



Board of Trustees Meeting Materials for September 9th, 2025

Table of Contents

- **Agenda**
- **Minutes of July 8th, 2025**
- **Committee Minutes¹**
 - None
- **Director's Report**
- **Information Services Report**
- **Youth & Teen Services Report**
- **Adult Circulation Report**
- **Expenditures and Revenue Report – General Fund**
- **Expenditures and Revenue Report – Grants Fund**
- **Other Materials**
 - **Code of Conduct**
 - **Professional Development Policy**
 - **Child Safety Policy**

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

*September 9, 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, July 8, 2025, Link <https://eadn-wc04-3360218.nxedge.io/wp-content/uploads/2025/07/20250708-Trustees-Minutes.pdf>

COMMITTEE UPDATES/ DEPARTMENT REPORTS

A. Friends of the Library

- Update – Sirkka; Next Meeting - Margaret

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

- Update

C. Technology Committee – Nikki Holland, Chair

- Update

D. Buildings and Grounds— Karen Tyler and Starr

- Update, including signage
- State visit summary - Starr

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 policy status
- Behavior policy – second reading
- Professional Development policy – second reading
- Child Safety Policy draft
- Outreach Committee Discussion
- Non-resident library fees

NEW BUSINESS

- Town budget

Brooks Trustee Meeting 7-8-25

Present: Jenny Rowe, Sirkka Kauffman, Leo Schiff, Ann Varilly, Karen Tyler, Margaret Atkinson, Kody Guerrero, Starr LaTronica

Call to order 4:49

Public Comments: None

Minutes of June 10, 2025: correct spelling of Bob Ferrante's name: minutes approved

Friends of Library: Pool passes approved for this summer, Friends did not have a quorum, requests funded, two chairs purchased for Teen Room. Friends Library of Things event attendance was disappointing but a nice event nonetheless. Sirkka will attend August Friends meeting, no July meeting.

Finance/ Asset Management: End of fiscal year financials are in progress. We can now move/ transfer money electronically. Recent gift of \$10,000 to Brooks. Fine Arts policy is out of date. We need to discuss curation of objects in the future. Endowment/ Investment policy needs a little wordsmithing.

Technology: no meeting since last month, next meeting tomorrow.

Building and Grounds: Big outdoor project will have bidding opened on August 28. General Contractor will be chosen shortly afterward. Site visit by state August 12. We will be working with the town on taking down the big spruce tree, with major support from DPW. We will use town communication staffer Seth Thomas for messaging around our big grant project.

Strategic Planning: Still reviewing bylaws for proposed changes, met with Town HR Director around Director annual review to try to consolidate the work. Town Charter changes will impact the bylaws.

Department Reports: submitted in the board packet, director and digital library usage.

Continuing business

Social Work and Safety; BRAT Team is very helpful to staff and patrons, HCRS and Groundworks are providing periodic support in the library to patrons. Restroom usage has increased as state motel program wound down.

Collection Development: still in process

Behavior Policy: first reading completed

Professional Development Policy: first reading completed

Child Safety Policy: needs clarification when parent cannot be reached at closing time

Outreach Committee: Working group of board members, town communication staffer (Seth Thomas) and Outreach Specialist Tara O'Brien could be helpful. Might convene such a group in September

New Business

Signage Work Group: Building and Grounds seeks additional input, B and G will talk to local architect before starting the work group

Board photo: postponed due to 3 members absent

Charter: changes to RTM could affect our bylaws for Trustee membership. We could change to having Selectboard could approve Trustee membership if RTM ceases to exist.

Increasing non-resident library fees: we will need to adjust bylaws if we want to increase fees.

Historical Document: motion approved to gift proclamation to state historical society

No August Trustee meeting.

Meeting adjourned at 6:11

Director's Report for July/August 2025

Announcements: We have had a wonderful whirlwind of activity on all levels this summer, and out in the community. All age groups express love and appreciation for the library.

We still encounter challenges with some community members that are struggling, but we have seen some decrease due to the option of people spending some of their time at the 69A Elliot Drop-In Center.

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.

- Jeanne, Kody and Anna have hard at work on the archive collection.
- Garden tools and e-bikes are in demand!
- Books for the upcoming Literary Festival and DBA Miniature project have been ordered and have begun arriving.
- Successfully addressed a Request for Reconsideration from a patron re: book on the KKK.

