A.7. Committee Reports/Trustee Nomination

- Trustees whose terms are expiring or must be elected as they were appointed by the Selectboard and are filling unexpired terms are: Adam Franklin-Lyons (1st); Thomas Murray (1st); Robert Stack (unexp); Debra Loevy-Reyes (unexp to 2017). If there are any resignations or people who do not want to continue to serve, the committee will need to organize recruitment and have names for the Town Warning by end of January.

3.B. Budget 2016 update

The Selectboard reviewed budgets in a work session on Tuesday, November 25. Mary, Jerry G., and Robert attended. There were no decisions made on the budgets. Another meeting was held Tuesday, December 2. In this meeting the Selectboard there were a few questions directed to department heads, but none for me. They will try to make a decision on December 16.

3.B Adult Registration Form revision, 2nd reading

- The form has been edited to include the statement suggested in the last meeting, which was an alert that the email addresses will not be shared.

NEW BUSINESS

4.A. Personnel changes

- Sandra King, the Children's Librarian for the past 28 years, is retiring on December 27. She has recommended her assistant, Lindsay Bellville, to be her replacement, and I concur. Lindsay has been with the library as assistant children's librarian for 10 years and received her Masters in Library Science in 2012. We have revised the job description to broaden the responsibilities to all youth, and the plan is for the assistant to have responsibility for young adult collection and programs. Interim Town Manager Patrick Moreland has approved this change and I will present this to the Selectboard on December 16 for their continuing " staffing level review." We will recruit a replacement for the assistant and hope to have someone in place by mid-February.

4.B. Review of Annual Public Library Report FY 2014

- This report is filed annually to the Vermont Department of Libraries as part of their required reports to the Federal agencies. The report which reports data for July 1, 2013 to June 30, 2014, asks every library in Vermont questions about their finance, services, technology, and collections. Typical questions are: what is your revenue and expenditures; how much do you take in for nonresident fees, fines, etc; what is your circulation; patron count; public access computer usage; wireless usage; etc. I have included a financial and services summary for your review with comparisons to last fiscal year.

4.B. Staff Holiday Party, January 15?

- For the past several years the Trustees have continued the tradition of hosting a breakfast party for the staff on a Thursday in January. Trustees provide coffee, bagels, fruit, frittata, quiche, etc., and we setup tables in the meeting room. It begins at 8:30 AM and continues until 9:30. We just need a trustee to coordinate the food. If you would like to do this again I would recommend Thursday, January 15.

###

- 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 October 2014

Brooks Memorial Library
Reference & Interlibrary Loan

Collection and space project continues:

We've removed about 2000 reels of little-used microfilm of the New York Times and 1990s magazines and sent two microfilm cabinets to the VT Department of Libraries, who can use them in Montpelier. Evolve Technologies from NH will recycle the reels, using best practices for low environmental impact. This has gained us space in the microfilm room, which will help as we consider our options for more efficient use of the space on the first floor. We are, of course, keeping all the film for local newspapers.

We've transferred Canadian family records to the VT Historical Society and some reference books to local genealogists who are long-term patrons of the genealogy room. Next, we need to invite libraries and historical societies to view and request materials on a designated day. Anything remaining can be offered to the book dealer who expressed an interest in the collection this summer.

Some November reference questions:

- Reading list for a post-WW II nurse who wants to remember that experience
- Information for patient living with Bronchiectasis
- Places in town to camp—or other alternatives
- How to make the iPad remember user name & password for library account
- Process for filing Freedom of Information Act requests
- A chart of the buttons on a button accordion
- Contact info for the Peace Corps in Moldova
- Finding and filing VA claim forms for veterans exposed to Agent Orange
- Where and how to vote in Brattleboro
- Identify/borrow a volume of poetry by the Icelandic poet Stephan G. Stephansson
- Home care for back pain
- Knitting patterns for sweaters for 10-12" teddy bears
- DVDs and CDs on the history of the English language, and how to place holds on them
- Articles on the early history of the Latchis Theatre
- How to find/request homeschool reading list titles via Catamount and interlibrary loan
- Books on the lives of girls and women in Afghanistan
- Editing, saving, and emailing newspaper photos on the microfilm reader/printer
- Steps to take if your gmail address has been compromised
- How to register copyright for a piece of original music and lyrics
- Prep guides and sample tests for current PRAXIS for the Common Core

