



# BROOKS MEMORIAL LIBRARY

## Board of Trustees Meeting Materials for January 14<sup>th</sup>, 2025

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<sup>1</sup> 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

January 14, 2025, 4:45 PM  
Meeting to be held on site or via Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/83917781481?pwd=TGtGVHZlS0J2OEERWGIYN3N4MkQ5UT09>

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, December 10, 2024

**COMMITTEE UPDATES/ DEPARTMENT REPORTS**

A. Friends of the Library

- Update - Karen, Next meeting: January ??

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

- Update

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.
- Unsung heroes award
- Trustee Nominating Committee – Update
- Non-resident Fees

**NEW BUSINESS**

- Distribution of sleeping bags on behalf of Groundworks
- Conflict of Interest Policy
- Other Policy Updates

**BROOKS MEMORIAL LIBRARY**  
**Board of Trustees Regular Meeting**  
**Tuesday, December 10, 2024**

Present: Margaret Atkinson, Ann Varilly, Starr LaTronica, Joyce Sullivan, Kate O'Connor, Leo Schiff, Sirkka Kauffman, Nikki Holland, Matt Wojcik

Absent: John Woodward

\*Ann called the meeting to order at 4:46pm

\*Additions/Changes to the Agenda: Starr made addition to New Business

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

\* No public present

**Committee Updates and Department Reports:**

**A. Friends of the Library:** Karen Tyler

- Book Sale undergoing
- FOL are in great shape financially and with volunteers
- "Words Trail" - installation and maintenance are undergoing. A separate account for this trail to cover maintenance has been set up.
- Research into a new company that will manage the museum passes.
- Request that "The Fairbanks Museum be added to BML museum passes.
- The Annual Appeal letter has been sent out.

**B. Finance/Asset Committee:** Ann Varilly

- Generating ideas for budget cutting, including staffing and hours of operation
- Adoption of Town Procurement Policy  
Kate O'Connor made a motion that BML adopt the town Procurement Policy.  
Margaret Atkinson seconded...All in favor
- Release of the Loud Fund  
Kate O'Connor made a motion to approve a letter to release the Loud Fund.  
Ann Varilly seconded it...All in favor

**C. Technology Committee:** Leo Schiff

- Early returns of the survey results, and the survey will be kept open until after the New Year.

**D. Building and Grounds Committee:** Karen Tyler

- Starr and the architects are in conversation with the town about the timeline and planning of the Grant Project
- Seeking names for the Project...all suggestions welcomed!

**E. Strategic Planning Committee:** Ann Varilly

Awaiting discussion and feedback from BML staff to extend the Strategic Plan to 2027.

**F Department Reports:** Matt Wojcik

- New trends in information service is helping people with their small business set up, Streaming with library card, language resources.

**Continuing Business:** Starr Latronica

- Really fraught at BML, there is the general stress and sadness that is a part of BML as well as recent traumas. Word has been sent out to BPD that BML needs to have someone here.

**New Business:**

- An increase in non-resident fees is being considered.
- Board Terms: Both Ann Varilly and Nikki Holland have re-upped for another term.
- All agreed to approve of a delayed opening on 122/19/2024 for staff support.

Executive Session 6:40pm-6:47pm to discuss compensation.

Kate O'Connor moved to accept the outcome of executive session discussion.

Margaret Atkinson seconded it.

All in favor

Meeting adjourned at 6:43 pm

Respectfully Submitted,  
Joyce Sullivan

## Director's Report for December 2024

**Announcements:** We have had two overdoses and multiple issues related to SUD in the past month in the restrooms outside the children's room, which has caused us to keep the doors locked. This causes an additional burden on the children's room staff to unlock and lock the restrooms after each use, while still being conscious of who is using them and for how long. The entire staff has been impacted by the constant attention we must dedicate to this issue, which inhibits us from doing our assigned and intended work. In addition, we are carrying the sadness of many of our patrons who are struggling with poverty, homelessness, and declining wellbeing. We have also noticed an increase in rudeness and inappropriate comments from the general public toward the rest of the staff. All of these issues have taken a toll on staff and one person has relinquished her regular part-time position to become on-call due to stress.

