

# **BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA**

**Tuesday—June 14, 2016 –4:45PM.—Meeting Room**

1. Call to Order / 4:45 PM
1. A. Agenda/Changes or additions
1. B. Public Comments
2. Minutes of May 10, 2016

## **3. COMMITTEE UPDATES/ REPORTS**

- A. Friends of the Library-Joyce Marcel, President
  - Activities update
- B. Buildings and Grounds Committee—Pamela Becker, Chair
  - Update, Meeting 5/10 and 5/25/16
- C. Finance/Asset Development Committee—Adam Franklin-Lyons, Chair
  - Treasurer's Report and Update, meeting 5/12/16
- D. Fine Arts Committee-- Howard Burrows, Chair
  - Update, Meeting 6/6/16
- E. Planning Committee—Jane Southworth, Chair
  - Update, Meeting 5/16/16 and Community Conversations 5/19 and 5/23/16
- F. Technology Committee—Jennifer Lann, Chair
  - Update, Meeting 6/2/16
- G. ALA/VLA—Howard Burrows, liaison
  - Update

## **4. UNFINISHED BUSINESS**

- A. Programming position—job description

## **5. NEW BUSINESS**

- A. Construction Manager Proposal
- B. Parental permission for internet usage by patrons under age 16.

## **6. OTHER**

- A. Department Reports: Library Director; Reference Librarian Reports; Library Youth Services Reports

## **7. ADJOURN**

# **BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA**

**Tuesday—June 14, 2016 –4:45PM.—Meeting Room**

Building and Grounds Committee Minutes, 5-10-16

Present: Starr LaTronica, Lindsay Bellville, Jane Southworth, Elizabeth Tannenbaum, Jenny Rowe, Paige Martin, Robert Stack, Christine De Vallet, Jeanne Walsh, Leslie Markey, Pamela Becker

Absent: Prudence McKinney

Agenda changes: Steve Horton was unable to attend the meeting so there was no report about project cost and sequence.

Minutes of 4/19/16 were approved.

Old Business: Starr reported that town attorney Bob Fisher reviewed the contracts for Steve Horton and Chip Greenberg and that he suggested one revision which has been made.

New Business: Chip Greenberg, project architect, reported on the small group meetings that he has had with library staff to finalize the plans. He will use their feedback to make changes in the drawings. A major change in the plan was to flip the Y/A room and the Technical Services room. A wall that is partially diagonal will divide these spaces.

There was discussion about the needs of the teens and how they may potentially use the space.

Next steps:

Chip will ask staff to inventory the content needs of each area so he'll know if there are any space problems. He will have a deadline for this feedback. (Not for the main 1st floor reading room.)

If shelving is to be built-in, it is in the scope of the contract.

He will consolidate information from the meetings into drawings and descriptions. These will be circulated amongst the staff and he will get approval on basic details. (shelving, equipment, etc...)

These details are needed to make the schematic designs and the budget for Phase 1 of the plan. Chip's goal is to have this done in one month.

Chip said that it would be good to have a Construction Manager involved soon in the process. A discussion ensued about what that person's role is. Pam, Robert and Starr wondered about an overlap with Steve Horton's role. They thought he said that our building project was small and that he would oversee the bidding process. We will clarify this with Steve at our next meeting.

Meeting adjourned at 9:15.

**Next Meeting Date: May 25 at 8:00 AM**

Minutes submitted 5/13/16 , by PJB

# **BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA**

**Tuesday—June 14, 2016 –4:45PM.—Meeting Room**

**BML Building and Grounds Committee minutes**, Weds. 5/25/16 8:00 a.m. Local History Room

**Present:** Pam Becker, Jaylin Dibble, Christine De Vallet, Jenny Rowe, Jane Southworth, Starr LaTronica, Elizabeth Tannenbaum, Prudence MacKinney, Steve Horton, Chip Greenberg , Jeanne Walsh, Leslie Markey, Robert Stack, Lindsay Bellville

**Public comment:** none

**Addition to agenda:** Chip would like us to talk about decisions that need to be made at this point.

**Minutes:** approved without changes.

**New Business:**

Report on progress from staff meetings. Chip needs our detailed inventories of what's needed in the spaces. He affirmed that this info can come to him in various formats; that's OK. Staff time and potential disruptions are concerns. Steve says it's important to keep the momentum. He reminded us that renovations are extremely stressful, but usual best process is to do as much as you can at once rather than extending the project over a long time. Chip concurs. Time to "get this train moving."

