



## Board of Trustees Meeting Materials for June 10<sup>th</sup>, 2025

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- **Committee Minutes<sup>1</sup>**
  - *None*
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- **Expenditures and Revenue Report – Grants Fund**
- **Other Materials**
  - Revised Budget
  - Code of Conduct

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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**

*June 10, 2025, 4:45 PM*

*Meeting to be held on site or via Zoom:*

*Join Zoom Meeting*

<https://us02web.zoom.us/j/83917781481?pwd=TGtGVHZ1S0J2OEERWGIYN3N4MkQ5UT09>

*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, May 13, 2025

## **COMMITTEE UPDATES/ DEPARTMENT REPORTS**

A. Friends of the Library

- Update – Karen; Next Meeting—Volunteer needed
- “What’s Cooking at Brooks” event – June 12, 6 pm to 8 pm

B. Finance/Asset Development Committee— Margaret Atkinson, Chair

- Committee Update
- Proposed Board Budget for 7/1/25 to 6/30/26

C. Technology Committee – Nikki Holland, Chair

- Update

D. Buildings and Grounds— Nikki Holland, 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
- Professional Development policy and application draft revision
- Child Safety Policy draft revision
- Outreach Committee Discussion

## **NEW BUSINESS**

- July 4<sup>th</sup> parade

Brooks Memorial Library  
Trustees Meeting  
5-13-25

Attending: Nikki Holland, Joyce Sullivan, Margaret Atkinson, Sirkka Kauffman, Ann Varilly, Starr LaTronica, Tara O'Brien, Kate O'Connor, Karen Tyler, Jenny Rowe

Call to Order: 4:47  
Agenda Review: Complete  
Public Comments: None  
Minutes of April 8: Approved

Friends of the Library—Leo attended. Starr reports that there will be a spring event, a Friends-raiser, featuring the Library of Things kitchen tools. There will be cookies, ice cream, lots to eat. Telescope and garden tools on display, etc. Date is proposed to be June 12, 6-8 pm, donations will be accepted. New donation of \$5000 from a friend to the Friends. Friends annual meeting is Wednesday May 21, Sirkka and Ann will attend. Friends applied for grant from Thompson Trust for \$16,000 for technology upgrades, public computers, etc. Grant was approved in full. Ann, Margaret and Karen worked on the grant, thanks to them!

Finance Committee report: Town budget has cuts, library cut about \$27,000 mostly materials and equipment. We may draw down more from endowment to make up some lost funds. Typically, we draw down 4%, may need to draw 5%. Recommendation on draw down will be made at next meeting.

Technology Committee—we will launch some peer led workshops, how to use gmail, file management, AI, how to use Libby and Kanopy. Matt will start with the Libby and Kanopy workshop on a Saturday second half of June. Tech survey result press release ran in Reformer and Commons. We will run a recruiting item in our newsletter to get volunteers.

Building and Grounds—RFQ for Project Manager is out, deadline is May 29. Several have already responded. Invoices to date that have been submitted have been reimbursed. Roof and solar panels on hold until we get more info about asbestos removal or mitigation. Contractors have been in to estimate construction of small office within Children's Room.

Strategic Planning—Ann gave presentation to staff about the current Strategic Plan, good meeting.

Outreach Librarian Tara-- We had great window at Chamber of Commerce for National Library Week. Thank you, Tara. Lots of collaboration with community organizations. Program last month with River Gallery School with monk and Mandala creation. Collaborations with WSESU, Senior Solutions, Windham World Affairs Council, UVM,

Alzheimer's Association, Vermont Public, Department of Health. Large event with David Sibley, over capacity. Seed library—we have seeds for the community. Room bookings have gone up 194% in last year.

Social work/ safety—BRAT has been very helpful, no new problems in rest rooms.

Behavior policy still under revision.

Child safety policy draft, wait until next month for second reading.

Outreach Committee question—what would support Tara? Cadre of volunteers? Contacts with community resources? Tara will contemplate what supports she would want, and revisit the topic next month.

Starr requests permission to attend ALA conference. End of June, in Philly. Starr would like to look into self-checkout at the conference. Registration fee \$450, hotel and travel, trustees will pay.

Joyce Sullivan is resigning from the Trustees.