### 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.

- We are expanding and diversifying our large print and audio book collection to increase access for patrons with visual impairment.
- New books on food cultivation, preparation and preservation, funded by a grant from the Vermont Foodbank, continue to interest and inspire patrons.

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

- The State legislators conducted an information/listening session for the community in the Main Reading Room.
- We partnered with SEVCA to initiate a series on Financial Independence
- Regular programming of the Science Fiction Reading Club and the Stitchers continue. Independently organized reading clubs (Green Carnation, Great Books and Veterans) are rounding out our offerings.
- Thanks to incredible work by the staff, we were able to research, select and transition to new reservation software for the museum pass program, sponsored by the Friends of the Library.

Review and introduce new technology and develop related instruction.

- The technology committee conducted a survey that elicited 116 responses, which will guide our use of resources for equipment, programming and services.

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

- Regular sessions of Rhyme Time, Legopalooza and Game Board Guild have resumed
- Sing and Dance with Robin brings early literacy skills to preschoolers through music and movement.
- St. Michaels classes visit the library on a regular basis for stories and to select books.

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

- The teen advisory group continues to contribute to the direction of programs and materials, under the guidance of Max Newirth, our new Teen Services Specialist.

Recruit, cultivate and retain a diverse, exemplary staff.

- As alluded to in the announcement, Pat Sheehan has transitioned to on-call work, from part-time.
- We have screened and interviewed staff to fill two 20 circulation clerk positions. Staff has been stretched exceedingly thin since vacancies began in September.

Empower and support staff well-being

- Staff members trained in Critical Incident Stress Management (CISM) held debriefs for those staff members directly involved in the overdose incidents.
- One of the outside CISM clinician held an all-staff decompression session and offered individual sessions on site for staff dealing with stress.
- Select staff participated in Situation Table training to refer patrons who are in need of help.
- Regular yoga classes continue weekly, funded by the Trustees.

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

Reconfigure current space arrangements to increase meeting and work areas for individuals and small groups.

- Architect continues to explore options of creating better workflow space for staff.
- More people spend the day at the library as a means for staying warm and safe when they have no home.

Revamp and improve exterior space for increased accessibility and public usage. Work on Capital Project:

- The survey of the landscape has been completed
- Submitted paperwork and met with Historical Preservation
- Roof engineering study has been completed.
- RFP for design and civil engineering has been launched
- RFB for roofing work has been composed
- Participated in check-in with State Library team.
- Town account established for expenditures

**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

- Programming/outreach specialist is working with BEEC on a series of programs
- The Secretary of State requested the opportunity to unveil the new study on Civic Health here.
- Mrs. Claus took a break from reading Christmas stories to make an appearance at the December Marketplace.

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

- Outreach/programming specialist has established close ties with team providing outreach to vulnerable populations.
- Requests to use our phone continues to increase as people have been expelled from motels.

**Increase awareness of library services, resources, and impact.**

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

- Press releases placed by Outreach/programming specialist have garnered coverage in both papers for adult programs Technology Survey.
- Excellent attention to social media posts, have increased awareness of library programs and service.

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

- The Tech Survey and other library events received good coverage in the Town newsletter.

<b>Library circulation:</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2019</b>
	116,608	122,403	112,610	144,754
<b>Downloads + Kanopy</b>	<b>23,417</b>	<b>26,050</b>	<b>21,285</b>	<b>n/a</b>

## **Youth Services Board Report- January 2025**

With the start of the New Year, we are spending some time catching up on outstanding projects and preparing for upcoming events.