Jeanne Walsh
12/5/14

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	2014
2014-15 ACTIVITY AND ASSET SUMMARY	JUL	AUG	SEP	OCT	NOV	DEC	JUL - DEC
Beginning Market Value of Assets (BMV)	581,708.23	576,168.34	587,491.40	587,445.52	594,679.64		581,708.23
Gifts, Bequests and other Contributions							
Net Income (note 1)	590.92	963.96	2,017.13	709.78	640.54	-	4,922.33
Disbursements							
Brooks Memorial Library				(5,687.50)	(5,687.50)		(11,375.00)
Foreign Taxes Withheld			(7.40)				(7.40)
Gain (Loss) in Market Value of Assets (MVA)	(6,130.81)	10,359.10	(2,055.61)	12,211.84	15,733.89	-	12,197.36
Ending Market Value of Assets (EMV) (note 2)	576,168.34	587,491.40	587,445.52	594,679.64	605,366.57		587,445.52
1. Receipts of Income							
Cash Dividends (Stocks and Mutual Funds)	589.07	599.63	1,184.39	425.55	638.82		3,437.46
Corporate Bonds	1.85	1.83	832.74	284.23	1.72		1,122.37
Treasury Bond Interest		362.50					362.50
Income	590.92	963.96	2,017.13	709.78	640.54	-	4,922.33
2. Allocation of Assets (EMV)							
\$ Allocation							
Cash and Equivalent	102,086.41	114,330.94	105,934.45	104,700.68	86,291.02		105,934.45
Fixed Income (Bonds & CDs)	98,265.78	89,595.73	87,877.07	78,265.21	78,683.66		87,877.07
Equities (Stocks)	338,666.96	346,211.80	356,484.81	374,462.69	403,005.00		356,484.81
Equities (Mutual Funds)	37,149.19	37,352.93	37,149.19	37,251.06	37,386.89		37,149.19
Total Ending Market Value of Assets	576,168.34	587,491.40	587,445.52	594,679.64	605,366.57	-	587,445.52
% Allocation							
Cash and Equivalent	17.72%	19.46%	18.03%	17.61%	14.25%	#DIV/0!	18.03%
Fixed Income	17.06%	15.25%	14.96%	13.16%	13.00%	#DIV/0!	14.96%
Equities	58.78%	58.93%	60.68%	62.97%	66.57%	#DIV/0!	60.68%
Mutual Funds	6.45%	6.36%	6.32%	6.26%	6.18%	#DIV/0!	6.32%
Total Market Value of Assets	100.00%	100.00%	100.00%	100.00%	100.00%	#DIV/0!	100.00%
3. Performance Measures							
Total Return = Net Income + Gain (Loss) in MVA	(5,539.89)	11,323.06	(38.48)	12,921.62	16,374.43	-	17,119.69
Rate of Return = Total Return / BMV	-0.95%	1.97%	-0.01%	2.20%	2.75%	#DIV/0!	2.94%
Change in Portfolio Value: CPV = EMV - BMV	(5,539.89)	11,323.06	(45.88)	7,234.12	10,686.93	-	5,737.29
% Change in Portfolio Value = CPV / BMV	-0.95%	1.97%	-0.01%	1.23%	1.80%	#DIV/0!	0.99%
Income as % of Assets = Income / BMV	0.10%	0.17%	0.34%	0.12%	0.11%	#DIV/0!	0.85%
4. Market Performance Comparisons							
Equity. S&P 500 Stock Index: Beginning of Month	1,960.23	1,930.67	2,003.37	1,972.29	2,018.05	2,067.56	1,960.23
S&P 500 Stock Index End of Month	1,930.67	2,003.37	1,972.29	2,018.05	2,067.56		1,972.29
S&P 500 Rate of Return = (EMV-BMV)/BMV	-1.51%	3.77%	-1.55%	2.32%	2.45%	-100.00%	0.62%
Fixed Income. 10 Year Treasury Note	2.52%	2.35%	2.52%	2.36%	2.18%		
5. Disbursements % of 2013 BMV							
4% of 2014 Beginning Market Value				5,687.50	5,687.50		
Disbursements % of 2013 Beginning Market Value	0.00%	0.00%	0.00%	-0.98%	-0.98%	0.00%	-1.96%
6. Mgmt Fee to Advisor	-	0	-	0			-
7. xxxx-4868 (Mem, gifts, misc, etc)	55628.9	52288.24	50140.94	52866.37	56928.45		
8. xxxx-3811 (Calista & Schorling)	54,957.22	55633.58	55164.32	55575.78	56012.95		
9. xxxx-7577 Loud Fund	25293.04	25793.62	25450.24	25754.68	26068.64		
10. Xxxx-3335 Brn, Froth, Wyatt, Jerard	39311.88	40270.16	39617.44	40196.02	40792.69		