We will ask Bob Ferrante if he would like to join the board. If so, we will bring his name to the Selectboard.

Meeting adjourned at 6pm.

## Director's Report for May 2025

Staff is relieved that the revised Town budget passed with no cuts in staff or hours. There were significant reductions in materials and equipment, some of which can be mitigated with funds from the Endowment, Friends, grants and fundraising efforts. A local bookstore has offered support and the Finance Committee has adjusted the FY 26 budget.

Interlibrary loan clerk Jenn Robb has earned her certificate in Public Libraries from the Vermont Department of Libraries.

### Activities that support the 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.*

- Promoted print and DVD collection with displays on: Asian and Pacific Islander authors, Mostly Medieval history and literature, gardening and spring cleaning. Patrons have expressed admiration and appreciation for highlighting the collection.

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

- We have experienced a significant uptick in the need for assistance with filling in and filing online forms.
- There is also increased interest in online learning.

*Offer programs that introduce and illuminate a wide range of interests and opinions.* In addition to ongoing programs such as the Stitchers, the America 250 planning session, the monthly Legislative Forum and Sci-Fi reading group, the library offered:

- A reminiscence of *25 Years Since Civil Unions in Vermont*, with former legislator Bill Lefferts.
- A rousing community forum/exploration of *The Unfinished Revolution* and the history of non-violent resistance with Meg Mott.
- A presentation on the warning signs of Alzheimer's and support for caregivers.
- A vivid slide show of the *Resplendent Quetzal of Costa Rica*.
- An acapella performance of poetry by Big Woods Voices.
- A lecture by Howard Coffin on *Vermont Women of the Civil War*.

*Review and introduce new technology and develop related instruction.*

- The Technology Committee is recruiting volunteers to present instruction on various elements identified through the recent survey.
- The committee is in the planning stages of offering mutual tech help sessions, based on the Stitchers model.

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

- Weekly programming for preschoolers via *Rhyme Time* and *Sing and Dance with Robin*.
- Visits from Green St School introduced kids to all aspects and departments of the library.
- Regular Visits from St. Michaels School provide library access and instruction.

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

- Teen movie night provided free, safe fun for teens on a Friday evening.
- Teen participation in the advisory committee had led to increased civic involvement by the group.

*Recruit, cultivate and retain a diverse, exemplary staff.*

- Five members of the staff (Amanda, Julia, Kate, Jeanne and Tara) attended the Vermont Library Association conference and received instruction/inspiration in:
  - Facing Homelessness: A Rural Library Perspective
  - Subversive Librarianship: Embedding DEI and Social Justice in Libraries
  - Navigating Difficult Conversations with Staff: Fostering Empathy, Avoiding Drama, and Driving Results
  - Dealing with Big Stress in Little Libraries
  - Book Merchandising in Public Libraries
  - Error 404: Books Not Found
  - Planting Seeds of Resilience: A Rural Library's Journey to Engaging Community and Cultivating Belonging
  - Welcoming the Dyslexic Community into Your Library

- Serving Your Community Through TeleHealth & TeleServices
- Vermont Arts Council Funding Opportunities for Public Libraries
- Invisible Family: How Stories and Libraries are Uniquely Capable of Supporting Community members with an Intangible Second Culture
- Spark Talks, which included the following topics:
  - Build Community with a Smartphone Photo Contest
  - Empowering Innovations: Expanding US Patent and Trademark Office Outreach to Support Vermont's Entrepreneurs and Inventors
  - Vermont Kit Club: Sharing Books & Resources Across Communities
  - Bring Community into Your Library and Your Library into the Community
  - A Library of jazz: how a Community Non-Profit Developed a Publicly Accessible Library and Archive of Performance, Masterclasses, Books, and Recordings

Attendees reported out on their experience at an all-staff meeting and will present sessions on topics that staff would like to explore more deeply.

- Additional professional development included virtual trainings: Opening Doors to Community: supporting mental health; Homelessness in Rural Libraries #3; Canva tutorials; Creating Dementia-Friendly Libraries; Library Safety & Security;
- Matt and Jeanne attended on online course from ALA on AI in libraries.

