

BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA

Tuesday—January 12, 2016 –4:00PM.—Meeting Room

1. Call to Order / 4:00 PM
1. A. Agenda/Changes or additions
1. B. Public Comments
2. Minutes of December 8, 2015
3. COMMITTEE REPORTS
 - A. Asset Development Committee
 - Treasurer's Report December 2015
 - A Detailed Report on the Endowment and other funds
 - Annual Appeal 2015 update
 - Schwab account signature authorization motion
 - B. Friends of the Library-Mary Ide, President
 - Activities update— Mary Ide
 - C. Fine Arts Committee-- Howard Burrows, Chair
 - No Meeting--Update
 - D. Planning Committee—Jane Southworth, Chair
 - No Meeting--Update
 - E. Technology Committee—Jennifer Lann, Chair
 - Meeting Dec 17, 2015 & Jan 12, 2016
 - F. Vermont Library/Trustees Association—Howard Burrows, VLTA President
 - Activities update
4. UNFINISHED BUSINESS
 - A. FY 2017 Budget update
 - B. Library Director Transition update
 - C. Trustee Recruitment
5. NEW BUSINESS
 - A. Annual Financial Report to Town Meeting FY 2015
 - B. Annual Town Report 2015
6. OTHER
 - A. Department Reports: Library director; Reference Librarian Reports; Library Youth Services Reports Report; Library Statistics
 - B. Gifts, donations
7. ADJOURN

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1. Minutes of December 8, 2015
- 1.a Technology Minutes 20151217
2. Library director's Report
3. Reference Librarian's Report (available at meeting)
4. Youth Services Report
5. Treasurer's Report FY 2016 YTD
6. Endowment and Investment FY 2016 YTD
7. Town Budget Expenditures & Revenues FY 2016 YTD
8. Library Statistics 2011-2015
9. A Detailed Report on the Brooks Memorial Library Endowment and Gift Funds
10. Annual Town Report 2015 (available at meeting)
11. Annual Endowment Financial Report FY 2015 (available at meeting)
12. Library publicity

**BROOKS MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING**

December 8, 2015

Present: The following Trustees were present: Pam Becker, Jerry Goldberg, Debra Loevy-Reyes, Howard Burrows, Jane Southworth, Robert Stack, Susan Troy, and Jennifer Lann. Adam Franklin-Lyons attended through Skype. Also present were Library Director, Jerry Carbone; Cataloging Librarian, Leslie Markey; Friends Liaison, Mary Ide ; Recording Secretary, Jane Fletcher.

1. Call to Order:

Pam called the meeting to order at 4:05.

1A. Agenda Changes or Additions:

Add request regarding planned giving information to Asset Development Committee report.

1B. Public Comments: none

2. Minutes of November 10, 2015:

Upon motion made by Jane and seconded by Jerry G, the minutes were accepted.

3. Committee Reports:

A. Asset Development Committee:

Adam is creating a document with text explanation and dollar amount of all funds to be available by the January Trustees meeting. Board members prefer not to have any fund designation with 'miscellaneous' in the title. Adam will offer fund name suggestions in January.

There is a brochure available with information about planned giving. This will be sent to the person inquiring and Adam will follow up with a call.

The Annual appeal has garnered over \$3000 dollars so far. Adam will update website with current figures.

B. Friends of the Library:

Mary reported the following:

- Holiday book sale on Dec 4th and 5th, 2015 has collected \$2200. The remaining items will continue to be available until December 18. January newsletter will publish final amount.
- Short stories series through the Humanities Council and sponsored by the Vermont Country Store finished last night. The next series to begin in January is Latino-American Reading Discussion Series.
- Altered books program is getting underway.

C. Fine Arts Committee:

Please refer to committee minutes.

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December 8, 2015

D. Planning Committee:

On hold pending arrival of new Library Director.

E. Technology Committee:

Multifunction printer to be installed December 9, 2015. By Friday, December 11, 2015 both copying and wireless printing capabilities should be functional.

The free Robotics workshop for ages 7+ is fully booked.

F. Vermont Library/Trustees Association:

Howard, ALA/VLA Liaison, reported that the midwinter ALA 4 day meeting in Boston will be January 8-12. For more information visit 2016.alamidwinter.org.

Trustees are encouraged to join ALA – membership fee \$49 annually. Three Trustees at least should join. Howard would like the names.

There was discussion on lobbying the legislature to maintain library funding at the State level.

4. Unfinished Business:

A. Budget:

The budget will be review by the Selectboard at their December 8, 2015 meeting. Pam, Jane and Robert plan to attend in support. Jerry C will give short speech on how the library has developed since its inception.

B. Genealogy/Local History Collection project update:

Pam attended the DAR meeting on November 14, 2015. An agreement still needs to be drafted regarding DAR materials – Jerry C will check with Town Attorney regarding limited access issues in a public repository.

5. New Business:

A. Library Director Transition:

Jerry Carbone's last day as Library Director is December 18, 2015. The new Director arrives January 19, 2016. In the interim Jerry C will continue as a contract employee working from his home and attending meetings and events as needed. There was some discussion on what the Board's responsibility will be in offering assistance or guidance to the new Director.

B. Vermont Public Library Annual Report FY 2015 - Highlights:

See attached report.

C. Trustees for Town Meeting Warning:

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BOARD OF TRUSTEES MEETING**

December 8, 2015

The following names will be submitted as nominees: Pam Becker, Howard Burrows and Jane Southworth.

D. Community Open House for Jerry Carbone's retirement:

This will be held December 18, 2015 from 4-7pm. Jane moved and Jerry G seconded that \$1175 be expended from miscellaneous funds for food and the Board's share of the entertainment. Passed unanimously.

6. Other:

A. Department Reports: Library Director; Reference Librarian's Reports; Library Youth Services Report; Library Statistics:

See attached reports.

B. Gifts, Donations, Grants Received:

Nothing to report

Jerry Carbone thanked everyone for the "over the top" efforts being made to honor his retirement. It is all much appreciated.

Jerry G asked that the minutes acknowledge the library staff for the exemplary annual breakfast. The board appreciates everyone's efforts.

7. Adjourn:

Motion to adjourn made by Deb and seconded by Jerry G at 5:45pm.

Jane Fletcher, Recording Secretary
Jennifer Lann, Board Secretary

Brooks Memorial Library
Technology Committee
MINUTES
December 17, 2015
8:30-9:30 AM, Local History Room

Present: Howard Burrows, Jennifer Lann (minutes-keeper),
Staff: Jerry Carbone, Jeanne Walsh, Paige Martin, Adam Franklin-Lyons, Cal LaFountain
Absent: Debra Loevy-Reyes
Guest: Katie Montgomerie, volunteer

1. Call to Order / 8:30 AM
 2. Agenda/Changes or additions (See #7 below; Also: began meeting with a multifunction printer demo/2nd item in Old Business)
 3. Public Comment (None; no public)
 4. Minutes of **November 9, 2015** (Approved)
 5. Old Business
- **Technology Help Sessions with Cal: Update**
 - More repeat customers, some with ongoing projects (e.g., compiling a book, building a website), than one-time (eBooks, other library stuff).
 - Just some cancellations and no-shows.
 - Jerry: **next action for Cal:** might be good to have a Brown Bag or some other session with people who did ongoing projects talking about how it went and how the library helped. A few sessions for device quirks. Not the main focus.
 - Per week: six sessions. Human part is really successful. High tech, high touch.
 - **For another meeting:** Reexamine the phone system labyrinth for our callers.
 - **Multifunction Printer Install**
 - Began the meeting with a Multifunction Printer (MFP) demo on the main floor.
 - It arrived Saturday.
 - Patrons successful with it so far, either independently with assistance.
 - Issue with DII (Dept. of Information and Innovation) about wireless printing.
 - Concerned about connecting wireless network with wired MFP: hacking potential for this library to infect the many other libraries on the network.
 - Rutland library does accomplish it.
 - **Next action:** Jerry is going to schedule a conference call between DII and the PaperCut (ACDI company) release station person.
 - **Next action:** While we wait, we could have flash drives available at the front desk, keeping in mind that it might bypass the coin box for printing. (And isn't a flash drive a hacking potential already? But a port is more serious.)
 - Our Mac computer is recognized as an accepted address on the network. Maybe we could configure our laptops with the Mac address.
 - Should we charge by scan job? Helps to keep stats. Use a sign. Don't want people to monopolize. We should look at the fee schedule. Or do a suggested donation. Like the suggested \$2 for visitor use of the computers.