Report from Steve about role of a Construction Manager compared to his role (OPM). It might be economically more feasible to involve a CM. The committee might want to make this decision after seeing latest developments in drawings and sequencing.

Motion: The committee agrees to hire a CM. Passed.

Steve recommended that we interview three candidates for CM job. We would have a small subcommittee take care of that. We discussed details about the processes and legalities of working with a CM. We would focus on local firms. It would not require an RFP with a very wide geographic scope. We can consider more than three candidates but narrow it down to three for interviews.

Steve shared proposed schedule. Starr sought confirmation that construction will not impact use of public spaces, specifically meeting room, through the summer. Lindsay noted that we're legally required to serve lunch in the meeting room at a specific time each day. It's a federal requirement for this program. Plus, if construction will go into September, we should notify groups who use the meeting room as soon as possible (preferably in June).

Chip requested a smaller steering committee and we discussed its possible functions and personnel.

Members will be decided. We'll call it CM Selection Committee for now. Later, it might evolve into Steering Committee, and some personnel might change. Goal: streamline and expedite the process while not excluding people who should have a say. Starr can keep the communication going between Steering Committee and staff.

Design drawings: We reviewed, and Chip answered questions.

Adjourned at 9:58.

# **BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA**

**Tuesday—June 14, 2016 –4:45PM.—Meeting Room**

## **Brooks Memorial Library Asset Development Committee Minutes**

**May 12, 2016 4:00-5:30 PM Prentiss Smith and Company Offices**

Trustees in Attendance: Robert Stark, Jenny Rowe, Pam Becker, Adam Franklin-Lyons

Others in Attendance: John Ogorzalek, citizen member, Starr Latronica, library director

Representatives of Prentiss Smith and Company: Laurie Barrett, Prentiss R. Smith

1) Call to Order / 4:00 PM

2) Agenda/Changes or additions - none

3) Public Comment - none

4) Old Business - Prentiss R. Smith and Laurie Barrett presentation on the stock portfolio.

The presentation slides along with supplementary information on our portfolio and the social responsibility measures are available at the library on request. The discussion covered the social responsibility measures that Prentiss uses as well as discussions of our investment goals and yearly targets.

With Prentiss Smith himself, we talked about the use of EFT's [Exchange Traded Funds], and our new use of corporate bonds over government bonds. We are still considered roughly a 60%/30%/10% fund with 60% in stocks, 30% in bonds, and 10% cash.

For our fund to grow and maintain the 4% draw means we would like to achieve 6-8% per year, which was easier prior to the recession. These days Prentiss believes 5-6% is more reliable. He does believe that 4% is a reliable draw for an institution.

The committee requested quarterly reports with a comparison of our stock holdings to the S&P 500 and a comparison with a generalized 60/30/10 portfolio model to see how we're doing. Laurie will provide that information and Adam will use it to revamp the treasurer's report and provide quarterly numbers to the trustees.

5) Adjourned - 5:30PM - Next Meeting TBA

# **BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA**

**Tuesday—June 14, 2016 –4:45PM.—Meeting Room**

**Brooks Memorial Library  
Fine Arts Committee Meeting  
June 6, 2016, 4:00 p.m.**

**Present:** Judith Bellamy, Connie Bresnahan, Howard Burrows, Christine deVallet; Staff: Starr LaTronica;  
**Absent:** Prudence Baird. **Guests:** Elizabeth McCollum, Alex Stinson.

