



Board of Trustees Meeting Materials for April 8th, 2025

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¹ Committee minutes are only included if particularly relevant to the meeting's agenda. Other committee minutes are available at <https://brookslibraryvt.org/about-us/board-of-trustees/board-agendas-and-minutes/>

Brooks Memorial Library Board of Trustees

April 8, 2025, 4:45 PM

Meeting to be held on site or via Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/83917781481?pwd=TGtGVHZlSOJ2OEERWGIYN3N4MkQ5UT09>

Meeting ID: 839 1778 1481 Passcode: 359655

AGENDA

Call to Order / **4:45 PM**

Agenda/Changes or additions

Public Comments

President's Comments

Minutes of Tuesday, March 11, 2025

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library

- Update - Margaret. Next meeting: Leo

B. Finance/Asset Development Committee—Sirrka Kauffman, Chair

- Committee Update
- Town Budget - Starr

C. Technology Committee – Leo Schiff, Chair

- Update

D. Buildings and Grounds—Karen Tyler, Chair

- Update

E. Strategic Planning Committee—Ann Varilly, Chair

- Update

F. Department Reports: Director, Youth Services, Information Services

CONTINUING BUSINESS

- Social work and safety assistance update.
- Collection Development and Behavior policies update

NEW BUSINESS

- **Officers and Committees**
 - President
 - Assistant President
 - Treasurer
 - Secretary
 - Finance/Asset Development Committee
 - Buildings and Grounds Committee
 - Technology Committee
 - Strategic Planning Committee
- Updated Trustee Roster
- National Library Week – April 6th to 12th
- Professional Development policy and application draft revision
- Child Safety Policy draft revision

BROOKS MEMORIAL LIBRARY
Board of Trustees Regular Meeting
Tuesday, March 11, 2025

Present: Margaret Atkinson, Ann Varilly, Starr LaTronica, Joyce Sullivan, Kate O'Connor, Leo Schiff, Sirkka Kauffman, Nikki Holland, Amanda Whiting, Karen Tyler
Absent: John Woodward

* Ann called the meeting to order at 4:47pm

*Additions/Changes to the Agenda: Starr made an addition to the Continuing Business

*Changes to last month's minutes: Accepted as written

*No public present

Committee Updates and Department Reports:

A. Friends of the Library:

- No Update

B. Finance/ Asset Committee: Sirkka Kauffman

- Sirkka will be stepping down as chair of this committee in April.
- The committee has earmarked 50K for the EAA:IO project manager through 6/30/2026. These funds will come from the BML building fund, Project's funds, and the buffer account of 10K. As the project continues, and more funding is needed, it will be reviewed upon need.
- Discussion regarding the funds from the Fine Arts Auction to possibly fund the Kanopy programming.

C. Technology Committee: Leo Schiff

- Upgrade of the public's computers is underway.
- Programming for the public and their technology needs is being evaluated
- The possibility of a twice/month topic driven support group is being considered.

D. Building and Grounds Committee: Karen Tyler

- The status of the grant remains uncertain.
- RFP for the roofing project was put out.
- Solar on the top of roof has been approved by the Selectboard and will be completed after the ARPA grant project

E. Strategic Planning Committee: Ann Varilly

- No Update

F. Department Reports: Amanda Whiting

- Amanda has created a database since 2011 for the use of Museum passes. Passes can now be accessed on the webpage along with the capacity to cancel one's use of a pass.

- Most popular museums attended are Mass MOCA and The Butterfly Museum.
- Senior staff are being asked to appropriate the tasks they conduct to support budget requests.
- Special program on March 19th “Belong or Die”
-

Continuing Business: Starr Latronica

- The Elder patrons are causing concern amongst the staff. BML will seek legal advice regarding reporting Elder concerns/welfare.
- Behavior Policy and consequences are in progress of being defined and written.

