

BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA

Tuesday—January 13, 2015 –4:45PM.—Meeting Room

1. **Call to Order / 4:45 PM--**
1. A. Agenda/Changes or additions
1. B. Public Comments
2. Minutes of **December 9, 2014**
3. **Old Business**
 - A. Committee Reports
 1. **Asset Development Committee.**
 - Treasurer's Report December 2014—Adam
 - Annual Appeal update—Adam
 - Read Bequest
 - Annual Financial Report for Endowment & Other Funds FY 2014
 2. **Fine Arts Committee**
 - Meeting 20150107
 3. **Building/Grounds Committee**
 - No Meeting.
 4. **Technology Committee.**
 - Review of VDEP Equipment Policy drafts
 5. **Friends of the Library**
 - Activities update— Mary Ide
 6. **Teen Advisory Board**
 - Activities update
 7. **Planning Committee**
 - Meeting 20150107
 8. **Trustees Nomination Committee**
 - Meeting 20150113
 - B. Budget 2016 update
 - C. Staff Appreciation Party Plans, January 15, 8:30 AM
4. **New Business**
 - A. Assistant Youth Services Librarian recruitment update
 - B. Department Report for Town Annual Meeting
 - C. Gifts, donations, grants received: **DONATIONS**-Southeastern Audubon \$ 50
BOUGHT none **SOLD** none
 - D. Library director; Reference Librarian Reports; Children's Room Programs' Report; Library Statistics-----
5. **Adjourn.**

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1. Minutes of **December 9, 2014**
- 1.a. Fine Arts Committee Minutes 20150107
- 1.b. Asset Development Committee Minutes 20150105.
- 1.c. Library Technology Committee Minutes 20141211; 20150108
2. Library director's Report
3. Reference Librarian's Report (none)
4. Children's Room Report (none)
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 2014
9. VDEP Equipment Policies Draft: eReader/equipment & laptop use agreements
10. Annual Financial Report for Endowment & Other Funds FY 2014
11. Department Report for Town Annual Meeting
12. Library publicity

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
December 09, 2014**

Present: The following Trustees were present: Pam Becker, Howard Burrows, Adam Franklin-Lyons, Jerry Goldberg, Jennifer Lann, Debra Loevy-Reyes, and Robert Stack. Also present were Library Director, Jerry Carbone, and Friends Liaison, Mary Ide. Absent were Trustees, Tom Murray and Jane Southworth, as well as 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 November 10, 2014:

Upon motion made by Howard and seconded by Pam, the minutes of the November 10, 2014 meeting were approved as presented.

3. Old Business:

A. Committee Reports:

1. Asset Development Committee:

Adam presented the Treasurer's Report, noting it was a great month for the endowment, which had a month-end balance in excess of \$600,000. The allocation of assets show stock holdings represented over 60%, with cash at approximately 15% and the balance in fixed income. Robert inquired as to whether the Trustees should consider changing their investment policy once the bequest comes in from the Estate of Ronald James Read. Jerry G. referred his inquiry to an agenda item to be taken up later in the meeting.

Adam then reported that approximately 1,000 annual appeal letters had been mailed and that both on-line donations, as well as mailed donations had been received thus far. Letters to the remaining 4,000 library patrons will be e-mailed in an effort to save time and mailing costs. The Trustees felt it would be helpful to know of those letters that they had written personal notes on, which patrons had actually sent in a donation so a personal thank-you note could be sent. Adam indicated the committee was looking at software that would track donations and generate a database.

Jerry C. then revisited the implementation of a customized Quickbooks program for the Endowment Fund Accounts as authorized by the Trustees at the November meeting. He indicated that the Town of Brattleboro uses a similar program and he had inquired as to the possibility of having the town set up a BML account so that invoices could be reviewed, marked with an appropriate account number, and then paid by the town. Jerry C. will implement this process and work with it, holding off on the Quickbooks installation for now.

Jerry G. then discussed the bequest to be received from the Estate of Ronald James Read, indicating that after appraising all assets, the estate had a value of just shy of eight million dollars, with the library receiving 20% after expenses. Due to the size of this bequest, Jerry G. felt that discussion should be had as to its best use and long-term investment. Pam recommended that the Strategic Planning Committee discuss this in terms of its five-year plan

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
December 09, 2014**

and goals, and Adam recommended that all staff and committees take the next month to gather their thoughts and suggestions and that the matter be discussed at length by the Trustees at a future meeting. Jerry G. offered to communicate with the estate attorney as to the expected timing of any distribution.

2. Fine Arts Committee:

Pam reported on the Committee's recent meeting, highlighting the presentation of the St. Johns Bible exhibit by Rory Minich. Apparently Champlain College has purchased a multi-volume set and is willing to schedule a presentation at Brooks at a future date.

3. Building and Grounds Committee:

No meeting. Jerry C. reported, however, that work has begun in the microfilm room to create more efficient use of the space on the first floor.

4. Technology Committee:

A meeting is scheduled for later in the week.

5. Friends of the Library:

Mary Ide reported on the following Friends activity:

- December book sale has generated \$2,057 so far; the sale will continue through December 18;
- ongoing raffle for the donated colonial-style bookcase;
- ongoing sale of 2015 Book Lovers calendar; and
- a new project to collect, analyze and rethink elements of the Friends story, reviewing its mission in helping to create equal access to the library and its services.

6. Teen Advisory Board:

Debra reported that a flyer had been distributed to the BUHS book group; she will attend the group's December meeting and discuss the teen advisory board.

7. Trustees Nomination Committee:

Jerry G. asked the Trustees to notify him within the next few weeks as to any vacancies so that the nominating committee could recruit new Trustees in time for the town's annual meeting warning.

B. Budget 2016 Update:

Jerry C. reported that the Selectboard had reviewed budgets during two recent work sessions, but that to date, no specific questions or comments had been sent back to him.

C. Adult Registration Form revision, 2nd reading:

The Trustees then reviewed for a second reading the adult registration form that had been edited to include third-party access language. Upon motion made by Pam, and seconded by Robert, the Trustees approved and adopted the Adult Registration Form, as amended.

4. New Business:

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
December 09, 2014**

A. Personnel Changes:

Jerry C. announced that Sandy King, Children's Librarian for the past 28 years, would be retiring on December 27; the Trustees discussed how to recognize Sandy for her many years of faithful service.

Jerry C. also indicated that Sandy was recommending her assistant, Lindsay Bellville, to be her replacement, and the Trustees agreed. Jerry C. reported that the job description has been revised to broaden the responsibilities to all youth, and recruitment would begin shortly for the assistant position.

B. Review of Annual Public Library Report FY 2014:

The Trustees briefly reviewed the annual report submitted to the Vt. Department of Libraries.

C. Staff Holiday Party, January 15, 2015:

Jerry C. discussed the annual staff holiday party to be held on January 15, 2015; Jerry G. offered to coordinate the food and will be in communication with the Trustees.

D. Gifts, Donations, Grants Received:

Donations received: \$26.10 Robert Keller (Islamic Horizons). Bought: Praxair Inc.; IBM; Express Scripts Hldg.; Halyard Health. Sold: Sapien

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

See attached reports. Jerry C. also announced that the Windham County Bar Association would be holding its annual meeting later this week where it will discuss the donation of funds to the library for legal research opportunities.

5. Adjourn:

Upon motion made by Pam, and seconded by Adam, the meeting adjourned at 6:25 PM.

Dawn Pollard, Recording Secretary

Pamela Becker, Trustee Secretary

**Brooks Memorial Library
Fine Arts Committee Meeting
January 7, 2015 8:30 AM**

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

1. Call to order: Tom called the meeting to order at 8:35 AM.

2. Changes to the agenda: None

3. Public comment: None

4. Minutes of December 3 : No changes. Jerry brought a copy of the Southern Vermont Living magazine with the article on libraries that serve as art galleries in which Brooks is mentioned.

5. Old Business

- **St. Johns Bible exhibit—David Alloway** --Jerry initiated a Facetime connection with the Bible's Heritage Edition Outreach Director, David Alloway. David who was in his office in New York City explained the significance of this Bible as being the first handcrafted, illuminated Bible created in over 500 years. It took 15 years to create, under the direction of the Queen's chief calligrapher, Donald Jackson, and only 299 sets of 7 volumes were produced. The plates were then destroyed. The actual printing took place in Minnesota at the ST. John's Monastery, but the volumes actually use Monadnock Mills (ND) paper. Alloway says he could do a 45-1 hour talk on the creation of the bible emphasizing the process. He would bring quills and ink to show how it was done. Champlain College, through a private donor, is taking part in a program that keeps a set of the bibles in residence for a year. Alloway works with other presenters such as Dr. Anton M. Koekemoer, the lead scientist on the Hubble Telescope, who does a talk on "Faith and Science in Harmony." Alloway stated he could create a talk on whatever we would like, but would bring a bible and the tools that created it. He quoted \$800 but said this price could be negotiable. **(I found a Vimeo talk by David done for the Auburn(AL) Libraries. It really shows what he explained today. Please see <http://vimeo.com/62300538>).** There was some discussion after the phone call. Jerry stated it could be a nice fit as a pre-Literary Festival event. Prudence wondered if we could invite Dr. Koekemoer. Jerry mentioned our videoconferencing equipment that we might use as a Skype connection. She also thought perhaps a visit from David could also be used as a fund raising event. Tom stated he would like the Trustees to weigh in on the invitation. There will be more follow-up discussions with Alloway.
- **Fine Art Policy Review:** Judith provided copies of the edited BR9-18 Fine Arts Collection: Access and Photographing the collection. We are looking for an appendix B that is part of section BR9-9, which is a receipt a potential donor would receive if an artwork were left here to be assessed by the committee for inclusion in the collection. It was also decided that the "Public Exhibit Regulations and Application Form" needs to be revised with the Children Illustrator's Bookcase coordinator in mind. Other changes were made to the document and Judith will produce a clean copy of the entire policy for the February's meeting.

6. New Business

- **None**

7. Other: None

8. Adjournment: Tom adjourned the meeting at 9:45 AM

NEXT MEETING: February 4, 8:30 AM

**Asset Development Committee Meeting
January 5, 2015, 7:30 AM**

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

1) Call to order - 7:40

2) no change to agenda

3) no public comment

4) Minutes of previous meeting -

Note that the trustee funds handled by the city will include the reimbursement of small payments even to individuals.