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

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

- Provided space for; district meetings in advance of special RTM; an arts healing and self-exploration series for mature women of color; information on personal protection plans and instruction on legal aspects of armed self-defense; independent reading clubs (Green Carnation, Great Books, and Veterans); Mineralogical Society; multi-generational civics classes; Families First lifelong learning for adults with disabilities; Cicolo Italiano.

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

- Patrons are learning the new room reservation software and appreciate the opportunity to book spaces independently.

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

- The Capital Improvements project is moving along, thanks to the incredible organization and diligence of Pete Lynch, who met regularly with DPW, engineers and electricians and Matt to determine needs and direction.
- Thanks to Sue Fillion of Planning Services for her help in composing and evaluating the RFQ for project manager. She also joined Ann Varilly and myself in interviews for the finalists. Her expertise and advice were invaluable.
- Buildings and grounds committee met to decide fencing, lighting and furnishing choices.
- We received official approval to contain the exterior asbestos, instead of removing it.

**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.*

- Partnership with the Audubon club brought us the Quetzal program. Partnership with Vermont Humanities and the Veterans' Reading Group made the Howard Coffin program possible.
- Continued collaboration with Windham World Affairs Council supports the America 250 planning sessions and our program with Meg Mott.
- BML participated in the Edible Brattleboro open house to promote the tool lending library and seed library.

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

- BML had representation at the Homelessness vigil.
- Participation in the Situation Table and One Brattleboro has been helpful in maintaining awareness of individuals and issues for those who may need assistance at the library.

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

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

- Discussions with organizers of Gallery Walk ensures that BML will be included in activities (weather permitting).
- Gallery Walk staff is planning two teen events his summer on Flat St., which will include participation from BML.
- Front Porch Forum held its regional focus group meeting here. Tara, a regular poster, was invited to participate.

We had 10,110 visits to the library in May 2025, 10,184 in May 2024, 10,124 in May 2023, and 6,019 in May 2022.

## Adult Circulation Report to Board of Trustees May 2025

June 2025

### **New Rooms & Library of Things System!**

After five months of hard work, the library has launched a fantastic new platform for room bookings and Library of Things reservations (kitchen and gardening tools, e-bikes, memory kits, and technology/electronics). LibCal, made by Springshare, has an interface which is easier for staff and patrons to use and will reduce the amount of time staff spend managing reservations. The most exciting new feature is that **patrons can now go online to make and cancel their own room reservations for the small meeting rooms**. Springshare, which serves many larger libraries, is constantly improving and adding new features that will support us as we grow.

### **Vermont Library Association Conference 2025**

Five library staff members attended the Vermont Library Association Conference for a full day of educational experiences. We learned more about supporting patrons with dyslexia and those facing homelessness. Staff gained skills in applying for grant funding, increasing community resilience, and understanding the impact of artificial intelligence. We participated in discussions about supporting staff through stressful times and navigating difficult conversations and conflicts in the workplace. All of us returned to the library energized, with new ideas for programs, practical skills, and new connections in the library community.

### **Seed Library**

The Seed Library is now open! Julia requested donations from many different seed companies, resulting in over 300 seed packets. The Friends of Brooks Memorial Library provided funds to pay for shipping. After dividing the larger packets into smaller ones, we will have over **1,000 seed packets** to give out to the community this year.

Anyone can come in and take seed packets for their garden. If gardeners harvest seeds, they can bring them back to the seed library. Gardening has a beneficial effect on mental and physical health and promotes community food resilience. Paired with our kitchen and gardening tools and books, the seed library makes it affordable for community members to grow and preserve their own food to make wholesome field to fork meals year round.