New Business:

- Approval given to close BML early on April 10th for all staff meeting. Trustees are welcome to join.
- Chamber of Commerce window for National Library week, April 6th-April 12th.
- Leo motioned to budget \$500.00 to provide food for the whole staff at the staff meeting. Joyce Sullivan seconded the motion...all in favor. Joyce will make arrangements for cake too!!

Meeting adjourned at 6:19 pm

Respectfully Submitted,
Joyce Sullivan

Director's Report for March 2025

Staff is deeply engaged in the budget process and in examining our services and creating anxiety.

We also spend a large amount of our time meeting the needs of patrons by providing snacks, handwarmers, scarves, gloves and other warm clothing while maintaining order and safety in the building.

The uncertain future of the Institute of Museum and Library Services may affect services and resources that we are able offer our patrons.

Activities that support our Strategic Plan

Engage the community through a wide range of educational, recreational, and cultural opportunities that support diversity, equity, and inclusion.

Collect materials in a variety of formats (print, nonprint and electronic) to reflect the world at large.

- The spring publishing season has brought an influx of exciting new titles.
- The Friends of the Library have deposited a large amount of funding to continue Kanopy streaming video.

Offer programs that introduce and illuminate a wide range of interests and opinions.

- Provided setting for the Town Charter Review committee's presentation and dialogue around RTM.
- Hosted a spectacular program in concert with Vermont Public with a screening of the documentary *Join or Die* and activities to meet new people and create connections.
- Launched an exciting new gaming novel by a new author.
- Partnered with Windham World Affairs Council on a film program at the Latchis.
- Developed physical skills of seniors with two sessions of Functional Play.
- Celebrated Women's History Month with a presentation on Gifted Women Writers of the Gilded Age.
- Provided space for independent reading clubs (Green Carnation, Great Books, Silent Reading and Veterans) that supplement BML offerings.
- Hosted a Community Conversation with State Legislators.
- Encouraged Community Science with a program sponsored by BEEC.
- Fostered creativity and community connection across generations during weekly Stitchers programs.

Respond to the information needs of all members of the community by providing accessible, respectful and reliable reference sources.

- Tax forms were in demand, as usual for this time of year.
- The copy/scanner has been in even more demand than usual.
- Practical, complicated individual requests were satisfied by the expert response of our reference librarian.

Review and introduce new technology and develop related instruction.

- Evaluating a replacement/improvement of reservation system for Library of Things items and meeting rooms.
- We are back at work on the infrastructure for our Wi-fi upgrade.

Support young children and their caregivers by providing developmentally responsive learning opportunities through materials and programming.

- Sing and Dance with Robin brings early literacy skills to preschoolers through music and movement.
- Weekly Rhyme Time develops early literacy and social and emotional skills.
- Legopalooza stimulates language and small motor skills.

- St. Michaels classes visit the library on a regular basis for story presentations and to select books.
- Salamander storytime, sponsored by BEEC drew a crowd of 58 for fun, facts and cookies!

Empower teens by providing them with resources for education, entertainment and engagement.

- Teen game night provided free, safe fun for teens on a Friday evening.

Recruit, cultivate and retain a diverse, exemplary staff.

- Max attended collection development seminars: Graphic Novels/Manga and books in Spanish.
- Pat and I attended coaching sessions: Increasing Psychological Safety and Empathic Communications
- Amanda and I attended a virtual presentation and Homelessness and Housing Insecurities in Rural Libraries.
- Julia attended a webinar on Food Access and Seed Libraries in Rural Public Libraries
- Lindsay and Maya attended the Vermont Early Literacy Initiative conference.
- Lindsay attended an online webinar about upcoming picture books.
- I attended a session on Building Great Teams.

Empower and support staff well-being

- We are continuing to revise our Code of Conduct to establish clarity around consequences for violations.
- We have revised our Child Safety Policy to establish procedures for unattended children.

Provide welcoming and accessible spaces for all members of the community.

Revamp and improve exterior space for increased accessibility and public usage.

- Progress continues on the major capital project grant.

Establish, strengthen, and sustain community connections to promote a culture that is accessible and welcoming to all, making a concerted effort to reach out to groups that have been historically marginalized.