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

- Jeanne has been busy with local history and genealogy queries this summer, in addition to an array of complex reference requests.
- All staff has been helping people navigate online access and providing excellent readers' advisory for all three Summer Reading Programs

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

- The Stitchers and Sci-Fi Reading Meet-Up continued with steady attendance throughout the summer.
- Nature-themed lectures, fieldwork and art lessons were wildly successful. *Please see report on Adult Summer Reading*
- Center for Solace partnered to present a program on Empowering Patients.
- A poetry reading led to a meaningful audience discussion on finding common ground and interacting with people of varying opinions.

Review and introduce new technology and develop related instruction.

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

- Summer Reading participation was the highest ever. *Please see Youth Services Report.*

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

- Circulation of materials increased over 100%! *Please see Youth Services Report.*

Recruit, cultivate and retain a diverse, exemplary staff.

- Kate has been accepted into begun classes for the Certificate for Public Librarianship from VDOL.
- Met with Town safety staff to mitigate danger of MRSA despite contact with people who may be infected.
- Adult circulation staff attended virtual training on: Serving neurodiverse patrons, security in rural libraries, Exploring Library Labor through Design, Homelessness in Rural 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

- The Quiet Reading Room has been transformed by moving the print reference collection there, creating an environment that inspires and supports research.
- Book groups, gamers and a group exploring the afterlife made regular use of our spaces.

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

- The Capital Improvements project continues to progress. The tree has been removed for site preparation. Drawings are on display. A team of people from the Department of Libraries visited for a tour. Final drawings are available for contractors who wish to submit bids, two attended a walkthrough with the Project Manager.
- Met with Town Arts Committee to explore possible public art installations in expanded exterior space.
- Met with gardening volunteer to discuss the removal and distribution of plants in the pocket garden.

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.

- Provided chairs and games for a Wednesday Lunch in the Lot.
- Engaged with many people of all ages during a craft project for August Gallery Walk.
- Engaging staff in the DBA's massive-mini program for the Holiday season.

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

- Visited the new drop-in arts center and donated lots of art books for inspiration.
- Attended the Housing Authority meeting with state officials during Capital for a Day.
- Acquired magnification machine to aid people with visual impairments via private donation.

Increase awareness of library services, resources, and impact.

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

- Faculty from the film program at Keene State recorded footage for a PSA on the Library of Things...stay tuned!
- Staff and friends promoted trustworthy sources of information and news, while having a blast at the Fourth of July parade.
- Participating in the planning committee for the Health and Wellness Fair.
- Engaged with families with art and free books at the Community Connection event, organized by BPD.

Online/Mobile Reference & Learning Resources: 6-month Usage Summaries, 2024-2025

This compares usage for Jan-Jun 2025 and the prior six months, Jul-Dec 2024 (on second page). The 2025 table includes notes on cost and usage—a snapshot of the notes I keep to myself in the Excel tables. ‘Keep’ means the source’s value to Brooks patrons is abundantly clear. Others might well be worth keeping, but I’m watching them. Some are tagged “Promote & track,” but *all* would benefit from more promotion, and there are plans to do that using the e-news and social media. Key findings: Reference usage is way up (especially the news databases) and Online Learning is down a bit—but that category can benefit greatly from promotion, and individual sources have done very well. Sorry for the tiny print! -JW 9/8/25