Endowment Fund Expenses and Income July 1, 2014 to YTD

FUND	ACCOUNT	DEBIT	CREDIT	7/1/2014	6/30/2015
		\$ 418.97	\$ -		
AMELIA HANCOCK FUND [3/15/13]	AH01	\$91.59	\$0.00	\$1,724.67	\$1,633.08
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	\$111.14	\$0.00	\$82.66	(\$28.48)
BRATTLEBORO STAMP CLUB DONATION[3/28/11]	BS01	\$0.00	\$0.00	\$100.00	\$100.00
CALISTA BOOK FUND [est 3/17/2006]	CK01	\$235.85	\$0.00	\$533.46	\$297.61
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	\$595.00	\$0.00	\$207.11	(\$387.89)
DOWLEY FUND	DW01	\$44.92	\$0.00	\$484.99	\$440.07
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	\$51.72	\$0.00	\$978.18	\$926.46
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]	JE01	\$45.29	\$0.00	\$115.83	\$70.54
JIM HELYAR FUND [4/30/13]	JH01	\$64.81	\$0.00	\$117.00	\$52.19
JOSEPHINE HULBIRT FUND [12/1/2013]	JO01	\$21.28	\$0.00	\$295.00	\$273.72
HOWLETT, BETTY (2/25/14)	HB01	\$13.63	\$0.00	\$250.00	\$236.37
HUMAN RIGHTS VIDEO GRANT	HU01	\$0.00	\$0.00	\$0.00	\$0.00
INTEREST EARNED ON ACCOUNT	IN01	\$0.00	\$0.00	\$3.88	\$3.88
INVESTMENT FUND INCOME/EXPENSES [SEE BR__ SHEET FOR DETAIL	BR*	\$6,031.99	\$11,375.00	\$7,566.59	\$12,909.60
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	\$395.63	\$0.00	\$697.38	\$301.75
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	\$82.90	\$0.00	\$255.57	\$172.67
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	\$1,553.37	\$0.00	\$1,886.85	\$333.48
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	\$82.54	\$564.95	\$523.34
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	\$1,662.15	\$0.00	\$16,793.56	\$15,131.41
WYATT FUND	WY01	\$14.72	\$0.00	(\$33.12)	(\$47.84)
TOTAL OF ALL FUNDS		\$11,708.68	\$ 11,557.54	\$ 53,727.92	\$ 53,576.78
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	\$11,375.00
ACCOUNT NOT USED	BR04	\$0.00	\$ -	\$0.00	EXPENSES TO DATE	\$6,031.99
BOOKS ADULT	BR05	\$581.54	\$ 1,300.00	\$718.46	FUND BALANCE TO DATE	\$12,898.59
JUVENILE PROGRAMS	BR06	\$418.97	\$ 925.00	\$506.03		
REFERENCE SOURCES	BR07	\$466.85	\$ 3,000.00	\$2,533.15		
LOCAL HISTORY SOURCES	BR08	\$0.00	\$ 300.00	\$300.00		
YOUNG ADULT SOURCES	BR09	\$393.97	\$ 1,000.00	\$606.03		
NON-PRINT	BR10	\$1,219.39	\$ 4,500.00	\$3,280.61		
PERIODICALS	BR11	\$1,994.82	\$ 3,600.00	\$ 1,605.18		
CONF. WKSHP	BR12	\$376.90	\$ 900.00	\$523.10		
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		