**1. Call to order:** Howard called the meeting to order at 4:08 p.m.

**2. Public comment:** None

**3. Minutes of February 28, 2016:** The minutes were unanimously approved.

#### **4. New Business**

- **Committee Membership:** Pam Becker and Helene Henry have resigned from the committee. New trustee Connie Bresnahan, a retired middle school teacher, has joined. Elizabeth McCollum will send a letter of interest in joining the committee. Alex Stinson will remain as a consultant on digital/Wikimedia matters. Committee members and guests introduced themselves.
  - **Building & Grounds Update:** With insufficient time to make a formal inventory, Christine has been listing and measuring all items in FA storage and working with architect Chip Greenberg (who has been enthusiastic and responsive) to plan for efficient use of space in the new storage room. Starr reported that services of the project manager have been suspended in favor of a construction manager to oversee the actual work. An RFQ (request for quote) for that position has been issued.
  - **Five-year Strategic Plan Update:** There was discussion about partnering with other cultural organizations for offsite display and storage space. Howard and Starr reported that the Brattleboro Museum & Art Center and the Municipal Center have been contacted and found to have no appropriate space. Brattleboro Memorial Hospital was suggested for display in view of their active local art display spaces. Marlboro College and Graduate Center and SIT (School for International Training) were also suggested as possible partners. Howard noted that a new five-year plan could provide opportunity to attract funding for new partnerships/collaborations related to specific objectives.
  - There was brief discussion of regional groups, specifically New England Museum Association (NEMA), that sponsor programs of interest to the library. Judith had emailed about two such programs recently, and she described NEMA's professional interest groups' meetings/presentations. Howard suggested the library could invite recognized experts to present similar programs at the library for the benefit of local organizations.
  - **Display Schedule:** Christine said there will likely be a final exhibit on the mezzanine walls at the end of the month. No more displays will occur until after construction is completed. There was discussion about the donated display case and those remaining, including the relocation or possible elimination of the children's book illustrators cases on the second floor. Judith emphasized the importance of continuing the children's illustrators program and keeping its display cases. (Note: Exhibits are scheduled through November.)
  - **Wikithon:** Alex described Wikimedia's "Edit-a-Thon," at which groups of about 10 community members interested in specific topics are brought together to update and/or create Wikipedia articles on those topics. He offered to facilitate such an activity in August. A 30-minute introductory lecture and instruction on digital updating would precede each session, and refreshments would be offered. Each session would last about 4 hours. Elizabeth suggested printing in Brattleboro as a topic, as the Historical Society has resources. Nationally known Vermont librarian/blogger Jessamyn West was suggested as a speaker.
- 5. NEXT MEETING:** In September, but not presently scheduled. Working group/subcommittee will be formed in the meantime to pursue Wiki editing.

**6. Adjournment:** Howard adjourned the meeting at 5:32 p.m.

Notes by Judith Bellamy

# **BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA**

**Tuesday—June 14, 2016 –4:45PM.—Meeting Room**

Brooks Memorial Library  
Strategic Planning Committee  
Minutes for May 16, 2016 meeting (**draft**)

Strategic Planning Committee of Brooks Memorial Library was called to order by chair Jane Southworth at 4:35 p.m. on Monday May 16, 2016.

Attendees were: trustees: Jane Southworth, Pam Becker, Jennifer Lann, Howard Burrows, Susan Troy, Connie Bresnahan, Citizen member: Elizabeth Tannenbaum, Staff: Starr Latronica, Lindsay Bellville.

Agenda accepted as presented.

No members of the public were present.

Committee discussed final planning details for “Community Conversations” with invited members of the Brattleboro area library users and interested parties.

Issues of personnel to be used for greeters, room arrangements, food for attendees were discussed. Further discussion centered around issues likely to come up and/or be discussed at these or subsequent meetings.

Next meeting set for Thurs June 16 at 4:30 p.m. Meeting adjourned at 6:00 p.m. by chair.

# BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA

**Tuesday—June 14, 2016 –4:45PM.—Meeting Room**

Brooks Memorial Library  
Technology Committee  
MINUTES  
June 2, 2016  
4:30-6 PM, Local History Room

Present: Howard Burrows, Jennifer Lann (minutes-keeper), Adam Franklin-Lyons  
Staff: Starr LaTronica, Jeanne Walsh, Paige Martin, Cal LaFountain  
Absent: Katie Montgomerie, volunteer

2. Call to Order / 4:36 PM
2. Agenda/Changes or additions
3. Public Comment
4. Minutes of **May 5, 2016**
5. Old Business
  - **Technology Help Sessions with Cal Update**
    - Still steady
    - Jonathan booked as well: 2 Friday appointments
    - Repeat and new customers
    - Going well
    - July 5: Ebay and Craigs List session for the River Garden brown bag luncheons
  - **BML Pinterest Site Update (Katie Montgomery, volunteer)**
    - No Katie; tabled until next meeting.
  - **Children's Room iPads Stands Update**
    - Not ready yet; preparing for Summer Reading Program.
  - **Design Software**
    - Waiting for Friends' treasurer to purchase.
    - Will become part of the larger discussion of where to locate technology in building renovations.
    - **Next action:** We need signs with an Annual Appeal to show what was purchased. Starr will talk to the Friends about enlisting their designer.
  - **Phone system directory**
    - Found material to advise how to record an effective voice mail greeting.
    - **Next action:** Starr will check with Patrick about phone system status and the option of purchasing a small number of phones as a stop-gap because the phone hardware quality is so poor.
    - **Next action:** Starr and Jeanne will discuss the phone system directory at a supervisors meeting discussion.
    - **Next action:** Paige will ask for staff input on Jerry's script, and once the script is revised (if it is), arrange for John to record a greatly revised version
  - **Online Privacy Education**
    - Cal and Jeanne will attend an education session at the Howe Library in Hanover, NH: "More about Tor" (Friday, June 3). Still space for other attendees.

# **BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA**

**Tuesday—June 14, 2016 –4:45PM.—Meeting Room**

- NELA (New England Library Association) “Digital Privacy: A Practical Approach for You and Your Patrons.” Monday, June 13.
  - Adam can’t attend this one after all.
  - A good session to inform Brown Bag. Some dates available in July.
  - **Next action:** Cal will schedule a Brown Bag session in July on online privacy.

- **Website refresh/redesign**

- Postponed in order to coordinate with logo redesign.
- In the meantime, looking at effective library websites.
- Cal did some Google Analytics on the current site as per what pages patrons visit the most and will analyze the data.
- Katie and Jeanne met to talk about other help she could give us such as updating the photo slide show on the home page; ways to keep fresh and interesting.
- **Next action:** Jeanne will ask Katie to get the museum passes online by June 11 to correspond with a Children’s Room display on the passes.

- **Meeting Room Technology**

- Today someone had a VGA cable, which we still have a port for. The new technology may need a port for VGA. The converter boxes don’t work well.
- Panel in the front (where the presenter stands) with an HDMI port and internet access port.
- (Need for any other internet ports elsewhere in the library?) See “Vision for Public Access Computing in #7, 2<sup>nd</sup> bullet, below.
- **Next action:** Cal and Paige: Determine: what network does that use? The OPACs are on their own ports. Does Dii need to be involved?