Unfortunately a great deal of our time recently has been dealing with the bathrooms. After two serious incidents within the span of one month, we have resorted to locking the bathrooms at all times. This places a large burden on the staff who need to unlock and relock the bathrooms dozens of times throughout the day. On our first day, Saturday, January 4, we unlocked the bathrooms 44 times, then relocked them another 44 times. That is 88 trips to the bathroom in a 7 hour period.

While locking the bathrooms does seem to be a deterrent, it has not stopped all suspicious activity. This is a temporary measure and by no means a long-term solution. The amount of staff time required to keep the bathrooms locked is unsustainable. We are looking into new locks for the doors but that will not stop the issue entirely. While locking and unlocking the doors is a large part of the situation, monitoring the bathrooms to make sure people haven't been in the bathrooms for a long time, and possibly in distress, is another huge part. This situation is placing a large amount of stress on the staff.

Lindsay Bellville- Youth Services Librarian

In Teen Services we are we have gotten our teen programming underway again. After a successful Teen Movie Night in November, we will be holding our first Teen Game Night since the summer this month. This has historically been our most popular teen event by far, so it's exciting to be holding getting it going again! From here on out it is my intention to establish the third Fridays of every month as our teen program night, alternating Movie Nights and Game Nights each month.

As for the teen room itself, regular book orders have started again and some new Manga titles are beginning to trickle in. I have had positive feedback from our teen patrons on the changes that have been made to the teen room, including the new Manga section. As I work on growing that collection, I will continue to see how we can best improve and use the space available to us in the teen room.

Max Newirth – Teen Services Specialist

Department Inquiry

Fund: 101 General Fund --- Department: 201 Library --- Period Ending: 12/31/2024

Account Number	Description	Total Budget	YTD Actual	Balance
101-50000-201	Department Head Salary	91,545.00	42,158.28	49,386.72
101-50001-201	Staff Salaries	583,773.00	255,398.77	328,374.23
101-50002-201	Vacation BB - Retire Pay	5,000.00	0.00	5,000.00
101-51000-201	Equipment expense	4,500.00	2,684.54	1,815.46
101-51003-201	Postage Expense	7,500.00	3,185.94	4,314.06
101-51004-201	Office Supplies	4,000.00	1,966.92	2,033.08
101-51007-201	Computer Supplies	4,000.00	2,077.90	1,922.10
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	2,416.23	1,583.77
101-51031-201	Lost Book Refund Pmt Fees	200.00	197.00	3.00
101-51032-201	Book & Non-Print Supplies	6,000.00	2,427.79	3,572.21
101-51034-201	Fuel Expense	10,790.00	1,468.26	9,321.74
101-51035-201	Electric	20,730.00	11,152.56	9,577.44
101-51036-201	Utilities	1,490.00	843.86	646.14
101-51037-201	Building Repairs	20,000.00	3,269.59	16,730.41
101-51038-201	Maintenance Supplies	4,000.00	2,046.71	1,953.29
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	4,996.70	3,503.30
101-51042-201	Young Adult Sources	3,000.00	1,164.33	1,835.67
101-51043-201	Replacement Books	3,000.00	662.73	2,337.27
101-51044-201	Periodicals & Newspapers	7,500.00	5,934.10	1,565.90
101-51045-201	Digital Subscriptions	13,000.00	7,684.93	5,315.07
101-51046-201	Non-Print Materials Adult	6,000.00	5,214.63	785.37
101-51047-201	Non-Print Materials Children	4,500.00	273.10	4,226.90
101-54004-201	Computer Equipment Maint	6,000.00	1,329.12	4,670.88
101-45007-201	Miscellaneous Revenue	(1,000.00)	(45.00)	(955.00)
101-45012-201	Reimbursements Revenue	(3,000.00)	(3,717.00)	717.00
101-45019-201	Library Copier Revenue	(4,500.00)	(3,712.15)	(787.85)
101-45020-201	Library Fines	0.00	(102.00)	102.00
101-45021-201	Non-Resident Fees	(15,000.00)	(8,107.00)	(6,893.00)
101-45022-201	Replacement Books	(1,500.00)	(1,444.14)	(55.86)