Reference Databases & Online Learning 2025	JAN	FEB	MAR	APR	MAY	JUN	JAN-JUN 25
Online & Mobile Reference 2025							
American Ancestors free with our NEHGS membership for collaboration with WC genealogy group	0	0	0	0	0	9	9
Ancestry Library Edition-Proquest \$2198.60 through June26 fluctuates but is used/WC genealogy	40	79	145	41	2	32	339
AtoZ Databases \$1325 through June26 useful to find businesses, but still vital? Get more training. Promote & track	465	0	470	6	182	579	1702
Candid FDO \$2,995.00 through Jan26 Important. Keep on collaborating w/S Dotson. Keep	15	81	28	60	81	44	309
EBSCO Consumer Reports \$1557 through June26 classic. Keep	716	410	670	290	580	381	3047
EBSCO Novelist \$1446.14 through Feb26 Key parts are already in CLN/Aspen Don't renew?	119	111	33	33	53	143	492
Gale Chilton Auto VOL free to VT	0	1	8	1	3	2	15
Gale Legal Forms free to VT	0	0	0	0	0	0	0
Gale VOL free to VT	262	277	255	136	107	93	1130
Morningstar \$1470 through June26 not only for investors-highlight financial literacy and see... Promote & track	40	33	25	28	15	79	220
NY Times \$2314 through June26 hot ticket. Keep	1854	1674	1992	1845	1750	2173	11288
Newsbank Bratt Reformer + VT/US \$5313 through June26 keeps growing. Vital, Keep	5018	4570	5420	6346	5618	4976	31948
OED-Oxford Reference (Lyrasis). \$618.67 through June26 fans, classic, re-curate webpage, Promote & track	37	35	33	15	18	23	161
Peterson's Career Prep VOL free to VT	5	5	0	0	0	0	10
P4A Antiques inexpensive, but not used. Dropped in June25	0	0	0	0	0	0	0
Proquest Sanborn Maps \$391.55 through Jul26.great! re-curate w/ Windham Reg Comm tools Promote & track	9	0	0	0	9	18	36
TOTALS	8580	7276	9079	8801	8418	8552	50706
Online & Mobile Learning 2025							
Driving Tests free	1	4	1	0	0	0	6
Learning Express \$1044 through June26 Complements Udemy for non-digital natives, adult learners. Promote & track	52	78	85	12	23	3	253
Mango (GMLC) solid. Important as we let Pronunciator go. Keep	57	47	119	130	73	64	490
Pronunciator/Bluebird \$1490, through Feb26. It filled a need in 2023-24. Usage down, Mango is good. Don't renew.	6	2	8	5	5	3	29
Udemy free to VT elegant, valuable tool, thank you, VT Lib. Usage way up but keep highlighting. Promote & track	31	134	128	222	80	115	710
TOTALS	147	265	341	369	181	185	1488

Reference Databases & Online Learning 2024	JUL	AUG	SEP	OCT	NOV	DEC	JUL-DEC 24
American Ancestors	0	0	0	0	0	0	0
Ancestry Library Edition-Proquest	41	218	16	298	70	29	672
AtoZ Databases	32	33	4	14	6	15	104
Candid FDO	38	63	161	160	62	62	546
EBSCO Consumer Reports	698	925	418	926	534	665	4166
EBSCO Novelist	38	10	15	20	1672	2389	4144
Gale Chilton Auto VOL	4	3	2	3	4	0	16
Gale Legal Forms	0	0	0	3	1	3	7
Gale VOL	653	865	596	912	444	301	3771
Morningstar	32	27	24	32	3	1	119
NY Times	1117	1088	958	1005	1227	1353	6748
Newsbank Brattleboro Reformer + VT/US	1255	1871	1417	1777	1512	1332	9164
OED-Oxford Reference	43	30	40	85	12	44	254
Peterson's Career Prep VOL	0	0	0	0	0	0	0
P4A Antiques	0	7	12	0	0	0	19
Proquest Sanborn Maps	0	26	0	0	0	15	41
TOTALS	3951	5166	3663	5235	5547	6209	29771
Online Learning 2024							
Driving Tests <i>free</i>	0	2	1	0	1	1	5
Learning Express	7	18	224	1028	293	95	1665
Mango (GMLC)	51	32	34	40	24	25	206
Pronunciator/Bluebird	9	33	24	44	25	4	139
Udemy	0	0	9	23	25	6	63
TOTALS	67	85	292	1135	368	131	2078

Jeanne M. Walsh
Information Services Librarian
Brooks Memorial Library
(802) 254-5290 ext. 1209
224 Main St., Brattleboro, VT 05301
jeanne@brookslibraryvt.org
she/her

Jan-Jun 2025 Circulation of traditional and digital items for all ages: children, teens, adults	
Print Books: checkouts + renewals	54763
eBooks: checkouts	3444
Physical Audiobooks: checkouts + renewals	1830
eAudiobooks: checkouts	9057
Movies/DVD: checkouts + renewals	3640
Streaming Movies: checkouts	4031
Print magazines: checkouts + renewals	873
eMagazines: checkouts	3922

Notes:

I chose the first six months of this year as a good sample, but I can keep reporting on this if there is interest.

We traditionally measure renewals along with initial checkout for physical items, but I didn't find an easy way to include renewals in the stats for digital materials, so it's not apples/oranges, but maybe apples/apples+pies. I can investigate and let you know if we can get a more precise comparison in the future, but the numbers are still interesting!

I can also break it down into children's/YA/adult if that would be helpful.