12/02/14
04:05 pm

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

#7

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	1,697.07	2,502.93	225.50
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	769.00	-769.00	678.00
01-5-2800-360.00 Library Fines	20,500.00	0.00	7,420.89	13,079.11	1,307.15
01-5-2800-370.00 Non-Resident Fees	22,000.00	0.00	8,120.90	13,879.10	840.70
01-5-2800-375.00 Gift Books & Replacement	3,200.00	0.00	1,218.87	1,981.13	178.19
01-5-2800-390.00 Library Postage Revenue	1,200.00	0.00	310.79	889.21	68.27
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	498.81	101.19	154.00
Total Library Revenue	57,800.00	0.00	20,036.33	37,763.67	3,451.81
Total General Fund	57,800.00	0.00	20,036.33	37,763.67	3,451.81
Total All Funds	57,800.00	0.00	20,036.33	37,763.67	3,451.81

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

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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	24,863.04	39,736.96	4,921.51
01-6-2800-005.00 Staff Salaries	340,661.00	0.00	127,613.89	213,047.11	25,578.58
01-6-2800-005.01 Custodian	14,650.00	0.00	5,588.25	9,061.75	1,263.18
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	0.00	166.45	333.55	166.45
01-6-2800-124.00 Training	600.00	0.00	94.64	505.36	94.64
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	1,038.39	4,750.35	9,211.26	512.52
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	2,668.18	1,431.82	611.50
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	1,444.48	-1,444.48	798.00
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	10,774.34	14,460.66	2,122.14
01-6-2800-240.00 Utilities	1,570.00	0.00	837.35	732.65	417.30
01-6-2800-250.00 Building Equip & Maint	17,800.00	6,111.51	3,958.25	7,730.24	483.84
01-6-2800-255.00 Maintenance Supplies	2,700.00	515.02	1,285.04	899.94	1,044.37
01-6-2800-350.00 Telephone	2,340.00	0.00	275.69	2,064.31	129.58
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	276.44	2,232.16	1,491.40	229.49
01-6-2800-501.00 Books - General	24,280.00	2,950.06	8,911.40	12,418.54	2,131.13
01-6-2800-502.00 Reference Sources	18,000.00	5,389.00	10,845.87	1,765.13	90.04
01-6-2800-505.00 Juvenile Books	9,200.00	815.64	4,958.09	3,426.27	1,831.51
01-6-2800-510.00 Young Adult Sources	1,200.00	0.00	458.62	741.38	255.91
01-6-2800-515.00 Replacement Books	1,200.00	183.72	367.05	649.23	39.80
01-6-2800-520.00 Periodicals & Newspapers	6,775.00	0.00	3,916.98	2,858.02	283.00
01-6-2800-530.00 Non-Print Materials/Adult	5,250.00	17.00	3,103.82	2,129.18	116.88
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	1,050.00	1,129.46	1,620.54	391.90
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	399.40	2,250.60	147.40
Total Library	609,951.00	18,671.64	232,909.85	358,369.51	43,660.67
Total General Fund	609,951.00	18,671.64	232,909.85	358,369.51	43,660.67
Total All Funds	609,951.00	18,671.64	232,909.85	358,369.51	43,660.67

BR 4-1 ENDOWMENT AND GIFT FUNDS POLICY, PURPOSE OF POLICY

The purpose of the *ENDOWMENT AND GIFT FUNDS POLICY* is to clarify the types of funds the Brooks Memorial Library maintains, where they are deposited and how they are dispersed. A secondary purpose is to determine what restricted and unrestricted funds are. The final purpose is to determine the use of these funds and that the procedures for reviewing, budgeting and accounting are clearly determined.

BR 4-2 ENDOWMENT AND GIFT FUNDS POLICY, TYPES OF FUNDS

The Library Board of Trustees has created three accounts for Board funds. The accounts are **1. Unrestricted Endowment Funds** **2. Restricted Endowment Funds** and **3. Targeted Donor Funds**.

Ledger accounts of each individual fund shall be kept by the Library Director and reviewed by the Board Treasurer. They shall be presented to the Board for its information.