Department Inquiry

Fund: 401 Grants Fund --- Department: 202 Library Trust --- Period Ending: 12/31/2024

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	530.91	6964.48
401-51137-202	BR04 Contract Srvs Adult	1824.83	0.00	1824.83
401-51127-202	BR05 Books Adults	25891.06	5,050.58	20840.48
401-51139-202	BR06 Juvenile Programs	4498.81	1,521.39	2977.42
401-51129-202	BR07 Reference Sources	7685.56	1,709.09	5976.47
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	0.00	22373.27
401-51134-202	BR11 Periodicals & Newspa	2267.47	0.00	2267.47
401-51124-202	BR12 Trustees Conferences	1912.34	0.00	1912.34
401-51138-202	BR13 Adult Programs	5993.45	891.84	5101.61
401-51130-202	BR14 Fine Arts	2404.30	15.88	2388.42
401-51140-202	BR15 Board Approved Proje	25302.68	4,347.28	20955.40
401-51131-202	BR16 Books Children	5838.98	26.20	5812.78
401-51141-202	BR17 Outreach	11691.73	445.00	11246.73
401-51126-202	BR18 Conservation	1000.00	212.55	787.45
401-51142-202	BR19 Gifts	5093.57	2,470.51	2623.06
401-51143-202	BR20 Projects	32889.84	890.48	31999.36
401-51144-202	BR21 Legacy	29360.97	0.00	29360.97
401-51123-202	BR22 Staff Leave	5377.73	0.00	5377.73
401-51136-202	BR23 Downloadable Media	10000.00	1,763.65	8236.35

<b>LIBRARY ENDOWMENT REPORT 2024-25 ACTIVITY AND ASSETS</b>	Fiscal Year Start of Year	<b>7/1-9/30/24</b> Quarter 1	<b>10/1-12/31/24</b> Quarter 2	<b>1/1-3/31/25</b> Quarter 3	<b>4/1-6/30/25</b> Quarter 4	Fiscal Year Summary
<b>1. x431 Permanent Endowment</b>						
<b>Beginning Market Value of Assets (BMV)</b>	\$2,215,016.77	\$2,215,016.77	\$2,322,776.21	\$2,273,003.56	#N/A	
<b>Gifts, Bequests and other Contributions</b>		\$0.00	\$0.00	#N/A	#N/A	#N/A
<b>Securities Income (net of reinvested)</b>		\$9,872.56	\$17,506.47	#N/A	#N/A	#N/A
<b>Disbursements</b>						
Transferred to x868 for Brooks Library		-\$21,875.00	-\$21,875.00	#N/A	#N/A	#N/A
Quarterly Mgmt Fee to Prentiss Smith		-\$2,774.66	-\$2,909.55	#N/A	#N/A	#N/A
Foreign Taxes and Other Fees Withheld		-\$154.99	-\$12.33	#N/A	#N/A	#N/A
<b>Gain (Loss) in Market Value of Assets (MVA)</b>		\$122,691.53	-\$42,482.24	#N/A	#N/A	#N/A
<b>Ending Market Value of Assets</b>		\$2,322,776.21	\$2,273,003.56	#N/A	#N/A	#N/A
<b>Total Return = Securities Income + Gain in Value</b>		\$132,564.09	-\$24,975.77	#N/A	#N/A	#N/A
<b>Rate of Return = Total Return / BMV</b>		5.98%	-1.08%	#N/A	#N/A	#N/A
<b>2. x868 Money Market Account</b>	\$182,357.70	\$175,722.55	\$188,593.52			
<b>3. x811 Calista Fund</b>	\$25,629.26	\$25,818.97	\$25,387.35			
<b>4. x577 Loud Fund</b>	\$26,254.33	\$27,227.56	\$26,749.94			
<b>5. x335 Legacy Funds</b>	\$50,975.14	\$50,991.24	\$50,144.98			
<b>6. x353 Board Projects Account</b>	\$24,991.06	\$25,679.32	\$25,740.96			
<b>7. x050 Building Board Fund</b>	\$149,376.37	\$147,686.80	\$146,673.23			