Jeanne

Jeanne M. Walsh
Information Services Librarian
Brooks Memorial Library
(802) 254-5290 ext. 1209
224 Main St., Brattleboro, VT 05301
jeanne@brookslibraryvt.org
she/her

Youth Services Board Report – Summer 2025

We had a phenomenal summer in both the Children’s Room and the Spicy Lime. Everyone had a great time with this year’s Level Up at Your Library theme. In the Children’s Room, we had our highest number of participants ever with a record 316 kids joining- that’s 51 more children than last year! Our summer reading program consists of four levels. For each level, children must earn 20 points. One point is earned by reading for 15 minutes or by attending a library event. To expand on the Level Up theme, kids had a choice of which reading record theme they wanted for their next level. Designs included Minecraft, emojis, sports, dice, video games and cats- the most popular design depended on the day with Minecraft and cats being the most requested over all. Prizes are given at all four levels. We had another record-breaking year of prizes earned, up substantially from last year, which had been our all-time high of 522. This year we awarded a whopping 617 prizes with kids reading over 3,000 hours during the six week program! Congratulations to all our participants who kept reading and attending library events all summer long.

Our perennial summer programs continue to enjoy healthy attendance. Monday Movie Matinee, Sing & Dance with Robin, Rhyme Time, Stories in the Sun at Retreat Farm, and LEGO-palooza were all well attended with LEGO-palooza leading the pack with 131 children and 82 adults attending. This year, our outdoor Storytime at Retreat Farm was renamed Stories in the Sun; unfortunately the weather didn’t cooperate, so it was mostly Stories under the Tent in the Rain, but we still had a great time.

A small but spirited group enjoyed our two-part summer book club featuring *Holes* by Louis Sachar. We are developing another book club this fall tentatively planned for local author Ann Braden’s new book *Into the Rapids*. More details to come. Jamie Champney returned to offer our two-session cooking class *Cooking the Books*, utilizing appliances from our Library of Things. At our first session, we read *Should I Share My Ice Cream?* by Mo Willems and made ‘nice’ cream from frozen fruit and using the library’s food processor. At our second session, we read *Pete’s A Pizza* by William Steig and made English muffin pizzas using the library’s air fryer.

Every summer, we hide a special laminated picture in the Children’s Room. In keeping with the Level Up theme, this year was all about Pokemon. Each week, kids searched for a Pokeball to discover which Pokemon was inside. The Pokemon character and location of the Pokeball changed each week. Kids had such fun we extended the fun for an additional 4 weeks to a total of 10 weeks during which we had 287 entries!

All in all, it was a very successful, and fun, summer.

Looking to the fall, our 44th annual Design-A-plate workshop will take place in October and will once again be a take-home format. Packets containing templates and instructions will be available for pick up in the Children’s Room starting Wednesday October 1 and completed drawings will be due by Wednesday, October 15.

Lindsay Bellville- Youth Services Librarian

Teen Services Board Report – Summer 2025

As with our children’s programming, the Teen SRP was very successful this year. Rather than the scratch-off tickets we’ve used in the last few years, this year we used a punch card to track participation in the Teen SRP. Playing into our “Level Up” theme for the summer, we incorporated the dice rolling mechanic from Dungeons & Dragons into the program. Every 3 books checked out by a teen gave them a chance to roll a 20-sided die to determine their prize, and every 12 books checked out increased the modifier to that roll to improve their chances of rolling higher for a better prize. By the end of the summer, we had distributed cards to 47 teen patrons and given out 218 prizes.

Our Teen events were also very well attended this summer with 77 teens taking part over the course of 7 events. Our best attended event was the SRP finale, an Outdoor Movie Night showing of *Barbie*, which saw 16 teens gather in the parking lot behind the library on a perfect summer evening abutting August’s Gallery Walk. Where teen events have traditionally been held exclusively on Friday nights after regular library hours, our experiment this summer with Wednesday night movies was a success with attendance comparable to our regular Teen Movie Nights in the school year. As a result, we will be looking to host more of these Wednesday night events for teens during school breaks this year. Regular teen programming will resume in October with a Halloween themed movie night.