- Could we wirelessly print from the Children's Room? Yes, technically. It would stay on the release station job list until paid for and released.
- **BiblioBoard Update**
 - Biblioboard update: nothing new.
 - Metadata isn't a technology project per se; it's old-school library work.
 - Cal had done a lot of scanning.
 - The time for the metadata (cataloging) is harder.
 - **Possible next action:** Maybe Jerry could be our cataloger for this in a couple of months.
- **BML Pinterest Site (Katie Montgomerie, volunteer)**
 - Katie was in finals so no new work.
 - New books boards don't make sense until there's a library homepage link, but other pages (boards) are good.
 - Paige asked Barb to add a Pinterest button to the website.
 - There's a way we can link to Pinterest from Facebook.
 - There's an email from Barb for them to consider: **Next action** for Jeanne, et al.: Pinterest would be on each library page.
 - Book images are from GoodReads so that the images link to Good Reads.
 - The written link Katie puts below the image links in some browsers/devices and not in others.
 - She wants the data below the image to have the link to our catalog.
 - Sometimes you have to copy and paste. Is that sustainable?
 - **Next action:** Send to Katie: any suggestions for boards?
 - Paige added a Children's Room crafts board.

6. New Business

7. Additions to the Agenda:

- Paige attended a webinar on effective library social media use.
 - Her attendance gives us an Adobe packet with Tint Up for download. It's a social media thing. Branded interactive social media experience for your patrons.
 - What do you want to accomplish with your Facebook page? For us, it's drawing participation in our programs.
 - People spend 27 hours/month on FB and 21 hours of those via Smartphones.
 - Affinity, how recent, how much wait they carry for posts.
 - Only 16% of posts are being seen because there's so much being posted. A lot of competition, and yet it's worth it.
 - Tips:
 - Inactivity is bad. Frequent posts are good.
 - Call to action button can be changed to be anything you want, like "Contact Us" or "Look at us here" and draw them to the website.
 - Posting on other FB sites also important. Not necessarily other libraries. Instead: other community events. Like Strolling of the Heifers.
 - Respond to questions. 70% don't get responded to. Crazy.
 - Post one to two times a days on Facebook during weekdays. Pinterest: five times. Twitter: three.

- No posts more than 250 characters. TLDR (“Too long; didn’t read”)
- Don’t just list events and library promotion. Post human interest items, like patron of the week (akin to Humans of NY).
 - **Next action:** Paige will write up and email us notes.
- Howard encourages us to attend ALA Midwinter. **Next Action:** Coordinate with Howard if you plan to attend.
- Children’s room iPad update: how to secure them so they don’t break. A stand or pivot system. **Next Action:** Paige will talk with Jerry. Possible update for next meeting.
- Katie: Screen casts: next meeting. Camtasia account=tutorials. We have Screencastomatic. **Next Action:** Katie will talk with Jeanne to look at together.
- Paige reports that the Makerspace workshop went great. January is Maker Month.

8. Adjourned at 9:35 a.m.

NEXT MEETING DATE: January meeting TBD via Doodle

DRAFT

Library Director's Report for December 2015

January 6, 2015

Submitted by Jerry Carbone, Library director

As I ended by official duties as Library Director on December 18, the month of December was more or less an uneventful month, except for the big retirement sendoff you all gave me. Thank you again for the recognition and gifts. As you might know, Kathy and I will be travelling to Boston on Jan 29-30 to stay at the Newbury Guest House. We are getting excited.

Below are the highlights of the month:

FY 2017 Proposed Budget proposal: The Selectboard is still in the decision process and we hope to have a vote in the next couple of weeks. Unless Peter advises, I will not be attending the Selectboard meetings regarding the budget since our operating budgets seem pretty safe right now.

ILL/CLN Courier System begins January 20: The bins and bags to ship items between libraries will be available for pickup at the Midstate Regional Library in Berlin, VT next week. I have made arrangements with Green Mountain Messenger to deliver these to us. The Friends of Library will be subsidizing the startup costs of bin and bag purchase. We will support the actual delivery service charges with our FY 2015 LSTA Resource Sharing grant.

Catamount email problems: You may have noticed that our Catamount email notice system is sometimes sending duplicate email messages. There is also a problem with undeliverable email messages. Bywater Solutions, our tech support vendor, is investigating and attempting to remediate the situation. All borrowers have login credentials to access their account to see due dates, what items have arrived on hold, and renew items that are due or overdue.

Fine Collection Procedure Change: The new procedure of clearing patron records of all fines before cards can be renewed will go into effect after the New Year. Notices have been put up at the circulation desks giving patrons advance warning.

Programs: Please refer to the weekly eNews, but the following programs are offered this month: January 6 First Wednesday talk on Vincent Van Gogh; the January 9 Toy Hacking workshop; the January 20 Mexican-American Experience Reading/Discussion series begins. Of course, these programs will be advertised in the media, our web site, our eNews. You cannot miss them!!

Newton multifunction printer installed: On December 11, our multifunction printer and release workstation were installed, and most staff received training on the basics. In addition to traditional copies (both B&W and color), the machine scans and emails the document, or can be saved to a local flash drive. The release station connects to the coin vend and will handle all networked and wifi print jobs generated as well. The lease agreement is \$223/month, plus color copies are charged at \$.06 and B&W at \$.008. We charge \$.25 for color and \$.15 for B&W. We should show a positive cash flow for this service, which is the only one available in the central business district.

Looking ahead: As Interim Library Director and contracted employee now I have been working from home, with visits to the library or Town Hall for meetings, etc. Starr has been back to Brattleboro several times getting settled in her new apartment. She joined me on WKVT Green Mountain Mornings program on Monday, January 4. The podcast is wkvtradio.com/gmm/at-your-local-library-16. I am checking on her availability to Skype the board meeting on Tuesday.

Youth Services Board Report- December 2015

December was a very busy month for the Children's Room! We held our annual Holly Jolly Gingerbread Craft Time on Saturday December 12 with 50 children and 37 adults attending. Our decision to offer two two-hour sessions instead of one three-hour session to accommodate the large crowds provided for a more relaxed, enjoyable atmosphere for all. Thank you to the Friends of Brooks Memorial Library for their continued support of this annual event.

During the holiday school break we expanded our program offering. In addition to the Wednesday morning Rhyme Time and 2016 headband craft table we offered movies and Legos! We showed *Minions* on Monday, *Shaun the Sheep* on Tuesday and *Inside Out* on Wednesday. We finished the short holiday week with a four hour super LEGO-palooza session. We had 26 children and 20 adults build creations!

It's hard to believe with the frigid temps outside but work on the Summer Reading Program has already begun! Our initial supply order of reading records, posters and certificates has already been submitted to VTLib and our main order of everything from book bags to weekly prizes will be placed in the new few weeks!

--Lindsay Bellville- Youth Services Librarian

In December, the Children's Room hosted a maker space event sponsored by the Friends of the Brooks Memorial Library. Tenaya Hurst, owner of a company called Rogue Making, came to the library to do a beginning robotics workshop called Bumble Bots. Kids learned how to use old pager batteries to create a moving toy that could battle with other bots. After initially planning for 15 kids to come, we expanded the workshop into two sessions when we had a waiting list of more than ten. All total, we had 29 kids show up for the event, along with 25 adults.