6. New Business

7. Additions or Changes to the Agenda

- Updating staff computers and spend out year-end funds.
  - We have budget allocations left for computer equipment and supplies.
  - There’s a dying computer in children’s room.
  - Children’s Room staff computers are very old, and a checkout computer is too slow.
  - **Next action:** Starr looked for a computer replacement schedule, couldn’t find it, and so she’ll ask Jerry Carbone. Cal thinks it might be in a binder he got from Jerry. Bill Vermouth, our technical consultant, may also have this information.
  - Paige: could repurpose old computers for a slideshow display.
  - Related: Reference public access computer seems old, and it’s our one Windows computer with public access.
- Vision for public access computing on the first floor and children’s room and data jack architecture
  - Idea: mount iPads/tablets at ends of mezzanine stacks for catalog searching since that is the nonfiction section..
    - Could they be locked onto the catalog? Cal says yes.
    - Paige: can be helpful to be able to search beyond the catalog—at least for the iPads/tablets in the new YA section, so patrons could look up the next book in the series. Like Good Reads or Novelist. Cal says it can be limited to multiple
    - Need to advertise iPads more. Brown Bag session: come play with an iPad. Advertisements are there on OPACs for laptops, which resulted in use. Maybe add “iPads” to those notices.

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- **Next action:** Cal: explore ways to advertise iPads more; see above bullet.
  - **Next action:** Investigate stand options—the Children’s Room stands, plus other options that may charge.
  - Jeanne: What do we need for public access stations and where? Concentrate them in the reference area and focus on high-quality laptops.
    - Jeanne: How do we determine what we really need in terms of ports? **Next action:** Jeanne and Cal: Discuss with staff, talk with Chip.
    - **Next action:** Jeanne will investigate the Arlington library’s vending machine for laptop computers via library card number.
    - Cal: if nearly everyone is wireless, will that burden the wireless network. **Next action:** Cal will ask Dii or Solar Winds about our current data usage and capacity.
  - Use of technology in Fine Arts Collection
    - Alex Stinson (Wikimedia/Cultural Development person) is interested in the Fine Arts group and doing a Wikithon in which you teach people how to add pages to Wikipedia and even the side panel and semantic structure.
    - Could be a regional library event via NELA (New England Library Association).
    - Alex will come to the next Fine Arts meeting.
    - Jessamyn West has been interested in a Wikithon in the past.
  - Potential tech information session for parents of tweens and teens on social media
    - Paige’s friend has been hosting sessions in area middle schools, high schools, and Putney Public Library, and Paige will try to arrange something for the Meeting Room.
  - Internet access for child patrons:
    - Paige: remove that specification of yes-access/no-access on children’s library cards.
    - Starr: would have to go to the full board.
    - There are some great information sites.
    - Issues with monitoring—some kids without card access are on the internet in the Children’s Room via their friends’ codes.
    - Need for education of parents for an understanding of what the library will and won’t do.
      1. We don’t filter out internet, and that might be a surprise to some parents.
      2. And information about internet safety for kids.
- Next action:** For June’s board meeting, present as a topic for discussion as a preview to a possible future policy change.

2. Adjourned at 6:00 p.m.

**CONTENTS: Minutes of May 5, 2016**

**NEXT MEETING DATE: TBD via Doodle Poll.**

# BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA

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## Director's Report for May 2016

May was a month of planning!

The staff and the Buildings and Grounds Committee were very busy with discussions and decisions to move forward with renovations. Staff met in small groups with myself and Chip, then came together in a staff meeting. Each department submitted their requests to Chip which were further assessed in another meeting between Chip and myself. B&G met twice and straightened out questions regarding contracts and roles of outside managers. We are now preparing to interview applicants for construction managers.

The Strategic Planning Committee of the Board of Trustees hosted two lively community conversations to guide us in forming the basis for outreach to elicit broad participation in our next five year plan. I have received very positive feedback from the participants including several thank you notes both in email and in writing. People have expressed their appreciation for the inspiring input of the peers and are looking forward to the continued process/progress. Several people who did not attend have heard about the conversations and have dropped by to tell me of their ideas.

Library Publicity: The SP sessions above were covered in both The Commons

<http://www.commonnews.org/site/site05/story.php?articleno=14827&page=1#.V1xhtmlLk3wA> and The Reformer [http://www.reformer.com/latestnews/ci\\_29930077/community-conversation-at-brooks-memorial-library-solicits-input](http://www.reformer.com/latestnews/ci_29930077/community-conversation-at-brooks-memorial-library-solicits-input) . Lindsay and I appeared on Green Mountain Morning to talk about summer programs and services, (she carried the program). The podcast is available at <http://wkvradio.com/gmm/at-your-local-library-20/>

Vermont Humanities Council: I met with a representative regarding early literacy initiatives for the Green Street Promise Zone. I have been working on the next season of First Wednesday lectures and securing a location for November's speaker who may require a larger venue.