5) Annual Appeal update

As of January 5th, we are at 14,000\$. We are still waiting for the check mentioned by the Windham Bar Association. If the check is what they mentioned, this will put us comfortably over our goal. Short question about whether or not this is the “2014” or “2014-2015” campaign. We decided that it is the 2014 campaign and more or less ends on the first of the year, although there will be a few people who donate after the first. Then, next years will be the 2015 and aim for a similar timeline.

Main question: what should we do with the donor list?

Will it be published? Does it go in the announcement?

Jerry G. agreed to prepare a press release, general agreement to wait on the donor list. Double check we aren't publishing any name of someone who wants to be anonymous. We might do a website only list of donors. Also some disagreement about “categories.” Should people get 0-100, 100-500, etc.? Should we do just “over 1000\$” and all other categories?

Suggestion made to publish the list around Valentine's Day (some sort of “we love our donors” message?) This would be good timing since we'd pick up any stragglers and have a more complete list, but we'd still know we'd met our complete goal.

Jerry G. notes that there is very little good way to do this. We can continue the conversation at the next meeting, but for the moment, there will just be a press release with no names stating that we've met our goal. Yay us.

6) Read Bequest

Our main question is how to structure our use of the money. We would like a substantive portion to go into the permanent endowment as quickly as possible to be invested. Adam suggested holding back a third. Both Robert and John said this is probably overly conservative and even 10% might be sufficient.

General agreement that we want a meeting with Prentiss (Jerry C. will contact him about a meeting the week of the 26th.) We would like advice on how much to immediately invest in the endowment (becoming part of our permanent base fund and invested in stock) and how much to withhold for capital projects (HVAC system, Ceiling work, space rearrangement.) We can then go to the town with the amounts that we can contribute to some of these capital projects. Some of the money can also be put up for matching grants or similar uses.

7) select board report.

no particular edits offered by the committee.

The large question is what do we ask for in terms of hours. Can we request an increase in hours in exchange for a reduction of materials budget? Do we want to ask for all day Saturday *and* longer Thursday hours? Saturday is a high priority and we'd like to have that to offer people starting with next year's budget. We can aim to replace the materials lost from this exchange with either endowment money or money from the friends to expand materials.

8) Side note

Next meeting will be arranged at a time that Prentiss or Laurie can also attend.

Meeting confirmed Jan. 29th at 3:30

**Brooks Memorial Library
Technology Committee Meeting
December 11, 2014, 4:30 PM**

Present: Howard Burrows; Adam Franklin-Lyons; Jennifer Lann; Debra Loevy-Reyes

Staff: Jerry Carbone; Jeanne Walsh

1. November 6th minutes approved unanimously.
2. **Old Business: VDEP equipment policy discussion**
 - We reviewed draft user agreements: E-Device/Equipment, as well as Library Laptop for In-House Use.
 - We directed Jeanne to make edits based on consensus from discussions to clarify items such as: the difference between under-16-year-old patrons and their signing parents; where the in-house laptop can be used within the Library; communicating the costs associated with each item as repair/replacement costs.
 - We also discussed whether late fees are waived if an item is declared lost and a replacement cost is paid. It is in practice, but the more general Fines and Fees Policy needs to be updated to reflect this practice, and it will apply to all borrowed items, including e-devices and equipment.
 - Loan periods have not been determined for new equipment other than laptop. AV equipment is already for three days, so we'll make the non-laptop equipment be three days.
 - Clarification is needed for parents who sign the user agreement that their child can borrow these items from now on. Children **who borrow the laptop** will also have internet access, so **the laptop will only be available to children with the patron type "Child Internet Permission."** This status is also determined by the parent or legal guardian and requires a parent/guardian signature on the child's registration form.
 - **Next action:** Jeanne will make the edits discussed in the meeting and bring the updated draft to the January board meeting for review. If the Tech Committee meets before the Jan. board meeting, the committee will review the edits then
 - **Next action:** Jerry/Jeanne will draft updates to the Fines and Fees policy to include a listing for in-house laptop use and other VDEP equipment loan periods, as well as the indication for all borrowed items that late fees are waived when an item is lost and a replacement fee is charged. These updates will be reviewed by the board in January.
3. **Old Business: EDGE Survey discussion**—tabled until next meeting. Jeanne will enter her handwritten entries in the website and see what feedback it generates in its auto-generated reports.
4. **New Business: Brattleboro Tech Meeting Dec. 4**—tabled until next meeting.
5. **New Business: Biblioboard webinar.**
 - Biblioboard has backlist and midlist e-content for an added fee, as well as public domain items. It's attractive and easy to access, but otherwise may not offer much new.

- Its most promising feature may be BiblioBoard Creator, which lets you upload, describe with metadata, and share your content. The interface is intuitive, and customization is easy. Using Creator, Massachusetts libraries have high school yearbooks, archived letters, town reports, and photos of children's games and toys available for play at the library.
- BiblioBoard SELF-e is for local authors to submit their own book. The library can create an anthology of all the submissions. SELF-e is a collaboration with *Library Journal*.
- After the webinar, we discussed that BML already has scanned items without metadata, and there are photographs by Porter Thayer available to us that could be organized and shared with BiblioBoards Creator.
- The entire package (e-content, Creator, and SELF-e) is offered to us \$1000.00 at a significant discount.
- Adam shared that there is open source software that does the same output as BiblioBoard Creator, but it's less intuitive and requires more up-front set-up.
Next action: Adam will share with us open source options at the next committee meeting.

Meeting adjourned at 6:10 p.m.

NEXT MEETING: TBD via email/online poll sent by Jennifer

**Brooks Memorial Library
Technology Committee Meeting Minutes
January 8, 2015, 8:30-10:05 AM**

**Present: Howard Burrows; Adam Franklin-Lyons; Jennifer Lann (minutes keeper);
Debra Loevy-Reyes
Staff: Jerry Carbone; Jeanne Walsh**

1. December 11th minutes approved unanimously.
2. **Old Business: EDGE Survey**
 - EDGE Survey results entered online by Jeanne and reviewed by the committee.
 - Login, password: [REDACTED]
 - Reviewed Peer Comparison Report (Peers as similar libraries nationally. State Librarian Marty Reid wants to have a peer report for Vermont, but we don't have the data yet.)
 - BML is higher than peers except for Organizational Management.
 1. Staff technology expertise could be higher.
 - a. We no longer have our tech intern Justin.
 - b. Staff has moderate expertise in general, but not for everyone.
 - c. Points to planning need for general staff training and a part-time person/intern available as Justin was for the under-the-hood and more advanced support.
 - d. Involve staff in a technology planning process. Assess what they already know. Have them review the EDGE responses that Jeanne entered.
 2. Our plan to update the Technology Plan in the next year earned 0 out of 10 points. (Presumably having a current plan in place earns 10 points.)
 - We will take the opportunity to identify an action plan in EDGE.
 1. Marty encourages us to do so by the end-of-February deadline.
 2. There is low hanging fruit: Jeanne can turn her weekly library tour into an invitation for technology assistance (but there's a limit to her expertise).
 3. Brattleboro Technology User Group—we could partner with them to consult with us when there's a need we can't meet within the library.
 - a. Do we offer a mobile device clinic vs. how to use library-related technology? We would offer assistance in the use of library-related technology, and if there's a hardware/software issue that stymies everyone, call the BT User Group.
 - b. Heifer Assoc. has a Vermont Ambassador list. Do we want to use one for technology support?
 4. EDGE focuses on a different set of technology needs than all the options available. We need to consider which needs we want to pursue.
 - a. For example, there's the concept of makerspaces (VT Lib's Continuing Education Coordinator Mara Siegel has been offering workshops on it).

- b. What about creator spaces (e.g., authorship, media, programming, etc.) BCTV supports media endeavors, plus space in BUHS, radio station—potential collaborations with local resources.

- **Next Actions**

- Jeanne and Jerry will present EDGE Survey to Library staff and propose action items, both short-term and long-term.
- Jennifer will report to Board a broad overview next week.
- Next committee meeting we will review action items.

3. Old Business: VDEP Equipment Policies

- We reviewed revised e-device/equipment policy, in-house laptop policy, and fines listing.
- Instead of creating a new item type in Catamount for the laptop and VDEP equipment, we would put them in the audiovisual equipment category. There is already a portable DVD player in that category that's in-house use only. For the laptop, it would also be listed as in-house use only by the hour.
 - Discussed the \$5 cap for overdue fines for this audiovisual equipment category.
 1. Renewals are possible.
 2. \$5 *could* be sufficient because if they take it overnight, it's theft.
 3. For the two-day VDEP equipment, after two days, it's counted as lost.
 4. If an item is truly lost, the patron pays a replacement fee, and the late fee is waived.
 5. All considered, \$5 seems too small; \$15 is more reasonable.
 6. **Next Action:** Jerry will bring to Catamount user group a request to have the cap for the audiovisual equipment category be \$15 instead of \$5. We could make a new item type to allow us to fine as the user agreement if Catamount balks.
 - Discussed an additional incentive to return the VDEP items on time and to comply with keeping the laptop in the library:
 1. Suspension of privileges is covered by the library's behavior code.
 2. **Next Action:** Add to in-house laptop agreement: "Removal of the laptop from the library would be considered theft." Later that day, Jerry sent us revised language by email for our individual approval: "Removal of laptop from the library would be a violation of our Behavior Code Policy and could risk suspension of library borrowing privileges and/or access to the library."
- Discussed length of borrowing time—limit it to the time limit of the public use computers' time limit? Longer time period may be best since they have to jump through hoops to get the laptop.
- Discussed whether to require a borrower's card for the laptop.
 - There is a free Computer User Card for people who want to use our computers who don't want a full card. If they don't have their card with them, it's \$2. That card would count as a "Brooks Memorial Library Card" in the equipment user agreement for people who obtain a computer user card. There's also a guest pass for temp use of computers.

- **Next Action:** The laptop and e-device/equipment policies will be presented to the Board as clean (untracked) copies in its January meeting for its first of two reviews.
- **Next Action:** Jerry will have library staff review these policies and propose any changes that may be necessary for unforeseen logistical issues.