To jump off this successful maker event, the Children's Room has also made January the "Month of the Maker." We are hosting both maker space events that we received grants for this past fall in January. On Saturday, January 9th we will host a Toy Hacking workshop in the morning, and on Monday, January 25th we are hosting a morning session of "Squishy Circuits." (The 25th is an in-service day for WSESU.) Additionally, we will continue to offer Legopalooza as an after school event on Thursdays, and we are looking to add one more Thursday after school event with a building material called Strawbees. These are straws, with lots of different connectors that are used to build 3D architectural prototypes that have gotten rave reviews as a great new exploratory and creative toy for kids (and adults) of all ages. Check them out <http://www.strawbees.com>. Our first session will be in January.

In December, I also continued with the Green Mountain Book Award Group at the high school, and I completed a six week course through the Vermont Department of Libraries on providing Teen and YA services to the community. I will also be working with Leslie to begin weeding the YA section starting in 2016. (This will be the first time since we started collecting that the YA section will be weeded.)

--Paige Martin, Assistant Youth Services Librarian

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	2015
2015-2016 ACTIVITY AND ASSET SUMMARY	JUL	AUG	SEP	OCT	NOV	DEC	JUL - DEC
Beginning Market Value of Assets (BMV)	1,799,855.78	1,807,273.95	1,748,785.77	1,730,328.57	2,010,370.37	1,999,054.93	1,799,855.78
Gifts, Bequests and other Contributions				240,000.00			
Net Income (note 1)	656.51	1,142.47	3,403.04	857.39	2,336.07	3,552.17	11,947.65
Disbursements							
Brooks Memorial Library	\$ (11,840.00)			\$ (11,840.00)			
Foreign Taxes Withheld*	(471.46)						
Gain (Loss) in Market Value of Assets (MVA)	19,073.12	(59,630.65)	(21,860.24)	51,024.41	(13,651.51)	2,130.77	(22,914.10)
Investment Endowment	1,607,273.95	1,548,785.77	1,530,328.57	1,810,370.37	1,799,054.93	1,804,737.87	1,804,738.87
Desposit Account (CD) at BS&L	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00	200,001.00
Ending Market Value of Assets (EMV) (note 2)	1,807,273.95	1,748,785.77	1,730,328.57	2,010,370.37	1,999,054.93	2,004,737.87	2,004,739.87
1. Receipts of Income							
Cash Dividends (Stocks and Mutual Funds)	654.98	778.46	2,570.55	855.91	1,172.10	2,421.97	8,453.97
Corporate Bonds	1.53	1.51	832.49	1.48	1,163.97	263.95	2,264.93
Treasury Bond Interest		362.50				866.25	1,228.75
Income	656.51	1,142.47	3,403.04	857.39	2,336.07	3,552.17	11,947.65
2. Allocation of Assets (EMV)							
\$ Allocation							
Cash and Equivalent	678,154.39	593,833.90	546,460.12	756,409.91	676,605.44	197,960.50	
Fixed Income (Bonds & CDs)	56,928.00	102,255.09	103,143.77	129,919.46	127,614.31	589,658.35	
Equities (Stocks)	835,110.29	815,717.38	843,575.49	887,095.56	958,025.56	980,513.15	
Equities (Mutual Funds)	37,081.27	36,979.40	37,149.19	36,945.44	36,809.62	36,605.87	
Total Ending Market Value of Assets	1,607,273.95	1,548,785.77	1,530,328.57	1,810,370.37	1,799,054.93	1,804,737.87	-
% Allocation							
Cash and Equivalent	42.19%	38.34%	35.71%	41.78%	37.61%	10.97%	
Fixed Income	3.54%	6.60%	6.74%	7.18%	7.09%	32.67%	
Equities	51.96%	52.67%	55.12%	49.00%	53.25%	54.33%	
Mutual Funds	2.31%	2.39%	2.43%	2.04%	2.05%	2.03%	
Total Market Value of Assets	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	
3. Performance Measures							
Total Return = Net Income + Gain (Loss) in MVA	21,730.49	(58,488.18)	(18,457.20)	53,796.09	(11,315.44)	5,682.94	(7,051.30)
Rate of Return = Total Return / BMV	1.21%	-3.24%	-1.06%	3.11%	-0.56%	0.28%	-0.39%
Change in Portfolio Value: CPV = EMV - BMV	7,418.17	(58,488.18)	(18,457.20)	280,041.80	(11,315.44)	5,682.94	204,884.09
% Change in Portfolio Value = CPV / BMV	0.41%	-3.24%	-1.06%	16.18%	-0.56%	0.28%	11.38%
Income as % of Assets = Income/ BMV	0.04%	0.06%	0.19%	0.05%	0.12%	0.18%	0.66%
4. Market Performance Comparisons							
Equity. S&P 500 Stock Index: Beginning of Month	2,063.11	2,103.84	1,972.18	1,920.03	2,079.36	2,080.41	2,063.11
S&P 500 Stock Index End of Month	2,103.84	1,972.18	1,920.03	2,079.36	2,080.41	2,043.94	2,043.94
S&P 500 Rate of Return = (EMV-BMV)/BMV	1.97%	-6.26%	-2.64%	8.30%	0.05%	-1.75%	-0.93%
Fixed Income. 10 Year Treasury Note	2.18%	2.22%	2.04%	2.14%	2.21%	2.27%	
5. Disbursements % of 2013 BMV							
4% of 2014 Beginning Market Value	**47,630.00						\$ -
Disbursements % of 2013 Beginning Market Value	-0.57%	0.00%	0.00%	-0.55%	0.00%	0.00%	0.22%
6. Mgmt Fee to Advisor	2,000.86	0	-	1,914.29			3,915.15
7. xxxx-4868 (Mem & Alloc Funds, etc)	62,983.54	62,018.98	60,480.64	70,701.43	64,975.62	57,733.75	
8. xxxx-3811 (Calista & Schorling)	44,979.66	43,726.90	43,315.64	44,846.79	44,808.83	44,498.79	
9. xxxx-7577 Loud Fund	25,888.60	24,934.15	24,625.74	25,782.65	25,753.72	25,512.99	
10. Xxxx-3335 Brn, Froth, Wyatt, Jerard	39,061.10	37,271.11	36,692.70	38,862.39	38,808.15	38,356.67	