Increase relationships with local partners to promote initiatives and programs.

- Tara and I engaged with families over two days during parent conferences at Academy School.
- SEVCA is partnering with us for a series of programs on financial independence.
- We hosted a lively, inclusive monthly planning session for America 250.

Establish diverse and inclusive connections to support underserved and vulnerable sectors.

- I participated in Situation Table sessions re: vulnerable patrons and One Brattleboro meetings and presentations

Increase awareness of library services, resources, and impact.

Clarify and prioritize marketing roles and activities to increase internal cohesion and external impact.

- Attention to and expansion of social media posts have increased awareness of library programs and services.
- Senior staff is continuing the process of determining the monetary value of the services we provide.

Leverage municipal resources & community partners for opportunities to convey the value of libraries.

- Staff was interviewed for a story on IMLS in *The Reformer*.
- I hosted a tour and orientation for new Selectboard member, Oscar Heller.

Youth Services Board Report- April 2025

March turned out to be a very busy month for the Children's Room. We checked out 5,469 children's books which is the third highest month for book circulation in thirteen years. The highest month was this past July when 5,882 children's books circulated. In addition to our 8 scheduled class visits, we had 20 visits from nonprofits, organizations and independent schools. Rhyme Time returned after a short break in February and Sing & Dance with Robin continues. Our winter session of LEGO-palooza continued with sessions every Thursday in March. We are now returning to our once a month schedule now that spring is here though we are also having a special session on Thursday, April 17 from 1:00 pm to 5:00 pm during WSESU's Spring Break.

On Tuesday, March 25, Maya and I attended the Vermont Early Literacy Initiative (VELI) Conference at Lake Morey. The conference gives staff members from the 21 VELI participating libraries a chance to share ideas, resources, and experiences to better serve young readers and their families in Vermont. The two bi-annual in-person conferences augment our monthly online meetings.

Our nonfiction reset project is nearing completion. I was able to complete the weeding of the nonfiction section in March. Work on renumbering the mammal books continues as checked out books are returned. Reorientating the call numbers to run vertically on the spine label instead of horizontally on the mammal books has made locating books in that section much easier and has made shelving much quicker. I am also taking this opportunity to renumber and relocate a few topics to make them easier to find within our collection. For instance, I am renumbering the computer coding books to the 600s to go with our technology books. Currently, computer coding books are in the 000s with other Information & General Works books. (Computer software and hardware are located in two different sections in the Dewey Decimal world, I am combining them together to make all computer related books easier for children to find.) I will be placing a fairly large order with Gumdrop books to update our collection, fill in some gaps, and expand some of our more popular sections. The addition of the new books along with final tweaking of the nonfiction section and updating the signage will 'complete' the nonfiction reset project though we know collection development never ends as we continue to add wonderful new books to our collection.

Requests for class visits from local schools have increased as the warmer weather approaches. We have visits with classes from both Oak Grove School and Green Street School scheduled in April and multiple visits with classes from Academy School scheduled for May. We have been invited to participate in the Green Street School Community Day on May 23 and attend the Oak Grove End-of Year Picnic in June.

Lindsay Bellville- Youth Services Librarian

We have some good news in Teen Services. Thanks to the Friends of the Library, we will be purchasing the new furniture for the Teen room as detailed in last month's report. We're very excited to be adding a new shelving unit and replacing the worn Jellyfish chairs which have been so well used since the YA room opened.

The YA room has also been well used this past month! We saw circulation of YA books rise 38% in the month of March with more than a quarter of that total being from our manga collection. The manga collection itself saw a more than 50% increase in circulation. I've dedicated one of the shelves on the New YA display entirely to new manga as it comes in, and I have noticed that it is becoming one of the first places many teen patrons check when they enter the room. As new titles come in and patrons become more aware of the collection's existence, I anticipate this will continue to be a high interest part of our collection.