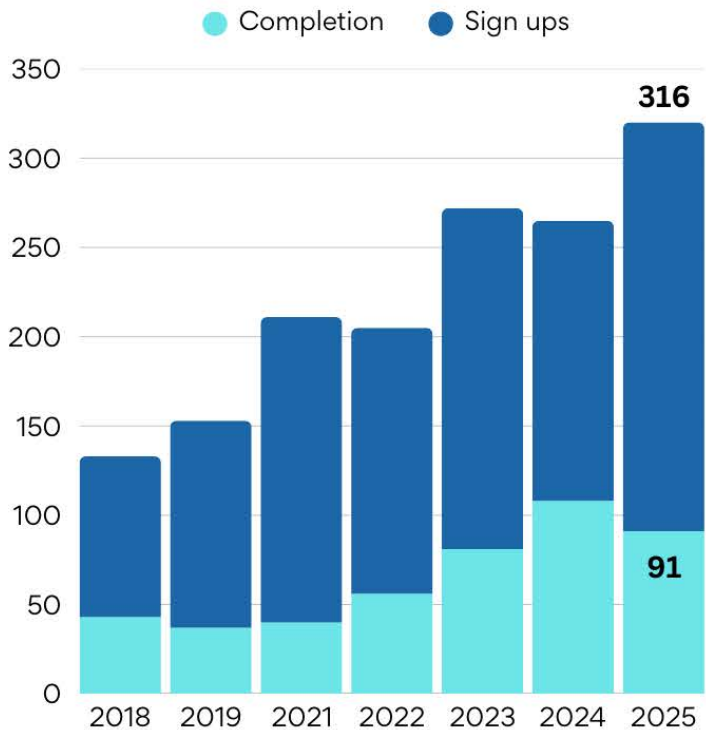
The success of the SRP in these areas has shown significant returns for our YA circulation numbers. Over the course of the summer, we circulated a total of 1094 items out of the Spicy Lime, which represents a 93% increase in circulation from the same period last year! As we’ve seen throughout the year, our manga collection continues to be a high interest area of the teen room driving our increased circulation.

Finally, I want to acknowledge Mason Swinburn for being the last originating TAF LTS member to graduate and officially age out of the group. Mason has been member of our Teen Advisory Board from middle school straight through to the end of his high school career and played a huge role in helping me find my feet when stepping into the TSS role. With his graduation from TAF LTS, the board now numbers 6 teens who are mostly on the younger end of our age range. Very much a new generation. In the coming year, it’s my aim to bring TAF LTS back up to our maximum capacity of 9.

Max Newirth – Teen Services Specialist

Youth Services Stats for Summer 2025

CR SRP signups and completion



**YA circulation
increased
93% from 2024!**

**47 teens
participated
in our SRP.**

**Kids read over
3,000 hours!**

SRP CR & YA Circulation 10 weeks: June 16 - August 23

	CR	YA
Books:	11,451	1094
Audio+Kits:	571	-
Launchpads:	45	-
DVDs:	555	-
Magazines:	26	-
	<hr/>	<hr/>
	12,648	1094
TOTAL:	13,742	

CR SRP Prizes Awarded

	2024	2025
Level 1:	156	209
Level 2:	139	175
Level 3:	121	142
Level 4:	108	91
TOTAL:	522	617

Adult Circulation Report to Board of Trustees July 2025

August 2025

Adult Summer Reading Program

Summer of 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

Cards are available and about **270** have been picked up so far. Anyone who completes a card wins a button and a free book. Raffle winners will receive a bookstore gift card.

Saturday, July 12, 11-3

Butterfly Talk (19 attendees) & Bioblitz (21 attendees)

Dana Williams from the Vermont Center for Ecostudies gave a fascinating talk about the butterflies of Vermont. Afterwards, we ran a Butterfly Bioblitz at the Hogle Wildlife Sanctuary and had excellent weather to photograph butterflies and report our sightings. Co-sponsored by the Brattleboro & Guilford Conservation Commissions and BEEC.



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

Art & Nature Workshops with the River Gallery School

(15 attendees for each workshop, with many on the waiting list)

