



Board of Trustees Meeting Materials for July 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

July 8, 2025, 4:45 PM

Meeting to be held on site or via Zoom:

<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, June 10, 2025, Link: <https://eadn-wc04-3360218.nxedg.io/wp-content/uploads/2025/06/20250610-Trustee-Minutes.pdf>

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library

- Update – Karen; Next Meeting - Nikki

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 – No update

D. Buildings and Grounds— Nikki Holland, Chair

- Update
- August 12th, 10 am, State Visit

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
- Behavior policies—first reading
- Professional Development policy and application draft revision—first reading
- Child Safety Policy—first reading
- Outreach Committee Discussion

NEW BUSINESS

- Signage Ad Hoc Work Group
- Board Picture at the Conclusion of the Meeting

Brooks Memorial Library
Board of Library Trustees Meeting
June 10, 2025

Attending: Nikki Holland, Margaret Atkinson, Sirkka Kauffman, Ann Varilly, Starr LaTronica, Kate O’Conner, Karen Tyler, Jenny Rowe, Leo Schiff, Anna Monders, Max Newirth
Public member Bob Ferramte

Call to Order: 4:48
Agenda Review: Complete
Public Comments: None
Minutes of May 13: Approved

Friends of the Library: Next event Thursday June 12 Friends are hosting Library of Things celebration event, “What’s Cooking at Brooks”. Next Friends meeting June 18, Karen Tyler will attend from the Board. Friends recently received a \$5000 gift from a member of the public who is grateful for the role the library plays in the community!

Finance Committee: Endowment interest budget proposed and accepted. Moved by Leo, seconded by Karen. Endowment will replace \$27,000 that was cut from town budget by redistributing the appropriations. Large expense is for Project Manager for our capital improvement project.

Technology Committee: Searching for online training resources for upcoming peer support sessions. Two types of classes/programs—How to get Kanopy, for example, led by staff, and another set led by community members on topics, with peer to peer help. Example of topics—AI, getting the most of Gmail... We will invite some potential tech volunteers to our next meeting on July 9.

Building and Grounds: Decisions made around outdoor library improvements, largely consistent with town aesthetic. Possible space for commemorative benches. Possible option for Stone Trust addition. Project Manager interviews occurred, Scott McKusick chosen. Contract not yet finalized.

Strategic Planning: Tool library getting lots of use. Reviewed bylaws, made a rough draft, still need to update conflict of interest section, and director review by board of trustees.

Department Reports—Director—praised the Rapid Review Library event. Considering library show on BCTV. Children’s Librarian Lindsay was featured on VPR. Youth Services—Max the Teen Services Specialist presented to Board. Lots of planning for summer reading program. Theme is “Level Up”. Teen movie series for summer. Many class visits as school year waned. Lots of manga titles checked out.

Continuing Business

Social work/ safety: high library usage by unsheltered patrons, particularly during midday Groundworks closure. Requested more coverage by HCRS social worker. Starr is involved with town Situation Table so library updated on challenging individuals in the community.

Behavior policy: still in draft form, awaiting feedback from town attorney. We may develop a shorter, simplified version for library posting, and will probably post both simplified and detailed versions once finalized and approved.

Collection Development policy: staff still working on it.

Professional Development policy and draft revision: will be ready for next meeting

Child safety policy: staff still working on it

Outreach Committee: still awaiting feedback from Tara.

New Business: July 4 parade, staff, Friends and Trustees invited to be in the parade.

June 12 request for library to stay open late for Friends event: approved.

Library request to stay open late solely for teen programming June 27, July 18 and August 1.
Approved.

Board picture at next meeting

Meeting adjourned at 6:00pm

Director's Report for June 2025

Announcements: We recently experienced some harrowing incidents, resulting in two no trespass orders, several confrontational conversations with patrons, and CISM led debriefings. The episodes have had a continued impact on some of the staff members who were involved. I am tremendously grateful to the BRAT, the BPD and the CISM team for their diligence and support. Participation in Situation Table activities has provided additional insight.

I have been in contact with a local probation officer to arrange for library use by someone who assaulted staff in the past, has served their time and been released to the community. I have had multiple conversations with staff, those who were present that day and others who were not. We are seeking an agreement that will allow for library access, while supporting staff and acknowledging the stress and anxiety over interacting with the patron.

We have also been diligent in cleaning the bathrooms after being warned of MRSA in the community.

Several printers failed during one short period! Matt worked his magic to keep the staff printing, but public frustration was sizeable and unavoidable.

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: Books We Love, Pride, Pulitzer Prize winners, Rapid Reviews, insects, and brain health and Alzheimer's awareness.
- The e-bike program is up and running for the season.
- Pool passes are now available, thanks to the FOBML.