Max Newirth - Teen Services Specialist

March 2025

Email Newsletter

- The weekly email newsletter reaches about **4,800 subscribers**. (*Brattleboro has a population of 12,000 people; Windham County has 46,000.*)
- **42%** of subscribers actually open the newsletter, which is an excellent open rate.
- **134 new subscribers** signed up this year so far, mostly through new library card registrations and renewals.
- For **Women's History Month**, the March newsletters featured fiction, non-fiction, poetry, biography/memoir, and comedy books by and about women. These titles received a total of **300** clicks, indicating a high level of interest and engagement.

Newsletter Items with the Most Clicks in 2025 (so far)

- National News Literacy Week Challenge
- Join Our Board of Library Trustees
- Join or Die Vermont Public Event
- David Sibley Birding Talk
- Vote411 – Voting Resources

Social Media

- Our BML **Facebook** and **Instagram** pages have been completely revitalized in the last year with excellent creativity and consistency from Maya, Julia, and Tara.
- **6-8 posts a week** promote events, museum passes, digital resources, and more.
- Many more people are sharing and liking our posts than ever before! Events and passes do very well on Facebook; crafts and photos do the best on Instagram.

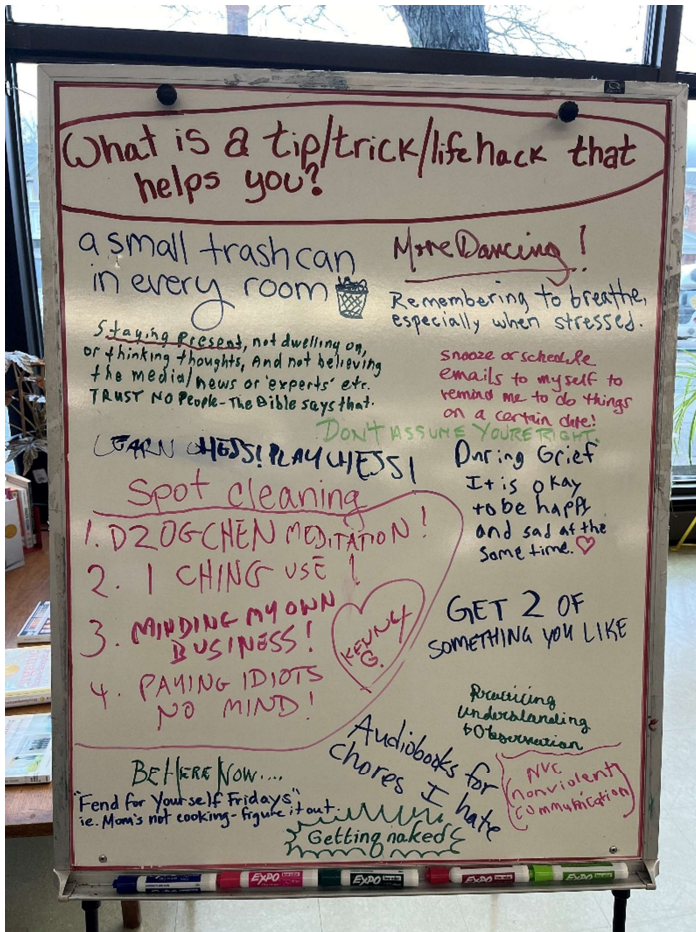
Self-Directed Programming

- Our patrons love engaging with the self-directed activities in the library, such as community puzzles, crafts, and whiteboard questions.
- **55 patrons** created birds out of air-dry clay for our March craft.
- These activities help patrons keep their minds sharp and active and provide a relaxing and engaging environment in the library.
- The crafts and activities have had the unexpected benefit of attracting children, giving the children and their families an even more positive experience downstairs.

Highlights

- The library is a vital source of **voter information** and support for completing **taxes**.
- The Friends expanded **Magic Wings** to 2 passes with 2 free tickets for each pass.

Submitted by Amanda Whiting, Circulation Manager.



Top Facebook Posts in March 2025



Gifted Women Writer's in the Gilded Age - Elayne Clift: Monday, March 24th from 7-8:30 PM in the Main Reading Room. In this Women's History Month presentation, Elayne will explore women writers who pioneered a body of literature that provided insight into key issues which re-shaped America in critical ways. Their stories, novels, essays...