# Brooks Memorial Library

## Budget vs. Actuals: FY\_2024\_2025 - FY25 P&L

July 2024 - June 2025

	TOTAL				
	ACTUAL	BUDGET	REMAINING	% OF BUDGET	% REMAINING
<b>Income</b>					
<b>Total Income</b>			<b>\$0.00</b>	<b>0.00%</b>	<b>0.00%</b>
GROSS PROFIT	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Expenses</b>					
BR01 - Buffer Account		10,000.00	10,000.00		100.00 %
BR03 Conferences & Workshops	530.91	7,495.39	6,964.48	7.08 %	92.92 %
BR04 Contractual Services		1,824.83	1,824.83		100.00 %
BR05 Books Adults	5,035.59	25,891.06	20,855.47	19.45 %	80.55 %
BR06 Juvenile Programs	1,521.39	4,498.81	2,977.42	33.82 %	66.18 %
BR07 Reference Sources	1,724.08	7,685.56	5,961.48	22.43 %	77.57 %
BR08 Local History Source		5,549.43	5,549.43		100.00 %
BR09 Young Adult Sources		3,376.66	3,376.66		100.00 %
BR10 Non-Print		22,373.27	22,373.27		100.00 %
BR11 Periodicals	0.00	2,267.47	2,267.47	0.00 %	100.00 %
BR12 Trustees Conferences		1,912.34	1,912.34		100.00 %
BR13 Adult Programs	891.84	5,993.45	5,101.61	14.88 %	85.12 %
BR14 Fine Arts	15.88	2,404.30	2,388.42	0.66 %	99.34 %
BR15 Board Approved Projects	4,347.28	25,302.68	20,955.40	17.18 %	82.82 %
Fine Arts Auction Sales Revenue	-264.75	19,440.02	19,704.77	-1.36 %	101.36 %
<b>Total BR15 Board Approved Projects</b>	<b>4,082.53</b>	<b>44,742.70</b>	<b>40,660.17</b>	<b>9.12 %</b>	<b>90.88 %</b>
BR16 Books Children	26.20	5,838.98	5,812.78	0.45 %	99.55 %
BR17 Outreach		5,000.00	5,000.00		100.00 %
OR01 Marketing	121.88	5,370.60	5,248.72	2.27 %	97.73 %
OR02 Outreach	323.10	1,321.13	998.03	24.46 %	75.54 %
<b>Total BR17 Outreach</b>	<b>444.98</b>	<b>11,691.73</b>	<b>11,246.75</b>	<b>3.81 %</b>	<b>96.19 %</b>
BR18 Conservation	212.55	1,000.00	787.45	21.26 %	78.75 %
BR19 Short Term Gift Funds	<b>223.39</b>	<b>5,093.57</b>	<b>4,870.18</b>	<b>4.39 %</b>	<b>95.61 %</b>
BR20 Projects					
SP01 Building and Grounds Committee	890.48	32,889.84	31,999.36	2.71 %	97.29 %
<b>Total BR20 Projects</b>	<b>890.48</b>	<b>32,889.84</b>	<b>31,999.36</b>	<b>2.71 %</b>	<b>97.29 %</b>
BR21 Legacy		<b>29,360.97</b>	<b>29,360.97</b>		<b>100.00 %</b>
BR22 - Employee Leave Awards		5,377.73	5,377.73		100.00 %
BR23 Downloadable	<b>1,763.65</b>	<b>10,000.00</b>	<b>8,236.35</b>	<b>17.64 %</b>	<b>82.36 %</b>
<b>Total Expenses</b>	<b>\$17,363.47</b>	<b>\$247,268.09</b>	<b>\$229,904.62</b>	<b>7.02 %</b>	<b>92.98 %</b>
NET OPERATING INCOME	<b>\$ -17,363.47</b>	<b>\$ -247,268.09</b>	<b>\$ -229,904.62</b>	<b>7.02 %</b>	<b>92.98 %</b>
NET INCOME	<b>\$ -17,363.47</b>	<b>\$ -247,268.09</b>	<b>\$ -229,904.62</b>	<b>7.02 %</b>	<b>92.98 %</b>