4. Old Business: BiblioBoard offer

- Community organizations might find it very useful. Fire station recently contacted the library for help with slide preservation—would be perfect for BiblioBoard. Great community engagement potential.
Next action: Jerry will ask BiblioBoard if other organizations could use BiblioBoard from outside the library building.
- Discussed open source options. On-call library staff member Jess Weitz could set us up with something comparable from open source and train the staff in its use.
Next action: Adam will send us links to open source options.
Next action: Jerry will ask BiblioBoard if the library would retain access to its content if BiblioBoard changed ownership or ceased to exist.
- **Follow-up:** From 1/9/2015: Biblioboard indicates that outside orgs can use BiblioBoard outside of the library and that the library would retain its content regardless of the future fate of BiblioBoard.

5. New Business: Laptop offer

- Jerry was contacted by Brendan from Optum who does tech for healthcare websites and medical systems for Vermont. He's from Barre, but it's a national company.
- Optum wants to philanthropically help the library by **giving us seven or more Windows 7 laptops**. Five Vermont libraries have been offered laptop donations.
- Optum wants to market it—his marketing department has a press release ready.
- Laptops could be used for whatever we want. Each would have a card on it that identifies the donation.
- For now, let's assume they'd be library-use-only, just like the VDEP laptop. If/once we have them, the Technology Committee would discuss whether any would circulate, and if they would, another policy and procedure would need to be drafted.
- One downside to such a donation would be the care and upkeep of the laptops.
- Accepting the donation wouldn't need board approval; Jerry and the library staff could decide on their own.
- Would the offer need to be reported to the selectboard?
Next action: Jerry will ask the town's grant manager to see if we have to file any paperwork for selectboard acceptance.

Librarian's Report for December 2014
January 7, 2015
Submitted by Jerry Carbone, Library director
802-254-5290, ext. 101 jerry@brookslibraryvt.org

I hope all of you had a great holiday break. I took some time off between Dec 24 and Jan 2. Went back to work on Saturday, Jan 3 and had one of the busiest Saturdays on the circulation desk I had ever experienced. At one point there was a line of 10 people wanting to checkout or ask questions. There must have been several New Year resolutions to "Read more."

Again, most of the work is being done in committees with information in their respective minutes. Besides that, please see below for additional 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 December—Adam
- Annual Appeal Update—Adam
- Annual Financial Report for Endowment and Other Funds FY 2014-- This annual financial report that provides information to Town Meeting members on the activity of the Trustees' funds is in your packet for review. The deadline for submission was last Friday. The Asset Committee reviewed it prior to sending off to the Town Manager Secretary, who compiles all of the reports for Town Meeting.

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

- Meeting 20150107— Tom

3. A.3. Building & Grounds Committee

- No meeting

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

- Meeting 20150108- Jennifer

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

- Activities update--Mary

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

- Update: Debra paid a visit to the BUHS/BAMS library, bringing flyers and 15 copies of the Vermont Reads book by Salman Rushdie, "Haroun and the sea stories," which was discussed on **Thursday, January 8.**

3.A.7. Committee Reports/Planning Committee

- Meeting 20150112--The minutes for this meeting will be available at the Trustee's meeting and available for download at the site.

3.A.8. Committee Reports/Planning Committee

- Meeting 20140113—The results of the meeting will be reported at the full Trustees' meeting, but Tom Murray has decided not to continue. So, a candidate will need to be recruited for the Town Meeting 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); New Candidate (1st); Robert Stack (unexp); Debra Loevy-Reyes (unexp to 2017).

3.B. Budget 2016 update

There is not much new information here as far as the library is concerned. Members of the Selectboard are still discussing the budget after meetings on December 16, December 30, and January 6. It will be taken up again on January 20, but must be finally adopted on January 29. The new Town Manager begins his duties on January 20.

3.C Staff Holiday Party, January 15, 8:30 AM

- It appears that all has been organized for this event. We'll just confirm everything at the meeting.

NEW BUSINESS

4.A. Assistant Youth Services Librarian recruitment update

As you know, Sandra King, the Children's Librarian for the past 27+ years, retired on December 27 and her assistant, Lindsay Bellville, was promoted to Youth Services Librarian beginning on December 29. The Selectboard reviewed the assistant position opening. The job was advertised before the holidays on our web site and advertised in the Reformer (Jan3) and Commons (Jan 7). It has also been posted to the Vermont Library Association web site and distributed through the Vermont library listserv. The closing date is Monday, January 12, 5 PM.

4.B. Department Report for Town Annual Meeting

A copy of the Town Report 2014 is in your packet. I would like to thank Jeanne, Sandy, and Lindsay for contributions.

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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	605,366.57	581,708.23
Gifts, Bequests and other Contributions							
Net Income (note 1)	590.92	963.96	2,017.13	709.78	640.54	1,614.15	6,536.48
Disbursements							
Brooks Memorial Library				(5,687.50)	(5,687.50)		(11,375.00)
Foreign Taxes Withheld			(7.40)			(29.37)	(36.77)
Gain (Loss) in Market Value of Assets (MVA)	(6,130.81)	10,359.10	(2,055.61)	12,211.84	15,733.89	(4,837.70)	25,280.71
Ending Market Value of Assets (EMV) (note 2)	576,168.34	587,491.40	587,445.52	594,679.64	605,366.57	602,113.65	602,113.65
1. Receipts of Income							
Cash Dividends (Stocks and Mutual Funds)	589.07	599.63	1,184.39	425.55	638.82	1,158.50	4,595.96
Corporate Bonds	1.85	1.83	832.74	284.23	1.72	455.65	1,578.02
Treasury Bond Interest		362.50					362.50
Income	590.92	963.96	2,017.13	709.78	640.54	1,614.15	6,536.48
2. Allocation of Assets (EMV)							
 \$ Allocation							
Cash and Equivalent	102,086.41	114,330.94	105,934.45	104,700.68	86,291.02	87,861.16	105,934.45
Fixed Income (Bonds & CDs)	98,265.78	89,595.73	87,877.07	78,265.21	78,683.66	78,394.01	87,877.07
Equities (Stocks)	338,666.96	346,211.80	356,484.81	374,462.69	403,005.00	398,607.42	356,484.81
Equities (Mutual Funds)	37,149.19	37,352.93	37,149.19	37,251.06	37,386.89	37,251.06	37,149.19
Total Ending Market Value of Assets	576,168.34	587,491.40	587,445.52	594,679.64	605,366.57	602,113.65	587,445.52
 % Allocation							
Cash and Equivalent	17.72%	19.46%	18.03%	17.61%	14.25%	14.59%	18.03%
Fixed Income	17.06%	15.25%	14.96%	13.16%	13.00%	13.02%	14.96%
Equities	58.78%	58.93%	60.68%	62.97%	66.57%	66.20%	60.68%
Mutual Funds	6.45%	6.36%	6.32%	6.26%	6.18%	6.19%	6.32%
Total Market Value of Assets	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
3. Performance Measures							
Total Return = Net Income + Gain (Loss) in MVA	(5,539.89)	11,323.06	(38.48)	12,921.62	16,374.43	(3,223.55)	31,817.19
Rate of Return = Total Return / BMV	-0.95%	1.97%	-0.01%	2.20%	2.75%	-0.53%	5.47%
Change in Portfolio Value: CPV = EMV - BMV	(5,539.89)	11,323.06	(45.88)	7,234.12	10,686.93	(3,252.92)	20,405.42
% Change in Portfolio Value = CPV / BMV	-0.95%	1.97%	-0.01%	1.23%	1.80%	-0.54%	3.51%
Income as % of Assets = Income / BMV	0.10%	0.17%	0.34%	0.12%	0.11%	0.27%	1.12%
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	2,058.90	2,058.90
S&P 500 Rate of Return = (EMV-BMV)/BMV	-1.51%	3.77%	-1.55%	2.32%	2.45%	-0.42%	5.03%
Fixed Income. 10 Year Treasury Note	2.52%	2.35%	2.52%	2.36%	2.18%	2.21%	
5. Disbursements % of 2013 BMV							
4% of 2014 Beginning Market Value				5,687.50	5,687.50		\$ 11,375.00
Disbursements % of 2013 Beginning Market Value	0.00%	0.00%	0.00%	-0.98%	-0.98%	-0.01%	-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	51397.41	51397.41
8. xxxx-3811 (Calista & Schorling)	54,957.22	55633.58	55164.32	55575.78	56012.95	55706.38	55706.38
9. xxxx-7577 Loud Fund	25293.04	25793.62	25450.24	25754.68	26068.64	25837.79	25837.79
10. Xxxx-3335 Brn, Froth, Wyatt, Jerard	39311.88	40270.16	39617.44	40196.02	40792.69	40,358.57	40,358.57

LIBRARY ENDOWMENT REPORT	1/1-1/31	2/1-2/29	3/1-3/31	4/1-4/30	5/1-5/31	6/1-6/30	2014-2015
2014-15 ACTIVITY AND ASSET SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	YTD
Beginning Market Value of Assets (BMV)		-	-	-	-	-	
Gifts, Bequests and other Contributions							-
Net Income (note 1)	-	-	-	-	-		6,536.48
Disbursements							
Brooks Memorial Library							(11,375.00)
Foreign Taxes Withheld							(36.77)
Gain (Loss) in Market Value of Assets (MVA)	-	-	-	-	-		4,875.29
Ending Market Value of Assets (EMV) (note 2)							
1. Receipts of Income							
Cash Dividends (Stocks and Mutual Funds)							4,595.96
Corporate Bonds							1,578.02
Treasury Bond Interest							362.50
Income	-	-	-	-	-	-	6,536.48
2. Allocation of Assets (EMV)							
\$ Allocation							
Cash and Equivalent							
Fixed Income (Bonds & CDs)							
Equities (Stocks)							
Equities (Mutual Funds)							
Total Ending Market Value of Assets	-	-	-	-	-	-	-
% Allocation							
Cash and Equivalent	#DIV/0!						
Fixed Income	#DIV/0!						
Equities	#DIV/0!						
Mutual Funds	#DIV/0!						
Total Market Value of Assets	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.00%	#DIV/0!
3. Performance Measures							
Total Return = Net Income + Gain (Loss) in MVA	-	-	-	-	-		11,411.77
Rate of Return = Total Return / BMV	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!
Change in Portfolio Value: CPV = EMV - BMV	-	-	-	-	-	-	-
% Change in Portfolio Value = CPV / BMV	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!
Income as % of Assets = Income / BMV	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!
4. Market Performance Comparisons							
Equity. S&P 500 Stock Index: Beginning of Month	2,058.90	-					
S&P 500 Stock Index End of Month							
S&P 500 Rate of Return = (EMV-BMV)/BMV	-100.00%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!
Fixed Income. 10 Year Treasury Note							
5. Disbursements % of 2013 BMV							
4% of 2014 Beginning Market Value							
Disbursements % of 2013 Beginning Market Value	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	-1.96%
6. Mgmt Fee to Advisor							-
7. xxxx-4868 (Mem, gifts, misc, etc)							
8. xxxx-3811 (Calista & Schorling)					Quarterly		
9. xxxx-7577 Loud Fund							
10. Xxxx-3335 Brn, Froth, Wyatt, Jerard							