Views 2,154 Reach 1,599 Interactions 1



Financial Empowerment with SEVCA & Mascoma Bank: "How the Heck am I Going to Afford Eggs?" - on Monday, March 24th. Grocery shopping can be intimidating. These days, we all face challenges in our day to day lives when it comes to paying our bills, affording life, and still being able to enjoy ourselves with family and friends. Please consider...

Views 1,887 Reach 1,191 Interactions 7



Thanks to our favorite Friends of the Library, we can dwell in the possibility of visiting the Emily Dickinson Museum with a 50% discount on up to 2 tickets! The museum lives in the homestead of Dickinson and her family. Along with some wonderful exhibits, the building and grounds are also a joy. We recommend you call in advance to book a tour as wal...

Views 340 Reach 1,058 Interactions 14



Join us as we welcome award-winning author Jeanne Thornton on the tour for her new book, A/S/L, a novel set at the intersection of online nostalgia & trans identity that follows three queer friends, the video game they fail to make as teenagers in 1998, and their lives 20 years later when all three have wound up in the NYC area. They've never met IRL...

Views 1,048 Reach 599 Interactions 12



Did you know that our Springfield Museums Pass gives you "buy one get one half off" admission for five museums in total? Between them all you can see art, historical artifacts, specialty Dr. Seuss exhibits, a planetarium, natural history exhibits, and live animals! The museums are all located around the Dr. Seuss National Memorial Sculpture Garden, and...

Views 492 Reach 303 Interactions 16



We have a new craft for National Poetry Month! You can stop by our front window and create a blackout poem using pages from some of our discarded books.

Views 364 Reach 229 Interactions 18



Did you know that you have digital access to over 5,500 different magazines with your library card? There is a niche publication for everyone. The collection includes periodicals from around the world in a variety of languages. Access this resource through the Libby app or website in a section titled "Magazine Rack." <https://brookslibraryvt.org/online-...>

Views 251 Reach 150 Interactions 8



Functional Play! - come join this FREE movement class with Marissa Peck. Designed for older adults, this movement class focuses on balance, coordination and FUN! Hope you can join us - on the 2nd & 4th Saturdays (3/22, 4/12, & 4/26) from 11AM - 12 PM in the Community Room. All mobility and ability levels welcomed.