These funds have come to the Library by bequest. They are deposited with a financial advisor that has been selected by the Board of Trustees, only the interest, dividends and, if necessary, a portion of capital gains, the combined sum of which is not to exceed 4% of principal (based on portfolio value on January 1st in any given year), may be spent.

The amount deposited originally with Merrill Lynch in 1981 and any additions since then make up the principal which remains invested. These funds are divided into unrestricted and restricted categories. From 1981 until 2012, restricted funds were distributed by a formula based on the original deposit. The original deposit in November of 1981 was \$105,152.35 with an additional deposit in April of 1984 of \$5,567.69. Deposits into the Endowment Fund are noted in the annual Endowment Fund Report.

Brooks Memorial Library Policy, BR4-Investment Fund Policy

1. UNRESTRICTED ENDOWMENT FUNDS

These funds, which originally made up about 90% of the Endowment Fund are from the following bequests:

McGrew Fund	Hunt Fund
Isham Fund	Simonds Fund
Pierce Fund	

2. RESTRICTED ACCOUNT FUNDS:

These funds historically made up about 10% of the Endowment Fund, and in the Fall 2012 they were separated into a "Restricted Fund Account" so that they may be better tracked. The Loud Fund represents 1/3 of 10% and has been segregated into its own account. The remaining 2/3 of the other four legacy funds represent 6.7% of the 2012 endowment fund and will be held in a separate account.

All restricted donations shall be placed in this account. The Trustees may decide to place restricted funds in a separate money market account, or to keep them in one money market with percentages allocated for each restricted use. The Restricted Fund Account currently contains the following Funds:

FUND	RESTRICTED USE
· Schorling Fund	books--annual allocation approved by Board of Trustees,
· Calista Fund	books Calista would have liked--\$800/year,
· Loud Fund	maintenance of the Loud Collection (previously 3.4% of the total endowment value.)

LEGACY RESTRICTED FUNDS

Percentages in the legacy restricted fund should be recalculated as needed and the income is distributed yearly using the following formula:

FUND	RESTRICTED USE	% of current fund
Brown Fund	Photography Books	2.7
Frothingham Fund	Books	70
Jerard Fund	Children's Books	7.3
Wyatt Fund	Musical, Architectural & Psychical Books	20

Brooks Memorial Library Policy, BR4-Investment Fund Policy

3. Targeted Donor Funds:

Gifts, grants, memorial contributions, etc. make up the other funds. Designated for a specific purpose, the funds are usually spent within the year they are given.

BR 4-3

ENDOWMENT AND GIFT FUNDS POLICY, USE OF ENDOWMENT/GIFT FUNDS

Gifts to the Library by bequest, memorial contributions, and other sources have enriched the collection by making possible the purchase of books and materials of a wider subject matter and scope than would be covered by the annual Town appropriation.

The Library Board of Trustees has adopted the following guidelines for the use of these funds:

1. The funds are to be used to uphold the basic mission of the Library; which is, to buy the best books and other circulating materials, to make them available for loan and to provide the best possible reference and information services.
2. Upon receipt of restricted donations, the library director shall notify the trustees. The trustees shall deposit the restricted donation into restricted fund account or targeted donor fund account.
3. Upon receipt of unrestricted donations the Asset Development Committee, in consultation with the Library Director shall recommend that all or part of the donation be placed in the Unrestricted Endowment Account. The Asset Development Committee may also recommend that all or part of the donation be placed in a separate account to be used to support the collection and services.
4. The funds are dispensed at the discretion of the Trustees with the advice of the Library Director and are not to be part of the annual operating budget.

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 (revised and approved 11/10/14)

The Board of the Brooks Memorial Library 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 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% to 75%.

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."

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.) Your email address will not be shared with a third party, nor will it be used for purposes other than for library communications.