Endowment Fund Expenses and Income July 1, 2014 to YTD

FUND	ACCOUNT	DEBIT	CREDIT	7/1/2014	6/30/2015
		\$ 445.35	\$ -		
AMELIA HANCOCK FUND [3/15/13]	AH01	\$238.51	\$0.00	\$1,724.67	\$1,486.16
ANTHONY NOBLE FUND[11/20/2009]	AN01	\$0.00	\$0.00	(\$0.00)	(\$0.00)
ARRINGTON, JEANNE FUND [1/23/2013]	AR01	\$41.57	\$0.00	\$185.31	\$143.74
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-UN	BA01	\$512.11	\$0.00	\$512.11	(\$0.00)
ELLA WESTERBERG-BAYLISS FUND [CHILDREN'S MATERIALS]	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	\$382.04	\$0.00	\$533.46	\$151.42
CALISTA BOOK MUTUAL FUND [11/14/2006 Income Fund of A	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	DPO1	\$595.00	\$631.00	\$207.11	\$243.11
DOWLEY FUND	DW01	\$151.37	\$0.00	\$484.99	\$333.62
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	\$148.32	\$0.00	\$978.18	\$829.86
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 AU	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	\$125.15	\$0.00	\$295.00	\$169.85
HOWLETT, BETTY (2/25/14)	HBO1	\$13.63	\$0.00	\$250.00	\$236.37
	HU01			\$0.00	\$0.00
HUMAN RIGHTS VIDEO GRANT		\$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	BR*	\$8,620.92	\$11,375.00	\$7,566.59	\$10,320.67
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-	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	\$101.63	\$0.00	\$510.00	\$408.37
MUTUAL FUND VALUE INCREASE (DECREASE)	MU01	\$0.00	\$0.00	(\$3,143.40)	(\$3,143.40)
CLAIRE OGLESBY FUND [11/10/2009]	OG01	\$223.84	\$0.00	\$223.84	\$0.00
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	\$270.65	\$76.00	\$677.56	\$482.91
ROTARY CLUB FUND	RO01	\$0.00	\$0.00	\$0.00	\$0.00
SCHORLING BEQUEST 2007 FUNDS FOR BOOKS, ADULT	SH01	\$1,622.08	\$0.00	\$1,886.85	\$264.77
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	\$148.07	\$162.54	\$564.95	\$579.42
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	\$4,895.71	\$0.00	\$16,793.56	\$11,897.85
WYATT FUND	WY01	\$14.72	\$0.00	(\$33.12)	(\$47.84)
TOTAL OF ALL FUNDS		\$19,204.86	\$12,344.54	\$ 53,727.92	\$ 46,948.33

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	\$8,620.92
BOOKS ADULT	BR05	\$671.90	\$ 1,300.00	\$628.10	FUND BALANCE TO DATE	\$10,309.66
JUVENILE PROGRAMS	BR06	\$445.35	\$ 925.00	\$479.65		
REFERENCE SOURCES	BR07	\$600.26	\$ 3,000.00	\$2,399.74		
LOCAL HISTORY SOURCES	BR08	\$0.00	\$ 300.00	\$300.00		
YOUNG ADULT SOURCES	BR09	\$409.86	\$ 1,000.00	\$590.14		
NON-PRINT	BR10	\$3,175.28	\$ 4,500.00	\$1,324.72		
PERIODICALS	BR11	\$2,054.82	\$ 3,600.00	\$ 1,545.18		
CONF. WKSHP	BR12	\$476.90	\$ 900.00	\$423.10		
ADULT PROGRAMS	BR13	\$150.00	\$ 300.00	\$150.00		
FINE ARTS	BR14	\$181.49	\$ 700.00	\$518.51		
BD APPROV PROJ	BR15	\$349.43	\$ 1,000.00	\$650.57		
OUTREACH	BR17	\$0.00	\$ 400.00	\$400.00		
CONSERVATION	BR18	\$105.63	\$ 825.00	\$719.37		

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Town of Brattleboro General Ledger
Revenue Report - General Fund
Current Year Period 7 Jan

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-14/15 MTD Pd 7 Jan
01-5-2800 Library Revenue					
01-5-2800-120.00 Library Copier Revenue	4,200.00	0.00	2,075.12	2,124.88	90.80
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	0.00
01-5-2800-360.00 Library Fines	20,500.00	0.00	9,334.39	11,165.61	454.25
01-5-2800-370.00 Non-Resident Fees	22,000.00	0.00	10,047.00	11,953.00	531.00
01-5-2800-375.00 Gift Books & Replacement	3,200.00	0.00	1,355.87	1,844.13	18.50
01-5-2800-390.00 Library Postage Revenue	1,200.00	0.00	384.74	815.26	14.48
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	650.11	-50.11	4.00
Total Library Revenue	57,800.00	0.00	24,616.23	33,183.77	1,113.03
Total General Fund	57,800.00	0.00	24,616.23	33,183.77	1,113.03
Total All Funds	57,800.00	0.00	24,616.23	33,183.77	1,113.03

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Town of Brattleboro General Ledger
Expenditure Report - General Fund
Current Year Period 7 Jan

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Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-14/15 MTD Pd 7 Jan
01-6-2800 Library					
01-6-2800-001.00 Department Head Salary	64,600.00	0.00	32,245.31	32,354.69	2,460.76
01-6-2800-005.00 Staff Salaries	340,661.00	0.00	166,571.88	174,089.12	13,339.41
01-6-2800-005.01 Custodian	14,650.00	0.00	7,143.45	7,506.55	518.40
01-6-2800-005.16 Vacation BB - Retire Pay	7,600.00	0.00	9,527.65	-1,927.65	6,283.51
01-6-2800-060.00 Office Equipment	500.00	0.00	166.45	333.55	0.00
01-6-2800-124.00 Training	600.00	0.00	94.64	505.36	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	0.00	10,894.16	4,105.84	0.00
01-6-2800-141.00 Computer Supplies	4,700.00	0.00	1,015.88	3,684.12	0.00
01-6-2800-152.00 Book & Non-Print Supplies	4,100.00	0.00	2,976.33	1,123.67	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	1,444.48	-1,444.48	0.00
01-6-2800-217.00 Trust Expense	0.00	0.00	454.67	-454.67	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	14,226.69	11,008.31	0.00
01-6-2800-240.00 Utilities	1,570.00	0.00	837.35	732.65	0.00
01-6-2800-250.00 Building Equip & Maint	17,800.00	3,977.96	6,335.00	7,487.04	0.00
01-6-2800-255.00 Maintenance Supplies	2,700.00	515.02	1,425.44	759.54	0.00
01-6-2800-350.00 Telephone	2,340.00	0.00	490.32	1,849.68	0.00
01-6-2800-450.00 Postage Expense	10,200.00	0.00	3,363.35	6,836.65	0.00
01-6-2800-500.00 Office Supplies	4,000.00	0.00	2,685.24	1,314.76	0.00
01-6-2800-501.00 Books - General	24,280.00	4,920.45	10,600.55	8,759.00	0.00
01-6-2800-502.00 Reference Sources	18,000.00	6,589.00	10,938.92	472.08	0.00
01-6-2800-505.00 Juvenile Books	9,200.00	1,935.64	5,536.73	1,727.63	0.00
01-6-2800-510.00 Young Adult Sources	1,200.00	0.00	587.96	612.04	0.00
01-6-2800-515.00 Replacement Books	1,200.00	183.72	367.05	649.23	0.00
01-6-2800-520.00 Periodicals & Newspapers	6,775.00	439.00	5,049.73	1,286.27	0.00
01-6-2800-530.00 Non-Print Materials/Adult	5,250.00	17.00	3,135.97	2,097.03	0.00
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	700.00	1,499.96	1,600.04	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	480.20	2,169.80	0.00
Total Library	609,951.00	19,277.79	306,509.39	284,163.82	22,602.08
Total General Fund	609,951.00	19,277.79	306,509.39	284,163.82	22,602.08
Total All Funds	609,951.00	19,277.79	306,509.39	284,163.82	22,602.08

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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	3,421
Books withdrawn	2,463	4,321	2,791	2,907
Nonprint added	508	456	357	605
Nonprint withdrawn	393	1407	380	1,254
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	103,178
Juvenile Books;nonprint; in-house usage	65,223	68,286	67,382	65,867
Museum Passes	144	191	236	264
Eaudio Downloads	1,565	1,974	2,654	3,613
eBook Downloads	716	1,918	1,976	2,778
Interlibrary Loans	2,573	2,383	1,873	1,354
TOTALS	173,923	177,274	177,361	177,054
Catamount Loans(sent & received)	xxxxxxx	xxxxxxx	1,474	4,543
Reference questions	16,460	15,970	16,284	15,515
Online searches	44,569	23,963	28,153	23,361
Searches of Web Catalog	n/a	n/a	n/a	n/a
Web site visits	42,151	47,760	76,596	82,840
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	19,444
No. of Sessions	41,382	39,451	35,653	27,016
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]	11,643 [7/1/2011-6/30/2014]
New Registrations	1,346	1,282	1,235	977
Digital Download New Users	270	498	395	473
Computer Use Only card	469	1106	809	691
Visits	147,140	153,061	138,509	138,123
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	381
No of adult programs	60	89	153	152
Attendance	9,838	10,609	9,884	10,394
VOLUNTEER HOURS	3,341	2,895	2,923	3253.5