Professional Development: I attended the Vermont Library Association conference along with Trustees Connie Bresnahan and Howard Burrows and staff member Jay Fee. It was a terrific opportunity to learn more about library resources and programming in Vermont and connect with colleagues. Attended (virtually) the managers' meeting of the Catamount Library Network.

Community activities: Participated in judging the Maple Leaf Writing Contest. Toured a remarkable local archive with 350,000 + items of ephemera. Provided a tour of the library at the request of the Chamber of Commerce. Thoroughly enjoyed interacting with all the folks who came into the library during the Strolling of the Heifers!

Some interesting statistics for May:

Circulated items (e.g. books, DVDs, audio books, etc.)	13,085
Technology questions	378
Public Access Internet: # of hours	1122
Public Access Internet # of users	1859
Wi-Fi # of sessions	4062
Visitors	10,372

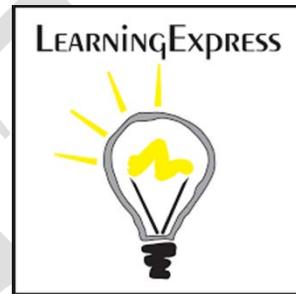
# BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA

**Tuesday—June 14, 2016 –4:45PM.—Meeting Room**

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

## Reference Report May 2016

Brooks Memorial Library  
Reference, Technology,  
& Interlibrary Loan



### Learning Express

Brooks Memorial has been added to the list of Vermont libraries offering the Learning Express Library from EBSCO. It's an interactive database with tutorials, e-books, and sample academic and professional exams for students (elementary through grad school), adult learners, and career builders/professionals. Funding is through the Vermont Department of Libraries. Brooks was included because of our active library community and participation in the Job Hunt Helper program.

At a training session on Learning Express, I did some preliminary planning with Cathryn Hayes, Regional Manager of Vermont Adult Learning. Cathryn and her staff are excited about LE's Adult Learning module, which can help VAL students with core tasks like earning a GED, exploring careers, and preparing for the citizenship exam. We hope that Learning Express can be a bridge to help VAL students connect with their public library. We'll have a follow-up meeting soon to explore the possibilities.

### A busy month for digital services

Cal worked with the GMLC to update our authentication process for Overdrive, prompting many patrons who use the service regularly to come by to update their library cards. It was a great way to see how much use Overdrive gets from patrons who don't necessarily visit the building on a regular basis. The login process is now more straightforward, and it reflects current card status. This change, plus the onset of summer travel season, prompted a lot of visits to reference and electronic services for tutorials on downloadable e-books and e-audio.

Jeanne Walsh  
6/8/16

# **BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA**

**Tuesday—June 14, 2016 –4:45PM.—Meeting Room**

## Youth Service Board Report- May 2016

Starting Monday June 20, kids can join the *On your mark, get set...READ! Summer Challenge* in the Children's Room! In keeping with this year's theme we have revamped our summer reading program into the *Summer Challenge!* Kids earn points to win prizes by attending library events, completing the weekly activity station, and of course reading! Bonus points will be available each week all summer long. Special Pendant Points, worth 5 points, can be earned by completing the Bedtime Math Program, the Summer Scavenger Hunt or both! Parents can earn a bonus point for their child and keep up to date with programs by liking the Children's Room on Facebook. Prizes will be awarded once 25 points have been earned. Each child can earn multiple prizes over the course of the challenge. Prizes will include free books, gift certificates to local eateries and day passes to fun activities such as KidsPLAYce and the pool. Children can join the program anytime between Monday June 20 and Monday August 1. The completed forms must be turned in by Saturday August 13 to receive a prize.