___ 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

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

**Brooks Memorial
2014 Vermont Public Library Report
Financial Report**

	<u>FY2013</u>	<u>FY2014</u>
Operating Income		
Total local tax support	\$747,134	\$758,425
Other local income	\$54,304	\$66,483
Non-Resident Borrower Fees		
If yes, fee charged per borrower:	\$58	\$58
Total Income from Non-Resident Borrower Fees	\$22,237	\$15,965
Transfers	\$34,109	\$33,021
Total local income	\$860,126	\$873,894
Per Capita Support		
Total support (tax, endowment, Friends)	\$71.40	\$73.41
Tax support	\$62.02	\$64.28
Grants received:		
Source DOL-LSTA	\$2,652	\$2,184
Source DOL-First Wednesdays	\$500	\$ 600
Source USDA	\$13,500	\$--0--
Total grants received	\$16,652	\$2,785
Operating Expenditures:		
Amount spent for print materials	\$62,310	\$59,407
Amount spent for electronic materials	\$22,592	\$23,385
Amount spent for other materials	\$18,456	\$16,496
Total collection expenses	\$103,358	\$99,288
Amount spent for salaries	\$414,739	\$415,974
Amount spent for employee benefits	\$150,437	\$161,565
Other operating expenses	\$149,990	\$121,539
Total operating & collection expenses	\$818,524	\$797,996
Grant Expenditures		
DOL-LSTA	\$2,462	\$2,184
Source DOL-First Wednesdays	\$500	\$ 600
Source:USDA	\$13,500	--\$0--
Total Grant Expenditures	\$16,652	\$2,784
Capital Revenue By Source		
Local government capital revenue		
Total Capital Revenue	\$57,008	\$24,558

Brooks Memorial 2014 Vermont Public Library Report Services Report

#11

	FY 2013	FY2014
Holdings in Library Collection		
Print materials (volumes)		
Adult	59,842	59,276
Children	15,870	15,495
Total	75,712	74,771
eBooks	125 ¹	332
Video materials		
Adult	1,986	1,221
Children	695	720
Total	2,681	1,941
Audio materials		
Adult	2,221	1,864
Children	836	835
Total	3,057²	2,699
Print serial subscriptions		
Adult	287	277
Children	9	11
Total	296	288
Database licenses		
Adult	36	19 ³
Children	0 ⁴	6
Total	38	77⁵
Services		
No. of adults	9,447	9,791
No. of children (under 16)	1,042	987
Total	10,489	10,778⁶
Visits:		
Visits in one week	2,865	2,772
Annual Visits	148,890	144,144⁷
Annual Reference Transactions	16,900	15,392
Annual circulation of all media		
Adult materials in all formats.	100,130	108,016
Children's materials in all formats.	61,744	64,988
Total	161,874	173,004
In-house transactions (Not reported to DOL)	9,993	11,009
Total annual interlibrary loans (ILLs):		
Number provided to other libraries	1,744	1,398
Number received from other libraries	1,849	1,679

¹ FY2013 &14 : eBooks downloaded to library Kindles or purchased Overdrive Advantage titles. Shared eBooks available through Overdrive =4,436 (epub ,Kindle format,& audio.)

² eAudio available through ListenUp Vt plus OneClick digital=4,720 titles

³ Databased purchased locally--Not Vermont Online Library

⁴ FY 2013: Children's counted in Vt Online Library

⁵ All Databases VOL and Local.

⁶ FY 2014 Registered borrowers(Active -7/1/2011 to 6/30/2014)

⁷ Visitors measured through electronic door counters—not always accurate

#11

Brooks Memorial 2014 Vermont Public Library Report Services Report

FY2013 FY2014

Programming

Number of library sponsored for adults	129	214 ⁸
Number of library sponsored for children.	342	320
Total	418	534

How many of the above programs were sponsored cooperatively with other organizations or agencies	97	221
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Attendance	9,884	9,019
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Computer Services

Number of computer workstations owned.	45	45 ⁹
--	----	-----------------

Number of computer workstations available for public access	20	20
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Number of public access workstations newer than 1 yr.:	5	0
No. 1-2 yrs. Old:	11	7
No. 3-5 yrs. Old:	4	13
No. older than 5 yrs.:	0	0

How many people were trained, in the year to use your library's computers?	11,836	10,221
--	--------	--------

In a typical week, how many people use the library's public computers to access the internet?	783	699
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In a typical week, how many wireless sessions were counted?	530	650 ¹⁰
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⁸ FY 2014: Increase due to One-on-one computer coaching sessions.

⁹ FY 2014: Includes tablets.

¹⁰ FY 2014: More accurate tally using new wireless network tools.