Endowment Fund Expenses and Income July 1, 2015 to June 30, 2016

FUND	ACCOUNT	DEBIT	CREDIT	7/1/2015	6/30/2016
		\$ 258.25	\$ -		
AMELIA HANCOCK FUND [3/15/13]	AH01	\$253.22	\$0.00	\$1,037.74	\$784.52
ARRINGTON, JEANNE FUND [1/23/2013]	AR01	\$0.00	\$0.00	\$133.99	\$133.99
BRATTLE POST CARD FUND	BP01	\$0.00	\$12.00	\$656.49	\$668.49
BANKOWSKI, ELIZABETH [BUNBURY COMPANY][12/4/2007-UNR]	BA01	\$0.00	\$0.00	\$0.00	\$0.00
ELLA WESTERBERG-BAYLISS FUND [CHILDREN'S MATERIALS] 1/2/2012	BL01	\$0.00	\$0.00	\$46.44	\$46.44
JEAN BOZETARNIK [10/6/15]	BZ01	\$0.00	\$30.00	\$0.00	\$30.00
BROWN FUND	BN01	\$21.80	\$37.60	\$33.81	\$49.61
BRATTLEBORO CAMERA CLUB	BC01	\$0.00	\$0.00	(\$28.48)	(\$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	\$200.77	\$767.62	\$151.42	\$718.27
CALISTA BOOK MUTUAL FUND [11/14/2006 Income Fund of America]	CK03	\$0.00	\$0.00	\$3,153.37	\$3,153.37
CATAMOUNT LIBRARY NETWORK COLLECTION DEVELOPMENT[1/16/14]	CL01	\$0.00	\$0.00	\$5.00	\$5.00
DESIGN-A-PLATE FUND	DP01	\$115.47	\$0.00	\$217.23	\$101.76
DOWLEY FUND	DW01	\$33.61	\$0.00	\$277.21	\$243.60
EDWARD JOHNSON FUND	EJ01	\$33.77	\$0.00	\$248.03	\$214.26
ELLIE GIBBS FUND [11/4/14]	EG01	\$0.00	\$0.00	\$100.00	\$100.00
FROTHINGHAM FUND	FR01	\$767.65	\$974.93	\$739.86	\$947.14
GEORGE BROOKS FUND	GB01	\$0.00	\$0.00	\$435.00	\$435.00
HAROLD SHELDRIK FUND[9/30/15]	HS01	\$0.00	\$100.00	\$0.00	\$100.00
HOLLIS CARLISLE FUND (3/20/2012) FOR MYSTERIES ON AUDIO CD	CR01	\$677.60	\$0.00	\$613.28	(\$64.32)
HELEN DURANT FUND [9/6/2007]	DU01	\$0.00	\$0.00	\$2,989.85	\$2,989.85
JERRY GREENBERG FUND [8/31/2013]	JE01	\$0.00	\$0.00	\$4.04	\$4.04
JIM HELYAR FUND [4/30/13]	JH01	\$0.00	\$0.00	\$22.21	\$22.21
HOWLETT, BETTY (2/25/14)	HB01	\$40.84	\$0.00	\$101.86	\$61.02
INTEREST EARNED ON ACCOUNT	IN01	\$0.00	\$0.00	\$3.88	\$3.88
INVESTMENT FUND INCOME/EXPENSES [SEE BR__ SHEET FOR DETAIL]	BR*	\$10,585.38	\$23,697.98	\$8,088.81	\$21,201.41
INVESTMENT FUND RESERVE: RESOURCES [BR05-BR11]	RE01	\$0.00	\$0.00	\$799.75	\$799.75
JERARD FUND	JR01	\$0.00	\$101.67	\$542.69	\$644.36
ALBERT (JERRY)JERARD FUND [3/12/2012]	AJ01	\$54.95	\$0.00	\$110.64	\$55.69
JOAN ADLER[CR BOOKS ON TAPE]	JA01	\$121.27	\$0.00	\$182.01	\$60.74
LOUD FUND	LU01	\$0.00	\$0.00	\$5,250.20	\$5,250.20
MCAUSLAN, ANDREA [5/5/15 NONPRINT]	MA01	\$100.00	\$0.00	\$100.00	\$0.00
MOULTON, LOIS FUND [4/14/2014]	MO01	\$0.00	\$0.00	\$333.72	\$333.72
MUTUAL FUND VALUE INCREASE (DECREASE)	MU01	\$0.00	\$0.00	(\$3,143.40)	(\$3,143.40)
PAGEANT FUND	PG01	\$0.00	\$0.00	\$137.06	\$137.06
PERIWINKLE FOUNDATION [RAY & JEANNE WALKER 12/28/07]	PE01	\$0.00	\$0.00	\$30.59	\$30.59
PINKERTON FUND	PI01	\$201.10	\$0.00	\$1,481.78	\$1,280.68
REPLACEMENT FUNDS (TOWN -0517)	RF01	\$171.02	\$166.05	\$764.77	\$759.80
SCHORLING BEQUEST 2007 FUNDS FOR BOOKS, ADULT	SH01	\$3,279.97	\$5,000.00	(\$151.64)	\$1,568.39
SCHORLING BEQUEST 2007 FUNDS FOR BOOKS, JUV	SH02	\$578.65	\$3,000.00	(\$83.18)	\$2,338.17
SCHORLING BEQUEST 2007 FUNDS FOR REF. BOOKS	SH03	\$0.00	\$2,000.00	\$2,904.60	\$4,904.60
SMALL GIFTS	SG01	\$139.91	\$112.83	\$195.71	\$168.63
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	\$4,650.81	\$0.00	\$9,757.22	\$5,106.41
WYATT FUND	WY01	\$110.63	\$ 278.55	(\$64.16)	\$103.76
BOLD=NEW THIS FISCAL YEAR		\$22,396.67	\$36,279.24	\$38,446.64	\$52,587.46

Investment Fund Expenses July 1, 2015 to YTD

ACCOUNT	ACCT	DEBIT	BUDGET	BALANCE		
RARY DONATIONS TO TOWN	BR02	\$0.00	\$ 6,000.00	\$6,000.00	FUND BALANCE 7/1/15	\$8,077.80
ACCOUNT NOT USED	BR03	\$0.00	\$ -	\$0.00	DEPOSITS TO DATE	\$23,697.98
CONTRACTUAL SERVICES	BR04	\$0.00	\$ 8,000.00	\$8,000.00	EXPENSES TO DATE	\$0.00
BOOKS ADULT	BR05	\$3,879.05	\$ 16,000.00	\$12,120.95	FUND BALANCE TO DATE	\$31,775.78
JUVENILE PROGRAMS	BR06	\$258.25	\$ 925.00	\$666.75		
REFERENCE SOURCES	BR07	\$512.60	\$ 3,000.00	\$2,487.40		
LOCAL HISTORY SOURCES	BR08	\$218.00	\$ 300.00	\$82.00	BUDGET FY 2016	\$ 47,630.00
YOUNG ADULT SOURCES	BR09	\$32.99	\$ 1,000.00	\$967.01		
NON-PRINT	BR10	\$1,295.92	\$ 4,500.00	\$3,204.08		
PERIODICALS	BR11	\$1,773.63	\$ 3,780.00	\$ 2,006.37		
CONF. WKSHP	BR12	\$160.00	\$ 900.00	\$740.00		
ADULT PROGRAMS	BR13	\$206.60	\$ 300.00	\$93.40		
FINE ARTS	BR14	\$67.50	\$ 700.00	\$632.50		
BD APPROV PROJ	BR15	\$1,865.27	\$ 1,000.00	(\$865.27)		
OUTREACH	BR17	\$0.00	\$ 400.00	\$400.00		
CONSERVATION	BR18	\$315.57	\$ 825.00	\$509.43		
TOTAL		\$22,720.46	\$46,405.00	\$36,135.19		

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

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-15/16 MTD Pd 6 Dec
01-6-2800					
Library					
01-6-2800-001.00 Department Head Salary	65,872.00	0.00	31,467.78	34,404.22	6,267.27
01-6-2800-005.00 Staff Salaries	368,517.00	0.00	173,095.80	195,421.20	40,880.32
01-6-2800-005.01 Custodian	14,152.00	0.00	8,167.83	5,984.17	2,064.69
01-6-2800-005.16 Vacation BB - Retire Pay	16,405.00	0.00	18,077.48	-1,672.48	18,077.48
01-6-2800-060.00 Office Equipment	500.00	0.00	246.74	253.26	32.00
01-6-2800-124.00 Training	200.00	0.00	107.05	92.95	0.00
01-6-2800-126.00 Conferences/Memberships	900.00	0.00	627.33	272.67	627.33
01-6-2800-128.00 Lost Book Refund Pmt Fees	500.00	0.00	0.00	500.00	0.00
01-6-2800-140.00 Computer Equipment Maint	15,000.00	339.28	11,565.23	3,095.49	6,827.00
01-6-2800-141.00 Computer Supplies	4,400.00	0.00	2,323.46	2,076.54	220.69
01-6-2800-152.00 Book & Non-Print Supplies	4,500.00	0.00	2,760.88	1,739.12	169.21
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	126.96	273.04	0.00
01-6-2800-216.00 Reimbursable Expense	0.00	0.00	1,235.22	-1,235.22	0.00
01-6-2800-217.00 Trust Expense	0.00	1,578.71	3,224.85	-4,803.56	-537.66
01-6-2800-230.00 Fuel Expense	11,050.00	0.00	8,092.95	2,957.05	3,630.51
01-6-2800-235.00 Electric	25,000.00	0.00	13,874.61	11,125.39	3,486.94
01-6-2800-240.00 Utilities	1,662.00	0.00	839.42	822.58	0.00
01-6-2800-250.00 Building Equip & Maint	17,240.00	2,626.54	8,111.75	6,501.71	1,716.92
01-6-2800-255.00 Maintenance Supplies	2,500.00	0.00	1,804.38	695.62	205.70
01-6-2800-350.00 Telephone	2,340.00	0.00	417.94	1,922.06	100.35
01-6-2800-450.00 Postage Expense	9,600.00	0.00	8,042.50	1,557.50	2,025.50
01-6-2800-500.00 Office Supplies	3,900.00	0.00	1,897.27	2,002.73	122.98
01-6-2800-501.00 Books - General	8,280.00	-158.39	8,465.29	-26.90	25.99
01-6-2800-502.00 Reference Sources	18,000.00	13.00	11,497.75	6,489.25	885.99
01-6-2800-505.00 Juvenile Books	9,200.00	546.10	4,149.49	4,504.41	921.97
01-6-2800-510.00 Young Adult Sources	1,200.00	0.00	831.19	368.81	114.19
01-6-2800-515.00 Replacement Books	1,200.00	0.00	718.75	481.25	0.00
01-6-2800-520.00 Periodicals & Newspapers	6,775.00	0.00	4,771.88	2,003.12	612.50
01-6-2800-530.00 Non-Print Materials/Adult	5,250.00	0.00	4,560.63	689.37	284.49
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	102.75	1,195.17	2,502.08	471.31
01-6-2800-551.01 Special Programs/Adult	100.00	0.00	3.99	96.01	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	2,200.00	0.00	1,074.74	1,125.26	375.02
Total Library	621,243.00	5,047.99	333,376.31	282,818.70	89,608.69
Total General Fund	621,243.00	5,047.99	333,376.31	282,818.70	89,608.69
Total All Funds	621,243.00	5,047.99	333,376.31	282,818.70	89,608.69