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

Brooks Memorial Library E-Device/Equipment User Agreement

My signature below, or the signature of my parent or legal guardian, indicates I have read these statements and agree to abide by these conditions of use when checking out e-devices (such as e-readers, tablets, and laptops) or equipment from Brooks Memorial Library:

- I have a Brooks Memorial Library Card in good standing. I am 16 years of age or older, or a parent or legal guardian has signed this agreement on my behalf. If under 16, my library registration record includes a signature from my parent or legal guardian granting me permission to access the Internet via the library.
- I will present my Brooks Memorial Library card or other verification of ID when I check out the e-device or equipment. In the case of library laptop, I will leave a license or other ID with library staff until it is returned.
- I accept full responsibility for e-device/equipment, including damage, loss, or theft, while it's checked out to me. I will not leave the device/equipment unattended where it might be stolen or harmed.
- I will not tamper with the e-device/equipment or accessories, or attach any equipment not designed for use with the device.
- I will not attempt to register or log in to system settings on an e-device and will not remove any of the existing content or load any additional content, such as books, apps, or software. I understand that I may request content, such as e-books and apps, by making the request through a library staff member, but that the library has the authority to select content for the device and might not accommodate every request.
- I will pay a late return fee of **\$15.00 per day¹** for circulating items or \$ 5.00 per hour or part thereof for in-library use items if I fail to return the e-device/equipment to a staff person at the library's main circulation desk on the day and time it is due. I understand that some equipment must be returned by a specific time of day. I will not return the e-device/equipment in the book or media drop. In the case of the library laptop, I will use it only in the library building and will return or renew it when my time is up.
- I agree to pay all repair or replacement costs associated with damage, loss, or theft of the e-device/equipment and accessories while checked out to me. I understand that e-devices and library equipment have a higher dollar value than most other library materials, and that the value is posted on the device/equipment and in the library catalog. I understand that I can ask for help from a staff member if I have any questions about the value.
- I agree that the Library may use any appropriate means to collect the amount owed for fees, damage, loss, or theft. I acknowledge that failure to pay any amount owing will be considered an outstanding debt to the Brooks Memorial Library and will be added to my library account.
- I agree that failure to comply with any of these rules and guidelines will result in the loss of borrowing privileges.
- I agree to hold the Brooks Memorial Library and Town of Brattleboro and its officers, directors, agents and employees harmless from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the negligence or misconduct of the borrower in connection with this device/equipment.

Brooks Memorial Library E-DEVICE/EQUIPMENT USER AGREEMENT *(Cut on the line and give the above agreement to the patron)*

Patron Name: _____

Patron Address: _____

Patron Signature: _____ Date: _____

Staff use only: Patron Card Number _____ (if needed):ID checked against patron record? ____

¹ DRAFT=contingent on Catamount Library Network change in global circulation polices for AV Item type.
Approved by Board of Trustees, February 10, 2015

Library laptop for in-house use draft 1/8/15

Patrons with library cards may check out a laptop for use in the library only. Removing laptop from the library would be considered theft. [ALTERNATE WORDING: a violation of our Behavior Code Policy and could risk suspension of library borrowing privileges and/or access to the library.]

The patron must have a signed copy of the *Brooks Memorial Library E-Device/Equipment User Agreement* on file with the library and must abide by the conditions of use detailed in that agreement. In particular, the patron is responsible for loss, damage, or theft of the laptop while it is checked out, and must never leave the laptop unattended. The patron must also avoid tampering with the settings and accessories on the laptop, and should see library staff for help with technical issues.

The patron must also leave a picture ID with library staff, who will return it to the patron when the laptop is returned in satisfactory condition.

Laptop loan period is two hours, and the laptop may be renewed once for an additional two hours if nobody else is waiting. Fine for late return is \$5.00 per hour or part thereof.

Laptops have batteries, but patrons are encouraged to use the power cords. There are outlets in many locations in the library.

For sound, laptop users should use headphones or earbuds. The library has headphones to borrow at the circulation desk. Patrons who need to use the microphone may request space in a library meeting room by inquiring at the Reference Desk or a Circulation Desk.

BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES



Police leading parade at Prospect Hill cemetery on Memorial Day, 1909.

Porter Thayer Photograph Collection.

<http://cdi.uvm.edu/collections/item/bmlthayerT21>

ENDOWMENT AND OTHER FUNDS ANNUAL FINANCIAL REPORT : FY 2014 July 1, 2013 – June 30, 2014



BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES

ENDOWMENT FUNDS AND OTHER FUNDS ANNUAL FINANCIAL REPORT: FY 2014

The following report has been prepared at the request of the Brooks Memorial Library's Board of Trustees.

The report contains material on the purpose and use of the Board of Trustees' Special Funds, which include various restricted gifts, memorial, patron, corporate, and Town of Brattleboro Trustees of Public Funds.

The report also includes income and expenditures on the **Library Endowment Fund**, which has been managed by a professional investment company since 1980. The Trustees' Endowment Fund Investment Budget for FY 2015, which is approved the Board of Trustees annually, is also included.

Adam Franklin-Lyons, Treasurer
Board of Trustees
Brooks Memorial Library

Report prepared by:

Jerry Carbone, Director
Brooks Memorial Library

DATE: January 10, 2015

Brooks Memorial Library Board of Trustees

Pam Becker, Secretary, 2016

Adam Franklin-Lyons, Treasurer, 2015

Jane Southworth, Vice-President, 2016

Thomas Murray, 2015

Jennifer Lann, 2017

Howard Burrows, 2016

Jerry Goldberg, President, 2017

Robert Stack, 2015



BROOKS MEMORIAL LIBRARY

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BROOKS MEMORIAL LIBRARY

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Part A/ The Purpose and use of the Library Endowment Fund

The Endowment Fund of the Brooks Memorial Library was established through a variety of sources over the past one hundred years, with the majority of the funds coming to the library as bequests. A listing of significant bequests over the past 30+ years may be found on page 9 of this report. An independent investment manager selected by the Library Board of Trustees manages and invests these funds according to the Endowment Fund Investment Policy.¹

The purpose of the endowment fund still remains today as it was endorsed in 1987, when the Board adopted an Endowment Fund Investment Policy:

the (endowment) funds are to be used to uphold the basic mission of the library

The invested portion of the portfolio has been managed according to the Endowment Fund Investment Policy, which states:

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.*

Gifts and donations go into funds designated to purchase library resources such as books, magazines, reference sets, audio CD, DVD, and electronic resources. In FY 2014 Endowment and other Trust funds accounted for over **\$31,436.35** expenditures in library acquisitions and programs. As Town tax funds become more constrained the library is relying on private funds to keep its collections and services up-to-date.

The library receives several new memorial funds each year, which are used by donors to remember a friend or relative who has passed away. In FY 2014 there were **\$1,725.52** received in memorial funds. A listing of the resources purchased with these funds is available on request. The new funds that came to the library in FY 2014 are listed on page 7.

Resources purchased with one of the funds usually have a bookplate mounted on the inside cover or section that designates the fund or donor. All items have the fund accounts noted in the item record in the online catalog and are searchable. Resources purchased with these funds may also be found by searching under the fund account in the online public access catalog <http://www.brookslibraryvt.org>.

The Library uses its strategic plan, *Brooks Memorial Library 2012-2016: Making Connections in Person and Online*, which was adopted in 2012 to guide its acquisitions and services. The complete Plan may be downloaded from the library's website.

¹ Page 10, part B/3.



BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

Brooks Memorial Library

Founded 1882 as Brattleboro's public library

Mission Statement

*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.*

To pursue this mission, the library:

- Ø Provides access to basic library services and resources;
- Ø Expands individual access to information through the use of current technologies;
- Ø Offers the assistance people need to find, evaluate, and use electronic and print information resources;
- Ø Creates conversation and collaborations with community leaders, organizations, and individuals;
- Ø Fosters community cultural life by hosting public meetings and exhibits;
 - housing historic, fine arts, and civic collections; and providing spaces that attract
 - adults, teens, and children to read, study, and browse.

Library Service Priorities, 2012-2016

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



BROOKS MEMORIAL LIBRARY

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Part A/ The Purpose and use of the Library Endowment Fund(continued):

Asset Development Committee

In 1996 the Board of Trustees established a five-member asset development committee. The committee's purposes are to: 1. advise the Board of Trustees on the library's endowment funds; 2. develop an expenditure budget for the interest and dividends received from the investment; and 3. assist the Trustees in developing the long-term financial assets of the library.

In April, after Trustees are elected at Town Meeting, the portfolio manager reviews investments and financial prospects for the coming year. The committee and the rest of the Trustees have been satisfied with the portfolio management under Prentiss Smith and Company.

Committee Work in FY 2014

The committee is made up of four trustees—Jerold Goldberg, President; Adam Franklin-Lyons, Treasurer; Robert Stack, and former trustee, John Ogorzalek. In FY 2014, working together with the Friends of Brooks Memorial Library, the committee assisted the Friends to initiate the first annual appeal for the library. In addition, the committee revised a section of the BR4-*Endowment Fund & Gift Policy, Investment Philosophy*, which is part of this report.

Portfolio Performance Summary

Since June 2008, Prentiss Smith and Company has managed the endowment portfolio of investments.