Views 225 Reach 147 Interactions 4

Department Inquiry

Fund: 101 General Fund --- Department: 201 Library --- Period Ending: 03/31/25

Account Number	Description	Total Budget	YTD Actual	Balance
101-50000-201	Department Head Salary	91,545.00	66,750.61	24,794.39
101-50001-201	Staff Salaries	583,773.00	412,340.65	171,432.35
101-50002-201	Vacation BB - Retire Pay	5,000.00	0.00	5,000.00
101-51000-201	Equipment expense	4,500.00	3,196.52	1,303.48
101-51003-201	Postage Expense	7,500.00	5,810.96	1,689.04
101-51004-201	Office Supplies	4,000.00	2,929.30	1,070.70
101-51007-201	Computer Supplies	4,000.00	2,945.73	1,054.27
101-51011-201	Reimbursable Expense	3,500.00	3,717.00	(217.00)
101-51023-201	Equipment Maintenance	2,000.00	2,000.00	0.00
101-51024-201	Professional Services	200.00	0.00	200.00
101-51027-201	Telephone	4,000.00	3,764.16	235.84
101-51031-201	Lost Book Refund Pmt Fees	200.00	303.89	(103.89)
101-51032-201	Book & Non-Print Supplies	6,000.00	3,196.12	2,803.88
101-51034-201	Fuel Expense	10,790.00	5,934.21	4,855.79
101-51035-201	Electric	20,730.00	17,114.16	3,615.84
101-51036-201	Utilities	1,490.00	1,324.88	165.12
101-51037-201	Building Repairs	20,000.00	6,804.32	13,195.68
101-51038-201	Maintenance Supplies	4,000.00	2,841.41	1,158.59
101-51039-201	Books - General	8,000.00	8,161.20	(161.20)
101-51040-201	Reference Sources	18,000.00	17,900.17	99.83
101-51041-201	Juvenile Books	8,500.00	7,814.66	685.34
101-51042-201	Young Adult Sources	3,000.00	2,358.79	641.21
101-51043-201	Replacement Books	3,000.00	1,418.22	1,581.78
101-51044-201	Periodicals & Newspapers	7,500.00	7,500.00	0.00
101-51045-201	Digital Subscriptions	13,000.00	10,699.43	2,300.57
101-51046-201	Non-Print Materials Adult	6,000.00	5,962.82	37.18
101-51047-201	Non-Print Materials Children	4,500.00	322.10	4,177.90
101-54004-201	Computer Equipment Maint	6,000.00	2,345.52	3,654.48
101-45007-201	Miscellaneous Revenue	(1,000.00)	(55.00)	(945.00)
101-45012-201	Reimbursements Revenue	(3,000.00)	(3,717.00)	717.00
101-45019-201	Library Copier Revenue	(4,500.00)	(5,717.30)	1,217.30
101-45020-201	Library Fines	0.00	(131.65)	131.65
101-45021-201	Non-Resident Fees	(15,000.00)	(13,651.00)	(1,349.00)
101-45022-201	Replacement Books	(1,500.00)	(2,153.12)	653.12

Department Inquiry

Fund: 401 Grants Fund --- Department: 202 Library Trust --- Period Ending: 03/31/25

Account Number	Description	Total Budget	YTD Actual	Balance
401-51121-202	BR01 Buffer Account	10000.00	0.00	10000.00
401-51122-202	BR03 Conferences & Worksh	7495.39	3,105.30	4390.09
401-51137-202	BR04 Contract Srvs Adult	1824.83	0.00	1824.83
401-51127-202	BR05 Books Adults	25891.06	11,872.76	14018.30
401-51139-202	BR06 Juvenile Programs	4498.81	2,000.14	2498.67
401-51129-202	BR07 Reference Sources	7685.56	6,437.14	1248.42
401-51128-202	BR08 Local History Source	5549.43	0.00	5549.43
401-51132-202	BR09 Young Adult Sources	3376.66	0.00	3376.66
401-51135-202	BR10 Non-Print	22373.27	1,500.00	20873.27
401-51134-202	BR11 Periodicals & Newspa	2267.47	1,485.41	782.06
401-51124-202	BR12 Trustees Conferences	1912.34	0.00	1912.34
401-51138-202	BR13 Adult Programs	5993.45	1,988.45	4005.00
401-51130-202	BR14 Fine Arts	2404.30	290.88	2113.42
401-51140-202	BR15 Board Approved Proje*	25302.68	4,347.28	20955.40
401-51131-202	BR16 Books Children	5838.98	528.05	5310.93
401-51141-202	BR17 Outreach	11691.73	787.12	10904.61
401-51126-202	BR18 Conservation	1000.00	426.79	573.21
401-51142-202	BR19 Gifts	5093.57	2,886.15	2207.42
401-51143-202	BR20 Projects	32889.84	5,641.94	27247.90
401-51144-202	BR21 Legacy	29360.97	0.00	29360.97
401-51123-202	BR22 Staff Leave	5377.73	5,110.50	267.23
401-51136-202	BR23 Downloadable Media	10000.00	6,876.22	3123.78

* BR15 Board Approved Projects also includes subaccount Fine Arts Auction Revenue, not reflected in these numbers.

CHILD SAFETY POLICY

Brooks Memorial Library

4/2025

The Brooks Memorial Library strives to provide a welcoming atmosphere and a wide range of library services and resources to both children and adults. The library staff does not accept responsibility for the supervision or safety of children of any age in the building or on library property.