### **Highlights from May**

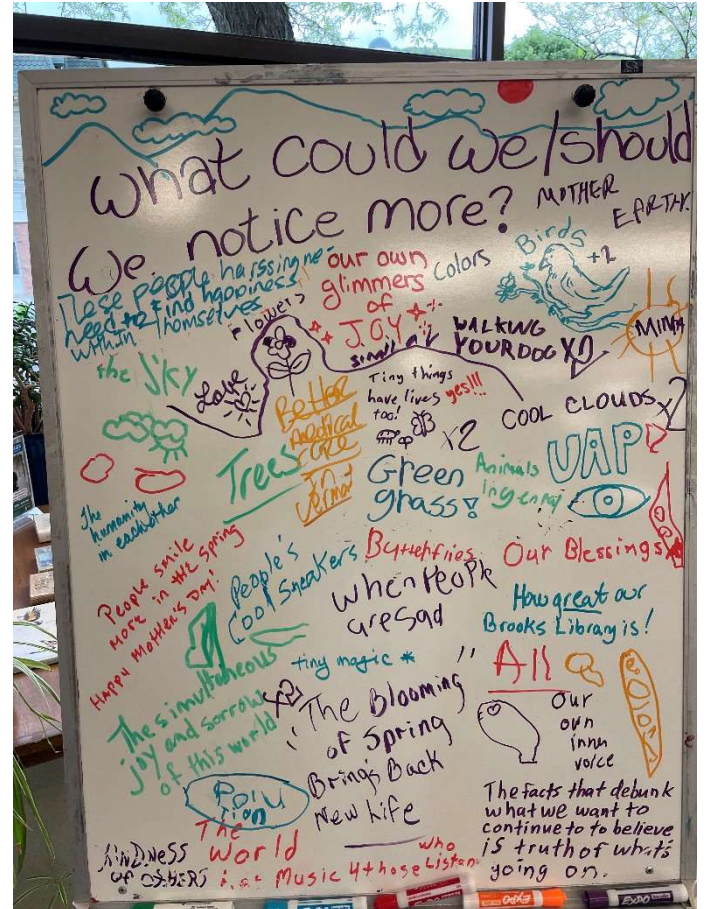
- **The Field to Fork Tool Cottage** opened for the season on May 2<sup>nd</sup> and patrons checked out **65 gardening tools** in just the first month! Our very dedicated tool shed volunteer **Tony Eastwood** has already put in over 30 hours preparing and staffing the tool shed.
- The library celebrated **Asian-American & Pacific Islander Heritage Month** with a book display in the library and newsletter features of AAPI Fiction and Graphic Memoirs.
- NextStage has generously donated **3 Bandwagon Series passes** again this year. Patrons can check out a pass for free admission to the concerts.

*Submitted by Amanda Whiting, Circulation Manager*



**What could we/should we notice more?**

- The SKY, Birds, Trees, Green grass
- The humanity in each other
- People's cool sneakers
- When people are sad
- How great our Brooks Library is!
- Our own inner voice
- Our own glimmers of joy
- The world has music 4 those who listen
- The simultaneous joy and sorrow of this world
- COOL CLOUDS



