April 15, 2017

Board of Selectmen & Town Meeting Members

In connection with an article of the Annual Town Meeting authorizing the Library Revolving Fund, the Board of Library Trustees respectfully requests that Revolving Fund GL24-3321-0000 be authorized for the Fiscal Year Ended June 30, 2018.

This is authorized by MGL Chapter 44, Section 53E ½.

The programs and purposes for which the revolving funds may be expended:

1. Replacement of books, CDs, DVDs, audiobooks and other materials lost or damaged by patrons;
2. Incidental costs associated with services for patrons such as faxing, color printing, tax document printing, microfilm printing, passport acceptance applications, performance of notary services, and any other new services to Library patrons that we offer during our business hours.
3. Library programs offered to the public.

The Department Receipts which shall be credited to the Revolving Fund:
Reimbursement at the Library and through the Minuteman Library Network for lost and damaged materials; fines for overdue materials; and fees for services, including passport acceptance applications, microfilm, black and white and color printing, faxing, and notary services.

The Board, Department or Office authorized to expend from such Fund:
Library Director, Charlotte Canelli

The limit on the amount which may be expended from such a fund in the ensuring fiscal year:
We are requesting a limit of $50,000 which may be expended in the ensuring fiscal year.

<table>
<thead>
<tr>
<th></th>
<th>6 Mo. Ended 12/31/2016</th>
<th>1/1/17 to 4/7/2017</th>
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</thead>
<tbody>
<tr>
<td>Fees, Fines, Lost Books</td>
<td>$7,791.07</td>
<td>$4,212.87</td>
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<tr>
<td>Printing, Faxing</td>
<td>$1,500.15</td>
<td>$1,270.50</td>
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<tr>
<td>Passport Fees</td>
<td>$3,250.00</td>
<td>$4,075.00</td>
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<tr>
<td>Proctor, ILL, Other</td>
<td>$228.75</td>
<td>$90.00</td>
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<td>$12,769.97</td>
<td>$9,648.37</td>
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</tbody>
</table>

Balance in Library Revolving Fund April 7, 2017: $22,140.54

Respectfully submitted,

Charlotte Canelli, Library Director
Morrill Memorial Library