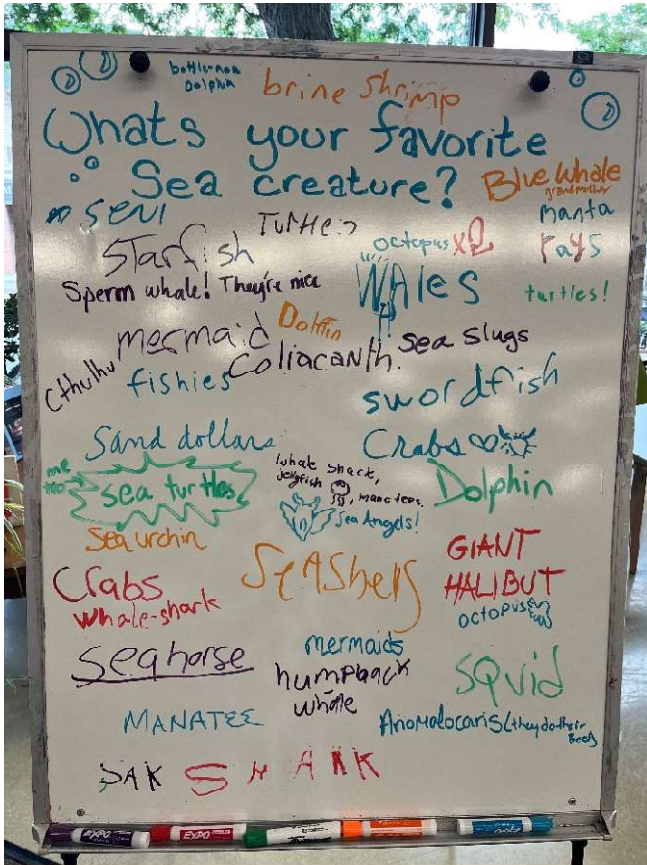
Teaching artist Kate Milliken from the River Gallery School is providing three workshops at the library, leading participants in an exploration of drawing and painting living beings in the natural world, with a focus on close observation and producing the type of illustrations that could be submitted to a community science project. These workshops have been extremely popular and the River Gallery School would like to collaborate with us again to offer more.



Highlights from July

- We are having many problems with patrons' use of the downstairs bathroom, requiring staff to spend a lot of time monitoring the restroom. The number of trespassed patrons has reached a record high.
- Patrons continued to explore their creativity by making **oil pastel insects** to decorate the desk.
- Popular displays included **Lives of the Scientists, Going West, Photography, and Vermont 250.**
- Books by **dyslexic authors** like Agatha Christie, Octavia Butler, and W. B. Yeats were displayed in the library and featured in the newsletter.
- **Living Memorial Park Pool** passes have been extremely popular this summer!

Submitted by Amanda Whiting, Circulation Manager



Adult Circulation Report to Board of Trustees August 2025

September 2025

Adult Summer Reading Program: "Summer of Community Science"

We had a tremendous summer of educational fun for adults with **challenges, events, displays, crafts, social media posts, and newsletter features** encouraging patrons to contribute to scientific research by observing natural phenomena and indulge their curiosity about the natural world. This program is generously supported by the Friends.

For the **Adult Summer Reading Challenge**, patrons:

- Posted their **wildlife sightings** on *iNaturalist*, including swallowtail butterflies, a paper wasp nest, a ruby-throated hummingbird, purple lovegrass, and a Cooper's hawk.
- Read books about **scientists, animals, nature, and books outside their comfort zone**.
- Read **banned books** such as *The Bluest Eye*, *I Know Why the Caged Bird Sings*, *Flamer*, *Animal Farm*, *Beloved*, and *Gender Queer*.
- Told us their **favorite science facts** about trees, raccoons, plate tectonics, polar bears, bats, outer space, and more!
- Learned words in Chinese, Spanish, and Hindi through **Mango Languages**.
- Checked out **Museum & Park Passes**, including VINS, Magic Wings, the Springfield Museums, MassMoca, Billings Farm & Museum, and Vermont State Parks.
- Made **ice cream** with our ice cream maker, **dehydrated** their garden harvest, cooked in the **air fryer**, enjoyed a **Memory Kit** with a loved one, and explored the world by **e-bike**.
- Attended **library events** like Rapid Reviews, the Butterfly Talk & Walk, Illustration for Science workshops, Brattleboro in Stitches, and the Sci-Fi Reading Group.
- Wrote **book reviews** on *Strange the Dreamer* by Laini Taylor, *Courage: My Story of Persecution* by Freshta Tori Jan, *Round Ireland with a Fridge* by Tony Hawks, *Death of the Author* by Nnedi Okorafor, and many more titles.

One participant wrote:

"The book I got from the prize cart last year was so good! And my button reminded me of "book it!" Pizza huts days from my childhood. 😊 I can't wait to turn in my card this year - it help[ed] me read some books out of my comfort zone AND knocked a couple off the old TBR pile."

Highlights from August

- There are two new passes from the **Brattleboro Music Center** which each give two free tickets to a BMC performance, thanks to Margaret Atkinson!
- Artists of all ages created and exchanged **Artist Trading Cards** at Gallery Walk and in the library. Patrons made "Photomontages for a better world" at the craft table.
- Popular displays included books on **Art Through Science, Big Books/Little Books, Dog Days of Summer, and Writer's Reference**.