# Brooks Memorial Library

## Budget vs. Actuals: FY25

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              | 4,354.18         | 7,495.39         | 3,141.21         | 58.09 %        | 41.91 %         |
| BR04 Contractual Services                 |                  | 1,824.83         | 1,824.83         |                | 100.00 %        |
| BR05 Books Adults                         | 14,895.83        | 25,891.06        | 10,995.23        | 57.53 %        | 42.47 %         |
| BR06 Juvenile Programs                    | 2,238.97         | 4,498.81         | 2,259.84         | 49.77 %        | 50.23 %         |
| BR07 Reference Sources                    | 7,033.09         | 7,685.56         | 652.47           | 91.51 %        | 8.49 %          |
| BR08 Local History Source                 |                  | 5,549.43         | 5,549.43         |                | 100.00 %        |
| BR09 Young Adult Sources                  | 374.77           | 3,376.66         | 3,001.89         | 11.10 %        | 88.90 %         |
| BR10 Non-Print                            | 1,602.24         | 22,373.27        | 20,771.03        | 7.16 %         | 92.84 %         |
| BR11 Periodicals                          | 3,419.21         | 2,267.47         | -1,151.74        | 150.79 %       | -50.79 %        |
| BR12 Trustees Conferences                 |                  | 1,912.34         | 1,912.34         |                | 100.00 %        |
| BR13 Adult Programs                       | 2,540.91         | 5,993.45         | 3,452.54         | 42.39 %        | 57.61 %         |
| BR14 Fine Arts                            | 290.88           | 2,404.30         | 2,113.42         | 12.10 %        | 87.90 %         |
| BR15 Board Approved Projects              | 24,347.28        | 25,302.68        | 955.40           | 96.22 %        | 3.78 %          |
| Fine Arts Auction Sales Revenue           | -1,531.25        | 19,440.02        | 20,971.27        | -7.88 %        | 107.88 %        |
| <b>Total BR15 Board Approved Projects</b> | <b>22,816.03</b> | <b>44,742.70</b> | <b>21,926.67</b> | <b>50.99 %</b> | <b>49.01 %</b>  |
| BR16 Books Children                       | 1,031.28         | 5,838.98         | 4,807.70         | 17.66 %        | 82.34 %         |
| <b>BR17 Outreach</b>                      |                  |                  |                  |                |                 |
| OR01 Marketing                            | 514.73           | 7,870.60         | 7,355.87         | 6.54 %         | 93.46 %         |
| OR02 Outreach                             | 415.22           | 3,821.13         | 3,405.91         | 10.87 %        | 89.13 %         |
| <b>Total BR17 Outreach</b>                | <b>929.95</b>    | <b>11,691.73</b> | <b>10,761.78</b> | <b>7.95 %</b>  | <b>92.05 %</b>  |
| BR18 Conservation                         | 526.58           | 1,000.00         | 473.42           | 52.66 %        | 47.34 %         |
| <b>BR19 Short Term Gift Funds</b>         |                  |                  |                  |                |                 |
| BC01 Brattleboro Camera Club              |                  | 0.00             | 0.00             |                |                 |
| BP01 Brattle Post Card Fund               |                  | 0.00             | 0.00             |                |                 |
| BS01 Brattleboro Stamp Club Donation      |                  | 90.20            | 90.20            |                | 100.00 %        |
| DU01 Helen Durant Fund 9/6/2007           | 360.00           | 665.85           | 305.85           | 54.07 %        | 45.93 %         |
| EJ01 Edward Johnson Fund                  |                  | 164.38           | 164.38           |                | 100.00 %        |
| HS01 Harold Sheldrick Fund 9/30/15        |                  | 0.00             | 0.00             |                |                 |
| SG01 Small Gifts                          | -570.89          | 4,049.14         | 4,620.03         | -14.10 %       | 114.10 %        |
| TB01 Tom Burdo Fund 1/2/2012              |                  | 124.00           | 124.00           |                | 100.00 %        |
| <b>Total BR19 Short Term Gift Funds</b>   | <b>-210.89</b>   | <b>5,093.57</b>  | <b>5,304.46</b>  | <b>-4.14 %</b> | <b>104.14 %</b> |
| <b>BR20 Projects</b>                      |                  |                  |                  |                |                 |
| SP01 Building and Grounds Committee       | 6,515.48         | 32,889.84        | 26,374.36        | 19.81 %        | 80.19 %         |
| <b>Total BR20 Projects</b>                | <b>6,515.48</b>  | <b>32,889.84</b> | <b>26,374.36</b> | <b>19.81 %</b> | <b>80.19 %</b>  |
| <b>BR21 Legacy</b>                        |                  |                  |                  |                |                 |
| BF01 Building Fund                        |                  | 10,273.01        | 10,273.01        |                | 100.00 %        |
| BN01 Brown Fund                           |                  | 168.39           | 168.39           |                | 100.00 %        |