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

- Staff has experienced an increase in inquiries about reliable sources of information
- Jeanne has created a number of handouts/guides on determining the veracity of online information.
- We continue to assist patrons learning to use the new parking system
- Adult information and circulation staff estimate that they execute at least one complicated transaction per week that used to be handled by the DMV. Patrons need assistance in registering vehicles, signing up and logging in to take their driver's test, etc. These can be very complicated and time consuming.
- Summer brings in people researching local history and genealogy. These requests are multifaceted and require consulting a range of sources: online, microfilm, clipping files, reference books and archives.

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, we offered:

- A film on systemic inequities in education: *Counted Out: Math is Power* to a full room of viewers.
- Presentations on warning signs and preventative measures of Alzheimer's—for TOB employees and the public.
- Five staff members (Ellen, Anna, Jeanne, Max and Lindsay) dazzled a crowd of 40 booklovers with 50 recommended titles in 50 minutes! The program was organized by Amanda, who also baked 100 cookies! We have had great feedback on the event, with people wanting to know when the next installment will occur.
- The MRR craft was an opportunity to add to the desk décor with brightly colored bugs.
- Summer reading for adults continues to increase in popularity.
- FOBML held an evening cooking demonstration using equipment from the Library of Things. Attendees voted on what they would like to add to the LoT—a pressure washer tied with rice cooker.

Review and introduce new technology and develop related instruction.

- We received several offers of volunteer help to lead mutual tech help sessions, based on the Stitchers model.

- We have received grant funding to replace the public access computers.

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*.
- CR staff is conducting weekly *Stories in the Sun* at the Retreat Farm.
- The Summer Reading program is in full swing, mitigating the summer slide for kids and teens.

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.
- Teen summer reading program is robust, with lots of enthusiastic participation.

Recruit, cultivate and retain a diverse, exemplary staff.

Adult circulation staff participated in the following:

- Backup: How coworkers should provide backup during conflict with Ryan Dowd
- Homelessness in Rural Libraries #4: Rural Youth Homelessness
- Queer Library Workers During the Culture Wars with Alex Bishop - ALA Social Responsibilities Round Table
- Adult Dyslexia resources for libraries
- Info2Go! Librarians Collaborating to Teach Critical Engagement with Artificial Intelligence
- Creating Dementia-Friendly Libraries
- Kate is working on her public library certificate through the Vermont Department of Libraries.
- I attended the American Libraries Association Annual Conference, where I concentrated on sessions pertaining to advocacy, staff safety, staff well-being and burnout, reliable sources and spoke with several vendors re: self-checkout options.

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: a lively group exploring the possibilities of the afterlife; an arts healing and self-exploration series for mature women of color; independent reading clubs (Green Carnation, Great Books); Mineralogical Society; multi-generational civics classes; lifelong learning for adults with disabilities; Cicolo Italiano.
- 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.

- Frequent meetings with Pete Lynch from DPW have been instrumental in moving the capital grant project along. We hope to have plans by the end of the week, which will be used to create bid documents.
- Project Manager Scott McKusick has met with us several times to become acquainted with the project and organize information for sequencing.

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 attended a Downtown Brattleboro Alliance planning session for winter displays.
- Breanna Sheehan, administrative director of the Vermont Commission on Native American Affairs and Chief Roger Longtoe Sheehan joined us for the America 250 planning session, thanks to our continued collaboration with Windham World Affairs Council.

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

- 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.

- The Library continues to benefit from coverage in the Employee newsletter and the Town of Brattleboro newsletter.
- Postings from Instagram and Facebooks have raised the profile of the library.
- A letter from patron Shin Freedman in the reformer brought more BML accolades.

Adult Circulation Report to Board of Trustees June 2025

July 2025

Adult Summer Reading Program

Our theme this year is **Community Science**. We are having **displays, crafts, social media posts, and newsletter features** encouraging patrons to contribute to scientific research by observing natural phenomena! This program is generously supported by the Friends.

Adult Summer Reading Challenge cards are now available and **175 cards** have been picked up so far. Anyone who completes one wins a button and a free book. Raffle winners receive a bookstore gift card.

Wednesday, June 4, 6:30pm

Rapid Reviews — Adult Summer Reading Kick-Off!

Library staff gave 1 minute reviews of a total of 50 books, plus milk and cookies. Anna, Ellen, Jeanne, Lindsay, and Max captivated an audience of **40 library patrons** and all 100 cookies were eaten!