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

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-15/16 MTD Pd 6 Dec
01-5-2800 Library Revenue					
01-5-2800-120.00 Library Copier Revenue	3,700.00	0.00	1,799.47	1,900.53	353.90
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	1,294.79	-1,294.79	0.00
01-5-2800-360.00 Library Fines	16,000.00	0.00	8,017.37	7,982.63	1,333.35
01-5-2800-370.00 Non-Resident Fees	16,000.00	0.00	9,095.55	6,904.45	1,444.00
01-5-2800-375.00 Gift Books & Replacement	3,000.00	0.00	1,864.59	1,135.41	334.90
01-5-2800-390.00 Library Postage Revenue	800.00	0.00	325.20	474.80	50.02
01-5-2800-396.00 Audio Visual Rental	50.00	0.00	27.40	22.60	27.40
01-5-2800-450.00 Miscellaneous Income	700.00	0.00	157.35	542.65	21.50
Total Library Revenue	46,250.00	0.00	22,581.72	23,668.28	3,565.07
Total General Fund	46,250.00	0.00	22,581.72	23,668.28	3,565.07
Total All Funds	46,250.00	0.00	22,581.72	23,668.28	3,565.07

Brooks Memorial Library

CALENDAR YEAR STATISTICS

LIBRARY ACQUISITIONS	JAN TO DEC 2011	JAN TO YTD 2012	JAN TO YTD 2013	JAN TO YTD 2014	JAN TO YTD 2015
Books added	3,626	3,634	3,359	3,421	2,943
Books withdrawn	2,463	4,321	2,791	2,907	4,839
Nonprint added	508	456	357	605	515
Nonprint withdrawn	393	1407	380	1,254	72
LIBRARY TRANSACTIONS	JAN TO DEC 2011	JAN TO YTD 2012	JAN TO YTD 2013	JAN TO YTD 2014	JAN TO YTD 2015
Adult Books;nonprint;in-house usage	103,702	102,522	103,240	103,178	97,781
Young Adult Books, nonprint, in-house	above	above	above	above	3,704
Juvenile Books;nonprint; in-house usage	65,223	68,286	67,382	65,867	63,483
Catamount Loans Sent	xxxxxxx	xxxxxxx	490	1,589	2,225
Interlibrary Loans	2,573	3,897	3,399	2,247	2,514
Digital Downloads (ebooks, eaudio, video views)	2,281	3,892	4,630	6,391	10,873
Museum Passes	144	191	236	264	276
TOTALS	173,923	178,788	179,377	179,536	180,856
Catamount Loans Received	xxxxxxx	xxxxxxx	984	2,954	3,796
Reference questions	16,460	15,970	16,284	15,515	16,728
Online searches	44,569	23,963	28,153	23,361	23,963
Web site visits	42,151	47,760	76,596	82,840	85,598
PUBLIC ACCESS COMPUTERS	JAN TO DEC 2011	JAN TO YTD 2012	JAN TO YTD 2013	JAN TO YTD 2014	JAN TO YTD 2015
No. of Hours	16,854	15,402	15,496	19,444	16,144
No. of Sessions	41,382	39,451	35,653	27,016	24,685
No. of Public Access PC's	20	20	20	20	20
BORROWERS	JAN TO DEC 2011	JAN TO YTD 2012	JAN TO YTD 2013	JAN TO YTD 2014	JAN TO YTD 2015
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]	10,941 [1/1/2013-12/31/2017]
New Registrations	1,346	1,282	1,235	977	717
Digital Download New Users	270	498	395	473	1260
Computer Use Only card	469	1106	809	691	520
Visits	147,140	153,061	138,509	138,123	138,126
PROGRAMS	JAN TO DEC 2011	JAN TO YTD 2012	JAN TO YTD 2013	JAN TO YTD 2014	JAN TO YTD 2015
No. of children's programs	367	363	359	381	445
No of adult programs	60	89	153	153	58
No. of young adult programs					14
Attendance	9,838	10,409	9,663	10,394	9,095
VOLUNTEER HOURS	3,341	2,895	2,923	3253.5	3008

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.

A Detailed Report on the Brooks Memorial Library Endowment and Gift Funds

Adam Franklin-Lyons, Treasurer of the Trustees
2 December, 2015

Overview:

Looking at the endowment as a whole, there are four major categories of money. This is only a short summary and I will elaborate on each category below. First, there is unallocated and unrestricted money that we, the trustees, have not yet given a definite purpose. This includes the remainder of the Wojtowitz, small gifts, money from the Periwinkle Foundation. However, the lion's share currently comes from the Read residuals. The total in this category is roughly \$250,000.00. Second, there are funds that we the board have voted to put to a specific purpose but have not been spent yet. Currently, the major project is the library renovation to which we have allocated \$120,000.00. This can be increased from the first set of funds if necessary.

Third, there are a number of funds restricted by the donors themselves of which the best known is probably the Loud. However, these funds include the Schorling Bequest and Calista Fund (both restricted to print), and a handful of small funds like the Adler fund for audiobooks or the Carlisle fund for mysteries. There are also funds with fewer restrictions but that we keep track of as their own funds (the Brooks Fund, Frothingham, Jerard, etc.) These various funds together total a surprising \$175,000.00. Finally, there is the invested endowment, voted on by the trustees to be invested for the long-term good of the library. This currently stands at around 1.6 million and varies with the market.

The money referenced in this report is given an accounting on the three sheets in the board packet of the "Library Endowment Report" (which I will refer to as the "Treasurer's Report"), the "Endowment Fund Expenses and Income" Report, and the "Investment Fund Expenses" report.¹

Summary by the Numbers (all are rounded estimates)[see Figures A-D]

\$250,000.00 Unrestricted funds
\$120,000.00 Board Restricted Funds for Capital Projects (from Read Bequest)
\$175,000.00 Donor Restricted Funds and Gifts (Loud, Schorling, Calista, Etc.)
\$1,629,000.00 Permanent Endowment to be invested for yearly interest draw
\$2,174,000.00 Total (estimate as of 1 December, 2015)

¹ Please see **Exhibits A-D** for examples of these reports.

Money by Category: Endowment and Unrestricted Funds

The categories of unrestricted money and board allocated money are relatively straight forward, but they are sometimes confused with the general endowment itself, so I will treat them both here. In general, money is placed within the permanent endowment by either the request of a donor or by vote of the trustees. While money voted in by the trustees can be voted back out, in principle I think this is not a good habit. If we want money invested, it should stay invested and we should use our annual draw for the benefit of the library. Anytime we receive a new gift we general decide on a portion to place in the permanent endowment and a portion to remain unrestricted for when we need ready cash for specific projects.