# Brooks Memorial Library

## Budget vs. Actuals: FY25

July 2024 - June 2025

|                                |                      |                       | TOTAL                 |                |                 |
|--------------------------------|----------------------|-----------------------|-----------------------|----------------|-----------------|
|                                | ACTUAL               | BUDGET                | REMAINING             | % OF BUDGET    | % REMAINING     |
| CK01 Calista Book Fund         |                      | 780.35                | 780.35                |                | 100.00 %        |
| DW01 Dowley Fund               |                      | 868.70                | 868.70                |                | 100.00 %        |
| FR01 Frothingham Fund          |                      | 2,466.02              | 2,466.02              |                | 100.00 %        |
| GB01 George Brooks Fund        |                      | 802.50                | 802.50                |                | 100.00 %        |
| JR01 Jerard Fund               |                      | 1,311.59              | 1,311.59              |                | 100.00 %        |
| LU01 Loud Fund                 |                      | 11,445.77             | 11,445.77             |                | 100.00 %        |
| PG01 Pageant Fund              |                      | 505.26                | 505.26                |                | 100.00 %        |
| SH03 Schorling 2007 Books Ref  |                      | 143.16                | 143.16                |                | 100.00 %        |
| WY01 Wyatt Fund                |                      | 596.22                | 596.22                |                | 100.00 %        |
| <b>Total BR21 Legacy</b>       |                      | <b>29,360.97</b>      | <b>29,360.97</b>      |                | <b>100.00 %</b> |
| BR22 - Employee Leave Awards   | 5,110.50             | 5,377.73              | 267.23                | 95.03 %        | 4.97 %          |
| BR23 Downloadable              |                      |                       |                       |                |                 |
| DL01 Youth Downloadable        | 1,763.65             | 5,000.00              | 3,236.35              | 35.27 %        | 64.73 %         |
| DL02 Adult Downloadable        | 5,433.53             | 5,000.00              | -433.53               | 108.67 %       | -8.67 %         |
| <b>Total BR23 Downloadable</b> | <b>7,197.18</b>      | <b>10,000.00</b>      | <b>2,802.82</b>       | <b>71.97 %</b> | <b>28.03 %</b>  |
| <b>Total Expenses</b>          | <b>\$80,666.19</b>   | <b>\$247,268.09</b>   | <b>\$166,601.90</b>   | <b>32.62 %</b> | <b>67.38 %</b>  |
| NET OPERATING INCOME           | <b>\$ -80,666.19</b> | <b>\$ -247,268.09</b> | <b>\$ -166,601.90</b> | <b>32.62 %</b> | <b>67.38 %</b>  |
| NET INCOME                     | <b>\$ -80,666.19</b> | <b>\$ -247,268.09</b> | <b>\$ -166,601.90</b> | <b>32.62 %</b> | <b>67.38 %</b>  |

| Description                                 | Code      | 2024-2025 Budget | 2025-2026 Proposed Budget Draw | Remaining in This Year's Budget As of May 31 | Proposed Amount plus Rollover Amount | Additional Needs – Removed from Town Budget |
|---|-----------|------------------|--------------------------------|--|--------------------------------------|---|
|   |           |                  | 4% = \$90,920.14               |  |                                      |   |
|   |           |                  | 5% = \$113,650.18              |  |                                      |   |
| CONFERENCES AND WORKSHOPS (Staff)           | BR03      | \$5,000.00       | \$1,000.00                     | \$3,141.21                                   | \$4,141.21                           |   |
| CONTRACTUAL SERVICES                        | BR04      | \$0.00           | \$2,000.00                     | \$1,824.83                                   | \$3,824.83                           | \$4,000.00 computer maintenance             |
| BOOKS ADULT                                 | BR05      | \$30,000.00      | \$20,000.00                    | \$10,995.23                                  | \$30,995.23                          | \$3,000.00 books                            |
| JUVENILE PROGRAMS                           | BR06      | \$5,000.00       | \$2,000.00                     | \$2,259.84                                   | \$4,259.84                           |   |
| REFERENCE SOURCES                           | BR07      | \$6,000.00       | \$11,000.00                    | \$652.47                                     | \$11,652.47                          | \$3,500.00 reference sources                |
| LOCAL HISTORY SOURCES                       | BR08      | \$0.00           | \$0.00                         | \$5,549.43                                   | \$5,549.43                           |   |
| YOUNG ADULT SOURCES                         | BR09      | \$3,000.00       | \$5,000.00                     | \$500.00                                     | \$5,500.00                           | \$2,000.00 young adult sources              |
| NON-PRINT                                   | BR10      | \$9,000.00       | \$0.00                         | \$20,771.03                                  | \$20,771.03                          | \$3,000.00 non-print adult and children     |
| PERIODICALS                                 | BR11      | \$1,000.00       | \$5,000.00                     | -\$1,151.74                                  | \$3,848.26                           | \$4,000.00 periodicals and newspapers       |
| CONFERENCES AND WORKSHOPS (Trustees)        | BR12      | \$0.00           | \$0.00                         | \$1,912.34                                   | \$1,912.34                           | \$1,500.00 book and non-print supplies      |
| ADULT PROGRAMS                              | BR13      | \$2,000.00       | \$0.00                         | \$3,452.54                                   | \$3,452.54                           |   |
| FINE ARTS                                   | BR14      | \$0.00           | \$0.00                         | \$2,113.42                                   | \$2,113.42                           |   |
| BOARD APPROVED PROJECTS (less FA revenue)** | BR15      | \$5,500.00       | \$27,700.00                    | \$955.40                                     | \$28,655.40                          | \$5,000.00 office supplies and equipment    |
| BOOKS CHILDREN                              | BR16      | \$5,000.00       | \$8,000.00                     | \$100.00                                     | \$8,100.00                           |   |
| OUTREACH (MARKETING)                        | BR17-OR01 | \$2,500.00       | \$0.00                         | \$7,355.87                                   | \$7,355.87                           |   |
| OUTREACH                                    | BR17-OR02 | \$2,500.00       | \$0.00                         | \$3,405.91                                   | \$3,405.91                           |   |
| CONSERVATION                                | BR18      | \$1,000.00       | \$500.00                       | \$473.42                                     | \$973.42                             | \$1,000.00 replacement books                |
| STAFF LEAVE BUDGET                          | BR22      | \$0.00           | \$5,000.00                     | \$267.23                                     | \$5,267.23                           |   |
| DOWNLOADABLE (YOUTH)                        | BR23-DL01 | \$5,000.00       | \$1,000.00                     | \$3,236.35                                   | \$4,236.35                           |   |
| DOWNLOADABLE (ADULT)                        | BR23-DL02 | \$5,000.00       | \$5,000.00                     | -\$433.53                                    | \$4,566.47                           |   |
| <b>TOTAL</b>                                |           | \$87,500.00      | \$93,200.00                    | \$67,381.25                                  | \$160,581.25                         | \$27,000.00                                 |