Upcoming: Saturday, July 12, 11-3

Butterfly Talk & Bioblitz

Dana Williams from the Vermont Center for Ecostudies will give a talk about how to participate in the Vermont Butterfly Atlas by photographing butterflies and reporting their locations. Then, we will run a Bioblitz at the Hogle Wildlife Sanctuary to learn about butterflies and other insects in the field. Co-sponsored by the Brattleboro & Guilford Conservation Commissions and BEEC.

Upcoming: Saturdays, July 19, July 26, August 23, 10:30-12

Art & Nature Workshops with the River Gallery School

Teaching artist Kate Milliken from the River Gallery School will provide three workshops at the library, leading participants in an exploration of drawing and painting living beings in the natural world, with a focus on close observation and producing the type of illustrations that could be submitted to a community science project.

Highlights from June

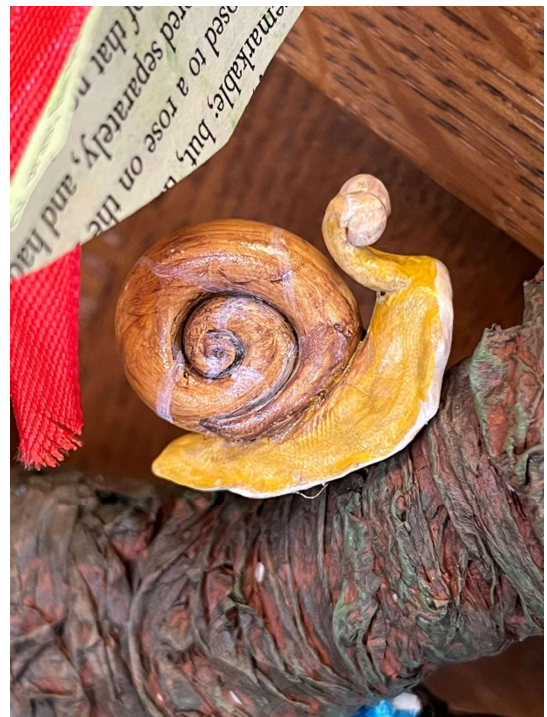
- Patrons explored their creativity by making **oil pastels insects** to decorate the desk. Kate built a **gorgeous tree** for the desk with recycled book leaves and intricate clay insects!
- Popular displays included **Pride, Pulitzer Prize Winners, Insects, and Brain Health**, which was connected to the **“Moments in Time”** exhibit by Vermonters with Dementia.
- The Friends showcased the Library of Things at the event: **“What’s Cooking at Brooks?”**
- The **Living Memorial Park Pool Pass** and three **eBikes** are now available for the summer!
- An uptick in patron behavior problems and serious incidents is increasing staff stress.

Submitted by Amanda Whiting, Circulation Manager



50 Books · 50 minutes





FY25 - Department Inquiry - as of 7/7/25

Fund: 101 General Fund --- Department: 201 Library --- Period Ending: 06/30/2025

Account Number	Description	Total Budget	YTD Actual	Balance
101-50000-201	Department Head Salary	91,545.00	87,829.75	3,715.25
101-50001-201	Staff Salaries	583,773.00	547,785.11	35,987.89
101-50002-201	Vacation BB - Retire Pay	5,000.00	0.00	5,000.00
101-50003-201	Overtime	0.00	1,075.79	(1,075.79)
101-51000-201	Equipment expense	4,500.00	4,053.04	446.96
101-51003-201	Postage Expense	7,500.00	7,309.94	190.06
101-51004-201	Office Supplies	4,000.00	3,617.57	382.43
101-51007-201	Computer Supplies	4,000.00	3,917.05	82.95
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	5,074.35	(1,074.35)
101-51031-201	Lost Book Refund Pmt Fees	200.00	393.18	(193.18)
101-51032-201	Book & Non-Print Supplies	6,000.00	4,884.10	1,115.90
101-51034-201	Fuel Expense	10,790.00	7,136.61	3,653.39
101-51035-201	Electric	20,730.00	21,550.56	(820.56)
101-51036-201	Utilities	1,490.00	1,756.90	(266.90)
101-51037-201	Building Repairs	20,000.00	14,189.10	5,810.90
101-51038-201	Maintenance Supplies	4,000.00	3,638.41	361.59
101-51039-201	Books - General	8,000.00	8,000.00	0.00
101-51040-201	Reference Sources	18,000.00	17,900.17	99.83
101-51041-201	Juvenile Books	8,500.00	8,290.82	209.18
101-51042-201	Young Adult Sources	3,000.00	3,000.00	0.00
101-51043-201	Replacement Books	3,000.00	2,056.53	943.47
101-51044-201	Periodicals & Newspapers	7,500.00	7,500.00	0.00
101-51045-201	Digital Subscriptions	13,000.00	13,000.00	0.00
101-51046-201	Non-Print Materials Adult	6,000.00	6,000.00	0.00
101-51047-201	Non-Print Materials Children	4,500.00	4,295.50	204.50
101-54004-201	Computer Equipment Maint	6,000.00	2,942.96	3,057.04
101-45007-201	Miscellaneous Revenue	(1,000.00)	(76.00)	(924.00)
101-45012-201	Reimbursements Revenue	(3,000.00)	(3,717.00)	717.00
101-45019-201	Library Copier Revenue	(4,500.00)	(8,110.50)	3,610.50
101-45020-201	Library Fines	0.00	(131.65)	131.65
101-45021-201	Non-Resident Fees	(15,000.00)	(18,112.00)	3,112.00
101-45022-201	Replacement Books	(1,500.00)	(2,706.16)	1,206.16
101-45023-201	Library Postage Revenue	0.00	(1.00)	1.00