Prior to the Read Bequest, the most recent large, unrestricted gift was the Wojtowitz. The initial gift plus its residuals totalled over \$100,000.00 and the board voted to place a little over half in the permanent endowment, leaving around \$50,000.00 for open ended projects. That fifty thousand we have been spending down a large portion on the annual appeal and for web site improvements, but for other projects as well. The first year of the appeal (including paying for Christine Graham, printing costs, etc.) cost almost ten thousand dollars. The remaining amount in that particular fund appears on Jerry C.'s report of the various library funds (\$9,687.22 at the beginning of November, but less now from printing costs for this year's annual appeal.)

People are doubtless more familiar with the Read Bequest, but here is its breakdown [see **Figure B**]. We initially voted to withhold \$120,000 for renovations and placed \$1,080,000 in the permanent endowment. The residuals have totaled more than we expected (\$240,000) and remain unspoken for. Considering the probable higher cost of the renovations and the rapidly dwindling Wojtowitz, we may wish to keep this relatively large fund unencumbered for the moment and vote on its use in future years, although we could consider allocating a portions of it (perhaps forty thousand?) to the permanent endowment as well. As treasurer, I have no particular recommendation at this time.

Finally, there is the quantity in the permanent endowment. I have elaborated on some of the difficulties with the way that this money is represented on the treasurer's report below, so I will not dwell on that here. Suffice to say, the endowment is currently 1.6 million - somewhat lower than the two million listed on the treasurers report specifically because the permanent endowment should not include other unrestricted funds and special project money detailed above (just shy of \$400,000). This is complicated by the fact that the Wojtowitz fund is accounted for in the "mem.,

gifts, misc," category of the treasurer's report, while the Read residuals are currently placed in the "endowment" line. Of the 1.6 million, currently almost one million is held in stocks, one-hundred thousand in bonds, and several hundred thousand in cash. Of the cash portion of the endowment, two-hundred thousand is currently held in a CD at Brattleboro Savings and Loan to be withdrawn in August of 2016 and returned to our account with Schwab. In the treasurer's report, I have added a separate line to account for the CD.

Restricted Funds, Small Gifts, and Other Funds²

These funds are often the most confusing when we discuss the endowment. Every fund has its own particular restrictions and our use of them varies widely, but they do represent a large amount of money. In general, these funds are restricted in two ways: they can be restricted as to their use, or they can be restricted as to the amount of money we are allowed to use every year. Many of these funds have both types of restrictions placed on them by their donors.

The largest funds in this category are the Calista, Schorling, and Loud. Together, those three account for \$70,000 of the \$175,000 total in this category. It is in part for this reason, and in part for their restrictions that they are given separate lines in the treasurer's report. Everyone is probably familiar with the restrictions on the Loud fund - it is restricted both by draw as well as by use and hence is placed in its own separate fund to more easily track those number. Calista and Schorling are restricted by use (for print) but not by draw. Since the Calista and Schorling funds are only restricted by material type, not by investment practice, we generally withdraw more than 4% of those funds every year. Hence, the roughly ten thousand listed on the "Expense and Income" sheet under "Schorling" is more than a quarter of that entire fund. This will eventually draw down those funds to zero. It is our general practice with gifts that have specified uses to use up the money rather than allocate it to a longer-term investment to use the interest. This is the case with the majority of the funds listed on the "Endowment Fund Expenses and Income" report in the board packet. On the treasurer's report, most of these smaller funds and specific gifts that the library spends down until they are used up appear in the "mem., gifts, misc" category - now titled "Memorial and Allocated Funds, etc." It is a relatively large amount of money - over fifty thousand - and fluctuates frequently as funds get used up and new donations get added. It is also where we transfer the 4% endowment draw for spending, adding to the fluctuations. The Asset Development

² The Dowley Fund and Pageant Fund are restricted legacy endowment funds held by the Town of Brattleboro, Trustee of Public Funds. Annually a check is given to the library.

committee also believes it is a good idea to put our \$120,000 allocation for capital work into that fund so it is clear where all of the useable funds are, although the bundling of all the small funds somewhat obscures how much is actually at our disposal.

The last major portion of these funds are the so-called "legacy funds." These are old (sometimes quite old) donations that restrict the amount we can draw from them every year, but don't highly restrict their use. They are the last line on the treasurer's report and include the Brown, Frothingham, Wyatt, and Jerard³, funds. They are essentially split off in their own account because they had been specified as a percentage of the endowment until the trustees voted to make them their own specific account in 2012. The amounts noted next to these four funds on the "Endowment Fund Expenses and Income" are the interest available for spending, while the line on the treasurer's report represents the capital amount for all the funds combined.

Notes on The Endowment Fund Expenses and Income and Treasurer's Report of the Board Packet

Both of these sheets are relatively difficult to interpret and we might consider changes to their format to improve this. The chief difficulty for the Expense and Income report is that it contains funds that come from multiple sources, some included in the details of the endowment, some not. Additionally, the amounts presented on the sheet are the quantities of money to be spent, not those contained in the entire fund represented by the endowment itself. The most obvious correlations come in the Calista/Schorling, the Loud, and the Full Endowment. The money listed as "Investment Fund Income" is the accounting of our 4% yearly draw. The "Loud" line includes the interest from the Loud endowed fund (the "Loud" line on the treasurer's report) that is currently available to spend. While we will spend down funds like Calista⁴ and Schorling,⁵ the Loud fund only allows a 4% draw every year, so the capital (the "Loud" line on the treasurer's report) will continue to generate around a thousand dollars a year for the foreseeable future. For some of the little funds on the report (the money from the Periwinkle Foundation ⁶or the Joan Adler fund), we spend the

³ There are two Jerard Funds. The Paul Jerard fund is part of the early endowment whose interest is expended. The Albert(Jerry) Jerard Fund is a memorial fund that will be expended.

⁴ The Calista Fund's draw each year has been \$800, but according to the donor restriction, its value has reached an amount whereby more may be withdrawn each year.

⁵ We have been distributing \$10,000 each year from this fund into the Sh01; Sh02; Sh03 accounts. The Schorling Fund will cease to exist FY 2018,

⁶ Periwinkle donations each year now go to the Annual Appeal, therefore this fund is now defunct.

entire fund every year but it is replaced by new gifts from the same donor. Hence it can be confusing that some of the lines on the report are not the full amount of the gift while others are.

The chief difficulty with the Treasurer's Report is that it lumps together the various special project funds, unallocated funds, and permanent endowment under the heading of "Endowment." While all this money together does represent the "endowment," it obscures the different purposes and the availability of the money to the board and the library [see **Figure C**]. It would additionally be impractical to keep all of the money in separate accounts or open a new checking account just for the allocated funds. However, I will consider and attempt to include these divisions on the treasurer's report so that the board has a clearer sense of which portions of money they are voting on when choosing to fund special projects. The "Investment Fund Expenses" report is straight forward enough and is meant to list the uses of the annual 4% draw from the permanent endowment.