For the **FY 2014**, a total of **\$16,462.07** was earned as interest and dividends from the Endowment Fund (not including capital gains.) Of that total, **\$15,632.62**² was expended. The Trustees' Endowment Policy states that "...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 management fees, foreign taxes paid, or any other account fees charged by the investment management company have been deducted from the portfolio's value and are reflected in the total income received. The Endowment Fund's value on January 1, 2014 was **\$568,923.04** from which the next fiscal year's budget for expenses is based. The FY 2015 investment fund budget approved by the Trustees at its June 2014 meeting was **\$22,750**.³

² page 15, Part C/2

³ page 15, Part C/2



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Part B/ Accounts held by the Brooks Memorial Library Trustees

Part B-1 Board of Trustees Gift Funds July 1, 2013 to June 30, 2014-----page 6-8

Part B-2 Endowment Fund: Income and Expenditures July 1, 2013 to June 30, 2014—page 9

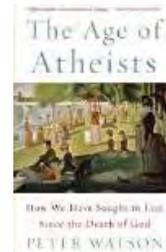
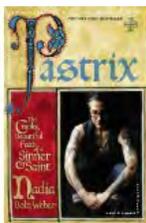
Part B-3 Endowment Fund Investment Policy-----page 10

Part B-1. Board of Trustees Gift Funds July 1, 2013 to June 30, 2014⁴

The Board of Trustee Gift Funds was established to account for money that comes to the library from the sources such as, grants, interest, memorial funds, patron funds, and bequests.

a. INTEREST ON RESTRICTED ENDOWMENT FUNDS: Income earned on five bequests that make up a portion of the original Library Endowment Fund. These bequests are restricted to specific purposes determined by the donor. The funds are: The *Brown Fund*, *Frothingham Fund*, *Jerard Fund*, *Loud Fund*, and *Wyatt Fund*. In 2012 the Trustees transferred the assets of these five funds to their own investment accounts for more accurate accounting and may be found on page 14 of this report.⁵

Highlights for FY 14: Income of \$1,312.40 was received from four of the non-Loud bequests. There was no withdrawal of income from the Loud Fund. A total of \$ 722.99 was expended for the purchase of 43 titles in the areas of photography, architecture, religion, and music. Some notable purchases with these funds are *Pastrix: the cranky, beautiful faith of a sinner & saint / Bolz-Weber*, *Nadia. The crusades of Cesar Chavez: a biography /Pawel, Miriam;* and *The age of atheists: how we have sought to live since the death of God / Watson, Peter*



⁴ page 14, Part C/1

⁵ page 14, Part C/1



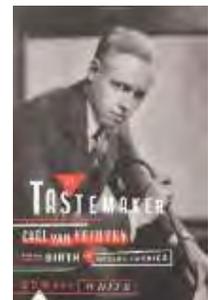
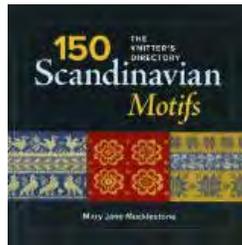
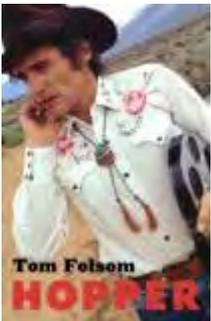
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b. MEMORIAL FUNDS: There are 19 active funds given to the library in memory of someone who has died and are usually restricted by the donors to a specific purpose. An amount of \$50.00 or more must be received to establish a memorial fund. Amounts smaller than this are placed in the *Small Gifts Fund* (see Patron’s Special Gift Funds.) There are three funds that make up the bulk of the assets for this category: The *Calista Book Fund* established in 2006 in memory of the former branch librarian, and *Gretchen Schorling Fund*, which was established in 2008 with the bequest from that estate, may be expended for print (digital or physical). The *Eleanor Wojtowitz Fund* is unrestricted and the Trustees have used funds to upgrade the library’s web site (2013) and to contract with a fund raising professional for our 2014 Annual Appeal.

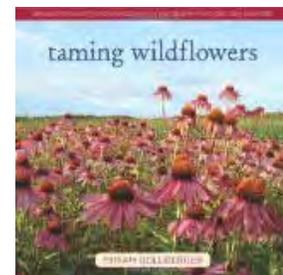
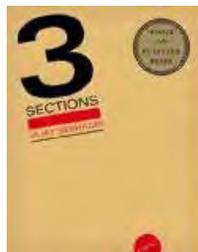
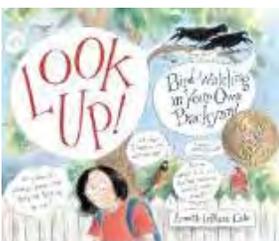
Highlights for FY 14: Income of \$12,548.72 was recorded in this category, which was a transfer of accrued interest and dividends from the *Calista Book Fund* and the *Schorling Funds*, plus donations of \$1,717.60 of new funds created. A total of \$9,936.06 was expended from these funds the majority of which (\$4,741.11) was from the Schorling bequest for collection development of print and eBook resources. These funds purchased a total of 223 titles. There were \$1,333.51 expenditures from the *Calista Book Fund* and other funds. And the *Eleanor Wojtowitz Fund* expended \$3,861.44, the majority of these funds used in FY 2014 to contract with a fund raising professional for the annual appeal.

Several new memorial funds were established this year to remember family and friends who had passed away: *The Jerry Greenberg Fund*; *Josephine Hulburt Fund*; *Betty Howlett Fund*; and *Lois Moulton Fund*.



c. PATRONS' SPECIAL GIFT FUNDS: Funds given by patrons are restricted for a specific purpose. These special funds include the *Bunbury Company Fund*, the *Pinkerton Fund*, the *Periwinkle Foundation Fund*, *Small Gifts Fund*, and *Brattle Postcard fund*. *Pinkerton* funded children’s story time supplies; and *Periwinkle* and *Bunbury* assisted with purchasing the library’s digital content.

Highlights for FY14. Income was \$2,540.27 and expenditures were \$2,947.87. Most purchases were dedicated to our eBook and eAudio subscription service. Some of the notable print titles purchased were the following.





BROOKS MEMORIAL LIBRARY

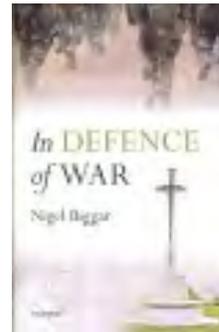
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d. CORPORATE SPECIAL GIFT FUNDS: Funds that are given by corporations, civic groups and educational organizations and are restricted to a special project.

Highlights for FY14: Income was \$293.57, and expenditures of \$205.00. The Brattleboro Camera Club donated funds for the purchase of photography books, and two libraries that are part of the Catamount Library Consortium funded the joint purchase—along with Brooks--of the documentary, *Freedom and unity: the Vermont movie*.

e. TRUSTEE OF PUBLIC FUNDS/INTEREST: Income generated by the Trustee of Public Funds, which holds and invests the *Dowley* and *Pageant Funds*.

Highlights for FY14: *Dowley* and *Pageant Fund* purchases are unrestricted and are held for the library by the Trustee of Public Funds. A total of \$931.24 was distributed in FY14 from the Dowley Fund (\$845.49) and Pageant Fund (\$85.75). Expenditures for these funds totaled \$447.18, which purchased 29 titles of which a sampling is below:



f. MISCELLANEOUS FUNDS

1. Interest Earned/Savings and Checking: Interest earned on the Board of Trustees Money Market account.

2. Staff Fund: Money collected from the staff to purchase books for personal or professional use and/or projects or events sponsored and paid for by the staff.

3. Replacement Fund: These funds are reimbursed from the Town Budget to make refunds to patrons for lost materials that have been paid for by the patron, deposited in the Town’s general fund, and then the item is returned to the Library.

4. Design-a-Plate Fund: Self-supporting children’s library program fund. Funds collected as fees and expended to purchase craft materials for the annual *Design-a-Plate* activity in the children’s library.

5. Investment Fund Unexpended Interest and Dividend Funds: Reserve funds created from the unexpended income from the Investment Budget⁶ and carried over to the next fiscal year. These funds include accounts BR05-BR18 and are to be used for expenditures for library resources and outreach activities.

Expenditures for FY 2014 totaled \$ 17,177.25, with a fiscal year end balance of \$7,285.36

⁶ Page 15, Part C/2



BROOKS MEMORIAL LIBRARY

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Part B-2. Endowment Fund July 1, 2013 to June 30, 2014⁷

The Endowment Fund was originally composed of the bequests, which made up the restricted Funds. These were invested in stocks that were held by various local financial institutions. The Fund is currently managed by Prentiss Smith and Company.

Below is a timeline of significant bequests that have come to the library over the past thirty years.

1980	Pierce and McGrew Bequest.
2000	Katharine Lever and Robert Stebbins Bequest.
2002	Richard Roberts and Aileen Pinkerton Bequest.
2006	Calista Kristensen Gift (Calista Book Fund.)
2006	Elizabeth Freeze Bequest
2007	Helen Durant Bequest
2007	Gretchen Schorling Bequest
2011-2012	Leona J. Wojtowitz Bequest

Each year a budget for these Funds is prepared under the direction of the Board of Trustees. The Town of Brattleboro annually audits the Endowment Fund.

Highlights for FY 14: The net revenue to the library of bond, stock dividend, and money market interest income for FY 2014 totaled **\$13,705.99**. Of this total, **\$5,594.28** was derived from bond and money market interest income, and **\$8,111.71** was derived from stock dividend income.

Expenditures for books, periodicals, non-print resources, conference/workshops, special programs, fine arts maintenance, and Board approved special projects, totaled **\$15,632.62**.

The total market value of the Endowment Fund as of 6/30/14 was **\$ 581,708.23** as compared to 6/30/13 value of **\$540,856.39**

⁷ page 15, Part C/2



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Part B-3, Endowment Fund Investment Fund Policy

Revised and approved by the Board of Trustees, November 13, 2012; November 10, 2014

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.

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



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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

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.



BROOKS MEMORIAL LIBRARY

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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.



BROOKS MEMORIAL LIBRARY

224 Main Street, Brattleboro, VT 05301

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 November 10, 2014)

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*.