Submitted by Amanda Whiting, Circulation Manager

2025 Adult Summer Reading Program – By the Numbers

Adult Summer Reading Challenge Cards

- **380** total cards picked up
- **63** challenge cards submitted
- Winners received a custom button
- **19** raffle winners won \$20 gift cards to Everyone's or Byway Books
- All participants won a free book from the prize cart
- \$300 for gift card prizes

Event: Rapid Reviews – Summer Reading Kick-Off

- **5** staff members reviewed 50 books in 50 minutes
- **40** attendees
- \$54.48 for snacks
- Wonderful feedback asking if we would do it again and requesting the list of books

Event: Vermont Butterfly Atlas Workshop & Butterfly Bioblitz

- Presented by Dana Williams, Community Science Coordinator, VT Center for Ecostudies.
- Co-sponsored by the Brattleboro and Guilford Conservation Commissions and the Bonnyvale Environment Education Center (BEEC).
- **19** attendees at workshop on the VT Butterfly Atlas, butterfly identification, and using eButterfly
- **21** attendees at butterfly walk at the Hogle Wildlife Sanctuary
- **5,000+** views on Facebook
- \$296.93 for presenter (\$250 presenter fee and \$46.83 mileage)

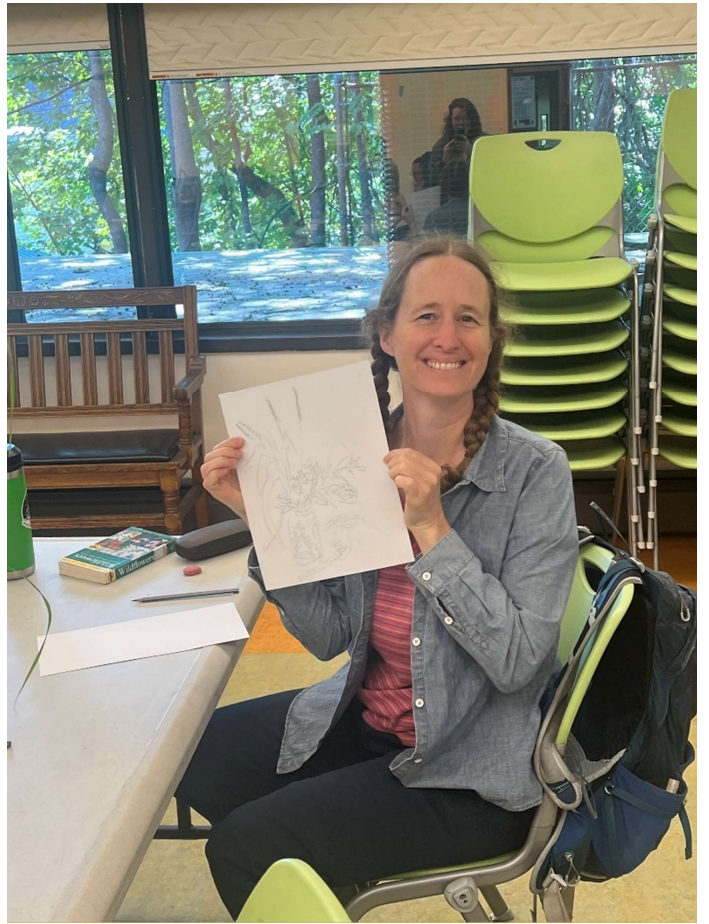
Event: Illustration for Science! Art Workshop Series

- Taught by River Gallery School Teaching Artist Kate Milliken
- Workshop 1: Butterflies & Moths – **15** participants and a waiting list
- Workshop 2: Birds – **17** participants and a waiting list
- Workshop 3: Local Botanicals – **12** participants and a waiting list
- \$450 for three workshops for **45** total registrations
- Glowing feedback from participants requesting more workshops
- **4,000+** views on Facebook

Summer Reading Displays & Activities

- **Insect Oil Pastel Coloring & Insect Facts**
 - Self-directed craft activity; **32** participants of all ages
- **Summer Reading Displays**
June: Insect Week, Field Guides; July: Lives of the Scientists; August: Art Through Science
- **Community Science Projects**
 - Nine projects featured on the website, newsletter, and social media
 - Projects: iNaturalist, eButterfly, Firefly Atlas, eBird, Merlin Bird ID, TreeSnap, Galaxy Zoo, Globe at Night, and the Vermont Atlas of Life.