APPENDICES

Exhibit A: Library Endowment Fund Report (Treasurer's Report)

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	2015
2015-2016 ACTIVITY AND ASSET SUMMARY	JUL	AUG	SEP	OCT	NOV	DEC	JUL - DEC
Beginning Market Value of Assets (BMV)	1,799,855.78	1,807,273.95	1,748,785.77	1,730,328.57	2,010,370.37	1,999,054.93	1,799,855.78
Gifts, Bequests and other Contributions				240,000.00			
Net Income (note 1)	656.51	1,142.47	3,403.04	857.39	2,336.07	3,552.17	11,947.65
Disbursements							
Brooks Memorial Library	\$ (44,040.00)			\$ (44,040.00)			

Exhibit B: Endowment Fund Expense And Income Report (Library Report)

Endowment Fund Expenses and Income July 1, 2015 to June 30, 2016

FUND	ACCOUNT	DEBIT	CREDIT
		\$ 258.25	\$ -
AMELIA HANCOCK FUND [3/15/13]	AH01	\$253.22	\$0.00
ARRINGTON, JEANNE FUND [1/23/2013]	AR01	\$0.00	\$0.00
BRATTLE POST CARD FUND	BP01	\$0.00	\$12.00
BANKOWSKI, ELIZABETH [BUNBURY COMPANY][12/4/2007-UNR]	BA01	\$0.00	\$0.00
ELLA WESTERBERG-BAYLISS FUND [CHILDREN'S MATERIALS] 1/2/2012	BL01	\$0.00	\$0.00
JEAN BOZETARNIK [10/6/15]	BZ01	\$0.00	\$30.00
BROWN FUND	BN01	\$21.80	\$37.60
BRATTLEBORO CAMERA CLUB	BC01	\$0.00	\$0.00
BRATTLEBORO STAMP CLUB DONATION[3/28/11]	BS01	\$0.00	\$0.00
CALISTA BOOK FUND [est 3/17/2006]	CK01	\$200.77	\$767.62
CALISTA BOOK MUTUAL FUND [11/14/2006 Income Fund of America]	CK03	\$0.00	\$0.00

Exhibit C: Investment Fund Expense Report (Library Report)

Investment Fund Expenses July 1, 2015 to YTD

ACCOUNT	ACCT	DEBIT	BUDGET	BALANCE		
LIBRARY DONATIONS TO TOWN	EB02	\$0.00	\$ 6,000.00	\$6,000.00	FUND BALANCE 7/1/15	\$6,077.80
ACCOUNT NOT USED	EB03	\$0.00	\$ -	\$0.00	DEPOSITS TO DATE	\$23,697.98
CONTRACTUAL SERVICES	EB04	\$0.00	\$ 8,000.00	\$8,000.00	EXPENSES TO DATE	\$10,585.38
BOOKS ADULT	EB05	\$3,879.05	\$ 16,000.00	\$12,120.95	FUND BALANCE TO DATE	\$21,190.40
JUVENILE PROGRAMS	EB06	\$258.25	\$ 925.00	\$666.75		
REFERENCE SOURCES	EB07	\$512.40	\$ 3,000.00	\$2,487.40		
LOCAL HISTORY SOURCES	EB08	\$218.00	\$ 300.00	\$82.00	BUDGET FY 2016	\$ 47,630.00
YOUNG ADULT SOURCES	EB09	\$32.99	\$ 1,000.00	\$967.01		

Exhibit C: Breakdown Of All Unrestricted And Restricted Funds (Treasurer's Report)

6. Mgmt Fee to Advisor	2,000.86	0	-	1,914.29		3,915.15
7. xxxx-4868 (Mem & Alloc Funds, etc)	62,983.54	62,018.98	60,480.64	70,701.43	64,975.62	57,733.75
8. xxxx-3811 (Calista & Schorling)	44,979.66	43,726.90	43,315.64	44,846.79	44,808.83	44,498.79
9. xxxx-7577 Loud Fund	25,888.60	24,934.15	24,625.74	25,782.65	25,753.72	25,512.99
10. Xxxx-3335 Brn, Froth, Wyatt, Jerard	39,061.10	37,271.11	36,692.70	38,862.39	38,808.15	38,356.67