PART C/1: Board of Trustees Gift Funds July 1, 2013 to June 30, 2014
 (Please refer to Part B-1 for narrative)

FUND	07/01/13 BALANCE	INCOME	EXPEND	06/30/14 BALANCE
a. INTEREST AND DIVIDEND INCOME ON RESTRICTED ENDOWMENT FUNDS	\$ 6,182.35	\$ 1,312.40	\$ 722.99	\$ 6,771.76
b. MEMORIAL FUNDS	\$ 31,347.06	\$ 12,548.72	\$ 9,936.06	\$ 33,959.72
c. PATRONS' SPECIAL GIFT FUNDS	\$ 5,885.41	\$ 2,540.27	\$ 2,947.87	\$ 4,819.91
d. CORPORATE SPECIAL GIFT FUNDS	\$ 99.09	\$ 293.57	\$ 205.00	\$ 187.66
e. TRUSTEES OF PUBLIC FUNDS/INTEREST	\$ 95.45	\$ 931.24	\$ 447.18	\$ 579.51
f. MISCELLANEOUS FUNDS (Investment reserve and Interest on funds)	\$ 3,169.19	\$ 21,293.77	\$ 17,177.25	\$ 7,285.36
TOTALS	\$46,778.55	\$38,919.97	\$31,436.35	\$53,603.92

RESTRICTED ENDOWMENT FUND	07/01/13 BALANCE	06/30/14 BALANCE	INCREASE/ (DECREASE)
CALISTA AND SCHORLING FUND	\$61,925.67	\$55,314.54	(-6611.13)
LOUD FUND	\$17,491.01	\$25,566.24	\$8,075.23
BROWN, FROTHINGHAM, WYATT, & JERARD FUNDS	\$34,865.53	\$39,836.22	\$4,970.69

PART C/2: Endowment Fund Expenses 2013/14 and Budget 2014/15
 PART C/3 Endowment Fund Interest and Dividend Income Past Four Years
 PART C/4 Endowment Fund Portfolio Performance: Past Four Years

PART C/2: ENDOWMENT FUND EXPENSES, BUDGET 2010/11 AND BUDGET 2011/12	ACCOUNT	BUDGET 2014/15	BUDGET 2013/14	EXPENDITURE 2013/14
AUDIT FEE & LIBRARY DONATIONS TO TOWN	BR02 \$	4,000.00	\$ 1,000.00	\$1,000.00
^RESTRICTED FUNDS	BR04 \$	-	\$ -	\$ -
BOOKS ADULT	BR05 \$	1,300.00	\$ 1,300.00	\$ 1,032.98
JUV MATERIAL	BR06 \$	925.00	\$ 925.00	\$ 923.25
REFERENCE SOURCES	BR07 \$	3,000.00	\$ 3,000.00	\$ 2,228.67
LH/GEN SOURCES	BR08 \$	300.00	\$ 300.00	\$ 353.00
YOUNG ADULT RESOURCES	BR09 \$	1,000.00	\$ 1,500.00	\$ 564.89
NON-PRINT	BR10 \$	4,500.00	\$ 4,500.00	\$ 3,893.77
PERIODICALS	BR11 \$	3,600.00	\$ 3,200.00	\$ 3,062.93
CONF. WKSHP	BR12 \$	900.00	\$ 900.00	\$ 94.91
SPECIAL PROG	BR13 \$	300.00	\$ 700.00	\$ 275.00
FINE ARTS	BR14 \$	700.00	\$ 700.00	\$ 680.80
BD APPROV PROJ	BR15 \$	1,000.00	\$ 1,000.00	\$ 821.68
OUTREACH	BR17 \$	400.00	\$ 400.00	\$ -
CONSERVATION	BR18 \$	825.00	\$ 500.00	\$ 700.74
		\$ 22,750.00	\$ 19,925.00	\$15,632.62

^RESTRICTED FUNDS Please see page 14 for Loud, Brown, Frothingham, Wyatt, and Jerard Funds

PART C/3: ENDOWMENT FUND INTEREST & DIVIDEND INCOME	2010/11	2011/12	2012/13	2013/14
BOND & MONEY MARKET INTEREST INCOME	\$ 6,465.43	\$ 5,735.53	\$ 4,908.49	\$ 5,594.28
STOCK DIVIDEND INCOME	\$ 4,619.91	\$ 6,314.12	\$ 8,284.71	\$ 8,111.71
TOTAL INCOME RECEIVED AS OF 6/30/YR	\$ 11,085.34	\$ 12,049.65	\$ 13,193.20	\$ 13,705.99

PART C/4: ENDOWMENT FUND PORTFOLIO PERFORMANCE	2010/11	2011/12	2012/13	2013/14
TOTAL VALUE OF FUND AS OF END OF FISCAL YR	\$ 490,185.97	\$ 488,194.08	\$ 540,856.39	\$ 581,708.23
TOTAL VALUE OF FUND AS OF BEGINNING OF FISCAL YR	\$ 472,397.03	\$ 490,185.97	\$ 488,194.08	\$ 540,856.39
LESS FUND MANAGEMENT ACCT FEES & FOREIGN TAXES PAID	\$ (3,651.69)	\$ (3,675.45)	\$ (3,933.39)	\$ (4,317.76)
TOTAL FUND INCREASE (DECREASE) FOR FY 2007/08 to FY 2010/11	\$ 17,788.94	\$ (5,667.34)	\$ 48,728.92	\$ 36,534.08

Library sustainability and flexibility

Sustainability and flexibility were important themes for the Brooks Memorial Library in 2014. Demand for services and materials remained steady in this lean budget year, and the sought the most efficient and economical ways to deliver traditional and digital library materials, information services, public access technology, and lifelong learning programs for our community. Our success depended on a coordinated effort by library staff, trustees, and volunteers, with welcome support from the Friends of Brooks Memorial Library. All of our work was guided by the service priorities, goals, and objectives outlined in the library's long-range plan.

The Catamount Library Network (CLN) is a key part of the library's current services because it enables all library borrowers to request materials directly from a network of eleven participating libraries. It is a sustainable way to expand access to resources. Patrons can place holds on materials anywhere in the network, and the items arrive in several business days. We welcomed 5 new Catamount libraries to the network in 2014, and the number will grow in 2015 to 12, or more. The CLN system uses an open source program called Koha that's much less expensive to maintain than the library's earlier proprietary system. Also, the library can use its collection dollars more effectively to meet local needs now that other libraries in the network can fill many loans. In 2014 Brattleboro patrons borrowed 3,469 items and our library loaned 1,796 to network members.

As 2014 drew to a close, we wished farewell to Children's Librarian Sandra King, who retired after 27+ years of service to children and their families. Sandy welcomed young readers to a colorful, inviting space full of books, toys, movies, craft projects, and reading nooks. She reached out to families of babies and toddlers and maintained strong relationships with local schools to keep children connected to their public library. She was attentive to children's reading, viewing, and listening preferences and built a collection that was well-used and loved by children, parents, and professionals. We will miss her contributions to the library team and wish her a happy retirement.

Below are details on Brooks Memorial Library activities in 2014

Staff and Volunteers

As mentioned above, the Children's Librarian Sandra King retired and Assistant Children's Librarian Lindsay Bellville was promoted to fill the position of Youth Services Librarian. As this report goes to press, we are actively recruiting for Lindsay's replacement, who will be called the Assistant Youth Services Librarian. A revised job description now includes responsibilities for young adult collections and services. Another change in 2014 was the retirement of Accounts Clerk, Laura Murphy, who worked with us for over 10 years. We also said goodbye to part-time, on-call clerk Deb Schiller, who resigned to pursue other activities. The library staffing has held steady since budget reductions in 2011. Besides the library director, the library has 6 full-time and 8 regular part-time employees.

Our volunteer commitment is strong and this is due to it being ably managed by Therese Marcy and Lindsay Bellville. In 2014 there were over 40 regular volunteers who contributed more than 3,200 hours. Volunteers sustain services that play into the heart of our mission, and they carry out a host of activities, including shelving, circulation, story times, publicity, interlibrary loans, and many other tasks. In addition to our regular volunteers who work directly with the staff and collections, the Trustees and Friends of the Library are volunteers who participate on policy and fund raising levels and donate hundreds of hours each year toward the Library.

Board of Trustees

Nine library trustees are elected at representative town meeting in March, and they may serve three 3-year terms. The trustees' authority derives from the Town Charter and the Vermont Statutes Annotated, Title 22, and Chapter 3. Meetings are on the 2nd Tuesday of every month. Trustees are charged with many tasks, including developing library policy, providing guidance for planning activities, overseeing the fine arts collection, managing the endowment fund, and proposing and approving the proposed Town budget drafted by the Library Director.

In 2014, there were many changes among the Trustees. First, we bid adieu to our President, Elizabeth Tannenbaum. Elizabeth served the Trustees for over 12 years and presided as president for three. Under her tenure a new strategic plan was developed and the library's Annual Appeal was initiated. We also recognize the work of the following Trustees who left the Board in 2014: Elizabeth Wohl (6 years, President); Ken Vitale (5 years, Secretary); Stephen Frankel (4 years, Treasurer); and Wayne Licvov (3 years). The library thanks all of these individuals for their service.

The current library trustees are: **Jerold Goldberg, President; Jane Southworth, Vice-president; Adam Franklin-Lyons, Treasurer; Pam Becker, Secretary; Tom Murray; Jennifer Lann; Robert Stack; Debra Loevy-Reyes; and Howard Burrows.**

The main activity for the Trustees in 2014 was the launch of the library's first ever Annual Appeal with the Friends of BML. This first year goal was to raise \$17,500 to create a steady income stream to supplement tax support, endowment support, and Friends of Library fund raising. Donations may be received online by going to brookslibraryvt.org/donateonline.

Sustaining Our Services: Friends of Brooks Memorial Library

Friends of the Brooks Memorial Library, which was founded in 1991, helps the library provide the highest quality service to the community by means of advocacy, public relations, and fund raising. Under the leadership of President Mary Ide, the Friends raise funds by coordinating three book sales each year and actively pursuing other fund raising activities such as raffles and calendar sales. In 2014 the Friends hosted 3 well-attended concerts (*Dublin in Song and Story* with Tom O'Carroll; *The Land Where the Blues Began: Images and Music of the Mississippi Delta* with Scott Ainslie; and *Hungrytown: Traditions Based Folk Music Concert*);

The funds raised by the Friends go to support for such services as the popular Vermont Humanities Council First Wednesday Lecture Series; children's programs, downloadable digital services (eBooks and eAudio), museum passes, and the Constant Contact eNews service, as well public access computer replacement. The Friends executive board is comprised of **Robert Oeser, Francis Gibson, Connie Kimball, and Sue Dyer**. Two new members joined in 2014: **Kate Wylie and Lisa Fricke**.

Our Community Collaborations

By partnering with other organizations, the library makes the most of its programming budget dollars and extends its reach in the community and in the state.