FY25 - Department Inquiry - as of 7/7/25

Fund: 401 Grants Fund --- Department: 202 Library Trust --- Period Ending: 06/30/2025

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	5,112.88	2382.51
401-51137-202	BR04 Contract Srvs Adult	1824.83	0.00	1824.83
401-51127-202	BR05 Books Adults	25891.06	17,759.93	8131.13
401-51139-202	BR06 Juvenile Programs	4498.81	3,488.97	1009.84
401-51129-202	BR07 Reference Sources	7685.56	7,033.09	652.47
401-51128-202	BR08 Local History Source	5549.43	0.00	5549.43
401-51132-202	BR09 Young Adult Sources	3376.66	2,661.00	715.66
401-51135-202	BR10 Non-Print	22373.27	2,098.76	20274.51
401-51134-202	BR11 Periodicals & Newspa	2267.47	3,942.81	(1675.34)
401-51124-202	BR12 Trustees Conferences	1912.34	0.00	1912.34
401-51138-202	BR13 Adult Programs	5993.45	2,814.46	3178.99
401-51130-202	BR14 Fine Arts	2404.30	290.88	2113.42
401-51140-202	BR15 Board Approved Proje*	25302.68	24,347.28	955.40
401-51131-202	BR16 Books Children	5838.98	4,903.50	935.48
401-51141-202	BR17 Outreach	11691.73	951.49	10740.24
401-51126-202	BR18 Conservation	1000.00	635.67	364.33
401-51142-202	BR19 Gifts	5093.57	3,610.77	1482.80
401-51143-202	BR20 Projects	32889.84	8,385.48	24504.36
401-51144-202	BR21 Legacy	29360.97	501.41	28859.56
401-51123-202	BR22 Staff Leave	5377.73	5,110.50	267.23
401-51136-202	BR23 Downloadable Media	10000.00	5,540.80	4459.20

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

Brooks Memorial Library

Budget vs. Actuals: FY_2024_2025 - FY25 P&L

July 2024 - June 2025

	TOTAL				
	ACTUAL	BUDGET	REMAINING	% OF BUDGET	% REMAINING
Income					
Total Income			\$0.00	0.00%	0.00%
GROSS PROFIT	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Expenses					
BR01 - Buffer Account		10,000.00	10,000.00		100.00 %
BR03 Conferences & Workshops	4,882.88	7,495.39	2,612.51	65.15 %	34.85 %
BR04 Contractual Services		1,824.83	1,824.83		100.00 %
BR05 Books Adults	15,853.51	25,891.06	10,037.55	61.23 %	38.77 %
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	895.58	3,376.66	2,481.08	26.52 %	73.48 %
BR10 Non-Print	1,955.43	22,373.27	20,417.84	8.74 %	91.26 %
BR11 Periodicals	3,681.01	2,267.47	-1,413.54	162.34 %	-62.34 %
BR12 Trustees Conferences		1,912.34	1,912.34		100.00 %
BR13 Adult Programs	2,676.92	5,993.45	3,316.53	44.66 %	55.34 %
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 %
Total BR15 Board Approved Projects	22,816.03	44,742.70	21,926.67	50.99 %	49.01 %
BR16 Books Children	1,768.87	5,838.98	4,070.11	30.29 %	69.71 %
BR17 Outreach					
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 %
Total BR17 Outreach	929.95	11,691.73	10,761.78	7.95 %	92.05 %
BR18 Conservation	635.67	1,000.00	364.33	63.57 %	36.43 %
BR19 Short Term Gift Funds					
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	-440.20	4,049.14	4,489.34	-10.87 %	110.87 %
TB01 Tom Burdo Fund 1/2/2012		124.00	124.00		100.00 %
Total BR19 Short Term Gift Funds	-80.20	5,093.57	5,173.77	-1.57 %	101.57 %
BR20 Projects					
SP01 Building and Grounds Committee	8,385.48	32,889.84	24,504.36	25.50 %	74.50 %
Total BR20 Projects	8,385.48	32,889.84	24,504.36	25.50 %	74.50 %
BR21 Legacy					
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: FY_2024_2025 - FY25 P&L