For our littlest patrons, we will again offer our early literacy program which includes twenty-five suggested activities such as "Read wordless books with your child", "Put a puzzle together with your child" and "talk about what is going on around you" to help build early literacy skills. Complete twenty of the twenty-five activities to earn a free board book.

For teens, we are offering an online Summer Reading Program. Teens can create an online account, record what books they read, how much time they spend reading, share ratings and reviews to win prizes at the end of the summer. Through this program teens create their own reading goals, with a minimum reading goal of nine hours. Prizes include gift certificates to many local businesses including Beadnik's, The Works, Amy's Bakery, The Latchis, and the Brattleboro Food Co-op. To register for this program, head to the Brooks Memorial Library homepage and click on the teen section. Click on the graphic "Get in the Game: Read!"

Our Monday Movie Matinee series sponsored by Bellville Realty returns for its eleventh year! We'll be showing Zootopia on June 27, Norm of the Norm on July 18 and Tangled on August 1. Movies start at 1:00 p.m. and run approximately an hour and a half. All movies are rated G or PG.

On Tuesday afternoons we will be offering a series of introductory classes which will include yoga, martial arts, Zumba and dance. This will be a nice introduction for children to try different activities without having to commit to a long term class schedule.

The Children's Room is partnering with former employee Bonny White who is now working for UVM Extension's Expanded Food and Nutrition Education Program (EFNEP) to offer "Choose Health: Food, Fun and Fitness." This free six session program for children ages 8 to 11 will focus on making healthy choices and will include hands on activities, games, and food. Space is limited and registration is required.

Brooks Memorial Library is a proud participant of the Summer Food Service Program. This year, lunch will be offered Monday through Friday from 12:00 to 12:30. Free lunch is provided for children 18 and under- no registration is needed.

Lindsay Bellville- Youth Services Librarian

Paige Martin- Assistant Youth Services Librarian

# BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA

**Tuesday—June 14, 2016 —4:45PM.—Meeting Room**

06/01/16  
01:58 pm

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

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jcarbone

Account	Estimated Revenue	Applied For	Received To Date	Uncollected Balance	FY-15/16 MTD Pd 11 May
<b>01-5-2800      Library Revenue</b>					
01-5-2800-120.00 Library Copier Revenue	3,700.00	0.00	4,437.66	-737.66	568.15
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	1,559.29	-1,559.29	184.50
01-5-2800-360.00 Library Fines	16,000.00	0.00	14,437.82	1,562.18	1,166.16
01-5-2800-370.00 Non-Resident Fees	16,000.00	0.00	15,007.55	992.45	961.00
01-5-2800-375.00 Gift Books & Replacement	3,000.00	0.00	3,053.34	-53.34	168.20
01-5-2800-390.00 Library Postage Revenue	800.00	0.00	436.29	363.71	3.00
01-5-2800-396.00 Audio Visual Rental	50.00	0.00	27.40	22.60	0.00
01-5-2800-450.00 Miscellaneous Income	700.00	0.00	637.05	62.95	15.90
<b>Total Library Revenue</b>	<b>46,250.00</b>	<b>0.00</b>	<b>39,596.40</b>	<b>6,653.60</b>	<b>3,066.91</b>
<b>Total General Fund</b>	<b>46,250.00</b>	<b>0.00</b>	<b>39,596.40</b>	<b>6,653.60</b>	<b>3,066.91</b>
<b>Total All Funds</b>	<b>46,250.00</b>	<b>0.00</b>	<b>39,596.40</b>	<b>6,653.60</b>	<b>3,066.91</b>