\*FA auction revenue = \$20,971.27

\*\* Estimated cost of project manager = \$25,000 from Board Approved Projects

Tentative numbers in the pink column: last year's budget amount from column C plus additional needs from column G minus current rollover amount from column E

# Community Agreement for Library Use

For the safety and comfort of everyone at Brooks Memorial Library, **all patrons are required to:**

- Be respectful to other patrons and staff: with both language and behavior.
- Be considerate of others and share communal resources, like the library computers, restrooms, and newspapers, especially during busy times.
- Set phones and other electronic devices to silent or vibrate mode and take calls outside, in the upstairs vestibule, **or in a reserved room with the door closed.**
- Enjoy food and drink on tiled areas only. Discard trash and leftovers. Clean table after use.
- Use headphones (available at the circulation desk) when listening to audio.
- Wear a complete outfit—one that includes shoes, pants (skirts, shorts, etc.), and a shirt.
- Leave animals outside, with the exception of service dogs, as defined by the ADA.
- Keep personal items **with you. Items left behind may be discarded at the end of the day.**
- **Respect personal space and do not touch staff or patrons without permission.**
- Comply with current recommendations for health and safety protocols.
- **Leave promptly by closing.**
- **Follow instructions given by library staff.**

Brooks Memorial Library **does not permit:**

- Harassment or intimidation of any kind
- Physical violence
- Abusive and/or discriminatory language **or gestures**
- **Sexual conduct or lewd behavior**
- Using, possessing, selling, or appearing under the influence of alcohol or illegal drugs.
- Smoking, vaping or **chewing tobacco**
- Stealing or intentionally damaging property
- Soliciting, **petitioning, or canvassing**
- **Entering staff areas without permission.**
- **Creating a disturbance by making noise, talking loudly, or engaging in other disruptive conduct**
- **Damaging, defacing, or misusing any Library materials or property. This includes disabling or unplugging Library equipment, changing hardware or software, or using a Library computer for purposes not designated by the Library.**

**We request that weapons be left in a safe place elsewhere.**

Library staff members are responsible for ensuring **safety and respect for all.** They are authorized to determine what is inappropriate or unsafe. Please notify staff if you have a concern.

Brooks Memorial Library supports the American Library Association's Library Bill of Rights <https://www.ala.org/advocacy/intfreedom/librarybill>.

**Failure to comply with this agreement will result in a warning, suspension of library privileges and/or immediate removal from the library. Repeated infractions or refusal to leave after a request from staff may result in being prohibited from visiting the library for a period of time. Illegal activity may result in a formal trespass order.**

Restriction of library use may be appealed to the Library Director or to the Board of Library Trustees