July 2024 - June 2025

			TOTAL		
	ACTUAL	BUDGET	REMAINING	% OF BUDGET	% REMAINING
CK01 Calista Book Fund		780.35	780.35		100.00 %
DW01 Dowley Fund	-536.61	868.70	1,405.31	-61.77 %	161.77 %
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	-54.10	505.26	559.36	-10.71 %	110.71 %
SH03 Schorling 2007 Books Ref		143.16	143.16		100.00 %
WY01 Wyatt Fund		596.22	596.22		100.00 %
Total BR21 Legacy	-590.71	29,360.97	29,951.68	-2.01 %	102.01 %
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	5,997.72	5,000.00	-997.72	119.95 %	-19.95 %
Total BR23 Downloadable	7,761.37	10,000.00	2,238.63	77.61 %	22.39 %
Total Expenses	\$86,245.23	\$247,268.09	\$161,022.86	34.88 %	65.12 %
NET OPERATING INCOME	\$ -86,245.23	\$ -247,268.09	\$ -161,022.86	34.88 %	65.12 %
NET INCOME	\$ -86,245.23	\$ -247,268.09	\$ -161,022.86	34.88 %	65.12 %

Digital Media Usage in six-month increments, January 2024-June 2025

EBooks/Magazines + Audio Jan-June 2025							
EBooks, Audio	JAN	FEB	MAR	APR	MAY	JUN	JAN-JUN
Libby GMLC audio / ebooks <i>checkouts</i>	1963	1931	2094	2074	2009	1838	11909
Libby/Overdrive Magazines <i>checkouts</i>	597	677	603	646	672	727	3922
Palace audio/ebooks <i>checkouts</i>	103	149	113	42	83	82	572
Blackstone audio (on 2 platforms) <i>checkouts</i>	39	47	58	75	26	30	275
TOTALS	2702	2804	2868	2837	2790	2677	16678
Video 2025							
Kanopy <i>plays</i>	633	646	702	601	712	737	4031
Kanopy invoices (<i>dollars</i>)	\$786.00	\$803.00	\$885.00	\$708.00	\$842.00	\$855.00	\$ 4,879.00

EBooks/Magazines + Audio Jul-Dec 2024 (prior 6 months)							
EBooks, Audio	JUL	AUG	SEP	OCT	NOV	DEC	JUL-DEC
Libby GMLC audio / ebooks <i>checkouts</i>	1594	1603	1557	1545	1666	1716	9681
Libby/Overdrive Magazines <i>checkouts</i> (started in July 24)	260	257	296	380	550	528	2271
Palace audio/ebooks <i>checkouts</i>	11	36	42	55	53	60	257
Blackstone audio (on 2 platforms) <i>checkouts</i> (started in June 24)	83	72	69	56	71	42	393
TOTALS	1948	1968	1964	2036	2340	2346	12602
Video Jul-Dec 2024 (prior 6 months)							
Kanopy <i>plays</i>	552	445	407	552	510	636	3102
Kanopy invoices (<i>dollars</i>)	\$574.00	\$552.00	\$536.00	\$624.00	\$666.00	\$679.00	\$3,631.00

Changes, July-Dec 2024 to Jan-June 2025:

Total ebook/mag/audio: +32%

Libby magazines: + 49%

Kanopy video: +30%

Regarding funds:

Kanopy costs are directly related to monthly usage. Ebooks, etc. have more stable monthly costs because of licensing agreements.

EBooks etc. Jan-June 2024	JAN	FEB	MAR	APR	MAY	JUN	JAN-JUN
Libby GMLC audio / ebooks	1706	1688	1727	1652	1609	1120	9502
Libby Magazines <i>started 7/24</i>							
Palace audio/ebooks	76	49	47	54	54	39	319
Blackstone audio <i>started 6/24</i>						71	71
TOTALS	1782	1737	1774	1706	1663	1230	9892
Video Jan-June 2024							
Kanopy <i>plays</i>	451	435	452	393	492	463	2686
Kanopy invoices	\$641.00	\$544.00	\$537.00	\$468.00	\$553.00	\$511.00	\$ 3,254.00

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

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 prior to registration. 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.

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.