# BROOKS MEMORIAL LIBRARY BOARD OF TRUSTEES AGENDA

**Tuesday—June 14, 2016 —4:45PM.—Meeting Room**

06/01/16  
01:59 pm

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

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jcarbone

Account	Budget	Outstanding Encumbrance	Expenditures	Unencumbered Balance	FY-15/16 MTD Pd 11 May
<b>01-6-2800 Library</b>					
01-6-2800-001.00 Department Head Salary	65,872.00	0.00	61,854.03	4,017.97	5,385.00
01-6-2800-005.00 Staff Salaries	368,517.00	0.00	309,203.91	59,313.09	27,410.35
01-6-2800-005.01 Custodian	14,152.00	0.00	13,927.93	224.07	1,189.54
01-6-2800-005.16 Vacation BB - Retire Pay	16,405.00	0.00	18,285.84	-1,880.84	0.00
01-6-2800-060.00 Office Equipment	500.00	0.00	1,469.93	-969.93	237.73
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	953.85	-53.85	306.00
01-6-2800-128.00 Lost Book Refund Pmt Fees	500.00	0.00	367.00	133.00	18.00
01-6-2800-140.00 Computer Equipment Maint	15,000.00	0.00	12,938.07	2,061.93	120.00
01-6-2800-141.00 Computer Supplies	4,400.00	0.00	2,883.37	1,516.63	56.98
01-6-2800-152.00 Book & Non-Print Supplies	4,500.00	0.00	4,367.29	132.71	136.91
01-6-2800-173.00 Professional Services	500.00	0.00	2,635.15	-2,135.15	0.00
01-6-2800-173.01 Bindery Services	400.00	0.00	230.58	169.42	0.00
01-6-2800-216.00 Reimbursable Expense	0.00	0.00	1,522.32	-1,522.32	184.50
01-6-2800-217.00 Trust Expense	0.00	1,726.28	9,467.00	-11,193.28	4,905.43
01-6-2800-230.00 Fuel Expense	11,050.00	0.00	14,462.94	-3,412.94	0.00
01-6-2800-235.00 Electric	25,000.00	0.00	21,649.96	3,350.04	3,020.70
01-6-2800-240.00 Utilities	1,662.00	0.00	1,689.12	-27.12	421.10
01-6-2800-250.00 Building Equip & Maint	17,240.00	262.94	12,517.30	4,459.76	400.33
01-6-2800-255.00 Maintenance Supplies	2,500.00	0.00	2,822.80	-322.80	192.40
01-6-2800-350.00 Telephone	2,340.00	0.00	1,160.47	1,179.53	102.77
01-6-2800-450.00 Postage Expense	9,600.00	0.00	9,542.50	57.50	0.00
01-6-2800-500.00 Office Supplies	3,900.00	0.00	3,590.44	309.56	193.04
01-6-2800-501.00 Books - General	8,280.00	-158.39	8,465.29	-26.90	0.00
01-6-2800-502.00 Reference Sources	18,000.00	-2,000.00	15,301.25	4,698.75	673.49
01-6-2800-505.00 Juvenile Books	9,200.00	1,228.93	7,371.62	599.45	944.38
01-6-2800-510.00 Young Adult Sources	1,200.00	0.00	1,126.80	73.20	0.00
01-6-2800-515.00 Replacement Books	1,200.00	0.00	1,200.00	0.00	0.00
01-6-2800-520.00 Periodicals & Newspapers	6,775.00	0.00	6,771.15	3.85	367.43
01-6-2800-530.00 Non-Print Materials/Adult	5,250.00	0.00	4,842.82	407.18	60.81
01-6-2800-532.00 Non-Print Mat./Children	3,800.00	153.25	2,912.84	733.91	244.71
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	100.00	0.00	0.00
01-6-2800-650.00 Equipment Maintenance	2,200.00	0.00	1,688.30	511.70	0.00
<b>Total Library</b>	<b>621,243.00</b>	<b>1,213.01</b>	<b>557,432.91</b>	<b>62,597.08</b>	<b>46,571.60</b>
<b>Total General Fund</b>	<b>621,243.00</b>	<b>1,213.01</b>	<b>557,432.91</b>	<b>62,597.08</b>	<b>46,571.60</b>
<b>Total All Funds</b>	<b>621,243.00</b>	<b>1,213.01</b>	<b>557,432.91</b>	<b>62,597.08</b>	<b>46,571.60</b>