Department Inquiry

Fund: 101 General Fund --- Department: 201 Library --- Period Ending: 08/25/2025

Account Number	Description	Total Budget	YTD Actual	Balance
101-50003-201	Overtime	0.00	45.66	(45.66)
101-51000-201	Equipment expense	2,500.00	352.66	2,147.34
101-51003-201	Postage Expense	8,500.00	1,720.39	6,779.61
101-51004-201	Office Supplies	4,200.00	118.80	4,081.20
101-51011-201	Reimbursable Expense	4,000.00	0.00	4,000.00
101-51027-201	Telephone	5,000.00	483.11	4,516.89
101-51031-201	Lost Book Refund Pmt Fees	200.00	15.95	184.05
101-51032-201	Book & Non-Print Supplies	4,500.00	189.29	4,310.71
101-51034-201	Fuel Expense	8,420.00	0.00	8,420.00
101-51035-201	Electric	17,175.00	2,093.23	15,081.77
101-51036-201	Utilities	1,725.00	451.62	1,273.38
101-51037-201	Building Repairs	16,000.00	2,436.97	13,563.03
101-51039-201	Books - General	3,000.00	1,994.33	1,005.67
101-51040-201	Reference Sources	12,000.00	15,844.27	(3,844.27)
101-51041-201	Juvenile Books	7,000.00	62.92	6,937.08
101-51042-201	Young Adult Sources	1,000.00	300.11	699.89
101-51043-201	Replacement Books	1,000.00	159.55	840.45
101-51044-201	Periodicals & Newspapers	3,500.00	1,567.27	1,932.73
101-51045-201	Digital Subscriptions	14,000.00	5,523.50	8,476.50
101-51046-201	Non-Print Materials Adult	4,000.00	1,264.67	2,735.33
101-51047-201	Non-Print Materials Children	3,500.00	19.95	3,480.05
101-54004-201	Computer Equipment Maint	2,000.00	0.00	2,000.00
101-45007-201	Miscellaneous Revenue	(500.00)	(1.50)	(498.50)
101-45012-201	Reimbursements Revenue	(4,000.00)	0.00	(4,000.00)
101-45019-201	Library Copier Revenue	(8,450.00)	(637.95)	(7,812.05)
101-45021-201	Non-Resident Fees	(20,250.00)	(2,470.00)	(17,780.00)
101-45022-201	Replacement Books	(1,500.00)	(230.95)	(1,269.05)

Department Inquiry

Fund: 401 Grants Fund --- Department: 202 Library Trust --- Period Ending: 08/25/2025

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	2598.84	0.00	2598.84
401-51137-202	BR04 Contract Srvs Adult	3824.83	0.00	3824.83
401-51127-202	BR05 Books Adults	26829.63	0.00	26829.63
401-51139-202	BR06 Juvenile Programs	2159.37	497.65	1661.72
401-51129-202	BR07 Reference Sources	11328.47	391.55	10936.92
401-51128-202	BR08 Local History Source	5549.43	0.00	5549.43
401-51132-202	BR09 Young Adult Sources	5662.65	0.00	5662.65
401-51135-202	BR10 Non-Print	20125.15	0.00	20125.15
401-51134-202	BR11 Periodicals & Newspa	3193.76	0.00	3193.76
401-51124-202	BR12 Trustees Conferences	1912.34	0.00	1912.34
401-51138-202	BR13 Adult Programs	3153.14	(25.85)	3178.99
401-51130-202	BR14 Fine Arts	2113.42	6.29	2107.13
401-51140-202	BR15 Board Approved Proje	26375.54	0.00	26375.54
401-51131-202	BR16 Books Children	8813.69	0.00	8813.69
401-51141-202	BR17 Outreach	10740.24	0.00	10740.24
401-51126-202	BR18 Conservation	864.33	310.43	553.90
401-51142-202	BR19 Gifts	5220.20	378.38	4841.82
401-51143-202	BR20 Projects	23879.36	979.80	22899.56
401-51144-202	BR21 Legacy	39041.22	115.89	38925.33
401-51123-202	BR22 Staff Leave	5267.23	0.00	5267.23
401-51136-202	BR23 Downloadable Media	10441.26	0.00	10441.26

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

8/2025

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 library staff 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 will attempt to call the child's parent and wait with the child and one other staff member at the rear door of the library until the parent arrives. If staff is unable to reach a parent within 15 minutes after closing, law enforcement will be notified.**