We ask that parents and/or caregivers observe the following rules to ensure that all library patrons regardless of age have a safe and pleasant library experience:

- Children of all ages are subject to the rules as stated in the Brooks Memorial Library Behavior Code. Children who violate these rules will be subject to the appropriate action as stated in the library policy.
- Children 7 years of age and under must be in the immediate presence of a parent or other responsible caregiver over the age of 12 at all times while inside the building or on library property. Children 8 years of age and older are welcome to be in the library without parental supervision.
- Parents and /or caregivers are responsible for the safety, supervision and conduct of their children while in the building or on library property (regardless of whether or not they accompany the child to the library).
- Arrangements must be made to pick up all children under age 12 before library closing time. Parents are responsible for notifying the librarian in charge if they are unavoidably delayed and unable to pick up their children by closing time. If a child is not picked up by closing time, the librarian in charge and one other staff member will attempt to call the child's parent then wait with the child at the rear door of the library until the parent arrives.

Policy on Professional Development and Continuing Education for Library Employees Brooks Memorial Library

Librarianship is an intellectual activity in an ever-changing field. Staff development is essential to remain abreast of innovations in the field to better serve the public. It is important for staff to be active in their associations to both benefit from and contribute to the profession.

Examples of continuing education, professional training, and development include, but are not limited to: attendance at in-library training programs, workshops sponsored by library organizations, webinars and online courses, lectures and speeches, participation on professional committees, and attendance and/or presentations at local, regional and national conferences. Tuition for graduate classes in librarianship is not eligible.

Training and developmental activities in related fields will be considered if associated with the employee's responsibilities.

All activities must be pre-approved by the employee's supervisor and the Library Director. Out-of-state attendance and reimbursement must be pre-approved by the Board of Trustees.

If multiple members of the staff wish to attend the same event, the Library Director will determine priority attendance based on the criteria below and availability of staff to provide coverage.

Priority attendance to conferences shall be given to: 1. Speakers/presenters, 2. Chairpersons, 3. Committee members, 4. Those attending their first conference, and 5. Association members.

Time Allowance for staff:

- When attendance is approved as time worked, time will be allowed for travel to and from the conference site, attendance at meetings, touring of exhibits, and other related activities.
- Any attendance on Saturday, Sunday, or holidays will be either at the staff member's normal rate or on their own time as previously negotiated. It is the responsibility of staff members to discuss this with their supervisor.
- When attending an activity beyond commuting, staff will receive a maximum of 7.5 hours for each day of attendance at the activity.

Payment/reimbursement.

- Classes/workshops that require prepayment may be covered directly by BML.
- Registration Fees. Staff members are expected to register during the pre-registration period to benefit from any discounts. Reimbursement for classes and conferences will be at the pre-registration member rate.
- Failure to attend or complete training (unless excused for illness or emergency) will require a full or partial reimbursement to BML. Exceptions may be made based on individual circumstances.
- Any staff member traveling on BML business which requires an overnight stay will be reimbursed for all necessary and reasonable expenses, including hotel bills, airline, rail, bus, and other transportation tickets, parking fees, registration fees, toll fees, and meals* unless other expense arrangements are specified in advance. Charges for Room Service, liquor, and personal telephone calls are not reimbursable. When possible, staff members should share accommodations and transportation.

*Meal allowance and mileage not to exceed Federal per diem and mileage rates. <https://www.gsa.gov/>

Revised March 25, 2025

PROFESSIONAL DEVELOPMENT REQUEST FORM

Employee Name: _____ Date: _____

Job Title: _____ Supervisor: _____

Name of Training/Workshop/Conference: _____

Name of Organization: _____

Dates of Attendance: _____ Location: _____

Cost of Activity: _____

What do you hope to learn (personally and/or professionally) from attending this event?

How do you plan to use/share what you've learned? How would this professional development opportunity benefit the library or community as a whole?

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Signature of Library Director: _____ Date: _____

****By signing this document, I acknowledge that I must submit a certificate of course completion/evidence of attendance and receipts for expenses to the library director in order to receive reimbursement.**