FIGURE A

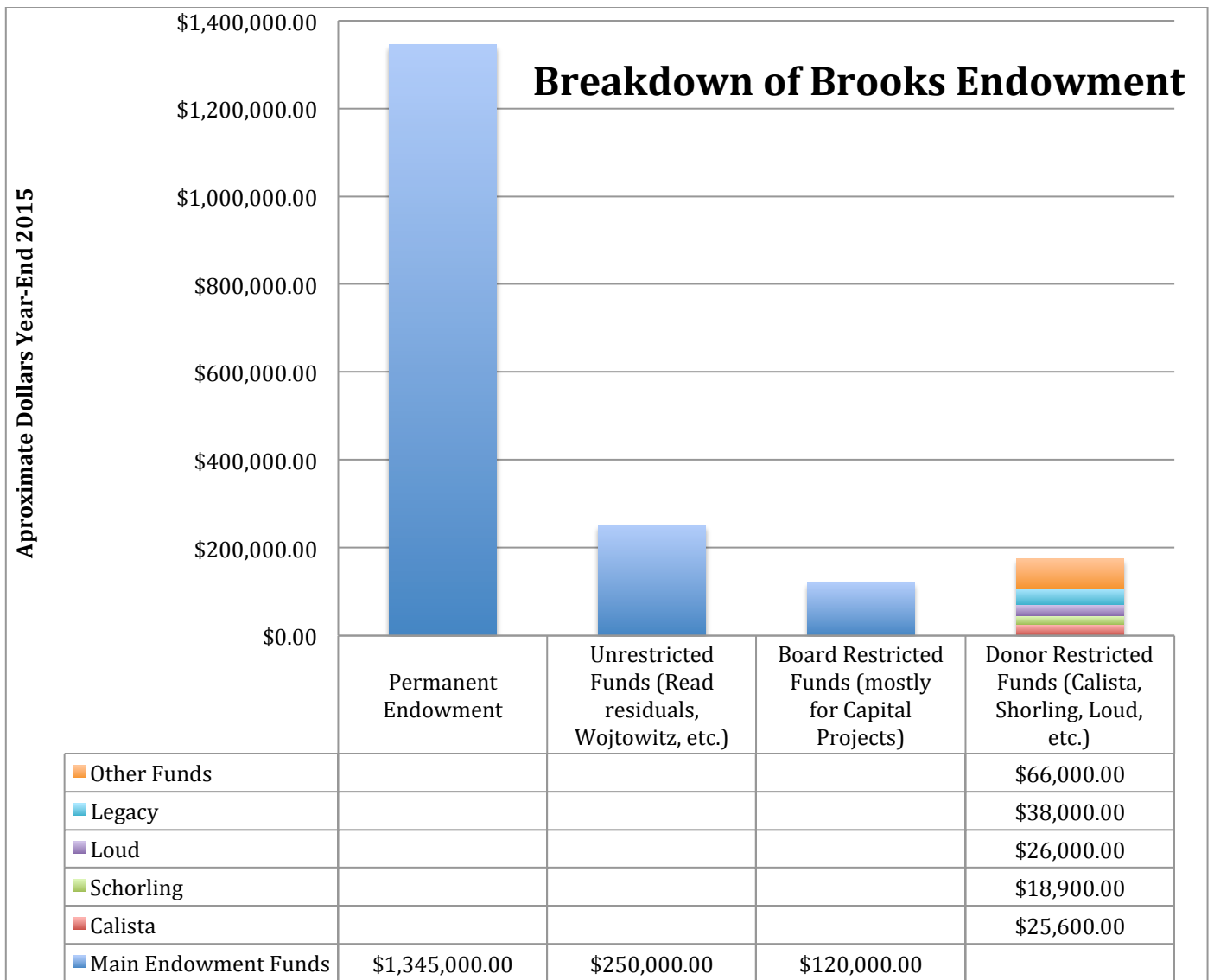


FIGURE B - Breakdown of the Read Bequest

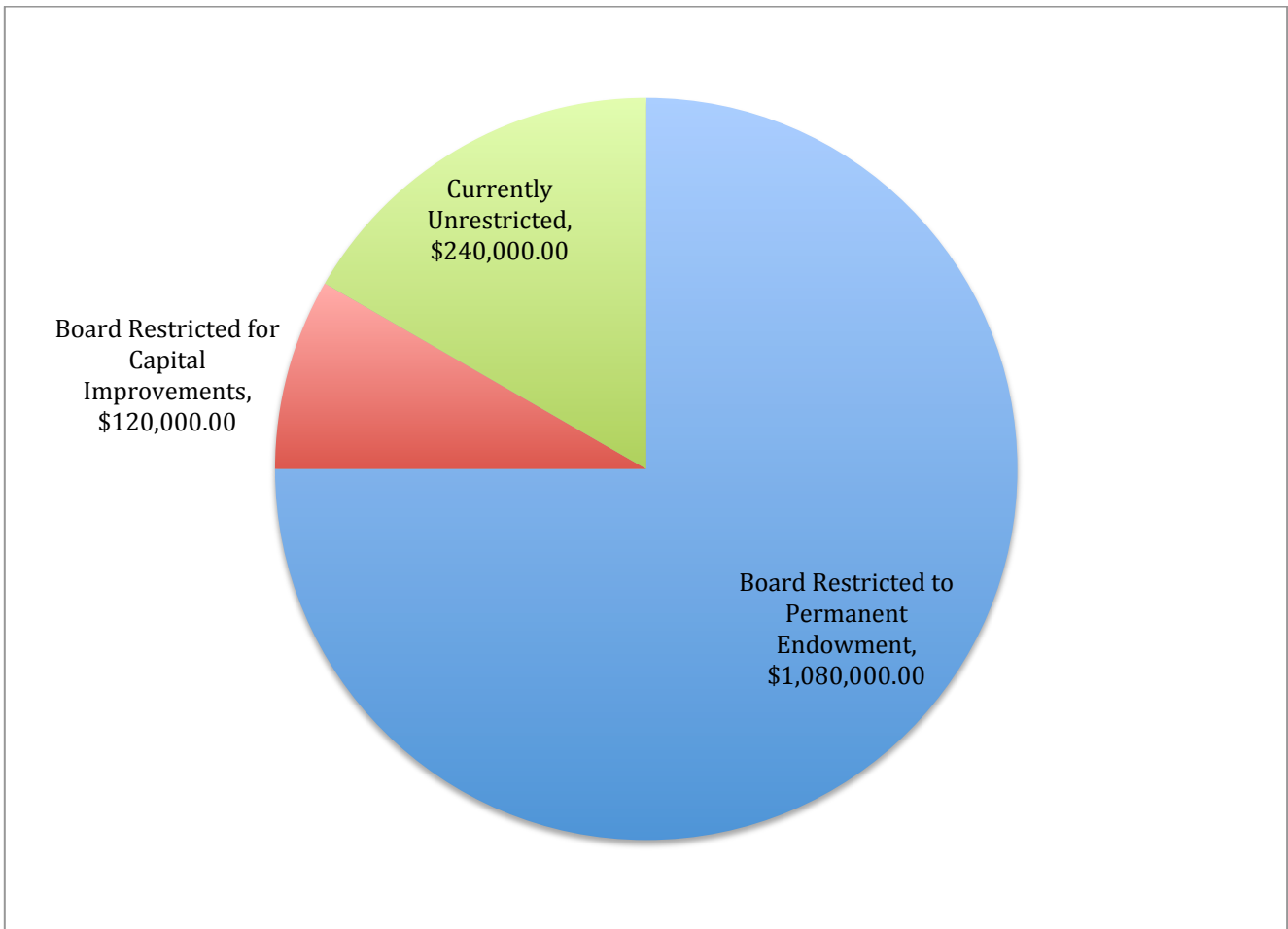


FIGURE C - Current Designations of the "Endowment" money from the Treasurer's Report

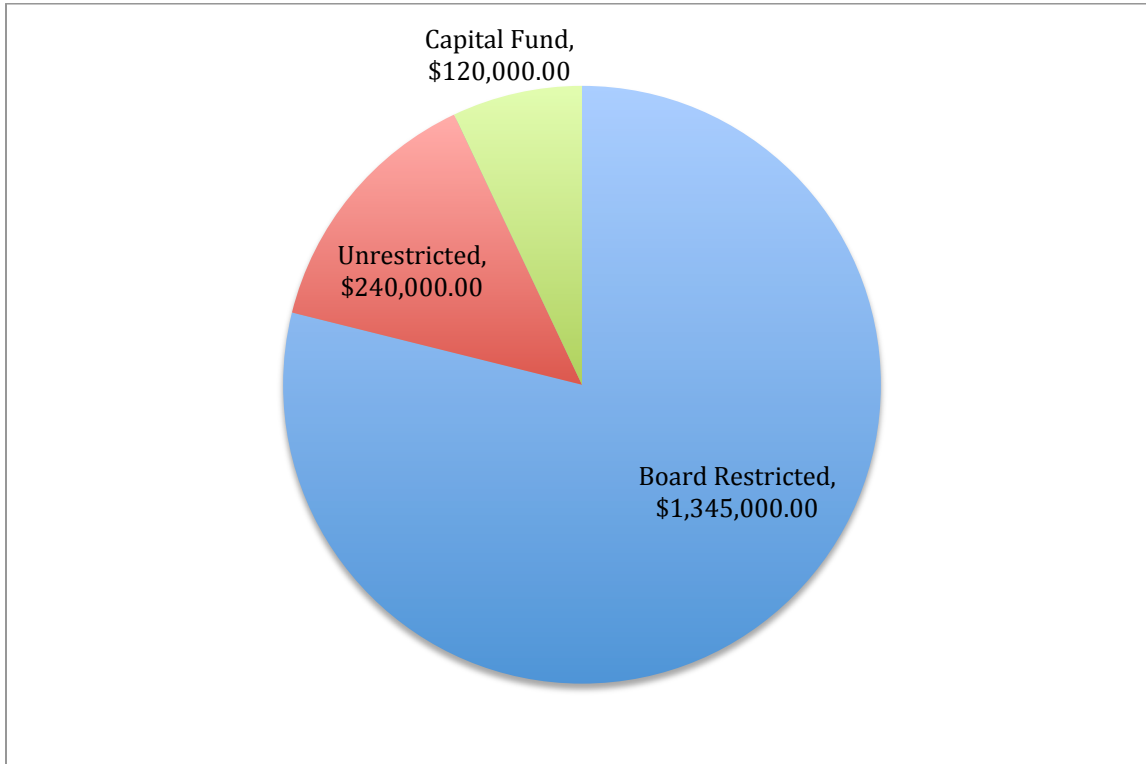
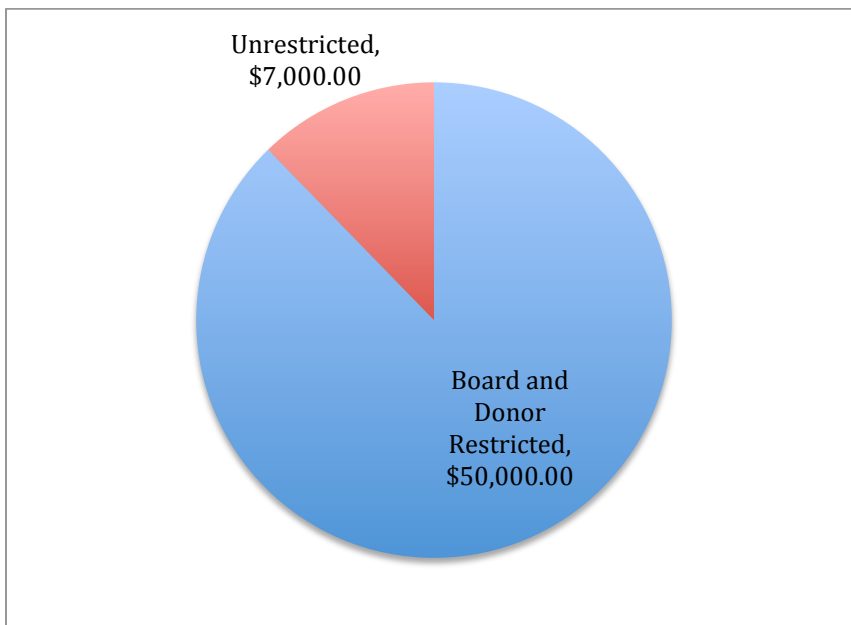


FIGURE D - Estimated Breakdown of the "Mem & Alloc Funds, etc." in the Treasurer's Report⁷



⁷ Note that the \$50,000.00 also includes the current draw on the interest of the Endowment