A new partner in 2014 consisted of **Strolling of Heifers, "Brown Bag Lunch" talks** at the River Garden. Reference Librarian Jeanne Walsh and Library Director Jerry Carbone presented five talks on library digital services. The library continued collaborative programs with the **Vermont Digital Newspaper Project**, which digitizes the holdings of Vermont newspapers between the years 1836-1922; **the Vermont Humanities Council**; **the Brattleboro Literary Festival** (13th year); **the Southeastern Vermont Audubon Society**; **the Wellness Programs of the Brattleboro Memorial Hospital**; **the Vermont Department of Libraries**; and **the Green Mountain Library Consortium**.

The library also supported and assisted local publishers and authors with numerous readings and talks during the year.

Sustaining Library Technology

As has been quite apparent in the past 20 years, being digitally literate is a vital skill for almost any measure of success in the 21st. century, especially in education and the workplace. In 2014, after nearly a year of service, the library lost the services of our computer/Internet intern, Justin Polnack. Justin worked an average of six hours per week-- through an e-Vermont grant-- assisting patrons at all skill levels with computers, tablets, smart phones, and other mobile devices. While Justin's grant funding ceased the need for patron assistance in this important area still exists. Reference and circulation desk staff continue to assist patrons with technology, from library-specific tasks like downloading e-books to general tasks like buying online train tickets or sending letters to the editor.

**Brooks Memorial Library
Town Report 2014**

The Trustees' Technology Committee continues to assess the library's commitment to technology services and in the next year will be revising the Technology Plan as well as crafting policy to manage the technology resources such as eReaders, tablets, and other equipment.

In 2014 the Library participated in the University of Washington, Gates Foundation, Impact Survey on Technology Use in Public Libraries. The survey helps libraries understand how their communities' use and benefit from free access to computers and the Internet at the library. The results were impressive from those participants who use the Library's 20 public access machines or its fiber Wi-Fi connection. 42% of computer/Internet users said they used library technology for employment needs; 58% reported using library technology for civic engagement; 50% used library technology to get information on health and wellness topics. A huge percentage (78%) of public access technology users received help from a librarian when using the computers or Internet at the library. Of those users, 65% have access to the Internet at home, school, or work but still choose to use the library's technology. This shows that the library offers critical resources and services even as people increasingly have their own Internet connections and devices.

The Library continued to develop its website as a platform for online content, including downloadable e-books and e-audio, streaming video, and databases for remote searching of periodical articles, medical information, business data, consumer info, and much more.

Flexibility--Building improvements and needs

There were no major building improvements in 2014 as planned projects have been deferred due to Town budget constraints. However, capital project funds were used to replace our 34-year-old book security system and install an anti-theft system of locking cases to protect our growing collection of DVD's. This upgrade has been successful as the losses to theft are now almost zero.

We must face the reality that the Library will be nearly 50 years old and there are pending capital projects that will need to be funded, such as upgrades to the HVAC systems; an air duct cleaning; and underground storage tank removal.

Sustainability and Flexibility: the Library as a 21st-Century Meeting Place

While the library offers an expanding number of remote services, such as downloadable e-books, e-audio, streaming video, and online databases, usage patterns show that our community values the library building as a destination for many activities. Visitors come through our doors to study, use the free Wi-Fi and public access computers, attend programs, and meet with colleagues and friends. Many come for assistance with technology as well as traditional reference services like reading recommendations and research assistance. Within the limits of its architecture, the library strives to provide the space required for all these activities, from quiet study space to small meeting rooms to videoconferencing facilities.

Libraries are being challenged by large commercial entities like Google and Amazon. But, libraries have spaces that Google or Amazon do not have; and libraries have other advantages such as a personal engagement with our community members to which we can provide digital training, lend mobile devices like eReaders, tablets, and other technology. Libraries also provide the space and opportunities for community members to attend life-long learning programs that open up discussions with fellow community members

The staff, Trustees, and Friends of the Library, are committed to providing the best services that we can with the financial and human resources that are available to us. We thank you for your support of the library.

The Children's Room: Our Jewel in the Crown

The Annies Music and Puppets returned for their sixth Winter Carnival performance on Friday February 21 before an enthusiastic crowd of 101 children and 72 adults. Annie Frelich and Annie Quest delighted the audience with their award winning children's music and handmade puppets.

During April we celebrated Month of the Young Child. Stories and art work done by children ages 3 to 5 from Mulberry Bush Early Learning Center, Hilltop Montessori School and Neighborhood Schoolhouse were displayed in our windows throughout the month. Special events were featured every day of the third week, which was both National Library Week and spring break for WSESU. On Monday we held our second annual *Toddler Dance Party*. Thirty toddlers and nineteen grownups joined us for dancing, games and snacks. On Tuesday we held our second *Fairy Houses and Gnome Homes workshop*. Twenty one children and fourteen grownups spent the afternoon crafting miniature homes for our magical friends using tree bark, twigs, moss and stones. Our weekly *Rhyme Time* on Wednesday attracted a good crowd. On Thursday we held another successful LEGO-palooza! Twenty seven children and twenty grownups spent the afternoon building things from a dune buggy to a garden top house to an underwater jungle cave. We're happy to report we have received three boxes of Lego donations and the Friends have provided funding to purchase a few more sets so we can make this a monthly event.

The collaboration we started with Early Education Services (EES) in 2009 continued to expand. We put together book bags filled with flyers promoting the Library and the Children's Room; Vermont Department of Health WIC activity booklets; brochures about the importance of parents reading to their babies; and a free board book. These book bags were part of EES *Welcome Baby* Bags hand delivered by EES staff and volunteers to over 130 parents in Windham County this past year.

Fizz, Boom, READ! was definitely a great description for this past summer. One hundred and eighty seven children participated in the summer reading program ranging from birth to age twelve. The one hundred and twenty children, ages four to nine, who signed up for *Fizz, Boom, READ!* read 2120 books! Our thirty *Spark a Reaction* participants, ages ten to twelve, read for over 673 hours! Our eight week Monday Movie Matinee series brought in one hundred forty five children and seventy six adults to see *Frozen*, *the LEGO Movie*, *Monsters University* and *Despicable Me 2* to name a few.

A special thank you to our summer volunteers whose assistance made our hands-on workshops possible. We could not have had our *Cool Chemistry* or *Physics Fun* without the help of student volunteers Camaryn McLain, Gabriel Pofcher, Sam Stevens, Mycroft Stone, and Grace Willingham. Twenty five children and nineteen adults had a great time making slime, bouncy balls, oblek and Alka-Seltzer powered lava lamps during our *Cool Chemistry* workshops. Our *Physics Fun* workshops had twenty four children and fourteen adults make mini hovercrafts, launch popsicle stick catapults, race rocket balloons and make pompom shooters. This summer, for the first time, Brooks Memorial Library participated in the Summer Food Service Program providing free nutritious meals to children ages 18 and under. Lunch was served from noon to 12:30 on Mondays, Wednesdays and Fridays in the Meeting Room. Thank you to volunteers Mike Smith and Karita Young for helping with the program by setting up the tables and chairs in the Meeting Room, serving the food, and cleaning up afterwards. Thanks to our wonderful sponsors who support our reading program year after year: Bellville Realty for donating the movies for our Monday Movie Matinee; Domino's Pizza of Brattleboro for free pizza coupons to all the children who reached their reading goal; and the Friends of Brooks Memorial Library for covering printing costs, craft items, and the weekly *Experiment & Explore* discovery table.

After a busy Summer Reading Program, we usually reserve September for planning crafts, displays and *Rhyme Times* for the coming few months. This year September was a month of upheaval. For the first time in years we had two resignations of part-time staff in the Children's Room. Sue Meachem, who worked in the Children's Room for 16 years, resigned to expand the small business she had started at home. Sue will continue her mending hours and

**Brooks Memorial Library
Town Report 2014**

some on-call work. Judy Koopman accepted a Reference Position at Keene Public Library with more hours. Both Sue and Judy will be missed by staff and patrons.

We are happy to welcome KariLyn McLellan and Jay Fee to the Children's Room staff on a regular basis. Both have been working in the adult area for years. They join John Kilduff and Marybeth Fleming. Our creative, enthusiastic and caring staff is what makes the Children's Room a warm and welcoming place.

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. Special thanks to Matt Henry at Lawton Floor Design for his donation of new brightly colored carpet squares to replace the worn out ones parents and children have been sitting on since we started in 2007.

Our 33rd annual Design-A-Plate workshop was held on Monday November 10 with 68 children and 44 adults making 77 plates and 23 bowls. Thank you to volunteer Lee Ha who came in to sort and alphabetize all the plates and bowls for pick up. Lee has provided this invaluable help for over twenty years.

Our annual Holly Jolly Gingerbread Craft Time drew record numbers this year with 77 children and 62 adults making yummy houses out of graham crackers, icing and lots of candy. Special thanks to our volunteers Wendy Houlihan, Loretta Sanford and Teddi Tucci for their help during the whirlwind event.

We are very grateful for our volunteers who have donated their time for years. Grace Willingham has volunteered as her schedule has allowed since December 2006 which is very impressive considering she started volunteering at age 10! Teddi Tucci has shelved our nonfiction collection twice a week for the past six years as well as helping with our special events. Wendy Houlihan began volunteering in May of 2010 shelving our fiction and EASY book collections. Rebecca Mayer has been shelving our picture book collection, after she finishes shelving downstairs, since December 2012. Rebecca has also stepped in to cover Rhyme Times when needed. We are truly lucky to have such a wonderful group of volunteers in the Children's Room.

The reports were prepared by --Jerry Carbone, Library Director; Jeanne Walsh, Reference Librarian; Sandra E. King, Children's Librarian; and Lindsay Bellville, Assistant Children's Librarian

Brattleboro

1st Wednesdays

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Memorial
Library

802.254.5290

7:00 PM

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A free public talk

Plato's *Republic*: Rethinking His Utopian Ideal



Plato (left) and Aristotle (right);
a detail of *The School of Athens*
by Raphaeli (1483-1520)

FEBRUARY 4

7:00 PM

Brooks Memorial
Library,
Brattleboro

Philosophy scholar Susanne Claxton explores the key elements of the utopian republic envisioned by Plato and considers their adequacy.

Underwriter: Union Institute & University

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