12/31/2024 Account values and proposed draw for FY 25-26

Brooks Memorial Library Board of Trustees

Account name	Schwab Account #	Prior year-end market value 12/31/24	4% of market value	Additional calculation	Proposed draw
Endowment	x431	\$2,273,003.56	\$90,920.14	none	\$90,920.14
Building Board Fund	x050	\$146,673.23	\$5,866.93	none	\$5,866.93
Loud Fund	x577	\$26,749.94	\$1,070.00	none	\$1,070.00
Calista Fund	x811	\$25,387.35	\$1,015.49	lesser of 4% and \$800	\$800.00
Legacy Fund	x335	\$50,144.98	\$2,005.80	Subaccounts:	
				Frothingham 70% of Legacy draw	\$1,404.06
				Wyatt 20% of Legacy draw	\$401.16
				Jerard 7.3% of Legacy draw	\$146.42
				Brown 2.7% of Legacy draw	\$54.16
				Total proposed draw	\$100,662.87

## Outreach & Programming, Brooks Memorial Library, from September 2024 - January 2025 (less than 5 months)

*“There’s a term you don’t hear these days, one you used to hear all the time when the Carnegie branches opened: Palaces for the People. The library really is a palace. It bestows nobility on people who can’t otherwise afford a shred of it. People need to have nobility and dignity in their lives. And, you know, they need other people to recognize it in them too...” (TAOB add: “...and importantly, they need to have a place where their humanity is seen ”*

— [Eric Klinenberg](#), Palaces for the People

*“The library assumes the best out of people. The services it provides are founded upon the assumption that if given the chance, people will improve themselves.”*

— [Eric Klinenberg](#), Palaces for the People,

*“Fundamentally, libraries function as inclusive environments where people from various walks of life can gather, potentially cultivating a sense of belonging and community...library staff play a pivotal role as they organize programs and services that encourage social engagement. These initiatives not only alleviate feelings of loneliness, but they also play a crucial part in fostering social bonds...the involvement of library workers in combating loneliness is essential for promoting mental wellbeing and social cohesion with the community.”* Marquez, Alejandro The Epidemic of Loneliness: The Library User Health Crisis, 2024

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An essential responsibility of this new role includes: **“increase relationships with local partners to promote initiatives, programs and services.”** To highlight achievements towards this, relational interactions with such partners along - with other key responsibilities - are in bold, below.

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### Onboarding - ToB & BML

- Onboarding ToB
- Orientation & Training for Circulation Coverage
- **Circulation Backup & Lunch/Dinner Coverage**, regularly
- **Community Room’s Booking Scheduling**, trained and now responsible for the oversight and coordination
- **BML Event Page** - post regular programs and public gatherings/ in room use for Community Room & Room D
- **BML Newsletter** - oriented to use of software & BML’s signature format; preparing to inherit full responsibility of events’ section; edit and update as needed until assume responsibility
- **ABC Database** - meet weekly with BML’s Tech Team (Websters), oriented to features; awaiting software manufacture to fix and update glitches holding up the project

**Outreach - Community Activities (external)** - goal/ expectation: 1 monthly?

- **Friends of Brooks Memorial Library** Ice Cream Social, tabling, 09/06
- **Root Social Justice Center's** Soul Food Sunday, tabling for Library Sign-Up Month, 09/08
- **Brattleboro Food Coop**, tabling for Library Sign-Up Month
- Brattleboro Kid's Fair, tabling, 09/21
- Brattleboro Community Safety Fair w/various **ToB Departments & Local Orgs**, tabling, 10/30
- **Academy School**, Parent-Teacher Conference Day, tabling, 11/08
- ToB Budget Event, tabling with **ToB Departments** 11/12

**Outreach - Community Connections** made by targeted introductions while posting flyers for BML:

- **CCV**
- **Recs & Park**
- **Edwin Jones**
- **Gathering Place**

**Outreach - Community Connections** strengthened by targeted introductions to groups regularly using rooms use; confirm room needs for 2025:

- **Mineralogical Society**
- **Stamp Club**
- **Town Arts Committee**
- **Audubon Society**
- **Serious Illness Group/Brattleboro Area Hospital**
- **Brattleboro in Stitches**
- **BML Board of Trustees**
- **Friends of BML**
- **Veterans Reading Group/ Veterans Outreach**
- **Circolo Italiano**
- **Windham County Genealogical Society**

**Outreach - Collaborative Programming, completed or ongoing**

- Queer Community Crafting, **ACLU, Out in the Open**
- SilverCircus, **NEEC**
- Rob Mermim & Friends, **NECCA, NEYT, Circus Minimus**
- World Singing Day
- Voter Registration & Youth Vote Education, **Root Social Justice's Youth4Change Program**
- World AIDS Day, AIDS Project of Southern Vermont, 12/2-6; public thank you to BML: [https://www.commonnews.org/issue/796/796090\\_aids-project](https://www.commonnews.org/issue/796/796090_aids-project)
- Financial Empowerment, with **SEVCA & Mascoma Bank** - well-received pilot in Dec, 24. Extensive program planned for monthly sessions in 2025.
- Community Conversations with **Brattleboro State Legislators**, monthly going into 2025

- **Vermont Humanities** Vermont Reads, collaborating with BUHS and organizing a community-wide read & discussion for 2025 to include:
  - **BEEC**
  - **Groundworks**
  - **Turning Point**
  - **Brattleboro Historical Society**

#### **Outreach - Collaborative Programming, upcoming**

- **ABC Database:** Pre-Launch Trial Use Lunch - organizations that have committed to participate, date TBD:
  - **Interaction**
  - **Out in the Open**
  - **SEVCA**
  - **ToB Communications**
- **Secretary of State**, Vermont Health Index, 01/15
- **America 250**, 01/16 - meeting with convening committee:
  - **Windham World Affairs Council**
  - **The Commons**
  - **Vermont Humanities**
  - **Vermont Independent Media**
  - **BCTV**
- Brattleboro Sings Together, 01/17
- **BEEC** Mud Speaker Series 2/10, 03/10, and 04/14 or 15
- **Djeli Forchion**, Black History Month event, 02/12
- **NAACP**, MLK essay award celebration - postponed
- **Vermont Humanities**, Snapshot Series, virtual host for James Lockridge, 02/19
- **Chamber of Commerce** - National Library Appreciation Week, 04/07-14
- **SEVCA's** VITA Tax Prep, 04/14
- **River Gallery**, hosting Tibetan Mandala, 04/21-25
- **Big Woods Voices**, 04/26
- **VERMONT PUBLIC** - host "Join or Die",
- **Vermont Humanities**, special event Bill Libbert, potential collaborator **Out in the Open**, 04/30
- **WSWMD** - Curbside Compost Educational event (summer 25, once town contract is finalized and ed needs are known; contact made w/ rep)
- Hispanic Heritage Month, **UVM's** Hispanic Vermonters Portraits Display & Reception 09/11-10/15 - with collaborations:
  - **Vermont Jazz Center**, unconfirmed
  - **Soul'n'Rico**, unconfirmed

#### **Outreach Trainings & Connections for Library**

- **CISM (Critical Incident Stress Management)** training & team member - opportunity to connect with fellow municipal employees across departments
- **Outreach League** - will be connecting biweekly with outreach representatives from:

- Groundworks
- Turning Point
- AIDS Project
- Coop
- **ToB Wellness Committee**, convening monthly